

USAREUR CENTRAL REGISTRY (PROV)
513TH INTELLIGENCE CORPS GROUP
APC 154 U S FORCES

AEUMO-CR(FC)

30 July 1962

ANNEX "J" TO USAREUR CENTRAL REGISTRY
STANDING OPERATING PROCEDURES NUMBER 1 (U)
(SHORT TITLE CR-SOP-1(U))

RETIREMENT, MICROFILMING AND SHIPPING SECTION

1. PROCESSING DOSSIERS FOR RETIREMENT TO CENTRAL RECORDS FACILITY (CRF)

FORT HOLABIRD, BALTIMORE 19, MARYLAND.

a. Initial Screening: Files considered for retirement are initially screened to ascertain whether dossiers are present (or accounted for) and are in proper numerical sequence. Case Officers who have placed restrictive limitations on dossiers, i.e., dossiers bearing markings "DO NOT MICROFILM", are contacted to determine whether limitations may be removed.

b. Screening:

(1) Contents of dossiers are arranged in chronological order with the earliest document on the bottom; however, documents constituting one transaction are not separated. Undated documents are placed in their logical sequence with dated material. Normally the contents will be arranged from bottom to top in the following order:

(a) Reason for investigation together with Personal History Statements (Fragenbogen), personality questionnaires, statements of personal interviews, or written life histories (lebenslauf).

(b) Results of Department of the Army investigations, including interrogations, interviews, and statements in chronological order, followed by reports from other Government agencies and civilian investigative firms.

(c) The Letter Report or Report of Investigation closing the

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investigation or evidence of the fact and reason for cancellation or suspension of investigation.

(d) Adjudicative decisions of the command, Department of the Army or higher level.

(e) Documents evidencing the final action taken on the case.

(f) Documents from subsequent investigations and adjudication in sequence paragraphs a through e above.

(g) Other documents required to be filed by current Army Regulations.

(2) Duplicate copies of documents will be removed, CONFIDENTIAL and unclassified documents will be placed with classified waste, SECRET documents requiring destruction will be referred to the SECRET Control Section. Convenience copies of investigative reports and correspondence, documents of a general administrative nature pertaining to personnel or logistical management, rough draft notes, or documents for which another Department of the Army agency is the primary office of record unless such documents directly pertain to a counterintelligence investigation or security/loyalty adjudication, will be removed from the dossier.

(3) The following categories are designated to facilitate processing:

(a) Category "I" - Cases designated as "I" Category will be processed for intergration into CRF files. Only personality type cases are eligible for this category as follows:

1. Military personnel of the Army in Active, Reserve, or Retired status.
2. United States citizens who are or were employed by the DA and industrial security contractor personnel.
3. Aliens granted limited access authorization to U. S.

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Army personnel, investigated for U. S. visa purposes, whether or not they actually immigrated to the U. S. and whether or not the investigation was favorable or unfavorable.

4. Aliens granted limited access authorization to U. S. defense information.

5. Persons wherever located and of whatever nationality considered to constitute a threat to the security of the Army in the continental U. S., its territories, or possessions, such as known or suspected espionage agents or key personnel of subversive organizations operating on an international scale.

6. Aliens who are the subject of complaint type investigative cases reflecting situations adverse to the security of defense interests of the command.

7. Aliens of sufficient importance to be included in DAIR's or other command intelligence reports.

(b) Category "X" - Cases involving impersonal subjects which are to be retired to CRF. The following type cases will normally fall into this category:

1. Subversive organizations in the continental U. S., its territories, or possessions.

2. Incident investigations which involve military personnel of the Army in Active, Reserve or Retired status.

3. Cases containing extensive current data on foreign military intelligence potential gathered from informants or interrogations.

(c) Category "D" - Cases of no lasting intelligence value. These cases will be destroyed after microfilming. Examples of cases which fall

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into this category are:

1. Criminal offenses such as black market activities, illegal border crossings, prostitution and various other civil offenses.
2. Cases containing only background data on personalities and which do not reflect the results of investigative action.
3. Dossiers that contain only papers pertaining to censorship (mail, telephone or surveillance coverage) of an individual or his activities.
4. Dossiers that contain only index cards, work sheets and other non-investigative administrative material.
5. Labor Service files, unless investigations fall into category I.

6. Prospective ^{CI} sources which were never recruited. A source is defined as any individual dispatched on a mission and/or given funds.

(d) Category "A" (Active) - Cases which are active at time of screening. Examples of cases which fall into this category are:

1. Currently in use by a case officer.
2. Case has outstanding leads.
3. Cases pertaining to alien employees of the 66th or 515th INTC Groups, until such time as employment of the individual has been terminated. Upon termination of employment the dossier will normally be destroyed unless it falls into category I.
4. Cases pertaining to U. S. Defectees (RECAP WW) unless specifically directed to consider the case "closed".

(A) During screening documents will be downgraded in conformance with AR 380-6.

(5) Upon completion of arrangement of the dossier's contents, one

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of the above categories will be marked on the face of the dossier's folder. Category "A" cases will be placed in the active files and a replacement card giving case number bearing the remark "active at time of micro" will be placed with the dossiers to be microfilmed. Dossier covers will further be marked to indicate the highest security classification in the folder and the group category (reference AR 380-6).

2. MICROFILMING: Upon completion of review by screeners the dossiers are processed by the Microfilm Section as follows:

a. Filming: A sign indicating the security classification of the material to be microfilmed is filmed at the beginning and again at the end of the reel. Following initial filming of the security classification the following is microfilmed: group number of the material, (Ref AR 380-6), job number, microfilm series, reel number, and then a "new folder" sign, dossier cover, and contents of dossier. Subsequent dossiers are microfilmed preceded by a "new folder" sign. At a point at the end of a dossier, after approximately 450 frames have been exposed and following a "new folder" sign, ten (10) frames of a sign "flash No. 1" are made. A maximum of three "flash points", an aid in locating desired dossier when using micro-readers, are filmed at approximately 450 frame intervals. In the event a dossier is of such length that it requires the use of an entire reel, no "flash points" are made. Following filming of dossiers and preceding the end of the reel DA Form 1504 (Camera Operator's Report and Authentication), the group number of the material, and the security classification are again filmed.

b. The film is then processed, any required refilming and/or splicing accomplished, and the Inspection Report portion of DA Form 1504 completed. Microfilm and DA Form 1504 are then transferred to the microfilm library.

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3. PACKING AND SHIPPING.

a. Dossiers are packed, segregated as to type i.e., Category "I" and "X" "SECRET" documents, so far as practical, are placed in one box within their own category. Contents of each individual box is listed on DA Form 631 and packed with the dossiers. Boxes are then sealed with pressure sensitive tape and the number of the box in relation to the entire shipment, i.e., "Box 1/4", "Box 2/4" is marked on the box. Boxes are then wrapped in a waterproof barrier material, sealed with pressure tape, security markings added, and addressed to CRF. Category "X" dossiers are addressed ATTN: STS. Boxes are given an outer wrapping of kraft paper, sealed with gummed kraft paper tape, addressed to CRF, and dispatched by registered mail.

b. A letter notifying CRF of the shipment, listing number of boxes, number of dossiers, and register numbers, is dispatched via air mail the same date shipment is made. Accompanying the cover letter is a copy of the DA Form 631.

c. Dossiers shipped to CRF are posted to control cards maintained by the shipping section, as are category "D" dossiers which are destroyed.

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d. If the requestor desires to remove a SECRET dossier to the reading room only, he receipts for the dossier. A member of the Files and Service Section will inventory the dossier to insure the presence of all SECRET documents listed on the DA Form 455 attached to the dossier. If found to be accurate, the 455 is then signed by the requestor and placed in a "reading room 455 suspense folder". When the dossier is returned, the inventory is again made and the requestor relieved of accountability. The suspense copy of the 455 is replaced in the dossier and the dossier refiled.

2. REQUESTS FOR DOSSIERS RECEIVED BY MAIL: A letter of transmittal is prepared along with the proper receipt, and a copy of the letter fastened to the "out card".

3. RETURN OF DOSSIER: On return of dossier, dossier is examined to determine whether additional documents have been added; if added documents have a higher classification than that indicated on the dossier folder, the dossier folder is upgraded to the highest classification in the dossier. If the dossier contains new SECRET documents it is referred to the SECRET Control Section for necessary action, prior to filing. The dossier is then placed in its proper location, the replacement card withdrawn, and, if appropriate, the AEUM Form 172 is returned to the individual concerned.

4. FILING DOCUMENTS IN DOSSIERS, AND PREPARATION OF DOSSIER FOLDERS:

a. Material received from Analysis and Index Section for filing will be examined to determine whether documents requiring carding have been marked "Carded" on the accompanying AEUM Form 168 (Operational Work Sheet). If not, the document will be returned to A&I Section for carding. Upon return, documents will then be placed in the appropriate dossier. At this time, a check is made to determine whether the subject of the dossier and

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FILES AND SERVICE SECTION

1. REQUESTS FOR DOSSIERS MADE IN PERSON:
 - a. The dossier is removed and replacement "out card" put in it's place. The replacement card notes the dossier number, case officer, and date of withdrawal. The requestor receipts for the document on AEUM Form 172, Dossier Control Card, listing date received, dossier number, subject of dossier, case officer, and section.
 - b. Dossiers with a SECRET security classification are referred to the SECRET Control Section. A letter of transmittal is prepared along with the proper receipt forwarded through the requestor's message center, if it is going to a unit other than the USAREUR Central Registry (CR). A Copy of the letter of transmittal is then fastened to the replacement card. If the requestor is a member of CR, the requestor is required to receipt for the SECRET portion of the dossier on DA Form 455, and sign the "out card".
 - c. If the requestor desires to remove an UNCLASSIFIED or CONFIDENTIAL dossier to the reading room only, he does not receipt for the dossier. A member of the Files and Service Section will annotate requestor's name, section, and/or organization, dossier number, number of volumes, and classification in a notebook. When requestor returns the dossier to the service window, his name is crossed off the notebook. When filled, the notebook is kept six months, then destroyed.

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the material to be filed are the same. If the dossier is signed out to a case officer, the document will be placed in the case officer's "out Box" or mailed to the case officer if necessary. Additional material transferred to case officers in this manner is to be filed by the case officer in the appropriate dossier. In the event the dossier has been retired, a determination will be made, in coordination with the A&I Section whether the material should be destroyed or a reactivation of the file be made.

b. Reactivations: Documents accompanied by an Operational Work Sheet, AEUM Form 168, marked "flag card" are requests for reactivation in which there is a current interest. A check is made to determine whether there is an active case. If active, it is handled as a request for a dossier. If a reactivation of the dossier is required, to preclude duplication of effort, whenever a reactivation of a dossier is being considered, or during time required to complete action in reactivating dossiers, a card will be placed in the files, with word "REACTIVATION" or "REACT", dossier number, and date. If a determination is being made whether or not to reactivate a case, the word "TEMPORARY" or "TEMP" will be annotated on the card placed in the files. Dossiers reactivated will be logged for future reference, and a list of dossiers reactivated will be furnished to the Microfilm Library the day following reactivation for posting to the Microfilm Library's index. A folder is then prepared for the dossier, listing the dossier number on the folder tab. The word "reactivated" is stamped on the inside cover, as well as the date of the

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reactivation, name of case officer, section and/or organization. The outside cover is then stamped with the security classification as required.

c. Request for dossier opening received on approved Operational Work Sheet, AEUM Form 168: A folder is prepared for the material accompanying the work sheet, listing the dossier number on the folder's tab, and stamping the cover with the security classification on the outside covers as required. The dossier is then handled in the same manner as a request for a dossier made in person.

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