

OFFICIAL USE ONLY

VI-30(4)

PASSPORT OFFICE

SCENOTE 2300
PT/A:CMS:MMW
February 28, 1962STANDARD OPERATING NOTICE 2300

DL-1

To : Distribution List 5

PT/DA
PT/DD
PT/DG
PT/FEA
PT/FMA
PT/FMS
PT/FMW

From: William G. McElroy, Chief, Administrative Division (15)M

Subj: Lockout File Information Codes

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1. Purpose. The purpose of this Notice is to provide addressees with information regarding Lockout File information codes and to transmit a Code List (classified OFFICIAL USE ONLY).

2. Background. All cards in the Lockout File have been coded preparatory to converting from a 3 x 5 typewritten card file to a machinesable file of printed punched cards. Actual replacement of the File is now under way and is being accomplished on a tray by tray basis.

3. Lockout Information Codes. A sequence of five codes on each lockout card provides: (1) the month and year the card was included in the File; (2) the reason; and (3) the source. When there is a lockout card on an applicant for passport facilities, the information codes will be transcribed in the left-hand margin of the application. The code alerts the individual handling the case generally that there is a basis for checking previous records; the code is not a basis for final action.

a. Date of Inclusion. The first three codes of the sequence refer to the month and year of inclusion--a single code for the month plus the last two digits of the year. Numeric codes 1 - 9 are used for January-September; letters O, N, and D are used for October, November, and December.

b. Reason. A single alphabetic code--the fourth in the sequence--reflects the reason for the lockout card.

c. Source. A single alphabetic code--the fifth in the sequence--reflects the source of the information or card.

d. Example. Codes 162DU indicate card was included in the Lockout File during January 1962 (162); the individual was indebted to the United States (D); source of card is "unknown" (U).

4. Code List.

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handle this document as Secret.*

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4. Code List. The attached Lockout File Code List, classified OFFICIAL USE ONLY shall be detached from this Notice and protected in accordance with current security regulations.

5. Cancellation Date. This Notice is canceled upon the issuance of an instruction covering the Lockout File and for record purposes on July 31, 1962.

Attachment:

Lockout File Code List

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handle this document as Unclass.

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LOOKUP FILE CODE LIST1. Reason codes and their purport.

B - Wanted by a law enforcement agency in connection with criminal activity.

C - Court order restricting travel is outstanding or individual is involved in a custody or desertion case.

D - Indebtedness to the U. S., e.g., a repatriation loan. (Does not include non-payment of passport waiver fee; see W.)

E - Miscellaneous; or reason is unknown and there is a refusal.

F - Involvement in or suspected of passport fraud.

G - Coast Guard List.

H - Hong Kong Fraud.

I - Previous passport issued on insufficient evidence.

J - Japanese renunciant.

K - Known or suspected communist or subversive. (Does not include those falling within categories O and P.)

L - Loss of U. S. citizenship.

M - Delinquent or suspected delinquent in military obligations.

N - Not a U. S. citizen and it is not clear individual ever possessed U. S. citizenship.

O - Orange card (includes recent "Master List").

P - Project Carry - *OLD 481*

Q - Claim to U. S. citizenship is questionable. (Does not include individuals falling in I.)

R - Individual's actions do not reflect to credit of U. S. abroad.

S - Seaman engaged or reported to be engaged in undesirable activities.

W - Non-payment of

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W - Non-payment of passport waiver fee.

X - "Catchcard" - denotes limited lockout validity; not necessarily refusal situation.

Z - Cross reference card.

2. Source codes.

A - Administrative Division

D - Domestic Operations Division

F - Foreign Operations Division

I - Index (Auxiliary lockout card exists from which information will be transferred to application.)

J - Chief Counsel, PFT

L - Legal Division

N - National Security Agency (Sent to Chief Counsel, PFT)

O - Office of Naval Intelligence (Sent to Chief Counsel, PFT)

R - Organized Rackets Division, Justice (Sent to Chief Counsel, PFT)

U - Unknown

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