

S/S Jul 64

HEADQUARTERS,
DEPARTMENT OF THE ARMY
WASHINGTON 25, D.C., 3 October 1962

PERSONNEL IDENTIFICATION

PREPARATION OF FINGERPRINT RECORD

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1. General. *a.* These regulations set forth the procedures for supplying fingerprints to the Federal Bureau of Investigation at the time of initial entry into Federal service. Technical requirements and methods for taking fingerprints are outlined in TM 10-632. Strict compliance with requirements is mandatory to preclude return from the Federal Bureau of Investigation because of error or omissions.

b. In those cases where the provisions of AR 604-10 are applicable in connection with enlistment, induction, or appointment, FD Form 258 (FBI U.S. Department of Justice Fingerprint) will be used in lieu of DD Form 369 (Police Record Check), and prepared as required by that regulation. If the applicant is subsequently enlisted, inducted, or appointed as a result of favorable action, the provisions contained herein will then be implemented in the normal manner.

2. When and for whom prepared. The reverse side of DD Form 369 will be used for this purpose in the instances shown below. *Under no circumstances is the Police Record Check portion (front of form) to be completed.*

a. All commissioned, warrant officer, and enlisted personnel at the time of initial appointment, enlistment, or induction (except graduates of the United States Military Academy) and upon re-entry following a break in service.

b. Each cadet upon admission to the United States Military Academy.

c. Each member of the National Guard of the United States when entering on active duty in a Federal status.

Order of recording data. The following order will be observed:

[AG 200.2 (10 Sep 62) AGPF]

*These regulations supersede AR 606-15, 2 March 1962.

- a.* Completion of brief.
- b.* Signature of person being fingerprinted.
- c.* Signature of the official responsible for preparation.
- d.* Impression of all fingers.

4. Preparing the brief. The identifying data above the fingerprint boxes is to be completed as follows:

a. The place at which the form is prepared and the station or area of initial reception or assignment will be entered at the top above the printed portion.

b. Name must be typed or printed as directed on the form, and will agree with the signature of the individual. Addressograph plates may be used.

c. Race must be shown only as one of the following: Caucasian, Negroid, Mongolian, Indian (American), Malayan.

d. Under the heading "Service" enter the word "Army," preferably by a large stamp, or if stamp is not available by typewriter in upper case letters.

e. Enter date and place of birth; if born in a foreign country, enter the name of the country as it was known at the time of the individual's birth.

f. All other information (service number, date and place of enlistment, appointment, etc., scars, marks, color of eyes and hair, weight, height, sex) must be completely furnished.

g. The official taking the prints will sign the record and enter the date on which signed in the block below his signature.

5. Disposition. Data will be verified for accuracy and the forms forwarded in daily lots, without folding, to the Federal Bureau of Investigation, Washington 25, D.C.

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AR 606-15

By Order of the Secretary of the Army:

EARLE G. WHEELER,
General, United States Army,
Chief of Staff.

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

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