



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, DC 20350-1000

IN REPLY REFER TO

SECNAVINST 5580.1  
NAVCRIMINVSERV  
13 September 2000

**SECNAV INSTRUCTION 5580.1**

From: Secretary of the Navy  
To: All Ships and Stations

Subj: NAVY AND MARINE CORPS SUBMISSION PROCEDURES FOR SUSPECT  
FINGERPRINT CARDS AND FINAL DISPOSITION REPORTS

Ref: (a) DODINST 5505.11, Fingerprint Card and Final  
Disposition Report Submission Requirements of  
1 Dec 98 (NOTAL)  
(b) SECNAVINST 1640.9B  
(c) Federal Bureau of Investigation (FBI) Criminal  
Justice  
Information Services (CJIS) Division National Crime  
Information Center (NCIC) Operating Manual, Section  
III, File of Apr 98 (NOTAL)  
(d) Title 28, Code of Federal Regulations, Part 20,  
Chapter 1, Criminal Justice Information Systems of  
1 Jul 98  
(e) SECNAVINST 5212.5D  
(f) FBI/DOJ Instruction, Guidelines for Preparation of  
CJIS Division Fingerprint Cards (Rev. 3-96) (NOTAL)

Encl: (1) Sample FBI/DOJ Form FD-249 (Rev. 12-94)  
(2) Sample FBI/DOJ Form R-84 (Rev. 7-96)

1. Purpose.

a. To implement policy and prescribe procedures for the preparation and centralized submission of the Federal Bureau of Investigation/Department of Justice (FBI/DOJ) FD-249, Suspect Fingerprint Card, by Department of the Navy (DON) criminal investigative, law enforcement, police organizations and security departments.

b. To prescribe policy and standardize procedures for the preparation and submission of the FBI/DOJ Form R-84, Final Disposition Report, in accordance with reference (a).

c. To ensure maximum uniformity and standardization in the timely submission of FD-249 and Final Disposition Reports by DON entities.

2. Scope.

a. This instruction applies to all criminal investigative, law enforcement, police organizations and security departments of the DON whose military and civilian personnel are legally authorized to investigate crimes for which criminal history data reporting is required, e.g. FBI/DOJ Form FD-249, FBI/DOJ Form R-84 and DON Incident Report (OPNAV 5527/1).

b. This instruction does not apply to the DON Corrections fingerprint procedures expressed in association with the Department of the Navy Corrections Manual, reference (b), or if an arrest is based solely on the charge of Uniform Code of Military Justice (UCMJ) Article 85, Desertion. Submit suspect fingerprint cards on the sole charge of military desertion under the Originating Agency Identifier (ORI) for the respective deserter information point.

3. Responsibilities.

a. Director, Naval Criminal Investigative Service (NCIS) and commanders shall ensure that criminal investigative, law enforcement, police organizations and security departments under their cognizant authority comply with the provisions of this instruction.

b. In accordance with references (c) and (d), the investigating agency which submitted the suspect's fingerprint cards and prepared the investigation report is responsible for the final disposition reporting.

4. Background.

a. In accordance with Navy and Marine Corps Records Disposition Manual, reference (e), the NCIS Headquarters serves as the central record center for all DON law enforcement records. Law enforcement records include arrest and disposition reports.

b. The FD-249 and R-84, when annotating arrest - charges and final disposition (adjudication of arrest - charges), result

in the creation of a computerized criminal history record (CCH) within the FBI CJIS NCIC Interstate Identification Index (III).

c. An III record remains in effect until the contributor requests the FBI CJIS Division to expunge the arrest record.

5. Objective.

a. To ensure suspect (criminal) fingerprint cards are forwarded under one central ORI (NCISHQ) to NCIS Regional Forensic Laboratories (NCISRFL) for fingerprint examiner quality control checks, and to ensure that NCIS will forward one original FD-249 card to the FBI CJIS Division and store the second original fingerprint card in accordance with reference (e).

b. To establish NCISHQ as the central records center for the storage of DON Incident Reports (IRs) (OPNAV 5527/1), Marine Corps Provost Marshal Office IRs and NCIS and Marine Corps Criminal Investigation Division (USMCCID) criminal investigative reports, thus supporting the III DON arrest - charge record and final disposition (centralized ORI-NCISHQ III records).

6. Procedures.

a. Obtain fingerprints and all additional information required by the FD-249, Suspect Fingerprint Card, from military suspects under investigation by the NCIS or any other DON Navy and Marine Corps criminal investigative, law enforcement and police organization for the offenses listed in reference (a) or from civilian suspects under investigation by the NCIS or any other DON and Marine Corps criminal investigative, law enforcement and police organization for offenses under their jurisdiction and where they are the lead agency in the investigation.

b. Initiate offender criminal history data records required under this instruction by preparing two (2) original FD-249s, enclosure (1). Reference (f) contains guidelines for FD-249 preparation. Submit both to the supporting NCIS Regional Forensic Laboratory:

(1) DON police organizations located EAST of the Mississippi River, and within Europe or the Middle East. Mail both FD-249s to:

Naval Criminal Investigative Service  
Regional Forensic Laboratory  
9079 Hampton Blvd Suite 110  
Norfolk, VA 23505-1098

(2) DON police organizations located WEST of the Mississippi River, and in the Far East area (Southeast Asia). Mail both FD-249s to:

Naval Criminal Investigative Service  
Regional Forensic Laboratory  
3405 Welles St., Suite 3  
Naval Station  
San Diego, CA 92136-5018

(3) Submit the FD-249 when a command initiates military judicial proceedings or when command action is taken in non-judicial proceedings (as defined reference (a)) against a military subject investigated by a law enforcement organization for the commission of an offense listed in reference (a).

(4) Submit FD-249 within 15 days of command initiation of military judicial proceedings or when command action is taken in non-judicial proceedings against a military subject.

(5) Hold the FD-249 and record the final disposition on the FD-249 when the final disposition of the proceedings is anticipated within 60 days of command initiation of military judicial proceedings or of command action in non-judicial proceedings. Submit to the FBI the R-84, enclosure (2), if the final disposition is not recorded on the FD-249.

(6) Do not delay submission of the FD-249 where the final disposition of the military judicial or non-judicial proceedings is not anticipated within 60 days.

(7) Record as "final disposition" either on the FD-249 or R-84, as appropriate, the approval of a request for discharge, retirement, or resignation in lieu of court-martial, and or a finding of lack of mental competence to stand trial.

(8) Enter the entire assigned Case Control Number on the FD-249 under, Local Identification/Reference block, and on the R-84 under, Arrest No. (OCA) block.

(9) Describe in commonly understood terms (e.g., murder, rape, robbery, assault, possession of a controlled substance, etc.) or, if not specified in reference (a), by commonly understood title when submitting the FD-249 and R-84, arrest-charges. Do not describe offenses solely by reference to a UCMJ punitive article, or to the United States Code or other statutory provision. Investigators must ensure that charges annotated on the FD-249 reflects the actual charges being pursued through court-martial or non-judicial punishment.

(10) Describe in common language (e.g., conviction (include offense(s)), dishonorable discharge, reduction in rank, forfeiture of pay, charges dismissed, etc.) the disposition on the FD-249 or the R-84. The disposition of "conviction" shall only be reported for crimes prosecuted by trials by general, special, or summary courts-martial yielding a plea or finding of guilty. Record adverse findings stemming from non-judicial proceedings as "non-judicial disciplinary action."

c. Report within 15 days after final disposition of judicial or non-judicial proceedings or the approval of a request for discharge, retirement, or resignation in lieu of court-martial, disposition information on the R-84 if it has not been reported on the FD-249. Do not hold the FD-249 pending appellate actions; however, report appellate action affecting the character of an initial disposition if it occurs. Also report dispositions that are exculpatory in nature (e.g., dismissal of charges, acquittal).

d. Forward to NCISHQ a corresponding IR duplicating the arrest-charges and final disposition reported on the FD-249 or R-84. Mail the IR to:

Naval Criminal Investigative Service  
716 Sicard Street SE, Suite 2000 (Code 23CI)  
Washington Navy Yard, DC 20388-5380

e. The NCISHQ Investigative Support Department will query the FBI NCIC III and annotate the IR reflecting the FBI III record number assigned to the DON arrest and final disposition record.

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7. Forms. NCISHQ will furnish, upon request, sufficient quantities of FD-249 fingerprint cards, Forms R-84 and further guidelines for submission of criminal history data. Address requests for supplies and the "Guidelines for Preparation of Criminal Justice Information Services Division, Fingerprint Cards," to:

Naval Criminal Investigative Service  
716 Sicard Street SE, Suite 2000 (Code 28C)  
Washington Navy Yard, DC 20388-5380

8. Report. The reporting requirement contained in this instruction is exempt from reports control per SECNAVINST 5214.2B.

Richard Danzig

Distribution:  
SNDL Parts 1 and 2  
MARCORPS PCN 21600400000

Sample FBI/DOJ Form FD-249 (Rev. 12-1 -94)

**FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D.C. 20537**

PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY, BASIS OR AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.

JUVENILE FINGERPRINT SUBMISSION            YES <input type="checkbox"/>  TREAT AS ADULT        YES <input type="checkbox"/>	DATE OF ARREST MM DD YY	ORI CONTRIBUTOR            USNIS0000 ADDRESS                NIS WASH, DC  REPLY    YES <input type="checkbox"/> DESIRED?	
SEND COPY TO: (ENTER ORI)	DATE OF OFFENSE MM DD YY	PLACE OF BIRTH (STATE OR COUNTRY)	COUNTRY OF CITIZENSHIP
MISCELLANEOUS NUMBERS	SCARS, MARKS, TATTOOS, AND AMPUTATIONS		
	RESIDENCE/COMPLETE ADDRESS	CITY	STATE
OFFICIAL TAKING FINGERPRINTS NAME OR NUMBER)	LOCAL IDENTIFICATION/REFERENCE		PHOTO AVAILABLE?        YES <input type="checkbox"/>  PALM PRINTS TAKEN?        YES <input type="checkbox"/>
EMPLOYER: IF U.S. GOVERNMENT, INDICATE SPECIFIC AGENCY. IF MILITARY, LIST BRANCH OF SERVICE AND SERIAL NO.		OCCUPATION	
CHARGE/CITATION 1.	DISPOSITION 1.		
2.	2.		
3.	3.		
ADDITIONAL	ADDITIONAL		
ADDITIONAL INFORMATION/BASIS FOR CAUTION		STATE BUREAU STAMP	

Sample FBI/DOJ Form FD-249 (Rev. 12-1 -94)

LEAVE BLANK	CRIMINAL	(STAPLE HERE)				LEAVE BLANK
		STATE USAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STATE USAGE		NFF SECOND SUBMISSION	APPROXIMATE CLASS	AMPUTATION	SCAR	
		LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX				
SIGNATURE OF PERSON FINGERPRINTED		SOCIAL SECURITY NO.		LEAVE BLANK		
ALIASES/MAIDEN LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX						
FBI NO.	STATE IDENTIFICATION NO.	DATE OF BIRTH	MM	DD	YY	SEX
						RACE
						HEIGHT
						WEIGHT
						EYES
						HAIR
R. THUMB	2. R. INDEX	3. R. MIDDLE			4. R. RING	5. R. LITTLE
L. THUMB	7. L. INDEX	8. L. MIDDLE			9. L. RING	10. L. LITTLE
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		L. THUMB	R. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY		

Sample FBI/DOJ Form R-84 (Rev. 7-1-96)

R-84 (Rev. 7-1-96)

FINAL DISPOSITION REPORT

Leave Blank

Note: This vital report must be prepared on each individual whose arrest fingerprints have been forwarded to the FBI Criminal Justice Information Services Division without final disposition noted thereon. If no final disposition is available to arresting agency, also obtain subject's right four finger impressions on this form, complete left side and forward the form when case referred to prosecutor and/or courts. Agency on notice as to final disposition should complete this form and submit to: FBI, CJIS Division, Clarkburg, WV 26306.

(See instructions on reverse side)

FBI No.		Final Disposition & Date (if convicted or subject pleaded guilty to lesser charge, include this modification with disposition.)
Name on Fingerprint Card Submitted to FBI Last                      First                      Middle		
Date of Birth _____ Sex _____		
Henry Fingerprint Classification From FBI 1 -B Response		
State Bureau No. (SID)	Social Security No. (SOC)	This Form Submitted By: (Name, Title, Agency, ORI No., City & State)
Contributor of Fingerprints (include complete name and location of agency, together with ORI number.)		
		Signature _____ Date _____
		_____ Title _____
Arrest No. (OCA)	Date Arrested or Received	<input type="checkbox"/> COURT ORDERED EXPUNGEMENT Return Arrest Fingerprint Card to Contributing Agency; Certified or Authenticated Copy of Court Order Attached.
Offenses Charged at Arrest		Right Four Fingers Taken Simultaneously

If additional space is needed, check  and continue on reverse side of this form.

Sample FBI/DOJ Form R-84 (Rev. 7-1-96)

INSTRUCTIONS

1. The purpose of this report is to record the initial data of an individual's arrest and thereafter secure the final disposition of the arrest at the earliest possible time from either the arresting agency, the prosecutor or the court having jurisdiction. (INTERIM DISPOSITION INFORMATION, e.g., RELEASED ON BOND, SHOULD NOT BE SUBMITTED.) The SUBJECT'S NAME, CONTRIBUTOR AND ARREST NUMBER should be exactly the same as they appear on the fingerprint card IN THE FILES OF THE FBI. The FBI number should be indicated, if known. Agency ultimately making final disposition will complete and mail form to: FBI Criminal Justice Information Services Division, Clarksburg, WV 26306.
2. The arresting agency should fill in all arrest data on left side of form and obtain the finger impressions of the right four fingers simultaneously. This should be done at the same time as the full set of fingerprints are taken on the arrest fingerprint card. If the arrest is disposed of by the arresting agency, as where the arrestee is released without charge, then the arresting agency should fill in this final disposition and mail form to FBI Criminal Justice Information Services Division. Of course, if final disposition is known when arrest fingerprint card is submitted it should be noted thereon and this form is then unnecessary. In the event the case goes to the prosecutor, this form should be forwarded to the prosecutor with arrestee's case file.
3. The prosecutor should complete the form to show final disposition at the prosecution level if the matter is not being referred for court action and thereafter submit form directly to FBI Criminal Justice Information Services Division. If court action required, the prosecutor should forward form with case file to court having jurisdiction.
4. The court should complete this form as to final court disposition such as when arrested person is acquitted, case is dismissed, on conviction and when sentence imposed or sentence suspended and person placed on probation.
5. When arrested person convicted or enters guilty to lesser or different offense than that charged when originally arrested, this information should be clearly indicated.
6. If subsequent action taken to seal or expunge record, attach certified or authenticated copy of court order to this form so that FBI can return arrestee's fingerprints to original contributor.
7. It is vitally important for completion of subject's record in the FBI Criminal Justice Information Services Division files that Final Disposition Report be submitted in every instance where fingerprints previously forwarded without final disposition noted thereon.

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FOR ADDITIONAL INFORMATION

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