



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND

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NSTCINST 5500.1A

N00

18 Nov 2021

NSTC INSTRUCTION 5500.1A

From: Commander, Naval Service Training Command

Subj: UTILIZATION OF A THIRD PARTY FINGERPRINTING CONTRACT

Encl: (1) Standard Operating Procedure (SOP)
(2) NSTC Fingerprint Request and Authorization Form

1. Purpose. To establish the policy and procedures for the use of the FieldPrint third party fingerprinting contract to obtain fingerprints for background investigations.
2. Scope and Applicability. The provisions outlined in this instruction are applicable to all personnel authorized to manage security and background investigations for all Naval Service Training Command (NSTC) Personnel.
3. Discussion. NSTC Security is responsible for the strict adherence control and accountability of the third party fingerprinting contractor service that will be utilized by all NSTC personnel. The following policy will ensure a uniform process is utilized throughout the entire NSTC domain.
4. Responsibilities
 - a. Security Manager, NSTC is responsible for:
 - (1) Establishing a policy for the utilization of the third party fingerprinting service.
 - (2) Conducting a training plan with the NSTC Unit Security Managers as required.
 - (3) Maintaining strict control of command and subordinate commands usage of the third party fingerprinting service.
 - (4) Updating command instructions, standard operating procedures, and providing follow-up training as necessary.
 - b. Unit Security Managers, NSTC are responsible for:
 - (1) Reviewing NSTCINST 5500.1A in its entirety and familiarize themselves with their roles and responsibilities.
 - (2) Attending all required trainings provided by the NSTC Security Manager.

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(3) Designating an alternate to receive all required training in the event they are unable to execute their duties.

5. Action

a. Enclosures (1) and (2) shall be utilized when requesting FieldPrint Fingerprinting Contracting Services.

b. All issues shall be reported to the NSTC Security Manager for resolution. Only approved fingerprints are authorized for contract payment.

c. Any Requesting Official (RO) or other personnel who schedule and execute fingerprint appointments without prior authorization may be fiduciary responsible for all associated costs.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

7. Review and Effective Date. Per OPNAVINST 5215.17A, N00 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.


JENNIFER S. COUTURE

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directive/>

STANDARD OPERATING PROCEDURE (SOP)

1. The NROTC Unit's Security Manager and/or Assistant Security Manager shall serve as the Requesting Official (RO). The RO is responsible for accurately completing the NSTC Fingerprint Request Form (RF).
2. The NSTC Security Manager shall serve as the Approving Official (AO). The AO is responsible for reviewing each RF and verifying that the RF is within allowable limits of the current contract year.

It is important to note that every unit will first utilize their assigned fingerprint machine prior to attempting to use the contracting service. In the event the assigned fingerprint machine is not in a working condition the contractor may be utilized.

Steps

The following are step by step instructions to be used for obtaining fingerprints through the contractor Field Print. Depending on availability the entire process should take no more than 10-14 business days.

1. The RO must determine the number of personnel required to be fingerprinted. All military personnel, Midshipmen, and federal civilian employees, attached or are being hired to the NSTC Domain are eligible to use the contracting service for fingerprints.
2. The RO must determine the location of the Fieldprint Office by using the contractor's website; www.fieldprint.com, and inputting the address of the unit or the address of the personnel requesting fingerprints when applicable.
3. The RO will complete the following blocks of the RF:
 - a. Block 1: Unit Name (i.e. NROTC University of XXX) and submitting office number (SON).
 - b. Block 2: Requesting Date. This is the completion and submission date.
 - c. Block 4: Requesting Official's name and contact phone number.
 - d. Block 5: Location of fingerprinting station. In the event more than one Fieldprint location is needed in lieu of the address, the RO will mark the fingerprint location with "multiple" and document each location's address on a separate sheet of paper or on the back of the request form.

- e. Blocks 6/7: An RO may need to add unplanned personnel to the RF. For this reason, three additional personnel may be added to the RF after approval. To ensure an accurate inventory for contract purposes, any additional personnel must be added to the RF with all required information.
 - f. Block 8: This block will be marked with “Y” or “N” for each person. If the person is a part of the initial request the block will be marked “N”. If a person is an addition to the original request the block will be marked “Y”.
 - g. Block 9: This block will always be marked “1” for each person. This is necessary for accurate contract documentation.
 - h. Block 10: This is where RO will print, date, and digitally sign.
4. Once the RF is completed, submit via email to the AO via DoD Safe.
 5. Upon receipt of each RF, the AO will notify the RO via email that the RF was received. The AO will return the RF within three business days of receiving the form via DoD Safe.
 6. After a successful review, the AO will add the expiration date to the RF which will be five business days from the date of approval and return the RF, along with the Fieldprint scheduling aid which contains all necessary information to schedule a fingerprinting appointment.
 7. The RO shall then contact the personnel listed on the approved RF to schedule a time to meet with the RO either in person or virtually. During the scheduled meeting the RO will assist the personnel with registering and scheduling their fingerprint appointment.
 8. Prior to scheduling an appointment, both the RO and personnel must confirm the desired Fieldprint location has Secure Web Fingerprint Transmission (SWFT) capabilities.
 9. To register and schedule an appointment personnel must log onto <https://schedule.fieldprint.com> and follow the instructions provided by the RO.
 10. Immediately following the fingerprint appointment or within one business day all fingerprinted personnel shall notify the RO via email or telephone and the RF shall be updated accordingly by adding 18.50 in Block 09A U/P box on each line for each person fingerprinted. This ensures the cost is calculated correctly on the form.
 11. After personnel have been fingerprinted, the RO must update the RF, save a copy, and email a completed copy to the AO.
 12. Upon receipt of the completed RF the AO will confirm responding to the RF.
 13. The AO will then update download and save a copy of the RF in the network folder and process payment to the contractor upon receipt of the invoice.

FINGERPRINT REQUEST AND AUTHORIZATION FORM						
Naval Service Training Command (NSTC)						
Requesting Unit/SON:		Requesting Date		Expiration Date		
POC/Phone:		Location of Fingerprinting Station				
	<i>Subject Last Name</i>	<i>Status; Student/Staff</i>	<i>+/- 3</i>	<i>Qty</i>	<i>U/P</i>	<i>Total</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
					Total Cost	
Requesting Official:						
	Print	Signature	Date			
Authorizing Official:						
	Print	Signature	Date			