

OFFICE OF CIVILIAN DEFENSE  
CIVIL AIR PATROL

NATIONAL HEADQUARTERS  
WASHINGTON - MARCH 2, 1942

Subject: Procedure concerning Federal Bureau of Investigation check of Civil Air Patrol applicants.

To: All Wing Commanders

1. FINGERPRINTS

Each applicant submits a fingerprint card with his application, which is immediately sent to the Federal Bureau of Investigation. Applications are held at National Headquarters for approximately two weeks during which period the Federal Bureau of Investigation is supposed to advise which prints are unsatisfactory and require new impressions. However, when report of unsatisfactory prints is received after service records and identification cards have been sent to Wings, National Headquarters requests that service records and identification cards be held pending approval of satisfactory fingerprints, and the Wing concerned will be notified to release record and identification card of applicant concerned.

2. FEDERAL BUREAU OF INVESTIGATION REPORTS

Some time after fingerprint cards are submitted, National Headquarters receives from the Federal Bureau of Investigation reports of criminal records and law violations of Civil Air Patrol applicants. Some of these are of a serious nature and some are not. When a report is received on an applicant, the Wing is notified to hold service record and identification card until further notice. When a decision has been made to either accept or reject said applicant, the Wing concerned will be notified.

In cases where National Headquarters notifies a Wing to hold service record and identification card of an applicant pending satisfactory clearance of fingerprints or criminal record, the intent is that the identification card be withheld from the applicant. If he has already received his card, it is not necessary to take it away from him until notification from National Headquarters of final rejection. Meanwhile, however, applicant should not be assigned to duty.

JOHN F. CURRY  
Major General, Air Corps  
National Commander

By: *Earle L. Johnson*  
Earle L. Johnson  
Executive Officer