HEADQUARTERS NEW CADET BARRACKS
UNITED STATES CORPS OF CADETS
West Point, New York

21 April 1960

ADMINISTRATIVE MEMORANDUM NUMBER 10

IDENTIFICATION PHOTO AND FINGERPRINTING

(Effective until 31 August 1960 unless sooner rescinded or superseded)

1. General. The making of identification photos and fingerprinting of the Fourth Class will be accomplished in accordance with the schedule shown below in conjunction with Cadet Store issue periods being held during the same period.

2. Schedule below - two (2) squads each period, one (1) squad reports promptly, one (1) squad reports 25 minutes later. Number of squads per period may be increased as speed of operation increases. First Sergeants coordinate directly with Officer-in-Charge of Station.

Day - Date	1st Co	2nd Co	3rd Co	4th Co	5th Co	6th Co
Mon - 11 July	0745	0850	0955	1100	1320	1425
Tue - 12 July	1425	0745	0850	0955	1100	1320
Wed - 13 July	0850	0955	1100	1320	1425	
Thu - 14 July	1425	1320	1100	0955	0850	0745
Fri - 15 July	1320	1100	0955	0850	0745	1425
Mon - 18 July						1425

3. If photo and fingerprinting have not been completed by above periods, Cadet First Sergeant in coordination with Battalion S-1 will continue moving company to fingerprinting in conjunction with Cadet Store periods.

4. Fourth Classmen in the hospital will have their fingerprints taken between the hours of 1000-1045, 18 July. The Cadet Battalion Adjutant will coordinate this formation with Cadet Company First Sergeants and the Adjutant, U. S. Army Hospital.

5. Place. All fingerprinting except those in hospital will be accomplished in the moats of 1st - 4th Divisions. Entrance will be via the moat of 1st Division.

6. Uniform. That uniform which Fourth Classmen will wear to the Cadet Store issue period.

7. The New Cadet Detail will make sure that all Fourth Classmen have clean, dry hands before reporting to the fingerprinting formation. New Cadets will be marched at quick time to the formation in order to reduce hand perspiration.

8. All fingerprint cards will be completed and checked by the companies before the fingerprinting formation, according to instructions issued by Cadet Battalion Adjutant. They will be issued to the individual Fourth Classman while waiting in line for fingerprinting.

9. Cadet First Sergeants of each company will maintain a current roster of those New Cadets completing their fingerprinting in order to assure that each New Cadet completes his fingerprinting by the last period in par. 2, above.

10. Cadet Battalion Adjutant will notify the S-1, Headquarters, New Cadet Barracks, and the Personnel Officer, USCC, when all cadets have been fingerprinte

FOR THE COMMANDER:

WILLIAM C. LINDAHL
Major, Infantry
S-1

OFFICIAL:

WILLIAM C. LINDAHL
Major, Infantry
S-1