

LOCAL RECORDS CHECK

(AR 380-67) For use of this form, see Intelligence Newsletter 87-1, ATZK-DS, 20 Feb 87

DATE

MPRJ/OPF RCDS MED RCDS PMO RCDS INTEL RCDS UNIT RCDS FIN RCDS*

TO

FROM

Request a records check on the individual listed below for pertinent adverse or derogatory information (see reverse side for additional guidance). Checks resulting in adverse information will be marked "FOR OFFICIAL USE ONLY" and handled accordingly.

REASON FOR REQUEST

- Security Clearance/Personnel Security Investigation
- Assignment to Sensitive Position
- Other (Specify) _____

NAME (LAST, First, Middle)

GRADE/RANK

SSN

ORGANIZATION

TYPED NAME, GRADE, TITLE OF SECURITY MANAGER/S2

Signature

TO

FROM

Local record check reveals the following:

- No adverse or derogatory information.
- Adverse or derogatory information summarized below.
- No record.

TYPED NAME, GRADE, TITLE

Signature

DATE

ADDITIONAL GUIDANCE

If no unfavorable information is found, annotate block accordingly. If unfavorable information or, if unable to obtain a copy of the information, summarize all the facts noted.

a. Personnel and Finance* (optional) records will be screened for records of punishment, reductions in grade, letters of indebtedness, absence without leave, or other unfavorable information. When unfavorable information is listed on DD Form 1966 in the MPRJ, attach a copy to the form. If information concerning date, place, or disposition of a listed arrest is incomplete, obtain the information from the subject. Page 4, items 28-31, SF 171, must be specifically reviewed for any existing unfavorable information when reviewing a file pertaining to a civilian employee.

b. Medical records will be screened for indications of mental or emotional instability, drug or alcohol abuse, or any other factors which a U.S. Medical Officer determines may make the person unsuitable to hold a security clearance under AR 380-67.

c. Military Police and local Intelligence records will be screened if the person has been in the geographic area for more than 30 days. Records will be screened for mention of criminal and/or illegal conduct of any kind of information included in paragraph 2-200, AR 380-67.

d. Unit records will be screened for letters of indebtedness, pending unit punishment, etc.