

**Annex J Biographical and Biometric Data), to the CJTF-101 Detainee Operations Standard Operating Procedure (SOP)**

1. (U) References.

a. CENTCOM Concept of Operation and Policy for the Use of Biometric Technologies in Identity Dominance Operations, 14 SEPT 05 (CENTCOM BAT CONOP)

b. Memorandum for RC-East Commanders, Subject: Employment of the Hand-held Interagency Identity Detection Equipment (HIIDE), 1 March 2007.

c. RC-East FRAGO 41 to OPORD 07-03, Biometrics Employment, 18 MAR 07

d. USCENTCOM FRAGO 09-1192, Biometrics Use and Effectiveness Throughout the CENTCOM AOR, 23 MAR 07.

2. (U) Background. Insurgents, terrorists, and criminals exploit lack of US and Coalition Forces information as to their true identity and past activities as a means to avoid close inspection, detainment, and prosecution by US forces, Coalition Forces, and the IROA. They do so by assuming different identities (e.g. changing names), relocating within the AOR, and engaging in other deceptive measures that exploit the routine rotation of US and Coalition Forces and information disconnects inherent in military operations. Collection of biographic and biometric data of those detained by US and Coalition Forces is a key component of denying these enemies the anonymity they require to operate successfully within the AOR. As such, CJTF-101 forces will collect biographic and biometric data of detainees at every opportunity in accordance with applicable law, policy, and regulations.

3. (U) Purpose. This SOP prescribes the collection, transmission, storage and use of biometric data collected from all persons lawfully placed in the custody of CJTF-101 units as a result of military operations; which in due course could be categorized as enemy combatants. This SOP consolidates applicable guidance in a single source document for CJTF-101 staff and subordinates.

4. (U) Applicability. This SOP applies to all CJTF-101 staff and subordinates that collect, store, transfer or use biometric data from detainees. This instruction does not apply to biometric data taken from persons not lawfully in the custody of CJTF-101 forces.

5. (U) Mandatory Biometric Collection Processes and Responsibilities.

a. (U) All individuals detained by CJTF-101 subordinates for any reason for any length of time will have the following biographical and biometric data collected using the Biometric Automated Toolset (BAT) system: Name, physical descriptive data, related family members, 10 finger prints, facial and body profile photos, left and right eye iris scans, and Deoxyribonucleic Acid (DNA). There are no exceptions to this policy.

J-1

**Annex J (Biographical and Biometric Data) to the CJTF-101 Detainee Operations Standard Operating Procedure (SOP)**

b. (U) Commanders will ensure this biographical and biometric data collection occurs prior to the release or transfer of the detainee, to include those temporarily detained and later released or transferred.

c. (U) Data collected through the employment of the Hand-held Interagency Identity Detection Equipment (HIIDE) from a detainee shall be uploaded to one of the BAT servers within the Combined Joint Operations Area (CJOA), Afghanistan. This will be accomplished by uploading the data to the BAT, in accordance with the HIIDE and the CENTCOM BAT CONOP established procedures. Where detainees are briefly held and subsequently released, the BAT dossier shall be transferred by the most expeditious means available for uploading to the BAT server. All such detainee data shall be uploaded to a BAT server within seven (7) days of the detainee was initially detained.

6. (U) Biographical and Basic Physical Descriptive Data. The following biographical data and physical descriptive data shall be recorded within BAT:

- |  |  |
|--|--|
| <input type="checkbox"/> full name                                       | <input type="checkbox"/> names of parents and brothers   |
| <input type="checkbox"/> tribal name                                     | <input type="checkbox"/> alert (always yes)  |
| <input type="checkbox"/> alternative names/aliases                       | <input type="checkbox"/> description of the alleged offense/anti coalition activity            |
| <input type="checkbox"/> gender  | <input type="checkbox"/> ID numbers (capture and facility)                                     |
| <input type="checkbox"/> date of birth (use 01 Jan when date is unknown) | <input type="checkbox"/> capture DTG   |
| <input type="checkbox"/> race  | <input type="checkbox"/> capturing unit  |
| <input type="checkbox"/> ethnicity                                       | <input type="checkbox"/> place of capture  |
| <input type="checkbox"/> hair color                                      | <input type="checkbox"/> documents in possession of the detained individual                    |
| <input type="checkbox"/> eye color                                       | <input type="checkbox"/> circumstances of capture  |
| <input type="checkbox"/> physical build                                  | <input type="checkbox"/> weapons and equipment recovered and linked to the detained individual |
| <input type="checkbox"/> height,   | <input type="checkbox"/> other individuals detained with the individual at the time of capture |
| <input type="checkbox"/> weight  | <input type="checkbox"/> Forward Operating Base (FOB) where enrollment occurs.                 |
| <input type="checkbox"/> markings and tattoos                            |  |
| <input type="checkbox"/> place of birth                                  |  |
| <input type="checkbox"/> religion  |  |
| <input type="checkbox"/> marital status                                  |  |

7. (U) Fingerprint Data Collection: Attention to detail in collecting high-quality fingerprint data is essential to documenting the detainee and *effectively* comparing the detainee's fingerprints with fingerprint data at remote data repositories (e.g., the FBI's Integrated Automated Fingerprint Identification System (IAFIS)) to obtain matches and related background information on the detainee developed by US and Coalition forces.

**Annex J (Biographical and Biometric Data) to the CJTF-101 Detainee Operations Standard Operating Procedure (SOP)**

- a. (U) Transaction type shall be Ten Print Rap Sheet (TPRS).
- b. (U) All ten (10) digits shall be collected (thumbs and fingers). Where fingers are missing or damaged the proper annotation shall be made for the digit. Where more than five digits exist on one hand, the thumb and four fingers closest to the thumb shall be collected.
- c. (U) Fingers shall be cleaned and moisturized to ensure the highest quality print possible.
- d. (U) Required image quality is 500 pixels per inch (PPI) resolution at nominal 15:1 Wavelet-packet Scalar Quantization (WSQ) compression.
- e. (U) Images shall be 256 grayscale levels.
- f. (U) Theater Internment Facility (TIF). The only accepted method for collecting fingerprints at a TIF is an electronic, or "live scan," method employing 'slap' or 'roll' device (e.g., Smiths Heimann LSI, Crossmatch ID 442) that collects both individual digit prints and a single image of all four fingers per hand.
  - (1) (U) Flat ('stab') fingerprint devices (e.g., Crossmatch 300) are not authorized at a TIF. The 'slap'/'roll' devices enable faster and more accurate comparisons of the detainee's fingerprints within IAFIS.
  - (2) (U) 14-image fingerprint collection shall be collected (10 rolled images, separate images of each thumb, and two four-finger 'slap' prints).
- g. (U) Temporary Detainment. Individuals detained in the field and released prior to entering a TIF shall, at a minimum, have all ten (10) fingerprints collected using an electronic, or 'live scan,' device as the preferred method. Where electronic equipment is not available or ill-suited due to the operating environment, pen-and-ink fingerprint card method is acceptable.
  - (1) (U) Attention to detail will ensure proper sequencing of fingerprints to avoid mis-ordering errors.
  - (2) (U) The paper-and-ink method has long been used in the U.S. and other countries. Review Army Regulation 190-8 on the paper-and-ink method prior to departing on the operational mission where it is anticipated this method shall be employed.
- h. (U) The paper-and-ink method will N [redacted] IFs. Exemptions to this policy shall be addressed by the TF Guardian S3 at DSN [redacted] (b)(2) or SIPRNET email: [redacted] (b)(3), (b)(6)

**Annex J (Biographical and Biometric Data) to the CJTF-101 Detainee Operations Standard Operating Procedure (SOP)**

8. (U) Facial (mugshots) and Profile Image Collection. Proper collection of facial and body profile images are essential to subsequent identification of the detainee and use of facial comparison (recognition) software (see: ANSI/INCITS 385-2004, "Face Recognition Format for Data Interchange").

a. (U) At a minimum, five facial photos shall be taken of the detainee.

b. (U) The photo angles for detainees shall be frontal view, 90 degree left side, 45 degree left side, 90 degree right side and 45 degree right side.

c. (U) The camera lens orientation shall be pointed to the front of the person photographed, aligned approximately in the center of the face, from a distance of approximately 5 feet.

d. (U) Image format requirements

(1) (U) All photographs in 24-bit color.

(2) (U) The image shall be stored using a Joint Photographic Experts Group (JPEG) of JPEG 2000 file format. The minimum acceptable resolution is 640 pixels (vertical) by 480 pixels (horizontal).

(3) (U) The width – height aspect ratio of the captured image shall be 1:1.25. Digital cameras and scanners used to capture facial images will use square pixels with a pixel aspect ratio of 1:1.

(4) (U) The detainees captured facial image will always be in focus from the nose to ears.

(5) (U) The detainee will not wear any glasses, sunglasses, headgear, headdress, or other item that obscures his appearance.

(6) (U) A placard or similar mechanism containing, at a minimum, the detainees Internment Serial Number (ISN) and full name (first, middle, last, tribal/grandfather's name) shall be positioned at least 6 inches away from the detainees face preferably at the top or bottom of the photograph. Whenever possible, require the detainee to handwrite his own name on placard.

e. (U) The facial image being captured (full face pose) shall be positioned to satisfy all of the following conditions:

(1) (U) The detainee's head shall be aligned as square as possible, both vertically and horizontal, to the camera.

**Annex J (Biographical and Biometric Data) to the CJTF-101 Detainee Operations Standard Operating Procedure (SOP)**

(2) (U) The width and length of the detainee's head should occupy no less than 50% of the camera's field of view.

(3) (U) The saved image should be no less than 120 kilobytes. This is essential to reducing the false positive response of facial comparison programs.

(4) (U) Desired image taking illumination shall be achieved using a minimum of three balanced lighting sources, where conditions and resources permit.

(5) (U) Appropriate diffusion techniques will also be employed to minimize shadows and eliminate hot spots on the facial image. These hot spots usually appear on reflective areas such as cheeks and foreheads.

(6) (U) Flash techniques such as use (or nonuse) of flash fill to reduce red eye, shadows around the nose and mouth shall be employed when appropriate; however, such techniques should not be employed at the expense of overall image quality.

9. (U) Iris Scans. Iris scans are emerging as the preferred biometric for a variety of functions, and therefore, considered as essential as fingerprints and facial photos for documenting detainees.

a. (U) The left and right irises of each detainee shall be collected using a device designed to collect iris images.

b. (U) If the medical condition of the detainee precludes collection of one or both irises, this shall be noted in the record.

c. (U) Natural or artificial light (e.g., a flashlight) shall be employed to minimize pupil size, and therefore collect the greatest amount of iris data possible.

d. (U) The detainee's eye shall be open to the greatest extent possible, with no less than 70% of the iris observable in the collected image.

e. (U) The detainee shall remove any eyeglasses and contact lenses to optimize the enrollment quality.

f. (U) The detainee's eye shall be aligned as square as possible, both vertically and horizontal, to the iris image capture device.

g. (U) Transmission requirements are as follows:

**Annex J (Biographical and Biometric Data) to the CJTF-101 Detainee Operations Standard Operating Procedure (SOP)**

(1) (U) Each captured iris image shall be formatted and stored into an ANSI/NIST-ITL 1-2000 Type-7 logical record

(2) (U) Transmissions of iris data to the DoD ABIS shall include a "note" field in an ANSI/NIST-ITL 1-2000 Type-2 logical record indicating that iris data is included in the submittal. The text of the note field shall indicate information about the iris data in the following manner: Left iris=Type 7, <filename1>.jpg, Right iris=Type 7, <filename 2>.jpg. Filenames of the iris image files included in the submittal shall be provided for the <filename1> and <filename2> parameters in the note field.

10. (U) Deoxyribonucleic Acid (DNA). Two intra-oral cheek swabs from each detainee shall be collected.

a. (U) Collect one swab from the inside of each cheek (right and left) using a sterile cotton-tipped applicator designed for the buccal (cheek) swabs.

(1) (U) Briskly rub the inside of the detainee's inner cheek up and down 10 times with the buccal swab, concentrating on scraping cells from the oral mucosa (inner cheek) not just collecting saliva.

(2) (U) The detainee must not have consumed food or drink; chewed gum; or used a tobacco product for at least 15 minutes prior to the DNA sample being collected.

b. (U) The two swabs should be air dried for at least thirty minutes when possible prior to repackaging and transport. Personnel will place the dried oral swabs in a properly labeled paper envelope, or paper box, never plastic, and seal with evidence tape. Gloves should be worn when packaging the swabs.

c. (U) Label the sealed container using an indelible ink marker. The label will include:

- Detainees name
- Internment Serial Number (ISN);
- Date of DNA collections
- Location where DNA acquired
- Name of the person who collected the DNA
- Unit collecting DNA
- Contact phone number

d. (U) Transfer to Laboratory.

(1) (U) A chain of custody document (DA Form 4137) will be established and maintained for each pair of swabs.

**Annex J (Biographical and Biometric Data) to the CJTF-101 Detainee Operations Standard Operating Procedure (SOP)**

(2) (U) The evidence along with the chain of custody document will then be transferred to the BTIF for subsequent transfer to the designated FBI representative at Bagram Airfield.

10. (U) Personnel inputting data into BATS will ensure that all personal information on the detainee matches information already collected in other databases, such as National Detainee Reporting System (NDRS) and vice versa. Pay particular attention to spellings of names and places. Spellings of places in Afghanistan will be those used on official CJTF-101 maps. The following common abbreviations will be used when a name is unknown: FNU (First Name Unknown), MNU (Middle Name Unknown), and LNU (Last Name Unknown). The following common abbreviations will be used when a detainee does not have a portion of a name: NFN (No First Name), NMN (No Middle Name), and NLN (No Last Name).