

Army Regulation 190-27

Military Police

Army Participation in National Crime Information Center

**Headquarters
Department of the Army
Washington, DC
28 May 1993**

Unclassified

SUMMARY of CHANGE

AR 190-27

Army Participation in National Crime Information Center

This revision--

- o Adds responsibilities for the Deputy Chief of Staff for Operations and Plans (para 1-4a).
- o Adds responsibilities to commanders of major Army commands (para 1-4b).
- o Redefines responsibilities for Director, U.S. Army Crime Records Center, and installation provost marshals (para 1-4d).
- o Assigns responsibilities for terminal coordinators (para 1-4e).
- o Restricts access to Interstate Identification Index criminal history file to Director, U.S. Army Crime Records Center, and Terminal Coordinator, U.S. Army Deserter Information Point (chap 2)
- o Requires reporting all lost, stolen, or recovered weapons and U.S. Government property valued at \$500 or more (chap 3).

Effective 30 June 1993

Military Police

Army Participation in National Crime Information Center

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:



MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This publication establishes policies and procedures for participation in the Federal Bureau of Investigation National

Crime Information Center and access to state criminal justice agencies.

Applicability. This regulation applies to Active Army law enforcement activities. This regulation applies during partial and full mobilization.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Operations and Plans. The Deputy Chief of Staff for Operations and Plans has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The Deputy Chief of Staff for Operations and Plans may delegate this authority in writing to a division chief within the proponent agency in the rank of colonel or the civilian equivalent.

Army management control process. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior

approval of HQDA (DAMO-ODL) WASH DC 20310-0440.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAMO-ODL), WASH DC 20310-0440.

Distribution. Distribution of this publication is made in accordance with DA Form 12-09-E, block number 3172, intended for command level A for the Active Army. None for the Army National Guard and none for the U. S. Army Reserve.

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*This regulation supersedes AR 190-27, 6 May 1974.

RESERVED

Chapter 1 Introduction

1-1. Purpose

This regulation provides policies and procedures for Army participation in the National Crime Information Center (NCIC) of the Federal Bureau of Investigation (FBI). It supplements standards and procedures established in the NCIC Operating Manual and the National Law Enforcement Telecommunications Systems (NLETS) Operating Manual.

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Deputy Chief of Staff for Operations and Plans (DCSOPS) is responsible for establishing policy and procedures for the Army's participation in the NCIC and NLETS, and will—

- (1) Act as approval authority on requests for participation.
- (2) Coordinate Army participation with the FBI and NLETS.
- (3) Assist in resolving difficulties between Army participants, the FBI, and State control terminal agencies (CTAs).
- (4) Maintain active and retired lists of originating agency identifiers (ORIs) assigned to Army participants.

b. Major Army command (MACOM) commanders will—

- (1) Ensure installation compliance with this regulation and NCIC operating policies.
- (2) Coordinate NCIC operations between themselves and installations.
- (3) Forward requests for participation that meet the criteria of this regulation to HQDA (DAMO-ODL), WASH DC 20310-0440.
- (4) Maintain copies of NCIC and State audit reports.

c. The Director, U.S. Army Crime Records Center, is responsible to the Commander, U.S. Army Criminal Investigation Command (USACIDC), for establishing internal NCIC computerized criminal history procedures based on rules and operating policies of the NCIC Advisory Policy Board and the State CTA.

d. Installation provost marshals and Director, U.S. Army Crime Records Center, are responsible for entering into user agreements with the State CTA and will—

- (1) Ensure that all transactions are in compliance with this regulation, operating policies of the NCIC, and the State CTA.
- (2) Staff terminals 24 hours per day.
- (3) Ensure that terminal operators successfully complete required training on the NCIC and State system.
- (4) Appoint a terminal coordinator.
- (5) Provide MACOM commander copies of NCIC and State audit reports.

e. Terminal coordinator will be responsible for—

- (1) The accuracy of entries and validating records.
- (2) Responses to inquiries.
- (3) Physical security of the terminal.

f. Terminal Coordinator, U.S. Army Deserter Information Point (USADIP), will be responsible for—

- (1) NCIC entries concerning U.S. Army deserters.
- (2) NCIC terminal operations at the U.S. Army Enlisted Records and Evaluation Center.
- (3) Criminal history record checks for identifying and verifying Army deserters.
- (4) NCIC records of parole violators and escaped military prisoners.

Chapter 2 Policy

2-1. Authority

The authority for Army law enforcement agencies to access NCIC files is based on this regulation, user agreements between the installation law enforcement activity and the respective State CTA, and issuance of an ORI. All transactions must be according to the standards of this regulation, the NCIC Operating Manual, State user manuals, and State user agreements. In instances where there may be a conflict in standards, the strictest policy interpretation will apply.

2-2. Standards

The following standards must be followed in operating terminals:

- a.* NCIC use is limited to authorized criminal justice purposes.
- b.* Dissemination of information is based on an official need to know.
- c.* Only trained personnel operate terminals.
- d.* An Army agency queried over the NCIC must respond within 10 minutes.
- e.* Required NCIC and state written documentation must be prepared and retained for audit by the NCIC or State CTA.

2-3. Authorized access

a. NCIC terminal operators are authorized access to the following NCIC files in the performance of their official duties:

- (1) Vehicle.
- (2) License plate.
- (3) Boat.
- (4) Gun.
- (5) Article.
- (6) Securities.
- (7) Wanted person.
- (8) Missing person.
- (9) Canadian warrant.
- (10) United States Secret Service protective file.
- (11) Unidentified person.
- (12) ORI.

b. Only the Director, U.S. Army Crime Records Center, and Terminal Coordinator, USADIP, are authorized access to the Interstate Identification Index criminal history files of the NCIC.

c. USADIP will only process requests pertaining to Army deserters and parole violators.

d. Participation in other Federal, State and local police information systems is authorized.

Chapter 3 Procedures

Section I Participation

3-1. Requesting an ORI

a. To be considered for participation and assignment of an ORI, an activity must meet the standards of the NCIC and the state CTA.

b. Requests for participation are initiated by the provost marshal and submitted to the installation commander who sends the request to the MACOM commander. See figure 3-1 for an example of a request for an ORI.

c. USACIDC elements will submit ORI requests through normal USACIDC channels to HQDA(DAMO-ODL-O), 4401 Ford Avenue, Alexandria, VA 22302-1432.

d. The MACOM commander ensures that the standards of this regulation are met and sends the request to HQDA, DAMO-ODL, WASH DC 20310-0440.

e. Chief, Security, Force Protection, and Law Enforcement Division, ODCSOPS, (DAMO-ODL)—

- (1) Approves requests for participation in the NCIC. Requests

that do not meet the criteria of this regulation, NCIC or State eligibility requirements, will be disapproved and returned to the MACOM commander.

(2) Notifies the MACOM commander and state CTA of the FBI's approval.

3-2. Suspension or revocation

a. NCIC and State CTAs have the authority to suspend or revoke an Army terminal's access to files when operating policies are not correctly followed.

b. Notification of serious violations, suspension, or revocation from the use of NCIC and State terminals and NCIC files will be immediately reported through the MACOM commander to HQDA (DAMO-ODL), WASH DC 20310-0440.

c. When notified of a serious violation, the installation commander will take corrective action required by the NCIC or State CTA.

Section II Inquiries

3-3. Sending

a. On-line inquiries are used to search an NCIC file for a record using information available to the inquiring agency.

(1) A " Z "inquiry is used for administrative purposes such as training, demonstrations, and display of records for validation or review.

(2) A " Q "inquiry is used for all other messages.

b. An off-line search is a special inquiry for NCIC information which cannot be obtained following the procedures in a above. An off-line search can only be completed by the FBI against two sources of NCIC records:

(1) Active files maintained in the NCIC.

(2) Historical files such as records removed from the NCIC.

c. USACIDC and provost marshal offices will submit requests for criminal history checks via an electrical message to the Director, U.S. Army Crime Records Center, ATTN: CICR-ZA, Baltimore, MD 21222-4099. The message must include the statement, " This request is submitted to assist in a criminal justice investigation. "

3-4. Responding

a. Procedures for responding to inquiries are explained in each file of the NCIC Operating Manual, which should always be followed.

b. A positive response to an inquiry for a wanted person entered into the NCIC is not authority to apprehend or detain an individual. Every positive response from the wanted person file must be confirmed with the entering agency.

c. A negative response is transmitted when no record is found in the NCIC. As with a positive response, a negative response should not be used as the sole basis for decision making.

Section III Records

3-5. Entry

a. Entry messages place a new record in the NCIC using the ORI assigned to the agency. Procedures for entering a new record are explained in each file of the NCIC Operating Manual.

(1) Provost marshals within the continental United States, Alaska, and Hawaii will enter stolen or missing U.S. Government property valued at \$500 or more having a unique manufacturer assigned serial number. All U.S. Government or privately owned weapons reported lost, stolen, or recovered will be entered into the NCIC gun file, regardless of value.

(2) Director, U.S. Army Crime Records Center, enters stolen property and gun reports for provost marshal offices in overseas areas.

b. Law enforcement activities not located on an Army installation or having access to a terminal may enter into a written agreement with an installation provost marshal to have the installation provost marshal office enter records and act as the ORI holder. Figure 3-2 is an example of an ORI agreement.

3-6. Modification

Modification messages are used to add, delete, or change a portion of data which is part of the NCIC entry. An entering agency may modify a record while it is in an active status following file procedures in the NCIC Operating Manual.

3-7. Cancellation

Cancellation of an NCIC entry removes the entire record from the NCIC. A record must be canceled by the entering ORI when it is determined to be invalid.

3-8. Validation

NCIC periodically prepares a listing of records on file for validation by system users. Each State CTA receives a letter explaining the records on the validation list, the order in which records are listed, and general procedures for validating the records. Army participants must validate their records and respond to the State CTA. Failure to comply with validation procedures could result in the record being deleted or administrative action taken against the entering agency.

(Letterhead)

(Office Symbol)

(Date)

MEMORANDUM THRU
MAJOR ARMY COMMAND ADDRESS
FOR DEPUTY CHIEF OF STAFF FOR OPERATIONS AND PLANS
ATTN: DAMO-ODL, WASH DC 20310-0440

SUBJECT: Request for Originating Agency Identifier (ORI)

Figure 3-1. Sample ORI request—Continued

1. Request an ORI number be assigned to the provost marshal office on this installation.
2. This request meets the criteria of AR 190-27, Army Participation in the National Crime Information Center (NCIC). The ORI number will be used to enter records into and query the NCIC, with the exception of the Interstate Identification Index file.
3. Funding for leasing or purchasing equipment for connection to the State Control Terminal Agency (CTA) is available. On approval of this request, a users agreement will be signed with the CTA. Use of the ORI will be limited to criminal justice purposes.

(Installation Commander Signature)

Figure 3-1. Sample ORI request

Holder of Record Agreement

This agreement made this 14th Day of September 1992, by and between the Army Corps of Engineers, Northwestern District, owner of record and Office of the Provost Marshal, Fort Lewis, WA., holder of record, is entered into for the purpose of making the holder of record responsible for entering and maintaining records in the NCIC/Washington State system for the owner of record, under the following conditions.

1. The holder of record will be responsible for updating and canceling all records maintained in the NCIC/Washington State system for the owner of record.
2. The holder of record will comply with all NCIC requirements.
3. The holder of record will remove all records from the file belonging to the owner of record, in compliance with NCIC requirements.
4. The holder of record will validate any record of the owner of record in accordance with Washington State requirements.
5. The owner of record will notify the holder of record immediately when any record affected by this agreement is to be canceled, cleared or modified.
6. The owner of record will provide complete supporting documentation to the holder of record prior to requesting any entries be made.

This agreement will remain in effect as long as:

1. The holder of record is a member of the NCIC/Washington state system.
2. The owner of record does not become a NCIC/Washington state system member.

The agency head of either agency shall give 30 days notice, to the other in writing, of its intent to withdraw from this agreement.

Figure 3-2. Sample ORI holder agreement—Continued

Should the agencies withdraw from this agreement, the holder of the record will remove all records for the owner of record from the files and notify the owner of record, in writing, that this has been accomplished. The state will be sent a copy of this notice.

In witness wherefore, the parties signatory hereto have executed this agreement as of the day and year first above written in accordance with the authority granted them by law and have provided a copy of the same to the Department of State Police.

_____	_____
TYPED NAME	TYPED NAME
Owner of Record	Holder of Record
_____	_____
Signature	Signature

	Control Terminal Agency

Figure 3-2. Sample ORI holder agreement

Appendix A References

Section I Required Publications

National Crime Information Center Operating Manual.
(Cited in paras 1-1, 2-1, 3-4 *a* , 3-5 *a* , and 3-6.) This manual may be obtained from the FBI, Washington, D.C. 20535.

Section II Related Publications

AR 190-9
Absentee Deserter Apprehension Program and Surrender of Military Personnel to Civilian Law Enforcement Agencies.

AR 190-47
The United States Army Correctional System.

**Section III
Prescribed Forms**
This section contains no entries.

**Section IV
Referenced Forms**
This section contains no entries.

Glossary

Section I Abbreviations

CTA
control terminal agency

CTO
Control Terminal Officer

DCSOPS
Deputy Chief of Staff for Operations and Plans

FBI
Federal Bureau of Investigation

MACOM
major Army command

NCIC
National Crime Information Center

NLETS
National Law Enforcement Telecommunica-
tions Systems

OCONUS
outside continental United States

ORI
originating agency identifier

Section II Terms

Control terminal agency
A State criminal justice agency on the NCIC system providing statewide service to criminal justice users with respect to NCIC data.

Criminal history file
Information collected by criminal justice agencies on individuals consisting of descriptions of an individual, notations of arrests, detentions, indictments on serious criminal charges, and any disposition. The term does not include identification information such as fingerprints.

National Crime Information Center
A nationwide computerized information system established as a service to all criminal justices agencies.

**National Law Enforcement
Telecommunications Systems**
Computer-controlled message switching network linking local, State, and federal criminal justice agencies together for the purpose of information exchange.

Originating agency identifier
An identifier assigned by the FBI to an agency meeting the criteria for participation in the NCIC.

User agreement
A document describing operating policies and

responsibilities between a installation provost marshal and a State control terminal agency.

Section III Special Abbreviations and Terms

This section contains no entries.

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