

Military Police

**Army
Participation in
Criminal Justice
Information
Systems,
Federal Bureau
of Investigation**

Headquarters
Department of the Army
Washington, DC
8 November 2005

UNCLASSIFIED

SUMMARY of CHANGE

AR 190-27

Army Participation in Criminal Justice Information Systems, Federal Bureau of Investigation

This major revision, dated 8 November 2005--

- o Changes the name of the publication from Army Participation in National Crime Information Center to Army Participation in Criminal Justice Information Systems, Federal Bureau of Investigation.
- o Assigns proponentcy to the Provost Marshal General (para 1-4).
- o Assigns the Director, U.S. Army Crime Records Center responsibility as the Criminal Justice Information Systems Coordinator (para 1-4b).
- o Assigns responsibility to the Assistant Chief of Staff, Installation Management Agency and garrison commanders for processing requests for access and funding requirements (paras 1-4, 3-1, and 3-7).
- o Establishes procedures for participation in the National Crime Information Center (chap 3).
- o Establishes procedures for Army law enforcement participation in the Integrated Automated Fingerprint Identification System (para 3-7).

Military Police

Army Participation in Criminal Justice Information Systems, Federal Bureau of Investigation

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:



SANDRA R. RILEY
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This publication establishes policies and procedures for participation in the Criminal Justice Information Systems, Federal Bureau of Investigation; the National Law Enforcement Telecommunications Systems; and State Criminal Justice Systems.

Applicability. This regulation applies to the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve unless otherwise stated.

During mobilization, procedures in this publication can be modified to support policy changes as necessary.

Proponent and exception authority. The proponent of this regulation is the Provost Marshal General. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process. This regulation contains management control provisions and identifies key management controls that must be evaluated.

Supplementation. Supplementation of

this regulation and establishment of command and local forms are prohibited without prior approval from the Provost Marshal General (DAPM–MPD–LE), 2800 Army Pentagon, Washington, DC 20310–2800.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Provost Marshal General (DAPM–MPD–LE), 2800 Army Pentagon, Washington, DC 20310–2800.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1

General, page 1

Purpose • 1–1, page 1

References • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

Responsibilities • 1–4, page 1

Chapter 2

Policy, page 2

Authority • 2–1, page 2

Standards • 2–2, page 2

*This regulation supersedes AR 190–27, dated 28 May 1993.

Contents—Continued

Authorized access • 2–3, *page 2*

Chapter 3

Procedures for participation in National Crime Information Center, *page 3*

Section I

Participation, page 3

Requesting an originating agency identifier • 3–1, *page 3*

Suspension or revocation • 3–2, *page 5*

Section II

Records, page 5

Entry • 3–3, *page 5*

Modification • 3–4, *page 7*

Cancellation • 3–5, *page 7*

Validation • 3–6, *page 7*

Army participation in the Criminal Justice Information Systems • 3–7, *page 7*

Appendixes

A. References, *page 8*

B. Management Control Checklist, *page 8*

Figure List

Figure 3–1: Sample Originating Agency Identifier Request, *page 4*

Figure 3–2: Sample Originating Agency Identifier Holder Agreement, *page 6*

Glossary

Chapter 1

General

1-1. Purpose

This regulation provides policies and procedures for Army participation in the Criminal Justice Information Systems (CJIS), 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 and prescribed and referenced forms 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 Provost Marshal General (PMG) will—

(1) Establish policy and procedures for the Army's participation in CJIS, NCIC, NLETS, and Army access to state law enforcement and criminal justice agency information consistent with applicable State and Federal law.

(2) Prepare and execute the Department of the Army's agreement to use the services of NLETS and participate in CJIS.

b. The Director, U.S. Army Crime Records Center will—

(1) Coordinate the installation provost marshal's or Director, Emergency Services' participation in CJIS and NCIC and resolve operational issues concerning the Department of the Army's participation in CJIS and NLETS.

(2) Establish for the commander, U.S. Army Criminal Investigation Command, internal NCIC operating policies based on rules and operating policies of the NCIC Advisory Policy Board and State control terminal agencies.

(3) Appoint a Federal service coordinator to represent the PMG at working group meetings for CJIS and NLETS.

(4) Enter into a user agreement with CJIS and, where applicable, State criminal justice agencies concerning the Army's adherence to all CJIS operating policies and regulations.

c. The Director, Installation Management Agency will—

(1) Forward requests for participation that meet the criteria of this regulation to Director, U.S. Army Crime Records Center (CICR-XA), 6060 6th Street, Fort Belvoir, VA 22060.

(2) Ensure that installation provost marshals enter into State User Agreements for access to State Law Enforcement Telecommunications Systems and agencies.

d. The Commanding General, U.S. Army Materiel Command will—

(1) Forward requests for participation that meet the criteria of this regulation to Director, U.S. Army Crime Records Center (CICR-XA), 6060 6th Street, Fort Belvoir, VA 22060.

(2) Ensure that installation provost marshals enter into State User Agreements for access to State Law Enforcement Telecommunications Systems and agencies.

e. The Commanding General, U.S. Army Medical Command will—

(1) Forward requests for participation that meet the criteria of this regulation to Director, U.S. Army Crime Records Center (CICR-XA), 6060 6th Street, Fort Belvoir, VA 22060.

(2) Ensure that installation provost marshals enter into State User Agreements for access to State Law Enforcement Telecommunications Systems and agencies.

f. The Director, U.S. Army Criminal Investigation Laboratory will—

(1) Provide guidance which identifies live scan electronic fingerprint equipment that is compatible with the FBI Electronic Fingerprint Transmission Specification Standard, the American National Standards Institute/National Institute of Standards and Technology, the National Law Enforcement Standard for Finger/Palm Prints, and the U.S. Army Criminal Investigation Laboratory's Automated Fingerprint Identification System.

(2) Provide guidance which identifies live scan electronic palm print equipment that is compatible with the American National Standards Institute/National Institute of Standards and Technology, the National Law Enforcement Standard for Finger/Palm Prints, and the U.S. Army Criminal Investigation Laboratory's Automated Fingerprint Identification System.

(3) Oversee all Army Integrated Automated Fingerprint Identification System transactions involving latent finger or palm prints.

(4) Coordinate Army law enforcement activities with the FBI concerning special latent cognizant file systems in the Integrated Automated Fingerprint Identification System.

(5) Enter into a user agreement with CJIS concerning the Army's adherence to all CJIS operating policies and regulations involving latent print transactions and special latent cognizant files.

- g. The installation provost marshal or Director, Emergency Services will—
- (1) Ensure that funding requirements for equipment, software, and maintenance are submitted through the appropriate resource channels.
 - (2) Ensure that all transactions are in compliance with this regulation, the operating policies of the NCIC, and State control terminal agencies.
 - (3) Ensure that terminals are staffed 24 hours a day.
 - (4) Ensure that terminal operators successfully complete required training on the NCIC and State systems.
 - (5) Appoint a terminal coordinator in writing, identifying their duties and responsibilities.
 - (6) Conduct NCIC inquiries for U.S. Army Criminal Investigation Command special agents in support of criminal investigations or related inquiries.
 - (7) Be responsive to the Federal Service Coordinator and State control terminal agencies on operating the NCIC and State Law Enforcement Telecommunications Systems, and access and dissemination of criminal information.
- h. The installation provost marshal terminal coordinator will—
- (1) Ensure the accuracy of entries and records validation records.
 - (2) Respond to inquiries.
 - (3) Maintain physical security of the terminal.
- i. The terminal coordinator, U.S. Army Deserter Information Point, will—
- (1) Ensure NCIC entries concerning U.S. Army deserters.
 - (2) Ensure NCIC terminal operations at the Personnel Control Facility, Fort Knox, KY.
 - (3) Conduct criminal history record checks for identifying and verifying Army deserters, parole violators, and escaped prisoners.
 - (4) Keep up NCIC records of parole violators and escaped military prisoners.

Chapter 2 Policy

2-1. Authority

The authority for Army law enforcement agencies to access CJIS, NCIC, and NLETS is based on this regulation, user agreements between the installation law enforcement activity and the respective State control terminal agencies, and issuance of an originating agency identifier. 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. The NCIC will use for limited authorized criminal justice purposes (i.e., stolen vehicle checks or wants and warrants).
- b. Dissemination of information will be based on an official need to know.
- c. Only trained and authorized personnel will 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 control terminal agencies.
- f. Army law enforcement agencies will not use U.S. Department of Justice, Joint Automated Book System accounts to directly interface with CJIS.
- g. Only personnel in the Latent Print Division of the U.S. Army Criminal Investigation Laboratory may submit or receive Integrated Automated Fingerprint Identification System transactions involving latent finger or palm prints.

2-3. Authorized access

- a. The NCIC terminal operators, in the performance of their official duties, are authorized access to files maintained in the NCIC.
- b. Participation in other Federal, State, and local police information systems is authorized.

Chapter 3

Procedures for participation in National Crime Information Center

Section I

Participation

3-1. Requesting an originating agency identifier

a. To be considered for participation and assignment of an originating agency identifier, an activity must meet the standards of the NCIC and the State control terminal agencies.

b. Requests for participation are initiated by the provost marshal or Director, Emergency Services and submitted to the garrison commander. Requests are then forwarded through the regional Installation Management Office or commander, U.S. Army Materiel Command or U.S. Army Medical Command. The regional Installation Management Office will forward its requests to the Headquarters, Department of the Army, Installation Management Agency and to the Director, U.S. Army Crime Records Center for a decision. The U.S. Army Materiel Command and U.S. Army Medical Command commanders will forward their request to the Director, U.S. Army Crime Records Center for a decision. The Director, U.S. Army Crime Records Center will disapprove requests that do not meet the criteria of this regulation, the NCIC, or State eligibility requirements (see figure 3-1 for an example of a request for an originating agency identifier).

(Letterhead)

(Office Symbol) **(Date)**

MEMORANDUM THRU

FOR DIRECTOR, U.S. ARMY CRIME RECORDS CENTER (CICR-ZA), 6010 6th
Street, Fort Belvoir, VA 22060

SUBJECT: Request for Originating Agency Identifier (ORI)

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.

(Garrison Commander Signature)

Figure 3-1. Sample ORI request

Figure 3-1. Sample Originating Agency Identifier Request

3-2. Suspension or revocation

a. The NCIC and State control terminal agencies 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 directly to the Director, U.S. Army Crime Records Center, Federal Service Coordinator by the most expeditious means. The Federal Service Coordinator will review the circumstances and effect immediate coordination to resolve issues.

c. When notified of a serious violation, the installation provost marshal or Director, Emergency Services will take corrective action required by the NCIC or State control terminal agencies.

Section II Records

3-3. Entry

a. Entry messages place a new record in the NCIC using the originating agency identifier assigned to the agency. Procedures for entering a new record are explained in each file of the NCIC operating manual.

(1) The provost marshals within the continental United States, Alaska, and Hawaii will enter stolen or missing U.S. Government property valued at \$500 or more and 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) The Director, U.S. Army Crime Records Center enters stolen property and gun reports for provost marshal or Director, Emergency Services 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 or Director, Emergency Services to have the installation provost marshal office enter records and act as the originating agency identifier holder (see fig 3-2 for an example of an originating agency identifier holder agreement).

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

TYPED NAME
Holder of Record

Signature

Signature

Control Terminal Agency

Figure 3–2. Sample Originating Agency Identifier Holder Agreement

3-4. Modification

Modification messages are used to add, delete, or change a portion of data that 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.

3-5. Cancellation

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

3-6. Validation

The NCIC periodically prepares a listing of records on file for validation by system users. Each State control terminal agency and Federal Service Coordinator 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 control terminal agency. Failure to comply with validation procedures could result in the record being deleted or administrative action taken against the entering agency.

3-7. Army participation in the Criminal Justice Information Systems

a. The FBI Criminal Justice Information Systems Division includes the NCIC, Uniform Crime Report, Fingerprint Identification that includes the Integrated Automated Fingerprint Identification System (IAFIS), and the National Incident-Based Reporting System.

b. The provost marshal or Director, Emergency Services procedures for submitting data to the Uniform Crime Report, IAFIS, and National Incident-Based Reporting System are explained in AR 190-45.

c. The purchase of IAFIS equipment must be coordinated and approved by the Installation Management Agency or the U.S. Army Materiel Command, the U.S. Army Medical Command, and the Director, U.S. Army Crime Records Center. This will ensure that all IAFIS devices are compatible and that the Director, U.S. Army Crime Records Center properly submits all fingerprint submissions to IAFIS and the criminal history file of the NCIC.

Appendix A References

Section I Required Publications

National Crime Information Center Operating Manual

(Cited in paras 1–1, 2–1, and 3–4. Obtained at the United States Government Printing Office, Purchase Division, Printing Procurement Department, Stop PPP, Room C817, Washington, DC 20401.)

National Law Enforcement Telecommunications Systems Operating Manual

(Cited in para 1–1. Obtained at the United States Government Printing Office, Purchase Division, Printing Procurement Department, Stop PPP, Room C817, Washington, DC 20401.)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 190–9

Absentee Deserter Apprehension Program and Surrender of Military Personnel to Civilian Law Enforcement Agencies.

AR 190–45

Law Enforcement Reporting.

AR 190–47

The Army Corrections Systems.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Appendix B Management Control Checklist

B–1. Function

The function covered by this checklist is Army participation in Criminal Justice Information Systems, Federal Bureau of Investigation.

B–2. Purpose

The purpose of this checklist is to assist assessable unit managers and management control administrators in evaluating the key management controls outlined below. It is not intended to cover all controls.

B–3. Instructions

Answers must be based on the actual testing of key management controls (that is, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2–R (Management Control Evaluation Certification Statement).

B–4. Test Questions

- a. Are installation provost marshals or Director, Emergency Services appointing terminal coordinators?
- b. Are terminal coordinators ensuring that NCIC use is limited to authorized criminal justice purposes?
- c. Are only trained personnel allowed to operate terminals?

d. Are requests for participation initiated by the provost marshal or Director, Emergency Services and submitted to the garrison commander?

e. Are notification of serious violations, suspension, or revocation from the use of NCIC and State terminals and NCIC files immediately reported to the Director, U.S. Army Crime Records Center, Federal Service Coordinator by the most expeditious means?

f. Are all U.S. Government or privately owned weapons reported lost, stolen, or recovered entered into the NCIC gun file, regardless of value?

B-5. Suppression

There is no previous edition of this checklist.

B-6. Comments

Help to make this a better tool for evaluating management controls. Submit comments to HQDA, Office of the Provost Marshal General (DAPM-MPD-LE), 2800 Army Pentagon, Washington, DC 20310-2800.

Glossary

Section I

Abbreviations

AFIS

Automated Fingerprint Identification System

CJIS

Criminal Justice Information Systems

CTA

control terminal agency

FBI

Federal Bureau of Investigation

IAFIS

Integrated Automated Fingerprint Identification System

NCIC

National Crime Information Center

NLETS

National Law Enforcement Telecommunications Systems

PMG

Provost Marshal General

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.

Live scan

An electronic finger and/or palm print capturing system.

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 an installation provost marshal or Director, Emergency Services and a State control terminal agency.

Section III

Special Abbreviations and Terms

This section contains no entries.

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