# Gang File

# Table of Contents

# 1 OVERVIEW

The National Crime Information Center (NCIC) Gang File has been designed to provide identifying information about violent criminal gangs and members of those gangs to law enforcement personnel.  This information serves to warn law enforcement officers of the potential danger posed by violent individuals and to promote the exchange of information about gangs and members to facilitate criminal investigations.

Because the Gang File information is based, in part, on investigative information not previously subject to independent judicial review, strict adherence to policy on the security, use, and dissemination of Gang File information is necessary.

## 1.1 SECURITY

Gang File information is exclusively for the use of criminal justice agencies for criminal justice purposes.  In no case should Gang File information be disseminated to any noncriminal justice agency.  The security measures to be accorded criminal history record information as set out in the *CJIS Security Policy* should be followed with respect to the Gang File and the information contained therein.

## 1.2 DEFINITION OF A RECORD SUBJECT

The Gang File is composed of two components or "capabilities," intended to promote the identification of, and facilitate the exchange of information about, groups and group members.

- The **Group Reference Capability (GRC)** provides information about gangs.  This capability can be accessed by an individual QGG inquiry.

- **The Group Member Capability (GMC)** provides information in a format similar to Wanted Person File records about individual members of gangs.  This capability can be accessed by an individual QGM inquiry and by automatic cross-search with all files searched by a QW, QWA, QWE, QWF, QWS, or ZW inquiry (or any related transaction such as an entry which generates an inquiry).

# 2 INTRODUCTION FOR A GROUP REFERENCE CAPABILITY (GRC)
## 2.1 BACKGROUND

The GRC enables the on-line entry and retrieval of records for qualifying gangs by group and subgroup name.  Though searchable by either group or subgroup, it is unlikely that searching by group will yield results specific enough for practical use.  While providing limited group identifying information, the main feature of the GRC is to identify those agencies which are willing to provide more details on a particular gang.  Therefore, multiple agencies may be listed as references in a single record.

## 2.2 CRITERIA FOR ENTRY OF A GRC RECORD

For purposes of entry in the GRC, a **gang** must meet the following criteria:

- The group must be an ongoing organization, association, or group of three or more persons and

- The group must have a common interest and/or activity characterized by the commission of or involvement in a pattern of criminal activity or delinquent conduct.

**Criminal or Delinquent Conduct** includes narcotics distribution, firearms or explosives violations, murder, extortion, obstruction of justice (including witness intimidation and/or tampering), and any other violent offenses such as assault, threat, burglary, and/or carjacking.

**Delinquent Conduct**, as with the Wanted Person File, is conduct of a juvenile which would be a crime if committed by an adult.

**Criminal Conduct** includes acts committed during incarceration which are often labeled disruptive and which could be punished as crimes.

Agencies must have documentation (electronic or hard copy) on file to support a GRC entry.

## 2.3 MESSAGE KEY (MKE) CODES FOR GRC RECORDS

| Message | MKE | Translation |
|---|---|---|
| Entry-Gang | EGG | CRIMINAL GANG |
| Modify | MGG | |
| Cancel | XGG | CANCELED GANG |
| Inquiry | QGG | |
| Supplemental entry | EGGN | |
| Supplemental cancel | XGGN | |

## 2.4 RECORD RETENTION PERIOD FOR GRC RECORDS

**Single-interest records** are retained indefinitely or until removed by the originating agency.

**Multiple-interest records** are retained indefinitely or until all agencies remove their interest in the record.

## 2.5 VALIDATION FOR GRC RECORDS

There is no validation schedule for GRC records.

## 2.6 MESSAGE FIELD CODES AND EDITS FOR GRC RECORDS

| Code | Field | Edits |
|---|---|---|
| DOC | Date of Cancellation | Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one day. |
| DRS | Identifying Dress | May contain alphabetics, numerics, commas, hyphens, and slashes. |
| GNG | Group Name | Must be a valid NCIC-assigned group name code. |
| GTI | Identifying Graffiti | May contain alphabetics, numerics, commas, hyphens, and slashes. |
| HND | Identifying Hand Signals | May contain alphabetics, numerics, commas, hyphens, and slashes. |
| IMN | Image NCIC Number | A self-checking number automatically assigned by the NCIC System to each accepted image record and consists of the alphabetic character I followed by nine numeric characters.  Must have valid check digit. |
| IMT | Image Type | Must be a valid NCIC-assigned code as listed in the Image File chapter of this manual. |
| MIS | Miscellaneous | Free text. |

| POC | Agency Point of Contact | May contain alphabetics, numerics, commas, hyphens, and slashes. |
| --- | --- | --- |
| SGP | Subgroup Name | Must be a valid NCIC-assigned subgroup name code or NONE KNOWN. |
| TTO | Identifying Tattoos | First ten characters must conform to a valid SMT code as listed in Personal Descriptors Codes, *NCIC Code Manual*. |

## 2.7 CRITERIA FOR REJECTING DUPLICATE GRC RECORDS

If the GNG and SGP Fields match a record already on file and the Originating Agency Identifiers (ORIs) match, the second entry will be rejected with the message REJECT - ON FILE, as found in the Introduction chapter of this manual, with the duplicate record provided with the reject message.
If the enter transaction contains duplicate data in the GNG and SGP Fields with different ORIs and the base record has less than 99 pairs of ORI/POC data associated with it, the ORI and POC data are stored and become part of the initial GRC record. If there are 99 pairs of ORI/POC data associated with it, the entry will be rejected with the message REJECT NOT - AUTHORIZED as found in the Introduction chapter of this manual.

## 2.8 IMAGE CAPABILITY

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in the NCIC System.

## 2.9 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in the NCIC System.

# 3 ENTRY OF GRC RECORDS

The first agency (primary ORI) which enters a particular group/subgroup combination for a gang (EGG) GRC record is responsible for all fields of the base record and supplemental record except for additional ORI/POC data entered by subsequent originating agencies. Subsequent entries for that particular group/subgroup will be permitted to allow another agency to express an interest by adding its own ORI and point of contact information. The subsequent agency cannot enter or modify any field in the record other than its own ORI or POC Fields. If subsequent entries contain data in the TTO, HND, GTI, DRS, or MIS Fields, those data will be ignored.

## 3.1 EXAMPLE OF AN ENTRY FOR GRC RECORDS

```
1N01HEADER.EGG.MD1012600.CRIPS*WADC.ROLLING 50S*WADC.
SGT ABNER DOUBLEDAY GANG UNIT 908 555-1111.TAT L CHK DAGGER OR TEARDROPS.BLUE
BANDANNA.CIR THUMB AND RING FNGR.BK 50S.PROFESS TO ATTACK POLICE ON ANY CONTACT
```

The group reference capability entry message contains: header (1N01HEADER), message key (EGG), Originating Agency Identifier (MD1012600), group name (CRIPS*WADC), subgroup name (ROLLING 50S*WADC), agency point of contact (SGT ABNER DOUBLEDAY, GANG UNIT, 908 555- 1111), identifying tattoos (TAT L CHK DAGGER OR TEARDROPS), identifying dress (BLUE BANDANNA), identifying hand signals (CIR THUMB AND RING FNGR), identifying graffiti (BK 50S), and miscellaneous in the MIS Field (PROFESS TO ATTACK POLICE ON ANY CONTACT).

**Acknowledgment:**

```
1L01HEADER
MD1012600
MKE/EGG
GNG/CRIPS*WADC SGP/ROLLING 50S
CONTACT AGENCIES:
MD1012600 SGT ABNER DOUBLEDAY GANG UNIT 908 555-1111
DATE FIRST ENTRY/20120107 1300 EST
TTO/TAT L CHK DAGGER OR TEARDROPS
DRS/BLUE BANDANNA
HND/CIR THUMB AND RING FNGR
GTI/BK 50S
MIS/PROFESS TO ATTACK POLICE ON ANY CONTACT
CONTACT AGENCIES LISTED FOR FURTHER INFORMATION
NIC/Z000893451
```

Subsequent entries for this record by a different agency should use the following format:

```
1N01HEADER.EGG.DC1012300.CRIPS*WADC.ROLLING 50S*WADC.GANG UNIT,
SGT YORK 202 555-1234
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
MKE/EGG
GNG/CRIPS*WADC SGP/ROLLING 50S*WADC
CONTACT AGENCIES:
MD1012600 SGT ABNER DOUBLEDAY GANG UNIT 908 555-1111
DC1012300 GANG UNIT, SGT YORK 202 555-1234
DATE FIRST ENTRY/20120107 1300 EST
TTO/TAT L CHK DAGGER OR TEARDROPS
DRS/BLUE BANDANNA
HND/CIR THUMB AND RING FNGR
GTI/BK 50S
MIS/PROFESS TO ATTACK POLICE ON ANY CONTACT
CONTACT AGENCIES LISTED FOR FURTHER INFORMATION
NIC/Z000893451
```

This acknowledgment message would be the same even if the entry example above (by DC1012300) included information from the TTO, DRS, HND, GTI, and/or MIS Fields. In that case, those fields would be ignored, leaving only the ORI and POC Fields appended to the record.

## 3.2 MESSAGE FIELD CODES FOR ENTRY OF GRC RECORDS

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|---|---|---|---|---|
| HEADER | MANDATORY | HDR | 9-19 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY | MANDATORY | MKE | 3-4 | ALPHABETIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| GROUP NAME | MANDATORY | GNG | 1-22 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |

| SUBGROUP NAME | MANDATORY | SGP | 1-35 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
|---|---|---|---|---|
| POINT OF CONTACT | MANDATORY | POC | 1-50 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| IDENTIFYING TATTOOS | OPTIONAL | TTO | 3-35 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| IDENTIFYING DRESS | OPTIONAL | DRS | 1-25 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| IDENTIFYING HAND SIGNALS | OPTIONAL | HND | 1-25 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| IDENTIFYING GRAFFITI | OPTIONAL | GTI | 1-25 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MISCELLANEOUS | OPTIONAL | MIS | 1-250 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |

## 3.3 MANDATORY FIELDS FOR ENTRY OF GRC RECORDS

The following fields are mandatory for acceptance of a GRC entry in the NCIC System:  HDR, MKE, ORI, GNG, SGP, and POC.

## 3.4 ADDITIONAL GUIDELINES FOR ENTRY OF GRC RECORDS

Most fields entered in a GRC record are descriptive and, therefore, are free text.

**GNG** - The group name for a group reference has to be a valid NCIC-assigned Criminal Gang group code.  The last five characters of the field start with an asterisk followed by two characters representing the city followed by two characters representing the state.

**SGP** - The subgroup name for a group reference has to be a valid NCIC-assigned Criminal Gang subgroup code.  If there is no subgroup name, NONE KNOWN must be used.

## 3.5 GANG CODE REQUEST FORM

A copy of the U.S. Department of Justice, Federal Bureau of Investigation, GANG CODE REQUEST form is located in the NCIC Community of JusticeConnect on the Law Enforcement Enterprise Portal under the Forms section.  Users can complete and submit this form to obtain gang and/or subgroup codes.
GROUP REFERENCE CAPABILITY (GRC) - CRITERIA FOR ENTRY
GRC - GANG DEFINITION

- For purposes of entry in the GRC, a **gang** must meet the following criteria:

- The group must be an ongoing organization, association, or group of three or more persons.

- The group must have a common interest and/or activity characterized by the commission of or involvement in a pattern of criminal or delinquent conduct.

**Criminal or Delinquent Conduct** includes narcotics distribution, firearms or explosives violations, murder, extortion, obstruction of justice (including witness intimidation and/or tampering), and any other violent offenses such as assault, threat, burglary, and/or carjacking.

**Delinquent Conduct** includes conduct of a juvenile that would be a crime if committed by an adult.

**Criminal Conduct** includes acts committed during incarceration that are often labeled disruptive and that could be punished as crimes.

**Note:** Tagger groups, for example, those whose only interest and/or activity is spray painting, do not meet the gang entry criteria; therefore, this type of information should not be submitted.

# 4 MODIFICATION FOR GRC RECORDS
## 4.1 WHEN TO USE A MODIFICATION MESSAGE FOR GRC RECORDS

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active GRC record. If a GRC record has been retired, it cannot be modified and, therefore, must be reentered.

A modification message to delete information in the DRS, GTI, HND, or TTO Fields of the base record will cause the oldest data with that MFC in the supplemental record to move up to the base record.

Modification of a GRC record, other than ORI/POC data, can only be done by the primary ORI. Records to be modified must include the GNG and SGP as they appear in the original record. Any agency with pertinent information concerning the TTO, DRS, HND, GTI, or MIS Fields should contact the primary ORI/POC to request a modification of the GRC record information when appropriate. Any ORI can modify its own ORI/POC data fields of a GRC record.

Only the FBI's CJIS Division can modify the GNG and SGP Fields of any GRC record. An agency must submit written justification for the modification through their CJIS System Agency.

## 4.2 EXAMPLE OF A MODIFICATION MESSAGE FOR GRC RECORDS

The modification example contains header (1N01HEADER), modification message key (MGG), Originating Agency Identifier (MD1012600), two record identifiers (GNG/CRIPS*WADC and SGP/ROLLING 50S*WADC), the fields being modified, and the data being modified (TTO/TAT R CHK DAGGER and MIS/COMMONLY USE MINORS UNDER 21).

```
1N01HEADER.MGG.MD1012600.GNG/CRIPS*WADC.SGP/ROLLING 50S*WADC.TTO/TAT R CHK
DAGGER.MIS/COMMONLY USE MINORS UNDER 21
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
MODIFY GNG/CRIPS*WADC SGP/ROLLING 50S*WADC
```

If any agency other than the primary ORI attempts to modify any field other than that agency's own ORI and POC information, the transaction will be rejected as follows:

```
1L01HEADER
DC1012300
REJECT – TTO/DRS/HND/GTI/MIS
MAY BE MODIFIED ONLY BY PRIMARY ORI
1N01HEADER.MGG.DC1012300.GNG/CRIPS*WADC.SGP/ROLLING 50S*WADC.TTO/
```

A secondary agency may use the MGG transaction as follows to modify the POC Field:

```
1N01HEADER.MGG.DC1012300.GNG/CRIPS*WADC.SGP/ROARING 50S*WADC.POC/LT BARRY FINE,
213 555-1122
```

**Acknowledgment:**

```
1L01HEADER
DC1012300
MODIFY GNG/CRIPS*WADC SGP/ROLLING 50S*WADC
```

## 4.3 MESSAGE FIELD CODES FOR MODIFICATION OF GRC RECORDS

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|---|---|---|---|---|
| HEADER | MANDATORY | HDR | 9-19 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY | MANDATORY | MKE | 3-3 | ALPHABETIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| GROUP NAME | MANDATORY | GNG | 1-22 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| SUBGROUP NAME | MANDATORY | SGP | 1-35 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| ANY FIELD(S) FROM ENTRY TRANSACTION | | | | |

## 4.4 IDENTIFICATION OF A GRC RECORD TO BE MODIFIED

The record to be modified must be identified by GNG and SGP, in that order, followed by the fields that need modified with each identifier preceded by the proper MFC.  All fields other than the HDR, MKE, and ORI, must be preceded by the proper MFC and a slash (/).

## 4.5 ADDITIONAL GUIDELINES FOR MODIFICATION OF GRC RECORDS

The GRC SUPPLEMENTAL RECORD section of this chapter contains additional information on modifying an alias and/or additional identifiers appended to a GRC record by means of a supplemental record.

# 5 CANCELLATION FOR GRC RECORDS
## 5.1 WHEN TO USE A CANCELLATION MESSAGE

When an originating agency no longer has an interest in a GRC record or the record (interest) has been entered in error, the originating agency may cancel the record.

If the "oldest" agency (primary ORI) cancels the record, that agency's ORI and POC are removed.  If there are no other agencies associated to the record, the entire record is canceled, along with any gang members of that group.  If there are other agencies associated to the record, ownership of the GRC record is transferred to the next "oldest" agency which then becomes the primary ORI.  Cancellation by any agency other than the primary ORI simply removes that agency's ORI and POC from the record; however, gang members under the record remain active.

## 5.2 EXAMPLE OF A CANCELLATION MESSAGE FOR GRC RECORDS

```
1N01HEADER.XGG.MD1012600.GNG/CRIPS*WADC.SGP/ROARING 50S*WADC.20100106
```

**Acknowledgment:**

```
1L01HEADER
MD1012600 CANCEL GNG/CRIPS*WADC.SGP/ROARING 50S*WADC
```

The following message is sent to the new primary ORI and all other interested agencies:

```
$.G.
CA1012300
AGENCY MD1012600 HAS REMOVED ITS INTEREST IN
GNG/CRIPS*WADC SGP/ROARING 50S*WADC NIC/Z000893451
ORI CA1012300 IS NOW PRIMARY ORI FOR PURPOSES OF MODIFICATION
AND SUPPLEMENTATION.
```

## 5.3 MESSAGE FIELD CODES FOR CANCELLATION OF A GRC RECORD

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|---|---|---|---|---|
| HEADER | MANDATORY | HDR | 9-19 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY | MANDATORY | MKE | 3-3 | ALPHABETIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| GROUP NAME | MANDATORY | GNG | 1-22 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| SUBGROUP NAME | MANDATORY | SGP | 1-35 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| DATE OF CANCEL | MANDATORY | DOC | 8-8 | NUMERIC |

## 5.4 IDENTIFICATION OF A GRC RECORD TO BE CANCELED

The record to be canceled must be identified by GNG and SGP, in that order, with each record identifier preceded by the proper MFC and a slash (/). The Date of Cancellation (DOC) is mandatory and must follow the two record identifiers and be the current date or the current date minus one day.

## 5.5 ADDITIONAL GUIDELINES FOR CANCELLATION OF GRC RECORDS

A $.G. administrative message is sent when the ownership of a Gang File reference group is transferred following an NCIC cancel transaction and the record contains more than one ORI/POC value. The ownership is transferred to the next oldest ORI/POC value. The notification is sent to all ORI/POCs to inform them of the transfer.

All information about the record subject, including any supplemental information, is canceled when the XGM transaction is used.

Benefits and effectiveness data are not collected for GMC records.

# 6 INQUIRY FOR GRC RECORDS
## 6.1 EXAMPLE OF AN INQUIRY FOR GRC RECORDS

**Inquiry:**

1N01HEADER.QGG.WA1230000.GNG/CRIPS*WADC.SGP/ROLLING 50S*WADC

**Negative Response:**

1L01HEADER
WA1230000

NO NCIC RECORD GNG/CRIPS*WADC SGP/ROLLING 50S*WADC

**Positive Response:**

1L01HEADER
WA1230000

MKE/CRIMINAL GANG
GNG/CRIPS*WADC SGP/ROLLING 50S*WADC
CONTACT AGENCIES:
CA1012705 SGT JACOBS, GANG UNIT 814 555-2355
CAFBILA00 SA L PEREZ - 814 555-2122
MD1012600 GANG UNIT - 301 555-0017
DTE/20120107 1300 EST DLU/20120223 1400 EST
TTO/TAT L CHK TEARDROP
TTO/TAT R CHK DAGGER
DRS/BLACK CHISOX CAP
DRS/BLUE BANDANNA
DRS/BRITISH KNIGHTS SNEAKERS
HND/CIR THUMB AND RING FNGR
GTI/BK
GTI/50S
MIS/PROFESS TO ATTACK POLICE ON ANY CONTACT
CONTACT AGENCIES LISTED FOR FURTHER INFORMATION ON THIS GANG

## 6.2 MESSAGE FIELD CODES FOR INQUIRY OF GRC RECORDS

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|---|---|---|---|---|
| HEADER | MANDATORY | HDR | 9-19 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY | MANDATORY | MKE | 3-3 | ALPHABETIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| GROUP NAME | CONDITIONAL | GNG | 1-22 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| SUBGROUP NAME | CONDITIONAL | SGP | 1-35 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |

## 6.3 REQUIREMENTS FOR INQUIRY OF GRC RECORDS

- The QGG inquiry is directed to the gang reference data file only.  Inquiries may be made using GNG only, SGP only, or GNG and SGP with each data element preceded by the proper MFC and a slash (/).  When inquiring using GNG and/or SGP, the NCIC System will return records based on exact character match.  However, if the city and state designator code is not specified in the GNG and/or SGP Field, the NCIC System will only match characters up to the asterisk.

   For example:

   If the QGG contained GNG/BLOODS*LRAR, only records with GNG/BLOODS*LRAR would be returned.

   If the QGG contained GNG/BLOODS, the NCIC System would return any records containing BLOODS, e.g., GNG/BLOODS*LRAR, GNG/BLOODS*OCFL, GNG/BLOODS*MIFL, etc.

   Caution should be used in conducting a QGG transaction based solely on a GNG or SGP.  In the examples, because only the GNG is specified, all records with a matching gang regardless of the SGP would be returned which could cause a large number of records to be returned.

   Use of the SGP/NONE KNOWN is prohibited and will result in the following reject message as defined in the Introduction chapter of this manual:

   ```
   REJECT - SGP/NONE KNOWN - TOO GENERIC FOR SEARCH
   ```

- A GRC response can contain supplemental data on identifying tattoos, dress, hand signals, graffiti, and image data.  All supplemental fields will be sorted by special character, alphabetically, then numerically.  Image data will be sorted by IMN.

# 7 LOCATE FOR GRC RECORDS

There are no locate procedures for the Gang File.

# 8 CLEAR FOR GRC RECORDS

There are no clear procedures for the Gang File.

# 9 SUPPLEMENTAL RECORD FOR GRC RECORDS
## 9.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL TRANSACTIONS FOR GRC RECORDS

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|---|---|---|---|---|
| HEADER | MANDATORY | HDR | 9-19 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY | MANDATORY | MKE | 4-4 | ALPHABETIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| GROUP NAME | MANDATORY | GNG | 1-22 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| SUBGROUP NAME | MANDATORY | SGP | 1-35 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| IDENTIFYING TATTOOS | OPTIONAL | TTO | 3-35 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| IDENTIFYING DRESS | OPTIONAL | DRS | 1-25 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| IDENTIFYING HAND SIGNALS | OPTIONAL | HND | 1-25 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| IDENTIFYING GRAFFITI | OPTIONAL | GTI | 1-25 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| IMAGE NCIC NUMBER SET | OPTIONAL SET | IMN* | | |

*IMN/<IMN>.<IMT> (Only available through the EIM)

## 9.2 ENTRY OF A GRC SUPPLEMENTAL RECORD
Supplemental record entry can be accomplished only by the primary ORI. Any subsequent agency with an interest should contact the primary ORI to request supplemental information when appropriate. Multiple entries in the TTO, DRS, HND, and GTI Fields, up to nine, are allowed via the EGGN transaction provided information exists in the corresponding record field of the base record.

## 9.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY FOR GRC RECORDS

This supplemental entry example contains header (1N01HEADER), message key (EGGN), Originating Agency Identifier (MD1012600), two record identifiers (GNG/CRIPS *WADC and SGP/ROARING 50S*WADC), and the supplemental data to be added (DRS/BLACK CHISOX CAP.BRITISH KNIGHTS SNEAKERS).

```
1N01HEADER.EGGN.MD1012600.GNG/CRIPS*WADC.SGP/ROARING 50S*WADC.DRS/BLACK CHISOX
CAP.BRITISH KNIGHTS SNEAKERS
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
SUPP GNG/CRIPS*WADC SGP/ROARING 50S*WADC
```

## 9.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY OF GRC RECORDS

The GRC base record must be identified by GNG and SGP, in that order, with each data element preceded by the proper MFC and a slash (/).

## 9.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD FOR GRC RECORDS

| Field | Field Code | Maximum Number Permitted |
|---|---|---|
| Identifying Tattoos | TTO | 9 |
| Identifying Dress | DRS | 9 |
| Identifying Hand Signals | HND | 9 |
| Identifying Graffiti | GTI | 9 |

## 9.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY FOR GRC RECORDS

A maximum of nine additional identifiers of any allowable type may be entered in one supplemental record entry message.  Additional messages are required if more identifiers are to be entered.

## 9.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY OF GRC RECORDS

After the record has been identified, each field included in a supplemental record entry must be identified by the appropriate field code followed by a slash and the items(s) of data.  The data elements must be separated by a period and each field must end with a period.

 For example:

```
DRS/BLUE BASEBALL CAP.REDBALL JET SHOES.BLACK ZORRO CAPE.
```

The field in the base record must be filled before any supplemental entry for the same field will be accepted.  For example, any attempt to enter identifying tattoos in a supplemental record will be rejected as an error if the base record does not contain TTO.

## 9.8 MODIFICATION OF IDENTIFIERS IN A SUPPLEMENTAL RECORD FOR GRC RECORDS

To modify a field in a supplemental record, the incorrect field must be canceled and reentered.

## 9.9 EXAMPLE OF A SUPPLEMENTAL RECORD IDENTIFIERS CANCELLATION FOR A GRC RECORD

This example of a cancellation of additional identifiers in a supplemental record contains: header (1N01HEADER), message key (XGGN), Originating Agency Identifier (MD1012600), two record identifiers (GNG/CRIPS*WADC and SGP/ROARING 50S*WADC), and the supplemental data to be canceled (DRS/BRITISH KNIGHTS SNEAKERS).

```
1N01HEADER.XGGN.MD1012600.GNG/CRIPS*WADC.SGP/ROARING 50S*WADC.
DRS/BRITISH KNIGHTS SNEAKERS
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
CANCEL SUPP GNG/CRIPS*WADC.SGP/ROARING 50S*WADC
DRS/BRITISH KNIGHTS SNEAKERS
```

## 9.10 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS FOR GRC RECORDS

The GRC base record must be identified by GNG and SGP, in that order, with each record identifier preceded by the appropriate MFC and a slash (/).  The supplemental data to be canceled, with each field preceded by the proper MFC and a slash (/), are then entered.

## 9.11 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE FOR GRC RECORDS

A maximum of nine additional identifiers of any allowable type may be entered in one supplemental record entry message.  Additional messages are required if more identifiers are to be entered.  Each TTO, DRS, HND, or GTI is counted as one identifier.  The image set (IMN and IMT) is counted as one identifier.

## 9.12 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION MESSAGE FOR GRC RECORDS

TTOs, DRSs, HNDs, and GTIs to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry.  That is, more than one identifier of the same type may follow the MFC without repetition of the MFC.  However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

In addition to the TTO, DRS, HND, and GTI Fields, the IMN and IMT Fields may be included in an NCIC-formatted transaction.

For example:

```
1N01HEADER.XGGN.MD1012600.GNG/CRIPS*WADC.SGP/ROLLING 50S*WADC.
IMN/I1234256343.I.IMN/I2324242424.I.IMN/I132335434.I
```

The images (up to ten identifying images) would have been entered through the EIM transaction.  Additional information concerning images can be found in the Image File chapter.

# 10 INTRODUCTION FOR A GROUP MEMBER CAPABILITY (GMC)
## 10.1 BACKGROUND

- The GMC enables online entry and retrieval of information about qualifying gang members using name and/or numeric identifiers or vehicle information.

- The GMC has two major functions: protecting the street officer and promoting the exchange of information about specific gangsters.

    - The first function is accomplished by the automatic cross-search of the Gang File with all QW, QWA, QWE, QWF, QWS and QV (and ZW/ZV) inquiries, resulting in early notification and warning that a subject encountered by an officer may be a potentially violent gang member.

    - The second function is accomplished by reference to the ORI and Originating Agency Case Number (OCA) of the record-entering agency allowing further, more extensive contact between the agencies. This feature is augmented by use of the GRC (Group Reference Capability) to obtain more information about the particular gang and subgroup listed in the GMC record.

- Entry of a group member is predicated on the entry or preexistence of a GRC record for the group and subgroup to which that member belongs.

- Unlike a GRC record, in which multiple agencies can express interest in a single record, GMC records are individually entered by each agency. This enables each agency to place any identifying information, which may differ among agencies, in its own record. Under this system, multiple records on one record subject may be returned to an inquiring agency.

- Like all NCIC records, probable cause to search or seize is not established by the GMC record standing alone. In any case, arrest of a GMC record subject would not be appropriate based on only his/her group affiliation. A caveat appears with every GMC record warning against search or seizure established solely on the record. This does not mean that a GMC record has no relevance to either reasonable suspicion to investigatively detain a record subject (and perform an accompanying frisk pursuant to such a detention), to arrest a record subject based on probable cause, or to search premises or vehicles based on probable cause. Additional information concerning the Gang File, Group Member Capability Message can be found in the Introduction chapter of this manual.

## 10.2 CRITERIA FOR ENTRY OF A GMC RECORD

- Agencies must have documentation (electronic or hard copy) on file to support a GMC entry. The criteria identified to support entry should be documented for purposes of validation and audit. Additionally, each GMC record must include a notation in the Criteria for Entry (ECR) Field.

    The following criteria must exist with respect to any individual to be entered in the GMC. Further guidelines are provided in Personal Descriptors Codes, *NCIC Code Manual*.

| CODE | CRITERIA |
|------|----------|
| A | Has admitted membership in that gang (and subgroup) at the time of his/her arrest or incarceration; or |
| I | Has been identified as a gang member by an authorized penal organization; or |
|  | Meets any two of the following: |
| B | Has been identified by an individual of proven reliability as a gang member; |
| C | Has been identified by an individual of unknown reliability as a gang member and that information has been corroborated in significant respects; |
| D | Has been observed by members of the entering agency to frequent a known gang's area, associate with known gang members and/or affect that gang's style of dress, tattoos, hand signals, or symbols; |
| E | Has been arrested on more than one occasion with known gang members for offenses consistent with group activity; |
| F | Has admitted membership in the identified gang at any time other than arrest or incarceration. |

- The ECR Field is mandatory and must have one of the following designations: A, AB, AC, AD, AE, AF, AI, BC, BD, BE, BF, BI, CD, CE, CF, CI, DE, DF, FI, EF, EI, FI, or I.

- The first and overriding criterion for entry of a GMC record is that the GNG (group) and SGP (subgroup) must match a gang already entered in the GRC.

- It is **not** necessary that an agency wishing to enter a GMC record enter or already have on file a GRC record corresponding to the group/subgroup to be entered in the GMC record. It is only necessary that some agencies enter such record on file in the GRC. At any time such GRC record is fully canceled, all corresponding GMC records with that group/subgroup will be purged with $.P. Purge Notification sent to the ORIs of the records.

  If the "oldest" agency (primary ORI) cancels the record, that agency's ORI and POC are removed. If there are no other agencies associated to the record, the entire record is canceled, along with any gang members of that group. If there are other agencies associated to the record, ownership of the GRC record is transferred to the next "oldest" agency which then becomes the primary ORI. Cancellation by any agency other than the primary ORI simply removes that agency's ORI and POC from the record; however, gang members under the record remain active.

  Additional information can be found in the Introduction chapter of this manual.
- There is also no requirement that three or more GMC records for a group/subgroup exist to predicate either GRC or GMC records. GRC criteria require only that the group/subgroup identified be of that size. An agency may wish to express interest and/or caution only as to a single member of that group/subgroup and not enter records as to all members of that group/subgroup.

- It is expected that record recipients will treat every Gang File record subject with appropriate caution. Entry is based on violent conduct by that identified group. To assist law enforcement officers in being adequately prepared, the term **CAUTION**, the functional equivalent of **ARMED AND DANGEROUS**, is printed at the beginning of all GMC records. Any other cautionary information not related to the potential for violence should be placed in the CMC Field.

## 10.3 MESSAGE KEY (MKE) CODES FOR A GMC RECORD

| Message | MKE | Translation |
|---------|-----|-------------|
| Entry | EGM | CRIMINAL GANG MEMBER - CAUTION |
| Modify | MGM | |

| Cancel | XGM | |
|---|---|---|
| Inquiry | QGM | |
| | QW<br>QWA<br>QWE<br>QWF<br>QWS | |
| | QWB | |
| | QWI | |
| | ZW | |
| | QV | |
| | ZV | |
| Supplemental entry | EGMN | |
| Supplemental cancel | XGMN | |

## 10.4 RECORD RETENTION PERIOD FOR GMC RECORDS

- A GMC record will remain active until it is canceled by the entering agency or until the Date of Purge (DOP) is equal to the current date.  GMC records with the DOP Field containing NONEXP are retained as active records until they are canceled by the entering agency.  When the DOP is reached, a $.P. purge message will be sent to the originating agency.  The maximum retention period for a GMC record not containing DOP/NONEXP is 5 years unless entered by a corrections agency.  In such case, the 5-year maximum runs from the date that the DOP Field is altered to show release of the record subject from incarceration.  Additional information on $.P. purge messages can be found in the Introduction chapter of this manual.

- A GMC record with a GNG of UNLISTED GROUP will be retired 96 hours after entry.  The originating agency will not be notified.

- Other exceptions to the record retention periods will occur in the event a serious error is detected in the record.  Additional information on serious error detection, $.E. administrative message, can be found in the Introduction chapter of this manual.

## 10.5 AUTOMATIC RETIREMENT FOR GMC RECORDS

- GMC records are retired when a GRC record is fully canceled.  The originating agency is notified via a $.P. administrative message during the next purge cycle.

- Multiple agencies may have GMC records for a gang group/subgroup based on a single-interest GRC record for that gang group/subgroup.  Since all agencies' GMC records would be retired on cancellation of the GRC records, an agency wishing to reenter its GMC records would be required to enter a GRC record for that gang group/subgroup first.  If an agency doesn't want its GMC records retired in the event a GRC is canceled, it should enter an investigative interest for that GRC record.  This ensures the GRC record is not canceled.

- Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a GMC record or supplemental record for the year of entry plus 4 years from the date of entry of the base record regardless of when the license plate data is entered.  If the purged license plate is the only searchable identifier in the GMC record, then the entire record will be retired and the originating agency will not be notified.

- A nonexpiring license plate (LIY/NX) contained in a GMC record will remain on file until action is taken by the originating agency to remove the license data or cancel the entire record.  Users are not furnished a listing of records from which expired license data are retired.

## 10.6 VALIDATION FOR GMC RECORDS

For validation policy and procedures, refer to the Validation section in the Introduction chapter of this manual.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency, the CJIS Systems Agency (CSA) of the entering agency, the FBI, and in the $.C. Request for Validation Notification and fixed format validation files.  For all other responses, the VLN Field will be suppressed.

If the ORI determines that the designation was inaccurate or that the record subject is no longer an active member of the gang group/subgroup, the record should not be validated and should be canceled.

## 10.7 MESSAGE FIELD CODES AND EDITS FOR GMC RECORDS

| Code | Field | Edits |
|------|-------|-------|
| AKA | Alias | May include alphabetics, numerics, a comma, hyphens, and spaces; if used, the comma must follow the last name; there can be no more than one space after the comma.  The hyphen cannot be in the first position or directly precede the comma.  More information in Personal Descriptors Codes, *NCIC Code Manual*. |
| CMC | Caution and Medical Conditions | Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. |
| CTZ | Citizenship | Must be a valid NCIC-assigned country code as listed in State and Country Data Codes, *NCIC Code Manual.* |
| DLO | DNA Location | Free text.  If the DNA field is N or defaulted to N, then the DLO must be blank. |
| DNA | DNA Profile Indicator | Must be either a Y or N.  N is the default value.  If Y is entered, then the DLO Field must contain data. |
| DOB | Date of Birth | Must be a valid Gregorian date if it is the only numeric identifier.  The DOB cannot be later than the current date.  If the DOB is not the only numeric identifier, 00 is valid for the month and day when the actual date is unknown.  More information in Personal Descriptors Codes, *NCIC Code Manual*. |
| DOC | Date of Cancellation | Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one day. |
| DOE | Date of Emancipation | Must be blank. |
| DOP | Date of Purge | Must be a valid Gregorian date, (YYYYMMDD), or contain XXXXXXXX, YYYYYYYY, or NONEXP.  If a valid Gregorian date, it must be greater than the current date but no greater than 5 years.   If the DOP is equal to XXXXXXXX or YYYYYYYY, the ORI must end in C.  If a date is not entered, the |

| | | NCIC System will set the DOP to the current date plus five years. |
|---|---|---|
| EBS | Expanded Date of Birth Search | Must be 1, 2, 3, or blank.  The default value is blank.  If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less. |
| ECR | Criteria for Entry | Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.* |
| ENS | Expanded Name Search | Must be Y or N. |
| ETN | Ethnicity | Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.* |
| EYE | Eye Color | Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.* |
| FBI | FBI Number/UCN | May be up to seven numerics; or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit.  If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11.  If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second cannot be O; and the check digit must be zero to nine.  The alphabetic characters I and O are always invalid.  Entry of one zero only, or a run of zeros only is prohibited. Embedded blanks are not permitted. <br> -OR- <br> May be eight alphanumerics followed by one alphanumeric check digit.  Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z. |
| FPC | Fingerprint Classification | Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.  If the first character of any finger is numeric, the second character must also be numeric.  Codes 00 and 50 may not be used.  Embedded blanks are not permitted. |
| GNG | Group Name | Must be a valid NCIC-assigned group name code. |
| HAI | Hair Color | Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.* |
| HGT | Height | The first character represents feet and the second and third represents inches.  Must be a minimum of 400 but not more than a maximum of 711.  More information in Personal Descriptors Codes, *NCIC Code Manual.* |
| IMN | Image NCIC Number | A self-checking number which is automatically assigned by the NCIC System to each accepted image record and consists of the alphabetic character I followed by nine numeric characters. |
| IMT | Image Type | Must be a valid NCIC-assigned code as listed in the Image File chapter. |
| LIC | License Plate Number | The characters UNK, UNKN, or UNKNOWN may |

| | | be used in inquiry transactions.  For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI's CJIS Division staff.  If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N.  If the license plate number exceeds ten characters, only the first ten characters should be entered in the LIC Field.  The full plate number must be shown in the MIS Field. |
|---|---|---|
| LIS | License Plate State | Must be a valid NCIC-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*. |
| LIT | License Plate Type | Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*. |
| LIY | License Plate Date of Expiration | Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration. |
| LKA | Linkage Case Number | Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE.  The first seven characters of the LKA cannot equal the first seven characters of the LKI.  The only valid special character is the hyphen.  The LKA must be valid for the LKI.  (There must not be an ORI and matching OCA in the System). |
| LKI | Linkage Agency Identifier | Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual. |
| MIS | Miscellaneous | SVIN must be the first four characters in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN.  Free text. |
| MKE | Message Key | Must be a valid message key. |
| MNU | Miscellaneous Number | The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.  The third character must be a hyphen.  Entry of one zero only or a run of zeros is prohibited in positions 4 through 15.  An originating agency police or identification number (prefix code OA) in MNU cannot be the only numeric identifier in the record.  An air force serial number (prefix code AF) or a national guard serial number (prefix codes AS) must contain numerics only in positions 4 thru 15.  If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field.  The full MNU should be entered in the MIS Field. |
| NAM | Name | The name may include alphabetics, numerics, a comma, hyphen(s), and spaces.  The comma must follow the last name and there can be no more than one space after the comma.  The hyphen cannot be in the first position or directly precede the comma.  Additional information can be found in Personal Descriptors Codes, *NCIC Code Manual*. |

| NIC | NCIC Number | A self-checking number consisting of an alphabetic character (T Gang Member record) followed by nine numeric characters automatically assigned by NCIC to each accepted record.  Must have valid check digits when used to identify record in a subsequent transaction. |
|-----|-------------|------------------------|
| NOA | Notify Originating Agency | Must be Y or N.  The NCIC System will default to N if blank. |
| OCA | Originating Agency Case Number | Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only.  The first seven characters of the OCA cannot equal the first seven characters of the ORI.  The only valid special character is the hyphen. |
| OLN | Operator's License Number | One zero only or a run of zeros only indicating a license is unknown may not be used.  More information in Personal Descriptors Codes, *NCIC Code Manual*. |
| OLS | Operator's License State | Must be a valid NCIC-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*.  More information in Personal Descriptors Codes, *NCIC Code Manual*. |
| OLY | Operator's License Year of Expiration | Must represent the year the license expires (XXXX), the alphabetics NX to represent nonexpiring, or the code UNKN for unknown.  More information in Personal Descriptors Codes, *NCIC Code Manual.* |
| ORI | Originating Agency Identifier | Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual. |
| POB | Place of Birth | Must be a valid NCIC-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*.  Also, more information in Personal Descriptors Codes, *NCIC Code Manual*. |
| RAC | Race | Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. |
| RSH | Related Search Hit | Must be Y or N. |
| SEX | Sex | Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. |
| SID | State Identification Number | First two characters must be a valid state code, territory code, or the code US.  Embedded spaces are prohibited.  The third and fourth characters may contain an asterisk.  The tenth character may contain a hyphen. |
| SGP | Subgroup | Must be a valid NCIC-assigned subgroup name code or NONE KNOWN. |
| SKN | Skin Tone | Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. |
| SMT | Scars, Marks, Tattoos, and Other Characteristics | Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. |
| SOC | Social Security Number | Must not be less than 001010001.  A run of zeros only is prohibited.  The SOC cannot have a value of 9 in the first position or have a value of 00 in the |

| | | |
|---|---|---|
| | | fourth and fifth positions.  The SOC cannot have a value of 666 in the first, second, and third positions or have a value of 0000 in the sixth, seventh, eighth, and ninth positions.  Invalid and/or unissued numbers are accepted but cause a SOC attention message.  More information in Personal Descriptors Codes, *NCIC Code Manual*. |
| VCO | Vehicle Color | Must be valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*.  If two color codes are used, they must be separated by a slash (/). |
| VIN | Vehicle Identification Number | Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used.  The Vehicle File chapter of this manual has additional edits on the VIN Field.  If a state assigned or nonconforming 17-character VIN, SVIN must be entered as the first characters of the MIS Field.  If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field.  The full VIN must then be shown in the MIS Field. |
| VLN | Name of Validator | Any valid characters representing validator. |
| VMA | Vehicle Make | The VMA Field can be up to 24 characters.  The first four characters must be alphabetic and a valid NCIC-assigned code as listed in the Vehicle Data Codes, *NCIC Code Manual*.  If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blank.  The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK. |
| | | If the VMO is other than TL, the VMA code must be a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*. |
| | | If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ. |
| | | For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE. |
| | (aircraft) | If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO. |
| | (all-terrain vehicle, dune buggy, go-cart, and golf cart) | If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicle Data Codes, *NCIC Code Manual*. |
| VMO | Vehicle Model | Spaces cannot be skipped.  Hyphens or symbols should not be used.  More information in Vehicle Data Codes, *NCIC Code Manual*. |

| | | The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE. |
|---|---|---|
| | (assembled automobile) | If they VYR is less than 1988 and the first four characters of the VMA are ASVE, the VMO must be AV or REP. |
| | (construction equipment) | If the first four characters of the VMA are COEQ, the VMO must be CE. |
| | (farm and garden equipment) | If the first four characters of the VMA are FARM, the VMO must be FE. |
| | (motorcycle) | If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL. |
| | (snowmobile) | If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in the Vehicle Data Codes, *NCIC Code Manual*, the VMO must be SKT, SKW, TOY, TRA, TRW, or WHE. |
| | (trailer) | If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL. |
| | (truck) | If the first four characters of the VMA are TRUK, the VMO must be TK. |
| VST | Vehicle Style | Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*. |
| VYR | Vehicle Year | Must represent the model year during which the vehicle was manufactured (YYYY).  Year cannot be more than two years beyond the current year.  For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR. |
| WGT | Weight | Minimum of 050 and maximum of 499.  More information in Personal Descriptors Codes, *NCIC Code Manual*. |

## 10.8 CRITERIA FOR REJECTING DUPLICATE GMC RECORDS

- If the following fields of an NCIC GMC message are the same as those field codes of a GMC record already on file, the second entry will be rejected with the message REJECT - ON FILE as found in the Introduction chapter of this manual: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.

- Whenever the message REJECT ON FILE is sent by the NCIC System, the record on file will also be transmitted.

- A duplicate record will be accepted if the ORI in the second entry is different or the person type is other than GMC, e.g., Wanted Person, Protection Order Files, etc.  A duplicate record will also be accepted if there are vehicle data in the GMC message that matches data in the vehicle file.  In those cases, the duplicate record(s) will be furnished with the acknowledgment.

## 10.9 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in the NCIC System.

## 10.10 IMAGE CAPABILITY

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in the NCIC System.

# 11 ENTRY OF GMC RECORDS
## 11.1 EXAMPLE OF AN ENTRY FOR GMC RECORDS

```
1N01HEADER.EGM.WA1230000.DREBIN,PAUL.M.W.MD.19530531..601.209.BLU.BRO..ALB.TAT R
CHK.10121011C0141159TT13.MD-32614.123456789.M460603429409C.MD.1999.
CRIPS*WADC.ROARING 50S*WADC.A.20120101.94161242.ARMED WITH TEC 9,TATTOO IS
TEARDROP.Y.WGS532.MD.1999.PC.2627HEL3B106924.1988.CHEV.CEL.4D.BLU.05.Y.FBI
LAB,QUANTICO, VA 703-632-4000, VA1234567, MTDNA.US.N...MD99999999
```

**Acknowledgment:**

```
1L01HEADER
WA1230000
NAM/DREBIN, PAUL NIC/T123457896
OCA/94161242
```

## 11.2 MESSAGE FIELD CODES FOR GMC ENTRY

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|---|---|---|---|---|
| HEADER | MANDATORY | HDR | 9-19 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY | MANDATORY | MKE | 3-4 | ALPHABETIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| NAME | MANDATORY | NAM | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| SEX | MANDATORY | SEX | 1-1 | CODE AS DEFINED IN NCIC CODE MANUAL |
| RACE | MANDATORY | RAC | 1-1 | CODE AS DEFINED IN NCIC CODE MANUAL |
| PLACE OF BIRTH | OPTIONAL | POB | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| DATE OF BIRTH | CONDITIONAL | DOB | 8-8 | NUMERIC |
| DATE OF EMANCIPATION | ** | DOE | 0 | |
| HEIGHT | OPTIONAL | HGT | 3-3 | NUMERIC |
| WEIGHT | OPTIONAL | WGT | 3-3 | NUMERIC |
| EYE COLOR | OPTIONAL | EYE | 3-3 | CODE AS DEFINED IN NCIC CODE MANUAL |

| HAIR COLOR | OPTIONAL | HAI | 3-3 | CODE AS DEFINED IN NCIC CODE MANUAL |
|---|---|---|---|---|
| FBI NUMBER/UCN | CONDITIONAL | FBI | 1-9 | ALPHABETIC, NUMERIC |
| SKIN TONE | OPTIONAL | SKN | 3-3 | CODE AS DEFINED IN NCIC CODE MANUAL |
| SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS | OPTIONAL | SMT | 3-10 | CODE AS DEFINED IN NCIC CODE MANUAL |
| FINGERPRINT CLASSIFICATION | OPTIONAL | FPC | 20-20 | ALPHABETIC, NUMERIC |
| MISCELLANEOUS NUMBER | CONDITIONAL | MNU | 4-15 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| SOCIAL SECURITY NUMBER | CONDITIONAL | SOC | 9-9 | NUMERIC |
| OPERATOR'S LICENSE NUMBER | CONDITIONAL SET | OLN | 1-20 | ALPHABETIC, NUMERIC |
| OPERATOR'S LICENSE STATE | SET | OLS | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| OPERATOR'S LICENSE YEAR OF EXPIRATION | SET | OLY | 2-2 4-4 | ALPHABETIC (2) NUMERIC (4), OR ALPHABETIC (4) |
| GROUP NAME | MANDATORY | GNG | 1-22 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| SUBGROUP NAME | MANDATORY | SGP | 1-35 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| CRITERIA FOR ENTRY | MANDATORY | ECR | 1-2 | ALPHABETIC |
| DATE OF PURGE | OPTIONAL | DOP | 8-8 6-6 | ALPHABETIC, NUMERIC, ALPHABETIC |
| ORIGINATING AGENCY CASE NUMBER | MANDATORY | OCA | 1-20 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MISCELLANEOUS | OPTIONAL | MIS | 1-121 1-500 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| NOTIFY ORIGINATING AGENCY | OPTIONAL | NOA | 1-1 | ALPHABETIC |
| LICENSE PLATE NUMBER | CONDITIONAL SET | LIC | 1-10 | ALPHABETIC, NUMERIC |
| LICENSE PLATE STATE | SET | LIS | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| LICENSE PLATE YEAR OF EXPIRATION | SET | LIY | 2-2 4-4 | ALPHABETIC (2), NUMERIC (4) |
| LICENSE PLATE TYPE | SET | LIT | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |

| VEHICLE IDENTIFICATION NUMBER | CONDITIONAL SET | VIN | 1-20 | ALPHABETIC, NUMERIC |
|---|---|---|---|---|
| VEHICLE YEAR | SET | VYR | 4-4 | NUMERIC |
| VEHICLE MAKE | SET | VMA | 2-24 | CODE AS DEFINED IN NCIC CODE MANUAL |
| VEHICLE MODEL | OPTIONAL | VMO | 2-3 | CODE AS DEFINED IN NCIC CODE MANUAL |
| VEHICLE STYLE | SET | VST | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| VEHICLE COLOR | OPTIONAL | VCO | 3-3 7-7 | CODE AS DEFINED IN NCIC CODE MANUAL |
| CAUTION AND MEDICAL CONDITIONS | OPTIONAL | CMC | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| DNA PROFILE INDICATOR | OPTIONAL | DNA | 1-1 | ALPHABETIC |
| DNA LOCATION | CONDITIONAL | DLO | 1-250 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| CITIZENSHIP | OPTIONAL | CTZ | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| ETHNICITY | OPTIONAL | ETN | 1-1 | *CODE AS DEFINED IN NCIC CODE MANUAL* |
| LINKING AGENCY IDENTIFIER | OPTIONAL SET | LKI | 9-9 | ALPHABETIC, NUMERIC |
| LINKING CASE NUMBER | SET | LKA | 1-20 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| STATE IDENTIFICATION NUMBER | OPTIONAL | SID | 3-10 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |

**Field must not contain data but must be included in record formats.

## 11.3 MANDATORY FIELDS FOR ENTRY OF GMC RECORDS

The following fields are mandatory for acceptance of a GMC entry into the NCIC System:  HDR, MKE, ORI, NAM, SEX, RAC, DOE (mandatory blank), GNG, SGP, ECR, OCA, and at least one for the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; or VIN with VYR, VMA, and VST.

## 11.4 ADDITIONAL GUIDELINES FOR ENTRY OF GMC RECORDS

- The entering agency (ORI) must account for all fields in the GMC record format.  In the original entry, all available data called for in the record must be entered.  Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MGM).  Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a GMC record are located in the GMC SUPPLEMENTAL RECORD section of this chapter.

- For training and administrative purposes, agencies may enter test records into the NCIC System by using the header TN01.  The test records will not generate any notifications, nor will batch processing be performed in the test system.

- If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.

- All numerical identifiers except the ORI and MNU are to be entered omitting spaces, hyphens, and symbols.  A hyphen may be used in the OCA, and a hyphen is used to separate the first two alphabetics from the number itself in the MNU Field.  If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field.  The full MNU should be entered in the MIS Field.

- A GMC record entered with GNG/UNLISTED GROUP* will only be retained for 96 hours regardless of what the DOP is set to.

   *This code is to be used for emergency entries until such time as a code can be assigned by the NCIC staff.  For SGP code, UNLISTED SUBGROUP should be used.

- Information may be entered in a Group Member record about vehicles subject to the following criteria: the vehicle must have been observed to be in the possession of or driven by a specific record subject or by some group member who would separately meet the criteria for entry in the GMC.

- When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record.  In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operator's license number, passport, military identification, last known address, and aliases.  Particular attention should be paid to discrepancies in height, age, etc.  When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

- The entry of invalid and/or unissued numbers in the SOC Field is allowed.  A Verify SOC Caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

  ```
  ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE
  SOCIAL SECURITY ADMINISTRATION.  PLEASE CHECK FOR A DATA ENTRY ERROR.
  ```

## 11.5 MESSAGE FIELD CODE EDITS FOR ENTRY OF GMC RECORDS
### 11.5.1 DESCRIPTORS IN THE ENTRY OF GMC RECORDS

Entry instructions for NAM; SEX; RAC; ETN; DOB; HGT; WGT; EYE; HAI; SKN; SMT; FPC; MNU; SOC; OLN; CMC; and CTZ can be found in Personal Descriptors Codes, *NCIC Code Manual*.

Codes for entering the POB; OLS; LIS; and CTZ can be found in State and Country Data Codes, *NCIC Code Manual*.

Codes for entering LIT; VMA; VMO; VST; and VCO can be found in the Vehicle Data Codes, *NCIC Code Manual*.

**11.5.2 CRITERIA FOR ENTRY (ECR)**

Entry instructions for the ECR Field can be found in the Criteria for GMC Entry section of this chapter.

**11.5.3 DATE OF PURGE (DOP)**

The following are valid entries in the DOP Field:

| Field Entry | Result |
|---|---|
| DOP is blank | The NCIC System generates DOP, current date plus 5 years |
| DOP contains XXXXXXXX and ORI ends in C | No purge date set |
| DOP contains YYYYYYYY (must be an ORI that ends in C and a previous XXXXXXXX) | Purge date set 5 years from date of modification to YYYYYYYY |
| DOP contains a date 5 years or less from date of entry | Purge date set |
| DOP contains NONEXP | No purge date set |

Only an ORI ending in C, i.e., an agency involved in corrections, is permitted to enter XXXXXXXX on the date of incarceration.  This entry will stop the running of the system-created automatic purge date.  The ORI, on release of the record subject from incarceration, must modify (MGM) the record to either YYYYYYYY (which will cause the system to automatically set a 5-year purge date), or to a date earlier than 5 years from the modification date.  The DOP Field can be modified, except by ORIs ending in C, to a date earlier than 5 years from the original entry date or to NONEXP for non-expiring records.  If using a date, the DOP Field cannot be greater than 5 years from the date of entry or the date of modification, and the DOP Field must be greater than the current date.

**11.5.4 MISCELLANEOUS (MIS)**

- Aliases, nicknames (monikers), vehicle data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field.  All additional searchable data should be entered as a supplemental record (MKE/EGMN) illustrated and explained in the GMC SUPPLEMENTAL RECORD section  of this chapter, as this procedure increases the chances of a hit on the record.

- When an agency enters two or more GMC records for individuals who are known to be associating with each other, each existing GMC record entry should be cross-referenced to the other.  This cross-referencing can be done by placing the name and NIC of each GMC record in the MIS Field of the other GMC record with an appropriate explanatory notation.  Therefore, an agency receiving one of the GMC records will have the information needed to obtain other records.

**11.5.5 NOTIFY ORIGINATING AGENCY (NOA)**

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the GMC is known, Y should be entered into the NOA Field.

**11.5.6 VEHICLE OR LICENSE PLATE DATA**

- Information may be entered in a Group Member record about vehicles subject to the following criteria:

- The vehicle must have been observed to be in the possession of or driven by a specific record subject or by some group member who would separately meet the criteria for entry in the GMC.

- Vehicle information about a single, particular vehicle may be entered in more than one GMC record by the same agency. Vehicle information that is part of a GMC record will be searched by any Vehicle File inquiry (QV, ZV, QVB, QW, QWA, QWE, QWF, QWS, QWB, or ZW), assuming that either LIC (and accompanying fields) or VIN is entered in the record.

- Entry with Vehicle Year (VYR), Vehicle Make (VMA), Vehicle Model (VMO), Vehicle Style (VST), and/or Vehicle Color (VCO), without either LIC or VIN is permitted. Though not searchable on-line without LIC or VIN, this information will be returned as part of a response to a QW, QWA, QWE, QWF, QWS, QWB, ZW, or QGM inquiry.

### 11.5.7 ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

### 11.5.8 DNA PROFILE INDICATOR (DNA) and DNA LOCATION (DLO)

The DNA Field has a default value of N, meaning no DNA data is available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding location of the DNA sample must be entered in the DLO Field. The DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

### 11.5.9 LINKAGE DATA (LKI and LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

### 11.5.10 STATE IDENTIFICATION NUMBER (SID)

Guidelines for the entry of additional SIDs as a supplemental record to a Gang record are located in the GMC SUPPLEMENTAL RECORD section of this chapter.

## 12 MODIFICATION FOR GMC RECORDS
## 12.1 WHEN TO USE A MODIFICATION MESSAGE FOR GMC RECORDS

Modification of a record is restricted to the agency that entered the record and is used to add, delete, or change data in an active GMC record. Use of this message is mandatory by an ORI ending in C on release of a record subject from incarceration if XXXXXXXX was originally entered in the DOP Field. If a GRC record has been retired, it cannot be modified and, therefore, must be reentered.

With respect to all data in the record except for name and vehicle-related information, deletion of data will cause the same data in the supplemental record to become part of the base record.

## 12.2 EXAMPLE OF A MODIFICATION MESSAGE FOR GMC RECORDS

The modification example contains header (1N01HEADER), message key (MGM), Originating Agency Identifier (WA1230000), two record identifiers (NAM/DREBIN, PAUL and NIC/T123457896), the field being modified, and the data being changed (DOB/19520531).

```
1N01HEADER.MGM.WA1230000.NAM/DREBIN, PAUL.NIC/T123457896.DOB/19520531
```

**Acknowledgment:**

```
1L01HEADER
WA1230000

MODIFY NAM/DREBIN, PAUL NIC/T123457896
```

## 12.3 MESSAGE FIELD CODES FOR MODIFICATION OF GMC RECORDS

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|---|---|---|---|---|
| HEADER | MANDATORY | HDR | 9-19 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY | MANDATORY | MKE | 3-3 | ALPHABETIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| NCIC NUMBER | CONDITIONAL | NIC | 10-10 | ALPHABETIC, NUMERIC |
| NAME | CONDITIONAL | NAM | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| ORIGINATING AGENCY CASE NUMBER | CONDITIONAL | OCA | 1-20 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| NAME OF VALIDATOR | OPTIONAL | VLN | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| ANY FIELD(S) FROM ENTRY TRANSACTION | | | | |

## 12.4 IDENTIFICATION OF A GMC RECORD TO BE MODIFIED

The record to be modified must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC and a slash (/).  The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.  All fields other than the HDR, MKE, and ORI must be preceded by the proper MFC and a slash (/).

## 12.5 ADDITIONAL GUIDELINES FOR GMC MODIFICATION

The GROUP MEMBER CAPABILITY (GMC) INTRODUCTION section of this chapter contains information on MFCs applicable to a GMC record, any of which can be modified except for the MKE and NIC.

The GMC SUPPLEMENTAL RECORD section of this chapter contains additional information on modifying an alias and/or additional identifiers appended to a GMC record by means of a supplemental record.

### 12.5.1 MODIFICATION TO REMOVE ALL VEHICULAR DATA FROM A GMC RECORD

When vehicle data in a GMC base record need to be removed prior to the removal of the record, a special MFC, LIC-VCO, may be used to remove all vehicle data without identifying each individual field (example below). The characters LIC-VCO/. instruct the NCIC System to delete the fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

The modification example, which removes all vehicle data from the record, contains header (1N01HEADER), message key (MGM), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/T000069216), and the fields being removed (LIC-VCO) immediately followed by slash period (/.).

```
1N01HEADER.MGM.MD1012600.NAM/SMITH, JOHN J.NIC/T000069216.LIC-VCO/.
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
MODIFY NAM/SMITH, JOHN J NIC/T000069216
```

### 12.5.2 MODIFICATION TO REMOVE PART OF VEHICULAR DATA FROM A GMC RECORD

The special modification message explained above cannot be used to remove less than all of the vehicle data from a GMC base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, and LIT) are to be deleted from the record, the usual modification procedure must be followed, with each field to be deleted explicitly set forth as shown in the following modify message.

```
1N01HEADER.MGM.MD1012600.NAM/SMITH, JOHN J.NIC/T000069216.LIC/.LIS/.LIY/.LIT/.
```

### 12.5.3 LINKAGE DATA (LKI and LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. A record which shares the same incident of a record entered with a different ORI and/or OCA can be modified to link the records by entering the associated ORI and OCA into the linkage fields (LKI and LKA) of both records. If a modify transaction is used to add a linkage to another record, then both LKI and LKA must be entered.

LKI and LKA Fields already existing in the gang record can be modified individually.

The LKI and LKA Fields must be deleted as a pair; otherwise, the message will be rejected.

## 12.6 NAME OF VALIDATOR (VLN)

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a GMC record to indicate that the record has been validated. When data are entered into the VLN Field, the NCIC System enters the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record.

For example:

```
1N01HEADER.MGM.MD1012600.NAM/SMITH, JOHN J.NIC/T000069216.SOC/123456789.VLN/JONES,
DAVID E
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
VALIDATE NIC/T000069216
```

# 13 GMC CANCELLATION
## 13.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a GMC record is restricted to the ORI that entered the record. A cancellation message is utilized when the entering agency determines that the record is invalid.

## 13.2 EXAMPLE OF A GMC CANCELLATION

The cancellation message contains: header (1N01HEADER), message key (XGM), Originating Agency Identifier (WA1230000), record name (NAM/SMITH, JOHN), NCIC Number (NIC/T639123105), and date of cancellation (20100612).

```
1N01HEADER.XGM.WA1230000.NAM/SMITH, JOHN.NIC/T639123105.20100612
```

**Acknowledgment:**

```
1L01HEADER
WA1230000
CANCEL NAM/SMITH, JOHN NIC/T639123105
```

## 13.3 MESSAGE FIELD CODES FOR CANCELLATION OF GMC RECORDS

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|---|---|---|---|---|
| HEADER | MANDATORY | HDR | 9-19 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY | MANDATORY | MKE | 3-3 | ALPHABETIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |

| NAME | CONDITIONAL | NAM | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
|---|---|---|---|---|
| NCIC NUMBER | CONDITIONAL | NIC | 10-10 | ALPHABETIC, NUMERIC |
| ORIGINATING AGENCY CASE NUMBER | CONDITIONAL | OCA | 1-20 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| DATE OF CANCEL | MANDATORY | DOC | 8-8 | NUMERIC |

## 13.4 IDENTIFICATION OF A GMC RECORD TO BE CANCELED

The record to be canceled must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC and a slash (/).  The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file.  The Date of Cancellation (DOC) must follow the two record identifiers and must be the current date or the current date minus one day.

## 13.5 ADDITIONAL GUIDELINES FOR CANCELLATION OF GMC RECORDS

- All information about the record subject, including any supplemental information, is canceled when the XGM transaction is used.

- Benefits and effectiveness data are not collected for GMC records.

# 14 INQUIRY FOR GMC RECORDS

## 14.1 EXAMPLE OF INQUIRIES WITH NEGATIVE AND POSITIVE RESPONSES FOR GMC RECORDS

The message key QGM searches the Gang File and Threat Screening Center File records.  If the QGM includes MNU, OLN, or SOC, the NCIC System will search against the Article File personal identifiers records.

```
1N01HEADER.QGM.MD2610000.NAM/SMITH, STEVE.DOB/19530531.
SEX/M.RAC/W.VIN/2ADF36BLIG162312
```

**Negative Response:**

```
NO NCIC RECORD NAM/SMITH, STEVE DOB/19530531 RAC/W SEX/M
NO NCIC RECORD VIN/2ADF36BLIG162312
```

**Positive Response:**

```
1L01HEADER
MD2610000


WARNING - STANDING ALONE, NCIC GANG GROUP AND MEMBER
FILE INFORMATION DOES NOT FURNISH GROUNDS FOR THE
SEARCH OR SEIZURE OF ANY INDIVIDUAL, VEHICLE, OR DWELLING

MKE/CRIMINAL GANG MEMBER - CAUTION
CMC/05 - VIOLENT TENDENCIES
```

```
ORI/MD1230000 NAM/SMITH, STEVE SEX/M RAC/W ETN/H POB/MD
DOB/19530531 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/1234567 CTZ/US
SKN/ALB SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/MD-32614 SOC/123456789
OLN/98765432 OLS/MD OLY/1995
GNG/CRIPS*WADC SGP/ROARING 50S*WADC
ECR/BD DOP/20100115 OCA/92312663 SID/MD99999999
LKI/MD1240000 LKA/MD-2255
MIS/KNOWN TO CARRY TEC 9, TTO IS TEARDROP
LIC/ABC123 LIS/MD LIY/1993 LIT/PC
VIN/2627HL525210 VYR/1988
VMA/CHEV VMO/CEL VST/4D VCO/BLU
ORI IS HARPERS FERRY PD MD 301 555-1212
DOB/19550515
AKA/BEBETO, X
AKA/JONES, JOHN
AKA/LEON, JOSE
NIC/T123698222 DTE/20070914 1400 EST DLU/20080110 0100 EST
NO NCIC RECORD VIN/2ADF36BLIG162312
```

## 14.2 MESSAGE FIELD CODES FOR INQUIRY OF GMC RECORDS

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|---|---|---|---|---|
| HEADER | MANDATORY | HDR | 9-19 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY | MANDATORY | MKE | 3-3 | ALPHABETIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| NAME | CONDITIONAL | NAM | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| DATE OF BIRTH | CONDITIONAL | DOB | 8-8 | NUMERIC |
| SEX | OPTIONAL | SEX | 1-1 | ALPHABETIC |
| RACE | OPTIONAL | RAC | 1-1 | ALPHABETIC |
| FBI NUMBER/UCN | CONDITIONAL | FBI | 1-9 | ALPHABETIC, NUMERIC |
| MISCELLANEOUS NUMBER | CONDITIONAL | MNU | 4-15 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| SOCIAL SECURITY NUMBER | CONDITIONAL | SOC | 9-9 | NUMERIC |
| OPERATOR'S LICENSE NUMBER | CONDITIONAL | OLN | 1-20 | ALPHABETIC, NUMERIC |
| LICENSE PLATE NUMBER | CONDITIONAL SET | LIC | 1-10 | ALPHABETIC, NUMERIC |
| LICENSE PLATE STATE | SET | LIS | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| VEHICLE IDENTIFICATION NUMBER | CONDITIONAL SET | VIN | 1-62 | ALPHABETIC, NUMERIC |
| VEHICLE MAKE | SET | VMA | 2-24 | CODE AS DEFINED IN NCIC CODE MANUAL |

| ORIGINATING CASE AGENCY NUMBER | CONDITIONAL | OCA | 1-20 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
|---|---|---|---|---|
| NCIC NUMBER | CONDITIONAL | NIC | 10-10 | ALPHABETIC, NUMERIC |
| IMAGE INDICATOR | OPTIONAL | IND | 1-1 | ALPHABETIC |
| RELATED SEARCH HIT | OPTIONAL | RSH | 1-1 | ALPHABETIC |
| EXPANDED NAME SEARCH | OPTIONAL | ENS | 1-1 | ALPHABETIC |
| EXPANDED DATE OF BIRTH SEARCH | OPTIONAL | EBS | 1-1 | NUMERIC |

## 14.3 REQUIREMENTS FOR INQUIRY OF GMC RECORDS

- On-line queries to the GMC are possible through automatic cross-search as part of the QW, QWA, QWE, QWF, QWS, QV, ZW, and ZV transaction or use of QGM transaction.

- An inquiry of the Wanted Person File may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, day), FBI, MNU, SOC, and OLN with each data element preceded by the proper MFC and a slash (/). Additionally, inquiries may be made using vehicle data (LIC, LIS, and/or VIN and VMA); NAM and OCA only, in that order; or NIC only, with each data element preceded by the proper MFC and a slash (/).

  Note: Exact spelling of the name as contained in the record is required when inquiring with only NAM and OCA.

- In addition, an inquiry without NAM using LIC, VIN, and/or NIC is permitted.

## 14.4 ADDITIONAL GUIDELINES FOR GMC INQUIRY

- When the inquiry contains NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. The NCIC System will search for all matching records that contain the exact DOB and a surname that is a New York State Identification and Intelligence System match to the surname in the inquiry.

  Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will cause the NCIC System to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by the NCIC System. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry are the following:

| Race Code In Inquiry | | Race Codes Searched |
|---|---|---|
| A | Asian or Pacific Islander | All |
| I | American Indian or Alaskan Native | All |
| B | Black | All except W |
| W | White | All except B |
| U | Unknown | All |

- When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., the SOC, FBI, MNU, or OLN, a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.

- Because multiple records from several files are available when a QW, QWA, QWE, QWF, or QWS transaction is used, multiple records concerning one individual may appear in any response. Additionally, because different agencies may enter Gang File records on the same individual, multiple Gang File records are possible in any response.

- When an inquiry uses the LIC, any record containing that plate number will be returned in the response. To narrow the scope of the search and utilize the system effectively, a license plate state should also be included.

- Vehicle information about a single, particular vehicle may be entered in more than one GMC record by the same agency. Vehicle information that is part of a GMC record will be searched by any Vehicle File inquiry (QV, ZV, QW, QWA, QWE, QWF, or QWS or ZW), assuming that either LIC (or accompanying fields) or VIN is entered in the record.

- An inquiry of the Wanted Person (QW, QWA, QWE, QWF, QWS, ZW, or QWB) and/or Vehicle (QV/ZV/QVB) Files will result in the automatic cross-search of the GMC File. Active records will be returned in a positive response. The Wanted Person and/or Vehicle File chapters contain details regarding the use of the above MKEs.

- If a hit response contains expired license plate information, the following caveat will be included:

  ```
  WARNING – THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE
  DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.
  ```

- If QGM inquiry includes MNU, SOC, or OLN, the NCIC System will search against the Article File personal identifier records.

- If an inquiry hits on more than 100 records, the NCIC System will discontinue processing the response and return the first 100 records with the following caveat.

  ```
  MAXIMUM RECORD COUNT EXCEEDED FOR AN ON-LINE
  SEARCH.  RESUBMIT MODIFIED SEARCH PARAMETERS OR
  SUBMIT A GLOBAL INQUIRY TO RETRIEVE ALL RECORDS.
  ```

  To modify the search parameters to possibly prevent excessive hits, omit DOB and use NAM and a different numeric identifier. Also, using SEX and RAC with NAM and DOB may reduce the number of hits. To request a Global Inquiry, contact your CSA or the FBI's CJIS Division.

- A GMC response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, SID, operator's license data, license plate data, vehicle identification data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, and image data by IMN.

### 14.4.1 IMAGE INDICATOR (IND)

Inquiries submitted in the NCIC System may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the IND is Y, image data related to each primary hit response will be returned. For a person, this would be a mugshot, if available; for property, it would be either the identifying image or the generic image, if available. If IND is not entered, the field will default to N.

For example:

```
1N01HEADER.QGM.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19691012.IND/Y
```

The following would be returned after the immediate confirm caveat for a mugshot image:

The Image Response (IMR) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The Date of Image (DOI) is next, then the NIC of the base record is provided along with the Image NCIC Number (IMN). Following the IMN is the Image MIS Field, then image size in bytes (00256) and, lastly, <image> would be replaced with the actual image.

```
IMR/MNAM:SMITH, JOHN J DOB:19691012
RAC:W HGT:510 WGT:165 DOI:19821210
NIC:T000069216 IMN:I000001233
MIS: MUGSHOT FROM 1982 ARREST

00256
<image>.
```

### 14.4.2 RELATED SEARCH HIT (RSH)

A QGM inquiry may also contain a Related Search Hit (RSH) Field. If the RSH Field is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when:

1) ORI/OCA matches primary hit response and the dates of entry for those records are within 30 days of each other, or
2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.

If RSH is not entered, the field will default to N. If the primary hit response is for a gang member, there will not be any LKI/LKA Fields to search, but a search could occur based on the ORI and OCA Fields of the GMC record.

```
1N01HEADER.QGM.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19691012.RSH/Y
```

The following would be returned after the primary hit response based on the ORI/OCA of the two records being the same:

```
***RELATED RECORDS***

MKE/STOLEN GUN
ORI/MD1012600 SER/B512673 MAK/REM CAL/308 MOD/MOHAWK
TYP/RC DOT/19981005
OCA/12334444
ORI IS ANY CITY PD MD 301 555-1111
NIC/G000039842 DTE/20080203 1234 EST DLU/20080205 0123 EST
IMMED CONFIRM RECORD WITH ORI
```

The following would be returned after the primary hit response based on the primary hit response having an LKI/DC1014300 LKA/CS12345 that matches another record's ORI/OCA:

```
***RELATED RECORDS***

MKE/MISSING PERSON OTHER
ORI/DC1014300 NAM/THOMAS, TOM SEX/M RAC/W ETN/H POB/FL
DOB/19540327 HGT/509 WGT/153 EYE/BRO HAI/BRO
SKN/FAR SMT/TAT L LEG
FPC/PMPICI14151617181920 SOC/123456789
MNP/MP DLC/19980501 OCA/CS12345 SID/VA11111111
MIS/LAST SEEN WEARING BLUEJEANS AND BLACK PULL OVER SHIRT
ORI IS ANY CITY PD DC 202 555-1111
NIC/M107650007 DTE/20120503 1400 EDT DLU/20130423 0523 EST
IMMED CONFIRM MISSING PERSON STATUS WITH ORI
```

### 14.4.3 EXPANDED NAME SEARCH (ENS)

A QGM inquiry may also contain an Expanded Name Search indicator (ENS) to specify that if the NAM and DOB identifiers are used, the enhanced name search function should be performed.  If the ENS Field is Y, primary hits will be determined using each input NAM name part as a last name, interchanging the remaining name parts as given names.  If the ENS is not entered, the field will default to N. Additional information can be found in the Introduction chapter of this manual.

### 14.4.4 EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB.

When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed.

When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of input DOB transposed.

Additional information can be found in the Introduction chapter of this manual.

## 14.5 PROCEDURES FOR HANDLING A HIT FOR A GMC RECORD

Access to and dissemination from the Gang File is to be consistent with the use and dissemination policies for the Interstate Identification Index.

When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(ies).  If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field.  Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

## 15 LOCATE FOR GMC RECORDS

There are no locate procedures for the Gang File.

## 16 CLEAR FOR GMC RECORDS

Procedures to remove GMC records are detailed in the GMC Cancellation section of this chapter.  This file does not have a MKE code for clear.

## 17 SUPPLEMENTAL RECORD FOR GMC RECORDS
### 17.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL TRANSACTIONS FOR GMC RECORDS

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|---|---|---|---|---|
| HEADER | MANDATORY | HDR | 9-19 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY | MANDATORY | MKE | 4-4 | ALPHABETIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| NAME | CONDITIONAL | NAM | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| NCIC NUMBER | CONDITIONAL | NIC | 10-10 | ALPHABETIC, NUMERIC |
| ORIGINATING AGENCY CASE NUMBER | CONDITIONAL | OCA | 1-20 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| ALIAS | OPTIONAL | AKA | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| DATE OF BIRTH | OPTIONAL | DOB | 8-8 | NUMERIC |
| SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS | OPTIONAL | SMT | 3-10 | CODE AS DEFINED IN NCIC CODE MANUAL |
| MISCELLANEOUS NUMBER | OPTIONAL | MNU | 4-15 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| SOCIAL SECURITY NUMBER | OPTIONAL | SOC | 9-9 | NUMERIC |
| OPERATOR'S LICENSE NUMBER SET | OPTIONAL SET | OLN[1] | | |
| LICENSE PLATE NUMBER SET | OPTIONAL SET | LIC[2] | | |
| VEHICLE IDENTIFICATION NUMBER SET | OPTIONAL SET | VIN[3] | | |
| CAUTION AND MEDICAL CONDITIONS | OPTIONAL | CMC | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| IMAGE NCIC NUMBER SET | OPTIONAL | IMN[4] | | ALPHABETIC, NUMERIC |

| CITIZENSHIP | OPTIONAL | CTZ | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
|---|---|---|---|---|
| STATE IDENTIFICATION NUMBER | OPTIONAL | SID | 3-10 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |

[1] OLN/<OLN>.<OLS>.<OLY>
[2] LIC/<LIC>.<LIS>.<LIY>.<LIT>
[3] VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>
[4] IMN/<IMN>.<IMT>

## 17.2 ENTRY OF A GMC SUPPLEMENTAL RECORD

Only the agency that entered the original record may add additional identifiers to a record.  The supplemental record entry transaction (EGMN) is available to add identifiers to the Gang (EGM) member records.

## 17.3 EXAMPLE OF A SUPPLEMENTAL ENTRY FOR GMC RECORDS

The entry example contains: header (1N01HEADER); message key (EGMN); Originating Agency Identifier (WA1230000); two record identifiers (NAM/SMITH, JOHN and NIC/T123456789); three additional AKAs (AKA/JOHNSON, D and DAVIS, JOHN and BLACK, JOHN); two additional dates of birth (DOB/19550615 and 19570707); one license plate number set (LIC/624322.DC.2010.PC); one scars, marks, and tattoos (SMT/TAT R ARM); and a caution and medical conditions code (05).

```
1N01HEADER.EGMN.WA1230000.NAM/SMITH, JOHN.NIC/T123456789.AKA/JOHNSON,
D.DAVIS,JOHN.BLACK,JOHN.DOB/19550615.19570707.LIC/ABC123.DC.2010.PC.SMT/TAT R
ARM.CMC/O5
```

**Acknowledgment:**

```
1L01HEADER
WA1230000
SUPP NAM/SMITH, JOHN NIC/T123456789
```

## 17.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY OF GMC RECORDS

The GMC record to which a supplemental record of alias(es) and/or other additional identifiers are to be added must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each record identifier preceded by the proper MFC and a slash (/).  The NAM used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

## 17.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD FOR GMC RECORDS

The Alias (AKA) Field and all other identifying data fields which may be included in a supplemental record are listed with their field codes and the maximum number of aliases and/or identifiers allowable for a GMC record.

| Field | Field Code | Maximum Number Permitted |
|---|---|---|
| Alias | AKA | 99 |
| Date of Birth | DOB | 9 |
| Scars, Marks, Tattoos, and Other Characteristics | SMT | 9 |
| Miscellaneous Number | MNU | 9 |
| Social Security Number | SOC | 9 |
| Operator's License Number, State, and Year of Expiration (entered as a set) | OLN | 9 |
| License Plate Number, State, Year of Expiration, and Type (entered as a set) | LIC | 9 |
| Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known) | VIN | 9 |
| Caution and Medical Conditions | CMC | 10 |
| Image NCIC Number and Image Type (entered as a set)** | IMN | 12 |
| Citizenship | CTZ | 9 |
| State Identification Number | SID | 9 |

**IMN and IMT Fields (up to 12: 1 mugshot, 1 signature, 10 identifying images) are added to the supplemental record when an image is entered and the NIC of the base record is included in the entry transaction.  The Image File chapter contains additional details.

## 17.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY FOR GMC RECORDS

- A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message.  Additional messages are required if more identifiers are to be entered.  Each AKA (or variation of name spelling); DOB; SMT; MNU; SOC; CTZ; SID; or CMC is counted as one identifier.  Each set of data relating to an OLN, LIC, VIN, SNU, or IMN is likewise counted as one identifier.

- For example, a record relating to JOHN SMITH might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (an army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession.

- Entry of this additional data would require several supplemental record entry messages as all of these additional identifiers could not be included in one supplemental record entry.

## 17.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY OF GMC RECORDS

- After the GMC record has been identified, each field included in a supplemental record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data.  The data elements must be separated by a period and each field ended with a period.  Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.

- The OLN, LIC, VIN, and IMN Fields in the supplemental record format are multiple data element fields; i.e., these fields have more than one data element following the field code and slash and are entered in sets.  Each set of data must be preceded by the appropriate field code followed by a slash.  The data elements within a set of data must be entered in sequence after the slash, and each data element must be accountable.

- The field in the main record, other than AKA, IMN, VIN or LIC data, must be filled before any supplemental entry for that same field will be accepted.  For example, any attempt to enter an SOC in a supplemental record will be rejected as a format error if the main record does not contain an SOC in the SOC Field.  Additional information concerning the REJECT - BASE DATA DOES NOT EXIST FOR SUPPLEMENTAL FIELD - <MFC> format error message can be found in the Introduction chapter of this manual.

- All numeric identifiers excluding originating agency case number and miscellaneous number are to be entered omitting spaces, hyphens, and symbols.  A hyphen may be used in the OCA Field, and a hyphen must be used to separate the two alphabetics from the number itself in the MNU Field.

- When a supplemental record entry contains data concerning a person, a vehicle, or license plate already on file in a Missing Person, Wanted Person, Vehicle, or License Plate File record, the same rules as defined in the GMC Entry section of this chapter apply.

- The criteria for rejecting duplicate records, as defined in the Group Member Capability (GMC) Introduction of this chapter, apply to the entry of supplemental information.

- Personal Descriptors Codes, State and Country Data Codes, and Vehicle Data Codes in the *NCIC Code Manual* contain appropriate coding of personal identifiers and license and vehicle data.

## 17.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL ENTRY OF A GMC RECORD

### 17.8.1 ALIAS (AKA)

- The field code AKA followed by a slash is used to identify an alias(es) and monikers.  An alias includes any name(s) in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.

- An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial if any, space, and suffix meaning seniority, if any, e.g., SR or III.

- Nicknames (monikers) can be entered without using commas.  AKAs and/or variations in name spelling must be separated by a period without repeating the MFC AKA.  The term nickname in the NCIC System is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty).  It is not a familiar form of a proper name, such as Jim for James.

### 17.8.2 OPERATOR'S LICENSE NUMBER SET

The field code OLN followed by a slash is used to identify additional operator's license number set data in an entry. The three MFCs making up this field are the operator's license number, state, and year of expiration. All three MFCs must be included in the order listed in the format and must be separated by a period.

For example:

```
OLN/L234526677238.VA.1976.
```

In the event more than one operator's license number set is to be entered at the same time, each operator's license number set data must be preceded by MFC OLN/.

### 17.8.3 LICENSE PLATE NUMBER SET

The field code LIC followed by a slash is used to identify additional license plate number set data in an entry. The license plate number set contains four MFCs: LIC, LIS, LIY, and LIT. MFCs must be entered in the order listed and must be separated by a period.

For example:

```
LIC/CBA321.MD.1977.TK.
```

In the event more than one license plate number set is to be included in one supplemental message, each license plate number set data must be preceded by message field code LIC/.

### 17.8.4 VEHICLE IDENTIFICATION NUMBER SET

- The field code VIN followed by a slash is used to identify an additional vehicle identification number set in a supplemental entry. This field contains six MFCs: VIN, VYR, VMA, VMO, VST, and VCO.

- The VIN, VYR, VMA, and VST are required for entry. However, VMO and VCO should be entered in proper order when available. Elements must be separated by periods and each MFC must be accounted for.

  For example:

  ```
  VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK
  Or
  VIN/1D37Q6R001225.1976.CHEV..2D.
  ```

- In the event data related to other vehicles are entered at the same time, each set of vehicle data must be preceded by MFC VIN/.

## 17.9 ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY FOR A GMC RECORD

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; citizenships; state identification numbers; and Social Security numbers follow the field codes DOB/, SMT/, MNU/, CTZ/, SID/, and SOC/, respectively, without repeating the MFC and separated only by periods.

For example:

```
DOB/19370102.19350823.SMT/SC L CHK.POCKMARKS.MNU/AF 123456789.SOC/123456789.
```

## 17.10 MODIFICATION OF IDENTIFIERS IN A SUPPLEMENTAL RECORD FOR GMC RECORDS

No one-step procedure is available to modify an alias or other identifier in a GMC supplemental record.

To modify (change) an AKA or other identifier in a supplement record, the incorrect AKA or other identifier must be canceled and reentered.

## 17.11 EXAMPLE OF A SUPPLEMENTAL RECORD IDENTIFIER CANCELLATION FOR A GMC RECORD

The supplemental cancellation contains header (1N01HEADER), message key (XGMN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/T000069216), and data to be canceled (AKA/ROE, EDWARD.JONES, EDWARD and DOB/19651012.19630912).

```
1N01HEADER.XGMN.MD1012600.NAM/SMITH, JOHN J.NIC/T000069216.
AKA/ROE,EDWARD.JONES, EDWARD.DOB/19651012.19630912
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
CANCEL SUPP NAM/SMITH, JOHN NIC/T000069216
AKA/ROE, EDWARD
AKA/JONES, EDWARD
DOB/19651012
DOB/19630912
```

## 17.12 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS FOR GMC RECORDS

When canceling an AKA and/or other additional identifiers contained in a supplemental record, the GMC record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each record identifier preceded by the proper MFC and a slash (/). The supplemental data to be canceled, with each field preceded by the proper MFC followed by a slash (/), are then entered.

## 17.13 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL CANCELLATION MESSAGE FOR GMC RECORDS

A maximum of nine identifiers of various kinds may be canceled in one cancel message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB, SMT, MNU, CTZ, SID, CMC, or SOC is counted as one identifier. Each OLN, LIC, IMN, and VIN set data is counted as one identifier.

## 17.14 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION MESSAGE FOR GMC RECORDS

- AKAs; DOBs; SMTs; MNUs; CTZs; SIDs; and/or SOCs to be canceled are to be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

- Each OLN, IMN, and LIC set data must be preceded by OLN/, IMN/, or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the vehicle identification number and make are required following VIN/, with periods accounting for the intervening VYR Field.

  For example:

  ```
  VIN/1L69X6JO23456..CHEV
  ```

- When a GMC record is canceled, its entire supplemental record is automatically canceled.

### 17.14.1 IMAGE NCIC NUMBER SET

Up to nine images can be canceled in a supplemental cancel transaction. The format is IMN/<IMN>.<IMT>. The IMN is the NCIC Number of the image and the image type is either S, M, or I. If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

### 17.14.2 CAUTION AND MEDICAL CONDITIONS (CMC)

Up to nine CMC codes may be canceled in a supplemental cancel transaction. The CMC/ may be followed by the codes to be deleted, separated by periods, or the CMC/ may be repeated for each code to be deleted.

### 17.14.3 SUPPLEMENTAL CANCELLATION ACKNOWLEDGMENT MESSAGE FOR A GMC RECORD

A cancel supplemental transaction can contain up to nine supplemental data. All supplemental data will be processed except data that do not meet field edits or do not exist. The cancel supplemental message will list all supplemental data that were successfully canceled, list all supplemental data that failed due to a REJ SUPP MFC ERROR, and list all supplemental data not on file.

```
1N01HEADER.XGMN.MD1012600.NAM/SMITH, JOHN J.NIC/T000069216.
AKA/ROE,EDWARD.JONES, EDWARD.DOB/19651012.19309612
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
CANCEL SUPP NAM/SMITH, JOHN NIC/T000069216
AKA/ROE, EDWARD
DOB/19651012
REJ SUPP MFC ERROR
```

```
DOB/19309612
REJ SUPP NOT ON FILE
AKA/JONES, EDWARD
```

The acknowledgment shows the identifiers that were canceled as well as those that failed their edits.