

EXHIBIT B

(Part 1)

DOCUMENT 2

**FBI Nominations & VGTOF
Training
January 28, 2008**

DOCUMENT 2

NCIC-VGTOF-8342

b6
b7CIndex

Definitions	1
Condensed History	2
Types of FBI Nominations	3
CJIS Division Non-Investigative Subject Nominations	4
• TIDE [] (Source Docs 7/11) and TIDE [] (Source Docs 1/2).	
FBI Headquarter's Non-Investigative Subject Nominations	4
• TIDE [] (Source Docs 1/2/3).	
Investigative Subject Nominations	5
• TIDE []	
TSC's Minimum Entry Criteria For VGTOF	6
Handling Codes	7 - 9
Cautions and Medical Conditions	10
Who Should Be Watchlisted In VGTOF	11
• TIDE [] (also referenced under 'Deconfliction').	
Exemption Requests	11
Who Should NOT Be Watchlisted In VGTOF (or the TSDB)	12
What Records Should Be Marked FBI SRC=Y	13
What Records Should NOT Be Marked FBI SRC=Y	13
How To Determine FBI SRC/VGTOF Status	14
• TPN [] TIDE []; Note: Reference this section and the explanation on Page 1 of 'Determining VGTOF & FBI SRC Status' document, dated 03/21/2007.	
Why Does It Matter How The Record Is Marked	15
VGTOF=Y.....What Happens Next?	16 - 17
How To See What's Happened To A Record	18
Deciphering 'The Dump' Report	18 - 19
Who Entered That Record	20
Deconfliction	21
• TIDE []	
What To Send To The VGTOF SME	22
What NOT To Send To The VGTOF SME	22
Processing Delete Actions For FBI Nominations	23

Definitions

- 'ACS' - Automated Case Support system.
- 'AGDIR' - FBI Legal Attache/LEGAT record.
- 'CDC' - FBI Chief Division Counsel.
- 'CMC' - Cautions and Medical Conditions.
- 'Dewatchlisted' - Completely removed from the TSDB and all downstream systems.
- 'DT' - Domestic Terrorist.
- 'DTE' - Date.
- 'FBI Information' - NIC and OCA.
- 'FBI SRC' - The person is under investigation by the FBI and the particular identity contained within the TIDE/TSDB was nominated for watchlisting by the FBI.
- 'FI' - Full Investigation.
- 'FNU' - First Name Unknown.
- 'IAFIS' - Integrated Automated Fingerprint Identification System.
- 'III' - Interstate Identification Index.
- 'IT' - International Terrorist.
- 'Legacy Record' - A record entered into the VGTOF by an FBI entity on or before August 8, 2004.
- 'LNU' - Last Name Unknown.
- 'MILDET' - FBI Military Detainee record.
- 'NIC' - NCIC record identification number.
- 'NCIC' - National Crime Information Center.
- 'NCTC' - National Counterterrorism Center.
- 'OCA' - Originating case agency number.
- 'OGA' - Other Government Agency.
- 'OGC' - FBI Office of the General Counsel.
- 'ORI' - Originating Agency Identifier.
- 'PI' - Preliminary Investigation.
- 'Sources' - Identity-level documents/information in the TIDE.
- 'Person Sources' - Person-level documents/information in the TIDE.
- 'TIDE' - Terrorist Identities Datamart Environment.
- 'Trex Unit' - Terrorist Review and Examination Unit.
- 'TSC' - Terrorist Screening Center.
- 'TSDB' - Terrorist Screening Database.
- 'VGTOF' - Violent Gang and Terrorist Organization File.

Condensed History

- **August 2004:** Known as the '2004 VGTOF IT Import', all terrorist records contained in the VGTOF were provided to NCTC and served as the consolidation of the FBI's IT watchlist into TIPOFF.
 - Instant Quality Assurance Issues
 - No type of qualify assurance review was conducted prior to this file being provided to the NCTC.
 - All records were defaulted to USPER=YES.
 - All records were placed on the Selectee List.
 - Not all data fields were entered into TIPOFF and/or the data was entered but not into fields mapped to export to the TSDB (for example --- the Unique Comments field).
- **August 9, 2004:** The ability of all FBI Field Offices to affect action directly in the VGTOF (for terrorist records) was rescinded.
 - Effective this date, the TREX Unit, the TSC, and limited entities within the CJIS Division became the only entities with the ability to add, modify, and delete terrorist records in the VGTOF.
 - No type of qualify assurance review was conducted by the record owners prior to their access being rescinded.
- **October 2004:** Add DT records contained in the VGTOF were provided to the TSC and served as the consolidation of the FBI's DT watchlist into the TSDB.
- **January 2005:** The TSDB had the ability to mark records 'FBI SRC'. Prior to this time, all IT nominations submitted to the TSC were automatically exported to the VGTOF if the minimum entry criteria was met.
- **May 2005:** The VGTOF Refresh was conducted to address several short- and long-term issues that affected terrorist records in the VGTOF. It also accomplished the following:
 - Deleting 7,264 TSC-entered terrorist records.
 - Modifying/updating 113,000 TSC-entered terrorist record.
 - Adding 12,474 records that were previously rejected from the VGTOF.
- **June 2005:** The TSDB's near-real-time connectivity to the NCIC was established. prior to this date, the TSC only added terrorist records into the VGTOF (via daily electronic files) --- TSC-entered records were not modified or deleted.
- **October 2005:** The CJIS Division provided the NCTC with a file containing 5,289 MILDET and AGDIR records that the CJIS Division had entered into the VGTOF between August 2004 and October 2005, but had not provided the nomination information to the NCTC so

they were not into the TIDE or the TSDB.

- **November 5, 2006:** The TSDB began exporting to the VGTOF at the identity/TSC ID level, rather than by the watchlist entry/TSDB ID level, which enabled a one-for-one relationship between the TIDE ID, the TSC ID, and the NIC.

Types of FBI Nominations

- **Non-Investigative Subjects**
 - By the CJIS Division
 - FBI MILDET nominations.
 - 199E-HQ-1404383, Serial 3036, dated 10/01/2003.
 - FBI AGDIR nominations.
 - 66F-HQ-A1308701, Serial 593, dated 05/21/2002.
 - By FBI Headquarters
 - These individuals are 'on the radar' but are not currently under investigation by the FBI.
 - Basic information sharing.
 - The Military Liaison & Detainee Unit may also submit FBI MILDET nominations.
- **Investigative Subjects**
 - By FBI Field Offices
 - PIs
 - FIs

CJIS Division Non-Investigative Subject Nominations

The CJIS Division processes all FBI MILDET and AGDIR nominations for which biometrics are obtained.

Previous Process

- August 2004 - September 2005: The CJIS Division indexed the biometrics into the IAFIS, established a record in the III, and created a corresponding terrorist record in the VGTOF, but the information was not submitted to the NCTC.

Current Process

- October 2005 - Current: The CJIS Division indexes the biometrics into the IAFIS, establishes a record in the III, and submits the information to the NCTC for watchlisting.
 - CJIS Division nominations were originally submitted to the NCTC via cable/teletype, but are now (normally) submitted via e-mail spreadsheets.
 - TIDE [] Source Docs 7/11 [cable].
 - QA issue exists due to the fact that AGDIR designation code was not entered into the 'Location Last Seen At' field.
 - TIDE [] Source Docs 1/2 [spreadsheet].
 - MILDET record with no designation code cited/requested.

b6
b7C

The majority of all FBI MILDET and ADGIR records are nominated with an OCA and a unique MILDET or AGDIR code (ex: MILDETIQ or AGDIRRO). The MILDET and AGDIR codes are to be entered into the 'Location Last Seen At' field in TIDE and exported to the TSDB for further export to the VGTOF. This 'Location' field is mapped within the TSDB to auto-export to the VGTOF 'MIS' field.

FBI Headquarters Non-Investigative Subject Nominations

FBI Headquarters will submit cables/teletypes/IIRs to the intelligence community regarding

persons of interest. Generally, these individual are not under investigation by the FBI.

Legacy records exist wherein FBI Headquarters has used the FD-930 to watchlist non-investigative subjects. Conduct a drill-down/review of the ACS to determine if the individual is, in fact, under investigation by the FBI.

Investigative Subject Nominations

- The FD-930 is the primary mechanism by which action to FBI investigative subject records is affected.
 - FD-930s were not able to be uploaded into the ACS system until the eForm FD-930 was deployed in May 2006.
 - The eForm FD-930s cannot be viewed by selecting 'T'/text in the ACS. They must be downloaded and opened.
- An FD-930 will **not** be attached at the 'Sources' or 'Person Sources' level in TIDE for every subject that is under investigation by the FBI
 - Example: If an investigative subject was entered into TIPOFF/TIDE by way of the VGTOF IT Import and a Modify FD-930 has not been submitted since that time, there will not be an FD-930 in TIDE.
 - TIDE is an example of this.

b6
b7c

TSC's Minimum Entry Criteria For VGTOF

- Full First Name (no FNU).
 - A single initial constitutes a full first name.
- Full Last name (no LNU).
- Circa Year of Birth.
 - The TSDB auto-exports to the VGTOF a '11' for the month and/or day if either or both elements are not provided because the 'DOB' field in the VGTOF requires all eight characters to be populated.
- A Category Code **other** than 17 or 89.
- The VGTOF's minimum entry criteria is less stringent than what the TSC dictates. Because of the difference in minimum entry criteria, legacy records exist wherein the TSC's minimum entry criteria is not met. In these instances, mark the record appropriately (FBI SRC=Y) as if the TSC's minimum entry criteria has been met and:
 - for FBI MILDET and AGDIR non-investigative subject nominations, provide the TIDE ID to for resolution; and
 - for investigative subject nominations and FBI Headquarters non-investigative subject nominations, create a QA ticket for resolution.

b6
b7C

Handling Codes

Each individual nominated for inclusion into the VGTOF must be assigned one of five Handling Codes, based on their investigative status and available biographic information. A description of each Handling Code and basic guidance for handling standard situations is as follows:

- **Handling Code 1**

- Handling Code 1 is reserved for individuals who have been indicted in a U.S. Court on a Federal charge **and** a record for the individual has been established in the Wanted Persons File in the NCIC.
 - The charge does not have to be terrorism-related.
 - Interpol and other foreign warrants do not, in and of themselves, qualify a person to receive a Handling Code 1.
- As of June 2007, the NCTC agreed to begin placing statements regarding an individual's Handling Code 1 status into the Common Comments field in the TIDE. The basic jargon will be:
 - 'As of MM/DD/YYYY, this person is a valid Handling Code 1. NCIC Wanted Person File record number W#####.'
 - As of June 2007, the Handling Code 1 statements are only being entered based on the receipt of an FD-930 or at the TSC's request as a result of the Handling Code 1 Reconciliation Project.
- Not all valid Handling Code 1 subject records may contain the Handling Code 1 statement in the Common Comments field in the TIDE. The absence of the

Handling Code 1 statement should not be interpreted to mean the individual is not a valid Handling Code 1.

- All individuals that have been issued a Handling Code 1 (by the TREX Unit and/or the NCTC and/or the TSC) or, based on a review of the case file/derogatory information, appear to qualify for a Handling Code 1, must be sent to the VGTOF SME queue for review and handling. Handling Code 1 records are not to be processed outside of the VGTOF SME queue.

- **Handling Code 2**

- Handling Code 2 is reserved for individuals who meet one of the following criteria:
 - Reasonable, articulable suspicion of criminal domestic or international terrorism activity; or
 - A commitment from the Department of Homeland Security that they will issue a 'Detainer' should the individual be encountered by law enforcement; or
 - Exigent circumstances which require immediate entry of a record. (A record nominated by an agency under these circumstances will be reviewed on the next business day following the entry of this record.)
- The issuance of a Handling Code 2 requires a review and approval for legal sufficiency by both the FBI Field Office CDC and the FBI's OGC.
- As of June 2007, the NCTC agreed to begin placing statements regarding an individual's Handling Code 2 status into the Common Comments field in the TIDE. The basic jargon will be:
 - 'As of MM/DD/YYYY, this person is a valid Handling Code 2. Field Office CDC and FBIHQ OGC concurrence was obtained and is set forth in enter document file number(s) and serial number(s).'
 - As of June 2007, the Handling Code 2 statements are only being entered based on the receipt of an FD-930 or at the TSC's request as a result of the Handling Code 2 Reconciliation Project.
- Not all valid Handling Code 2 subject records may contain the Handling Code 2 statement in the Common Comments field in the TIDE. The absence of the Handling Code 2 statement should not be interpreted to mean the individual is not a valid Handling Code 2.
- All individuals that have been issued a Handling Code 2 (by the TREX Unit and/or the NCTC and/or the TSC) or, based on a review of the case file/derogatory information, appear to qualify for a Handling Code 2, must be sent to the VGTOF SME queue for review and handling. Handling Code 2 records are not to be processed outside of the VGTOF SME queue.

- **Handling Code 3**
 - Handling Code 3 is for individuals that do not qualify for Handling Code 1, 2, R or S (for DTs) and meet the TSC's minimum entry criteria.
- **Silent Hit Handling Codes R and S**
 - Handling Code R: Routine Silent Hit
 - Handling Code S: Sensitive Silent Hit*
 -
 -
 - Within the NCIC, there is no operational difference between Handling Codes R and S. Handling Codes R and S are Therefore, it is imperative that individuals that pose any degree of threat to the safety of an encountering law enforcement officer not be issued a Silent Hit Handling Code.
 - Any individual for whom information is gleaned that indicates the individual is known to be armed and dangerous and/or has a documented propensity for violence must be issued a Handling Code 3, unless they otherwise qualify for a Handling Code 1 or 2.
 - *Mere possession or ownership of weaponry or a concealed weapon permit is not sufficient justification for an individual to be excluded from being issued a Silent Hit Handling Code if they otherwise qualify for it. An individual's threat to any encountering law enforcement officer and/or their propensity for violence needs to be evidenced in accompanying derogatory information.*
 - Only in rare situations will sole OGA nominations be authorized to receive a Handling Code R. OGA nominations that are deemed the 'same as' a subject under investigation by the FBI shall be issued Handling Code Rs, as long as the FBI subject qualifies for Handling Code R status.

Cautions And Medical Conditions

- Within the NCIC, there are 17 unique alerts, also known as Cautions and Medical Conditions/CMCs, which may be added to the beginning of NCIC person records. Included in the 17 available CMCs are 'Armed and Dangerous' and 'Violent Tendencies'.
- It is expected that the recipients of VGTOF records will treat the individual they have encountered with the appropriate level of caution. To assist law enforcement officers in being adequately prepared, the statement 'Warning - Approach With Caution' precedes every terrorist record that is returned in response to an NCIC transaction and is the functional equivalent of 'Armed and Dangerous'.
- Inasmuch as the presence of a CMC, particularly 'Armed and Dangerous' and 'Violent Tendencies' will cause an officer to approach an individual with an extremely heightened state of alert and, in most cases, with their weapon drawn, the application of either of these CMCs must be well documented --- the available derogatory information must indicate the subject is Armed and Dangerous and/or has Violent Tendencies, or the available derogatory information describes the individual as likely being Armed and Dangerous and/or having Violent Tendencies.

- *Mere possession or ownership of weaponry or a concealed weapon permit is not sufficient justification to apply the 'Armed and Dangerous' and/or the 'Violent Tendencies' CMC.*

Who Should Be Watchlisted In VGTOF

Assuming the TSC's minimum entry criteria has been met:

- All subjects of FIs.
 - If the individual's nexus to terrorism has **not** been ruled out, they are to remain watchlisted **even if the case has been closed**.
 - Cases are closed administratively for various reasons, to include the subject left CONUS, relocated to another Field Office's territory, whereabouts are unknown, deported, incarcerated, etc.
 - Example: In TIDE [] the TREX Unit erroneously processed and submitted a Removal FD-930 to the NCTC. The TSC did not catch this issue/error and, therefore, the individual was not watchlisted in the VGTOF from January 2007 to January 2008, even though his nexus to terrorism was well-documented by the FBI; in fact, he was indicted and tried on terrorism and other charges.
- All subject's of **open** PIs.

b6
b7c

- Subjects of PIs **must** be dewatchlisted when the case is closed.
 - This is current 315 policy and is under review at this time.
- All FBI CJIS Division MILDET and AGDIR nominations.
- All FBI Headquarter's non-investigative subject nominations.
- All sole OGA records.

Exemption Requests

An individual watchlisted as a known or appropriately suspected terrorist will be included in all supported systems if the individual meets the criteria for inclusion. An individual may be excluded from a particular supported system in rare cases when there is a reasonable and detailed operational justification for not including the individual in a particular supported system and the request for exclusion has been reviewed and approved by the TREX Unit and the TSC. (Reference HQ-00, Serial 54, dated 08/01/2005.)

Due to the VGTOF Silent Hit Handling Code, there is no such thing as an exclusion request for VGTOF.

Who Should NOT Be Watchlisted In VGTOF (or the TSDB)

- Anyone who has been determined to have no nexus to terrorism or 'the allegations against the individual were determined to be without merit'.
- If it is believed that a criminal or other reason exists for an individual to remain in the VGTOF or any other downstream system but it has been determined that they have no nexus to terrorism, **they may not remain in the system with a terrorist record.**
 - The agent/agency that wants them to remain in the system needs to coordinate their entry with a local representative from the agency that governs the system to have a non-terrorist record established.
- Category Code 17 records.
- Category Code 89 records.

What Records Should Be Marked FBI SRC=Y

- Any record wherein the individual is under investigation by the FBI and the specific identity contained within the TIDE ID has been nominated by the FBI.
 - A thorough review of each identity that was nominated and the supporting documentation needs to occur.
 - Example: The FBI establishes a record in the VGTOF with the first name of 'Abu'; however, when the NCTC establishes the record in the TIDE, it is established as 'FNU'. In instances such as this, the record should be marked FBI SRC=Y.
 - The majority of records contained in the TIDE wherein the person is under investigation by the FBI and the identity was nominated by the FBI also contain biographical identifiers that were not submitted/nominated by the FBI. Because of this, the additional identifiers may not be in the VGTOF. However, these records must still be

marked FBI SRC=Y.

What Records Should NOT Be Marked FBI SRC=Y

- FBI CJIS Division MILDET and AGDIR nominations.
- FBI Headquarters nominations wherein the individual is not under investigation by the FBI.
- Sole OGA nominations.

How To Determine FBI SRC/VGTOF Status

To properly determine FBI SRC vs VGTOF status, each individual identity must be reviewed, to include reviewing the FBI-originated documents (FD-930 and/or 2004 VGTOF IT Import) and the VGTOF.

- In most instances, records with an FD-930 attached under 'Sources' and a NIC and an OCA (in the 'FBI Information' tab) have been entered into the VGTOF by the TREX Unit. Records meeting this criteria are to be marked FBI SRC=Y.
- The two exceptions to the above are:
 - When an FD-930 has been attached under 'Sources' in order to support placement of a

person-level attribute and not because the identity was nominated by the FBI.

- Person-level attributes include:

- CMCs
- USPER status
- TECS and/or VGTOF Silent Hit status
- Category Code
- Dead status

■ Example: TPN [REDACTED]

b6
b7C

- * The first three TIDE IDs were included on the FD-930; the last was not.
- * The FD-930 is attached under 'Sources' to all four records.
- * The FD-930 is attached to the last TIDE ID only to justify the TECS Silent Hit status.
- * The FBI Information was only applied to the first three TIDE IDs to indicate that they are the only FBI-nominated identities.

Why Does It Matter How The Record Is Marked?

If records are not properly reviewed and marked today, we are increasing the probability of not encountering a known or appropriately suspected terrorist (because the information was not exported to the VGTOF when it should have been) and/or we are creating a TSC QA project for the future.

- Marking a record FBI SRC=Y prohibits the requisite transaction from being submitted to the VGTOF.
- Marking a record VGTOF=Y (and selecting 'SUBMIT') triggers the requisite transaction to be submitted to the VGTOF.

- If the last reviewed nomination contains a NIC and OCA that was received from the TIDE, the TSDB will not send the requisite transaction to the VGTOF, even if the record is marked VGTOF=Y.

VGTOF=Y.....What Happens Next?

When a record is marked VGTOF=Y and 'SUBMIT' is selected, the following occurs:

- The appropriate transaction is submitted to the VGTOF, which garners one of the following results:
 - 'Add' - the transaction was successful.
 - This response results in a terrorist record being established, supplemented, or

- modified, as appropriate, and the NIC is returned to and stored in the TSDB.
- 'Duplicate Add' - the transaction was successful, but it appears to match another record in the NCIC.
 - This response results in a terrorist record being established, supplemented, or modified, as appropriate.
 - If the transaction was to establish/create a terrorist record, the NIC is returned to and stored in the TSDB.
- 'Duplicate Reject' - the transaction was unsuccessful.
 - This response results in a record not being established, modified or supplemented, depending on the type of transaction that was sent.
 - If the transaction was to establish/create a terrorist record, a NIC will not be returned to or stored in the TSDB; however, the record will remain VGTOF=Y in the TSDB.
- 'Reject - Not On File' - the transaction was unsuccessful.
 - This response results in a record not being modified, supplemented or deleted, depending on the types of transaction that was sent.
- 'Edit Error' - the transaction was unsuccessful due to the fact that there is a formatting or code error.
 - This response results in a record not being established, modified or supplemented, depending on the type of transaction that was sent.
 - If the transaction was to establish/create a terrorist record, a NIC will not be returned to or stored in the TSDB ;however, the record will remain VGTOF=Y.

All terrorist records in the VGTOF have a TSC operational ORI: DCTSC0100, DCTSC0200, DCTSC0300, DCTSC0400, DCTSC0500, DCTSC0600, DCTSC0700, DCTSC0800 or DCTSC0900.

Incremental ORIs are necessary to work around the NCIC validation criteria/edits that are in place to enforce the person-level record concept that is the foundation of the NCIC, and to allow the TSC to better support the intelligence community's way of watchlisting terrorists at the identity level.

When exported from the TSDB, records are (in most cases) exported using the first ORI in the series provided above. If the transaction is 'duplicate rejected', it is automatically re-sent using the next ORI in the series. This process is repeated until the record response is 'add' or 'duplicate add'. If the final ORI in the series is reached and all responses have been 'duplicate reject', the transaction is not affected in the VGTOF, be it the establishment of a new record, the modification of an existing record, or the supplementation of an existing record.

A new ORI structure and/or modifications to the NCIC that will better support terrorist

watchlisting at the identity level is being devised.

How To See What's Happened To A Record

- Dump Consumer Message Report
 - 'Reports' tab.
 - 'Export' folder.

b6
b7c

- 'Dump Consumer Message: Report Consumer Messages' (third from the bottom)
 - May be run by TSC ID or TSDB ID.
 - The majority of records contained in the TSDB have all of their TSDB-to-NCIC and NCIC-to-TSDB activity logged in this report.

Deciphering 'The Dump' Report

Transaction Types/Codes

- EGMT: Add transaction.
- EGMN: Supplemental transaction.
 - Sent using NAM and NIC.
- MGM: Modify transaction.
 - Sent using NAM and NIC, unless the NAM is what is being modified, in which case the NIC and OCA is sent.
- XGM: Cancel transaction.
 - Sent using NIC and OCA.
- XGMN: Cancel a supplemental data field transaction.
 - Sent using NAM and NIC.

Header and transaction lines to the NCIC are in period delimited formats --- each period represents a field in the VGTOF. The following is a partial view of what you would see if you run a 'Dump' Report on TSC ID [REDACTED]

An add/EGMT transaction was sent establishing the record in the VGTOF:

[REDACTED] EGMT [REDACTED]
 [REDACTED]INTRNTL XTMST*IFBI HANDLING CODE
 3*IFBI.H.NONEXP [REDACTED] NONUPSER NC [REDACTED] FULL NAME: [REDACTED]
 [REDACTED]

A supplemental/EGMN transaction was sent adding one AKA and three alternate DOBs to the record:

[REDACTED] EGMN [REDACTED] NAM [REDACTED]
 [REDACTED] AKA [REDACTED]
 [REDACTED] DOB [REDACTED]

A supplemental/EGMN transaction was sent adding one AKA to the record:

[REDACTED] EGMN [REDACTED] NAM [REDACTED]
 [REDACTED] AKA [REDACTED]

A cancel supplemental/XGMN transaction was sent to cancel/delete one AKA and two alternate DOBs from the record:

[REDACTED] KGMN [REDACTED] NAM [REDACTED]
[REDACTED] AKA [REDACTED] DOB [REDACTED]

A modify/MGM transaction was sent to add the subject's height to the record:

[REDACTED] MGM [REDACTED] NAM [REDACTED]
[REDACTED] HGT/511

b6
b7C

A cancel/XGM transaction was sent to cancel/remove the record from the VGTOF:

[REDACTED] XGM [REDACTED]

Who Entered That Record?

- DTE of 20050507 and after with an all numeric OCA are TSC-entered.
 - TSC IDs are the OCAs for records entered or modified beginning in November 2006.
 - TSDB IDs are the OCAs for records entered prior to and not modified after November 2006. (A special project in November/December 2006 reconciled the majority of these, so there should not be too many in the VGTOF.)
- DTE of 20040808 and before with an alpha-numeric OCA are FBI-entered (either by the TREX Unit, the FBI Field Office or the CJIS Division).
- DTE of 20040809 and after with an alpha-numeric OCA may be TSC- or FBI-entered.

For additional indicators, look at the VGTOF 'MIS' field:

- TSDB maps the following data fields to export to the VGTOF 'MIS' field in the following order:
 - MILDETxx or AGDIRxx (if applicable to the record).
 - USPER status
 - TIDE ID (in the 'NC-#####' format, if a TIDE ID exists)
 - Full Name (if the base name of the record was truncated because it exceeded 30 characters)
 - PPT Country(ies)
- The 'MIS' field formatting/mapping, above, does not definitively mean that the TSC entered the record, due to the fact that, in several known instances, the TREX Unit adopted our 'MIS' field data format for FBI investigative subject nominations and, in other instances, they 'commandeered' TSC-entered records and modified them to appear to be FBI-entered records.

Deconfliction

Instances arise wherein an intelligence community entity, normally the FBI, determines an individual to have no nexus to terrorism; however, one or more other entities believe that a nexus exists.

In these instances, NCTC and TSC Analysts work to coordinate a definitive decision by the disagreeing entities.

- If the individual is the subject of an FBI investigation, the FBI 'trumps' the disagreeing agency.
- If the disagreeing agency provides derogatory information that was not addressed by/during the FBI case, the individual will remain watchlisted until such time as the derogatory information is refuted.

What To Send To The VGTOF SME

- Any record being upgraded to, downgraded from or maintained as a Handling Code 1 or 2.
 - Look in the ACS.
 - Look in the NCIC.
 - Look in the TIDE Common Comments for:
 - a Handling Code 1 or 2 statement.
 - Currently only being entered based on the receipt of an FD-930 or at the TSC's request as a result of the Handling Code 1 & 2 Reconciliation Project.
 - a reference to the individual having been indicted in a U.S. Court on a Federal charge.
 - Interpol and other foreign warrants do not, in and of themselves, qualify a person to receive a Handling Code 1 or 2 status.
- Any unique/strange situation for which additional guidance is needed and you are not able to locate a VGTOF SME for consultation.

What NOT To Send To The VGTOF SME

- Records that appear to qualify for export to the VGTOF but are not sent by the NCTC as VGTOF=Y.
 - Conduct the requisite drill-down/review to determine if a valid reason exists to not export the record to the VGTOF. (Hint: There are no valid reasons if minimum entry criteria is met.)
 - If none exists, mark the record as VGTOF=Y citing the reason for the change as 'Individual qualifies for export to the VGTOF' (or something along this line).
 - Making the change in the single review queue and not opening a QA Ticket will ensure that the NCTC receives the change in the Feedback Report (as long as the change is being affected in the single review queue).
- Records that do not appear to qualify for a Handling Code R.
 - Conduct the requisite drill-down/review to determine if the subject qualifies for a Handling Code R.
 - Reference HQ 315-00, Serial 59, dated 07/25/2006.
 - If justification is not found, open a QA Ticket.

Processing Delete Actions For FBI Nominations

- Delete actions, to include those for FBI nominations, need to be thoroughly reviewed.
 - Search the ACS.
 - Search the VGTOF.
- It is not uncommon for the TREX Unit to submit 'Removal' FD-930s to the NCTC when it is inappropriate to do so.
 - The NCTC has not been able to catch and stop all of them.
 - Reference Pages 11 - 12 of this Manual regarding who should and should not be in the VGTOF.
 - If you receive a delete nomination or a modify nomination setting all exports to 'N' wherein the Removal FD-930 was submitted and processed in error, **send the nomination to the TECS SME.**
- It is not uncommon for the TREX Unit to submit 'Removal' FD-930s when it is appropriate to do so; however, they did not remove the FBI-entered record from the VGTOF.
 - Reference Pages 11 - 12 of this Manual regarding who should and should not be in the VGTOF.
 - If you receive a delete nomination in the single review queue wherein the Removal FD-930 was submitted in processed in accordance with existing policy but the TREX Unit did not remove the FBI-entered record from the VGTOF, **print a copy of the VGTOF record and provide it to any OA Analyst for resolution.**

DOCUMENTS 3 & 4

OPCA-20 (12-3-96)

XXXXXX
XXXXXX
XXXXXXFEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET58

Page(s) withheld entirely at this location in the file. One or more of the following statements, where indicated, explain this deletion.

- ☒ Deletions were made pursuant to the exemptions indicated below with no segregable material available for release to you.

Section 552Section 552a☐ (b)(1)☐ (b)(7)(A)☐ (d)(5)☐ (b)(2)☐ (b)(7)(B)☐ (j)(2)☐ (b)(3)☐ (b)(7)(C)☐ (k)(1)☐ (b)(7)(D)☐ (k)(2)☐ (b)(7)(E)☐ (k)(3)☐ (b)(7)(F)☐ (k)(4)☐ (b)(4)☐ (b)(8)☐ (k)(5)☒ (b)(5)☐ (b)(9)☐ (k)(6)☐ (b)(6)☐ (k)(7)

- ☐ Information pertained only to a third party with no reference to the subject of your request or the subject of your request is listed in the title only.
- ☐ Documents originated with another Government agency(ies). These documents were referred to that agency(ies) for review and direct response to you.

Pages contain information furnished by another Government agency(ies). You will be advised by the FBI as to the releasability of this information following our consultation with the other agency(ies).

Page(s) withheld inasmuch as a final release determination has not been made. You will be advised as to the disposition at a later date.

Pages were not considered for release as they are duplicative of _____

Page(s) withheld for the following reason(s): _____

- ☒ The following number is to be used for reference regarding these pages:

NCIC-VGTDF-8368-8425

Documents # 3 + 4
(DRAFT SOPs)

XXXXXX
XXXXXX
XXXXXX
 XXXXXXXXXXXXXXXXXXXX
 X Deleted Page(s) X
 X No Duplication Fee X
 X for this page X
 XXXXXXXXXXXXXXXXXXXX

DOCUMENT 5

Sensitive But Unclassified



STANDARD OPERATING PROCEDURES: Nominations Process

Nominations & Data Integrity Unit

April 23, 2007

Sensitive But Unclassified

TSC STANDARD OPERATING PROCEDURES: Nominations Process**Table of Contents**

I. Introduction	1
II. Supported Systems & Minimum Criteria	2
A. TSA No-Fly & Selectee Lists	3
B. VGTOF & FBI Sole Source	5
C. CLASS	8
D. TUSCAN & TACTICS	9
E. IBIS	10
III. TSC Nominations Process	11
A. File Ingest Procedures	11
B. Single Review Queue	15
C. Subject Matter Expert Review	24
1. TSA No-Fly & Selectee	25
2. IBIS	28
D. Supported System Export	29
1. TSA	30
2. VGTOF	34
3. ACS	35
4. DOS	36
4. IBIS	39
E. Domestic Terrorist Entry Procedure	43
F. Feedback Reporting	54

Appendices

A. Acronyms	58
B. Reference Sheet: Minimum Criteria for TSC Export	59
C. Reference Sheet: Integrated Nominations Process Overview	61
D. No Fly Implementation Guidance	62
E. INA/Category Codes	86
F. U.S. Person Definition	87

Sensitive But Unclassified

Sensitive But Unclassified

TSC STANDARD OPERATING PROCEDURES: Nominations Process

I. Introduction

Six days per week the staff of the TSC Nominations and Data Integrity Unit receive, process and export nominations of known or appropriately suspected terrorists for inclusion in the United States Government's consolidated terrorist watchlist, the Terrorist Screening Database (TSDB). This Standard Operating Procedure (SOP) details this process.

Sensitive But Unclassified

TSC STANDARD OPERATING PROCEDURES: Nominations Process

II. Supported Systems & Minimum Criteria

The Terrorist Screening Database (TSDB) is the United States Government's consolidated terrorist watchlist. TSDB is owned by the TSC and contains biographic information on all known or appropriately suspected terrorists, both Domestic and International. Currently, subsets of TSDB are exported to various entities within government tasked with conducting terrorism screening. The TSC supported systems, databases receiving exported sub-sets of TSDB, currently are as follows:

- **Transportation Security Administration (TSA) No Fly List**
- **TSA Selectee List**
- **NCIC Violent Gang and Terrorist Organization File (VGTOF)**
- **Department of State (DOS) Consular Lookout and Support System (CLASS)**
- **TIPOFF US-Canada (TUSCAN)**
- **TIPOFF US-Australia (TACTICS)**
- **Interagency Border Inspection System (IBIS)**

Descriptions of each supported system and minimum criteria to be considered for TSDB export to them can be found in this section.

Sensitive But Unclassified

Sensitive But Unclassified

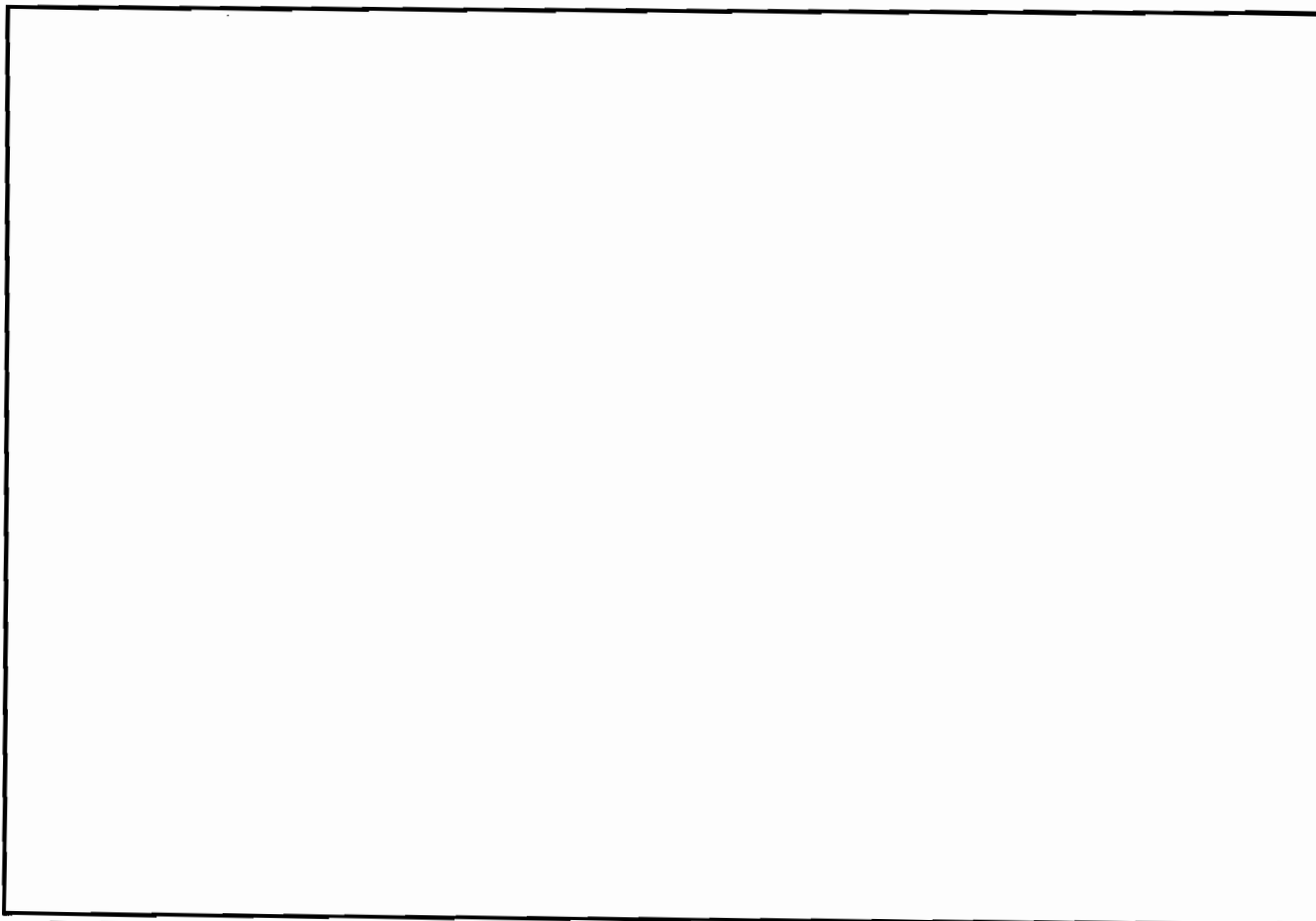
TSC STANDARD OPERATING PROCEDURES: Nominations Process

**II.A: Supported Systems & Minimum Criteria:
TSA No-Fly & Selectee Lists**

Description:

The No Fly & Selectee Lists are sub-sets of TSDB owned by the Transportation Security Administration. These are lists of known or appropriately suspected terrorists used by public carriers, both airline and other modal, to screen their passengers. The No Fly List "is a list of individuals who are prohibited from boarding an aircraft."¹ The Selectee List "is a list of individuals who must undergo additional security screening before being permitted to board an aircraft."²

b3 49 CFR Section 1520.5(a)



¹ <http://www.tsa.gov/research/privacy-faqs.shtml>

² Ibid.

³ See **Appendix D** for a full list of INA Category Codes and their meanings.

⁴ See **Section II.B** for a description of VGTOF Handling Codes

Sensitive But Unclassified

Sensitive But Unclassified

TSC STANDARD OPERATING PROCEDURES: Nominations Process**II.B: Supported Systems & Minimum Criteria:
VGTOF & FBI Sole Source****Description:**

Terrorist records contained in the Violent Gang and Terrorist Organization File (VGTOF), a sub-set of TSDB owned by the Department of Justice, is a segment of the National Crime Information Center (NCIC). NCIC is a vast database queried by federal, tribal, state and local law enforcement agencies in performance of their duties.

Minimum Criteria:

In order for a known or suspected terrorist to be nominated for inclusion in VGTOF, the following biographic information is required:

- **First Name**
- **Last Name**
- **Circa Year of Birth**
 - Historically, exceptions for this requirement have been made by the Federal Bureau of Investigation (FBI), most commonly with Military Detainees (MILDETS) or watchlisting as a result of Attorney General Directive for LEGAT records. (AGDIR)

As with all TSDB records, the nominated individual must be a known or appropriately suspected terrorist. As a result, a derogatory information review on individuals nominated for inclusion in VGTOF must demonstrate a nexus to terrorism, or an active investigation to ascertain whether a nexus to terrorism exists.

Handling Codes

Each individual nominated for inclusion in VGTOF is assigned one of six Handling Codes (HC) based on the investigative status of an individual, their available biographic information or the desire of the FBI to "silently" watchlist the subject. A description of each HC and basic guidance for handling non-standard situations is as follows:

Handling Code 1

Handling Code 1 is reserved for individuals who are the subject of formal indictments. An agency nominating a record for this category must ensure that the arrest warrant is current and active in the Wanted Persons File in NCIC.

Subject should be run in NCIC and Warrant Number should be written in the Edit Systems Identifiers allocated slot in TSDB. If the warrant number is not in NCIC and the

Sensitive But Unclassified

subject has a current valid indictment follow through with the FBI Terrorist Review & Examination Unit (TREX), and or Case Agent to ensure that the subject has been entered into NCIC Wanted file correctly.

Handling Code 2

Handling code 2 is reserved for individuals who meet one of the following criteria:

- Reasonable, articulable suspicion of criminal domestic or international terrorism activity, or
- A commitment from the Department of Homeland Security (DHS) that they will issue a "Detainer" should the individual be encountered by law enforcement, or
- Exigent circumstances which require immediate entry of the record. (A record nominated by an agency under these circumstances will be reviewed on the next business day following the entry of this record.)

Nominations of records to the TSC with this handling code will require a particularized review of the intelligence records by the appropriate individual to determine if any of the above standards are satisfied. **To use Handling Code 2, a review and approval for legal sufficiency by both the Chief Division Counsel and the Office of General Counsel is required for this entry. You must utilize the FBI computer, specifically the ACS section to perform confirmation research. If the case agent has not secured and provided the CDC and OGC approval the subject must be changed to a Handling Code 3 until the legal authority can be provided.**

Handling Code 3 and Handling Code 4 will be analyzed and assessed by the individual analyst.

Handling Code 3

Full Name (no FNU/LNU) and a complete (mm/dd/yyyy) Date of Birth

OR

Full Name (no FNU/LNU) and a true Passport Number

Note: A true Passport Number is defined as not having a 'NONE Number' or 'TSC Number' in the Passport field of the client record. It is not a requirement that a Country of Issuance (COI) be identified in the client record.

Handling Code 4

Name and incomplete DOB

Sensitive But Unclassified

See Handling Code 3 guidance. All other client records not meeting the criteria set forth above, and they are not valid Handling Code 1s, 2s or Silent Hits, shall be designated as Handling Code 4s.

Silent Hit (Routine or Sensitive)

Silent hits are not displayed when using the standard VGTOF query. As law enforcement officers may be unaware of a potential threat when encountering silent hit subjects, armed and dangerous (A&D) subjects will not be included in VGTOF as silent hits. A subject will be deemed A&D if there is derogatory information in the FD-930 indicating the subject is A&D or other available source reporting including EC's, cables, or other intelligence products describes the subject as likely being A&D. TSC will make changes to A&D subjects who have been nominated as a silent hit to the respective VGTOF handling code and notify the case agent and TREX accordingly. Generally, other government agencies (OGA) should not be nominating subjects as silent hits. If OGA nominates a subject as a silent hit, TSC will change the nomination from a silent hit to the respective VGTOF handling code and notify NCTC.

FBI Sole Source

FBI Sole Source records are not considered a separate exported sub-set of TSDB. Instead, these individuals are distinctly identified because, as a result of the FBI terrorist nomination process, they are already entered in VGTOF by TREX prior to their arrival at the TSC. As a result, TSC export to VGTOF is unnecessary. In order to prevent unnecessary duplication of records in VGTOF, these individuals are then marked as FBI Sole Source.

Sensitive But Unclassified

TSC STANDARD OPERATING PROCEDURES: Nominations Process**II.D: Supported Systems & Minimum Criteria:
TUSCAN & TACTICS****Description:**

TIPOFF US-Canada (TUSCAN) and TIPOFF US-Australia (TACTICS) are sub-sets of TSDB shared with the Canadian and Australian governments, respectively.

Minimum Criteria:

In order for an individual to be nominated for inclusion in either TUSCAN or TACTICS, the following biographic information is required:

- **First Name**
- **Last Name**
- **Year of Birth**

Certain other conditions also exist when examining a nomination for inclusion in TUSCAN or TACTICS:

- Dead people are ineligible for inclusion in either list.
- Individuals with Category Code 17 (Spouse or Child of a known or appropriately suspected terrorist) or Category Code 98 (Lost or Stolen Passport) are ineligible for inclusion in either list.⁶
- US Citizens and US Persons⁷ are ineligible for inclusion in either list.
- "Silent" Hits are ineligible for inclusion in either list.⁸
- Canadian Citizens are ineligible for inclusion in TUSCAN.

As with all TSDB records, the nominated individual must be a known or appropriately suspected terrorist. As a result, a derogatory information review on individuals nominated for TSC inclusion in either TUSCAN or TACTICS must demonstrate a reasonable suspicion of ties to terrorism.

⁶ See Appendix D for a full list of INA Category Codes and their meanings.

⁷ See Appendix F for the definition of a US Person

⁸ See Section H.B for a description of VGTOF Handling Codes

Sensitive But Unclassified

TIDE Single Review Queue Selector		Overall Progress	
<p align="center">Unassigned TIDE Nominations</p> <p>Total Nominations: 1 Queue: 1</p> <p>Total Exports: 1 Currently in Progress: 0 Get Next Nomination</p>		<p align="center">TSA</p> <p>General: 0</p> <p>SME: 2</p> <p>Total: 2</p>	
		<p align="center">VGTOF HC 1</p> <p>General: 0</p> <p>SME: 1</p> <p>Total: 1</p>	
		<p align="center">VGTOF HC 2</p> <p>General: 0</p> <p>SME: 1</p> <p>Total: 1</p>	
		<p align="center">IBIS</p> <p>General: 4</p> <p>SME: 2</p> <p>Total: 6</p>	

Total – total for the given export eligibility or handling code

- TSC**

Modify Password | Contact | Logout: tscas2@WACCARO

Search | Register | Import | Nomination

Single Review Queue

TIDE Alias Group ID: 0 Refresh Cancel Delete


Edit System Identifiers Reject this Identity

TIDE ID	Name	DOB	Passport (Citizen)	US Person	N/A	Handling Codes	VICTOR	ISB	UASAT	TSANP	TSASEL	TS	Export Eligibilities
Type	Silent Hit:	No	Z	NO	19	3							
Version 1	Case02, Eight		11111111R008										
View Nom			11111111Z008										
Valid Previous	Given Name Surname DOB	Passport (Citizen)	Previously: UNKNOWN UNKNOWN	N/A	UNKNOWN	UNKNOWN	UNKNOWN	UNKNOWN	UNKNOWN	UNKNOWN	UNKNOWN	UNKNOWN	UNKNOWN
New	Eight Case2	21111111R008	NO	19	3								
New	Eight Case2	11111111Z008	NO	19	3								

Overall Problems There are no valid cartesians; Please select at least one cartesian

Overall Problems

Previous Values

Note:
The  button returns the record to the queue without saving changes made to it.

Sensitive But Unclassified

8. The nomination including the export recommendations as modified by the import business rules is displayed across the top of the screen. Previous values, if applicable, for the VGTOF handling code, the Silent Hit indicator, the INA code, and the export recommendations are displayed below that.
9. The light pink boxes indicate export eligibilities that are selected for "Post" but which do not currently have a valid Cartesian which qualifies. Scrolling over these boxes brings up a pop-up message indicating this.

Single Review Queue

TIDE Alias Group ID: 0

Buttons: Reset, Refresh, Cancel, Defer

Form Fields:

- TIDE ID: [Redacted]
- Name: [Redacted]
- DOB: [Redacted]
- Passport (Citizen): [Redacted]
- US Person: [Redacted]
- INA: [Redacted]
- Handling Codes: [Redacted]
- Export Eligibilities: [Redacted]

Valid Previous	Given Name	Surname	DOB	Passport (Citizen)	Previous
<input type="checkbox"/>	Eight	Case2	[Redacted]	2111112GR111 (GR)	UNKNOWN
<input type="checkbox"/>	Eight	Case2	[Redacted]	2111112GR111 (GR)	UNKNOWN
<input type="checkbox"/>	Eight	Case2	[Redacted]	2111112GR111 (GR)	UNKNOWN

Overall Problems: There are no valid cartesians; Please select at least one cartesian

b6
b7c

10. The resulting Cartesians are listed below the nomination. Overall problems are listed under the Cartesians.
11. The "Previous" column next to each Cartesian indicates the Cartesian's previous validity. Previous validity can take one of three forms:
- **Valid**--the previous version of the Cartesian was marked "Valid"
 - **Invalid**--the previous version of the Cartesian was marked "Invalid"
 - **New**--this Cartesian is new and there is no previous version

Note: SRQ will present "Modify" nominations that have not been previously seen in the queue as "New".

Sensitive But Unclassified

12. The button opens the Identity Analysis History Report in a new window allowing you to see the history of the TIDE ID.

b6
b7c

13. Each Cartesian initially appears without a check mark (✓) in the “Valid” box and will not show its export eligibilities. You should consult the source information available in TIDE Online to verify which Cartesian records are valid.
14. Check the “Valid” box for each valid Cartesian which is supported by the source information.
15. Click the button to run the valid Cartesians against the business rules. The refreshed screen shows the results of the Cartesians being run against the business rules for the selected export eligibilities. Boxes with a check mark in them indicate customers set to receive the given Cartesian records.
16. Verify the export eligibilities, VGTOF handling code, Silent Hit indicator, INA code, and the US Person indicator for the Cartesians making the appropriate changes to the nomination. Whenever you modify any of these fields, you will be prompted to add comments explaining the reason for the change.

Sensitive But Unclassified

17. For training purposes, suppose you decide to change the VGTOF handling code to 1.⁹ A comment box appears for you to enter a reason for changing the handling code.

b6
b7c

18. Click the **Save Comment** button to save the comment. A pencil icon appears next to the VGTOF handling code label indicating a change to the version of the nomination sent from TIDE.
19. Click the **Refresh** button to run the valid Cartesians against the business rules. The refreshed screen shows the results.

⁹ NOTE: This is for demonstration purposes only. Current protocol dictates that all Handling Code 1 and 2 nominations are deferred to the VGTOF Subject Matter Experts (SMEs) for verification and entry of code-specific data. Details on how to defer a record can be found later in this section.

Sensitive But Unclassified

Sensitive But Unclassified

Forwarding Nomination to SME

There are five basic situations in which a User should forward a SRQ record to a Subject Matter Expert (SME) in one of four areas (TSA, VGTOF, DOS, IBIS):

1. If the User is unable to validate export eligibility for a Supported System, or is unsure if a nominated individual qualifies for export to that System, the record should be deferred to the most appropriate SME.
2. If a nominated individual is exported to TSC with a Handling Code of 1 or 2—or the User believes the individual meets the criteria for either Handling Code—then the record must be deferred to the VGTOF SME for validation & processing.
3. If the User recommends any change to a nominated individual's TSA No-Fly or Selectee eligibility, then the record must be deferred to the TSA SME for appropriate coordination or notification. (See TSA SME Section for details on NCTC notification and "72-hour" coordination rule.)
4. If the User recommends any change to a nominated individual's TUSCAN or TACTICS eligibility, then the record must be deferred to the DOS SME for review and concurrence.
5. If the User believes that the exported nomination, or modification, should be rejected for any reason, then the record must be exported to the IBIS SME for further review and concurrence prior to TSC action.

If the nominated individual meets any of the above criteria, or the User feels that the record requires examination by a more experienced Analyst then the record can/should be deferred to a SME as follows:

1. Click the **Defer** button to forward the nomination to a SME.

Modify Password | Contact | Logout: tscas2/BVACCARO

Search | Report | Import | Nomination

Single Review Queue

TIDE Alias Group ID: 0

Set Refresh Cancel **Defer**

Edit System Identifiers Reject this Identity ☐

TIDE ID	Name	DOB	Passport (Citizen)	US Person	INA	Handling Codes	Export Eligibilities
Version 1 Type: A Silent Hit: NO	ase2, Eight		CIT: GP PPT 211111256008 (GP) PPT 111111256008 (IZ) CIT: IC	NO	19	1	TUSCAN <input checked="" type="checkbox"/> TACTICS <input checked="" type="checkbox"/> CLASS PPT <input checked="" type="checkbox"/> IBIS <input checked="" type="checkbox"/> FBIS <input checked="" type="checkbox"/> VGTOF <input checked="" type="checkbox"/> TSANOF <input checked="" type="checkbox"/> TASCAL <input checked="" type="checkbox"/> SF <input checked="" type="checkbox"/>
Valid Previous	Given Name Surname	DOB	Passport (Citizen)	Previous	UNKNOWN	UNKNOWN	N/A
<input checked="" type="checkbox"/> New	Eight Case2		PPT 211111256008 (GP) PPT	NO	19	1	UNKNOWN UNKNOWN UNKNOWN UNKNOWN UNKNOWN UNKNOWN UNKNOWN
<input type="checkbox"/> New	Eight Case2		111111256008 (IZ)	NO	19	1	

b6
b7c

Sensitive But Unclassified

Sensitive But Unclassified

2. A pop-up window appears. Add a comment in the comment box explaining why the nomination is being forwarded to the SME. Then select the SME to whom you want to forward the nomination. There are SMEs for TSA, Department of State, VGTOF, and IBIS.
3. Click the **Defer** button to defer the nomination.

TSDB Import
Single Review Queue SME Selection

Note: any nominations marked for rejection on the previous screen will not be rejected when forwarded to SME. Possible reasons for rejection can be put in the forwarding reason.

Forwarding Reason

SME To: [dropdown]
[Defer] [Cancel Defer]

Note: if you decide not to forward the nomination, click the **Cancel Defer** button.

Sensitive But Unclassified

TSC STANDARD OPERATING PROCEDURES: Nominations Process

III.C: Subject Matter Expert Review

Within the Nominations and Data Integrity Unit, individuals that have a great deal of experience in an area or are a designated representative from their parent agency are considered Subject Matter Experts. (SMEs) The NDIU currently has four different types of SMEs: TSA, VGTOF, Department of State and IBIS. SMEs serve primarily as a point of reference for SRQ users in one of three ways:

- A SME is the primary point of contact for SME users who require guidance as to interpretation of minimum criteria, derogatory threshold requirements and guidance documents for their respective areas. Often a SRQ user can obtain clarification on proper watchlisting protocol in an area, resolving a potential issue prior to completion of the record. If an issue requires a greater level of analytical ability and cannot be resolved by the SRQ user, records within the SRQ may be deferred directly to a SME for final resolution.
- SMEs are, in most cases, the final authority with regard to watchlisting within their respective supported systems. Should a SRQ user believe a change in watchlisting status be required in TSA No Fly or Selectee lists, or the Department of State's TUSCAN or TACTICS programs, they must defer the record to the respective SME for review. In the narrative box required upon deferral, the SRQ user must enter the recommended change as well as the basis for their recommendation.
- SMEs also act as a point-of-contact with outside parties with regard to their respective supported systems. In some cases the SME coordinates the data export to the system, feedback to nominating parties and responds to inquiries regarding their system from other TSC customer agencies.

Sensitive But Unclassified

TSC STANDARD OPERATING PROCEDURES: Nominations Process

**III.D.2: Supported System Export
VGTOF**

Records that are received, reviewed and validated via the SRQ are ingested into the TSDB. After being ingested into the TSDB, records whose VGTOF Export Eligibility is 'Y' are routed to NCIC-VGTOF electronically.

Records that are manually entered into the TSDB—as is the case with expedited and Domestic Terrorist (DT) nominations—and whose VGTOF Export Eligibility is 'Y' are directed to the VGTOF Review Queue. When the record is reviewed and accepted in the VGTOF Review Queue, it is routed to NCIC-VGTOF electronically.

Existing records that are modified within the TSDB whose VGTOF Export Eligibility is 'Y' are directed to the VGTOF Review Queue. When the record is reviewed and accepted in the VGTOF Review Queue, it is routed to NCIC-VGTOF electronically.

In June 2005, near-real-time transactional capability between the TSDB and NCIC-VGTOF was established. This connectivity allowed for the transmission of a transaction (add, modify or delete) to VGTOF and receipt of NCIC's response in approximately 60 seconds. With the release of the SRQ, the TSDB's near-real-time transactional capability with NCIC-VGTOF was negated inasmuch as rather than the records whose VGTOF Export Eligibility is 'Y' being submitted to NCIC-VGTOF after it is reviewed and accepted, all records in the SRQ are ingested into the TSDB at one time so a queue is formed sending the transactions one at a time. Transaction times now vary from several hours to in excess of one day or longer if there are transmission difficulties. With the planned release of TSDB v1.9 (scheduled for late-August 2006), near-real-time transactional capability between the TSDB and NCIC-VGTOF should be restored; however, the capability will always be hindered should transmission difficulties exist.

Sensitive But Unclassified

TSC STANDARD OPERATING PROCEDURES: Nominations Process**III.E: Domestic Terrorist Entry Procedures**

This section details the process whereby known or appropriately suspected Domestic Terrorists (DTs) are entered into TSDB and identifies the TSDB fields in which record data received on a DT FD-930 form should be entered to enable the form data to be transmitted systematically to NCIC/VGTOF.

1 Purpose

Through the implementation of the TSDB 1.4 project, a DT record received by TSC via an FD-930 form can be entered into both TSDB and NCIC/VGTOF with a single manual data entry point. By entering the FD-930 form data into TSDB using the instructions and guidelines in this document, a formatted GMC transaction will be generated for systematic real-time transmission to NCIC/VGTOF.

2 Responsible Parties

The responsible parties for carrying out the guidelines of this procedures document are the FBI representatives assigned to the TSC Nominations staff.

3 Required Equipment/Tools

To complete the procedures defined in this document, the user will need access to the production TSDB client/server interface (TSDB 1B) and, optionally, the TSDB 1.4 reports interface. The reports interface is not required for the entry of DT records into TSDB; rather, it provides the user with feedback regarding both data values that may not have been transmitted to NCIC due to formatting errors and the status of the NCIC transactions a user generates and transmits through his or her actions with the TSDB 1B interface.

4 Entering DT FD-930 Forms into TSDB

The TSDB 1B Client screen and Bio List provide the necessary fields to enter all FD-930 form data into a single record for transmission to NCIC. The following sections address each of the pieces of the FD-930 form and identify the TSDB fields in which FD-930 form data should be entered to enable the data to be transmitted to NCIC.

4.1 Mandatory Fields

The first section of the FD-930 form contains the mandatory data fields for creation of the record, as shown in the figure below.

Sensitive But Unclassified

FD-930 (Rev. 8-10-04)

**NCIC Violent Gang and Terrorist Organizations File (VGTOF)
Gang Member Entry Form**

(NCIC Gang Group and Subgroup codes are activated (not entered) by the FBI CJIS Division at telephone number 304-625-3000 and fax number 304-625-5393. Once activated, the Gang Group and Subgroup codes must be entered into NCIC by the originating agency's NCIC operator. After the Gang Group and Subgroup the member belongs to has been entered, the gang member record may then be entered into NCIC by the originating agency.)

☐ Initial Submission ☐ Supplemental Initial Submission ☐ Removal

MANDATORY FIELDS* Date _____

<input type="checkbox"/> Gang Member <input type="checkbox"/> Terrorist Member		Sex _____	Race _____
Name _____	Height _____	Weight _____	Eye _____
			Hair _____
Gang _____	Subgroup _____		
File # _____	Entry Criteria Code _____		
(OCA: _____) (Must be A, G, or H or any 2 character combination of B, C, D, E, F, G, or H)			

* ENTER AT LEAST ONE OF THE FOLLOWING (Please see reverse side for details)

To enable data from these fields to be transmitted systematically to NCIC via TSDB 1.4, enter the data as follows:

Submission Type

The type of submission marked on the FD-930 form does not need to be entered into a field in the TSDB record. However, it will determine whether a new TSDB record should be created or an existing record should be modified, deleted, or marked as ineligible for VGTOF.

Gang Member/Terrorist Member Checkbox

By default, all transactions submitted from TSDB to NCIC are sent as Terrorist Member transactions. There is no field in TSDB that will allow you to override this value in the NCIC transaction that is sent.

Name

The primary name on the FD-930 form should be entered into the **First Name** and **Last Name** fields on the TSDB Main Client screen.

Sex

The value entered in the Sex field of the form should be entered into the TSDB Main Client screen **Sex** field only if the value is M or F. If the form indicates the subject's sex is unknown, leave the TSDB field blank.

Race

Enter the subject's race into the TSDB Bio List using the **Race** bio code entry. TSDB 1.4 will automatically convert the text value to the proper NCIC code (e.g., White will be transmitted as 'W', Asian as 'A'). If the subject's race is unknown, do not enter a value in the Bio List—TSDB 1.4 will send 'U' when no race value exists in the record.

Height

Enter the subject's height into the TSDB Bio List using the **Height** bio code entry. Enter the subject's height in inches only (i.e., if the subject is 6' 1" enter 72). TSDB 1.4 will convert the value to the NCIC height format.

Sensitive But Unclassified**Weight**

Enter the subject's weight into the TSDB Bio List using the **Weight** bio code entry. The weight should be entered in pounds, and should include only the numeric value (i.e., '210' not '210 lbs.').

Eye

Enter the subject's eye color into the TSDB Bio List using the **Eyes** bio code entry. Eye color can be entered using either the NCIC code or the full text of the color. For example, both 'BROWN' and 'BRO' can be entered in TSDB.

Hair

Enter the subject's hair color into the TSDB Bio List using the **Hair** bio code entry. Hair color can be entered using either the NCIC code or the full text of the color. For example, both 'BROWN' and 'BRO' can be entered in TSDB.

Gang

The Gang value that is sent from TSDB 1.4 in the NCIC transaction is determined by the presence or absence of a TIPOFF/TIDE ID in the record. If the record has a TIDE ID, the NCIC transaction will be sent using the International Extremist gang code; if there is no TIDE ID, the Domestic Extremist code will be sent as the gang affiliation. There is no need to manually enter a Gang value in the TSDB record for DT FD-930 forms.

Subgroup

The Subgroup value that is sent from TSDB 1.4 in the NCIC transaction is automatically generated based on: 1) the record's VGTOF Handling Code, and 2) whether the record is IT or DT based on the existence of a TIDE ID. The value string required in the Subgroup position in the NCIC transaction will be automatically generated by TSDB 1.4, and does not need to be entered into the TSDB record.

File #

Enter the case file number (OCA) in the **OCA** field on the TSDB Main Client screen.

Entry Criteria Code

You can enter the ECR value from the FD-930 into the TSDB Bio List using the **FBI ECR** bio code entry. If you do not enter an ECR value in the TSDB record, TSDB 1.4 will use the default ECR value of 'H' in the generation and transmission of the NCIC transaction.

Sensitive But Unclassified**4.2 Additional Identifiers**

The next section of the FD-930 form provides the additional identifier information for the record, as shown in the figure below.

File # _____ Social Security Number (SOC #) _____
(OCA) (Must be A, G, or H or any 2 character combination of B, C, D, E, F, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z)

AND AT LEAST ONE OF THE FOLLOWING (Please see reverse side for more information.)

DOB _____ SOC # _____ Place of Birth _____
(Date of Birth) (Social Security Number)

USPER or non-USPER _____ FBI # _____ Miscellaneous # _____

Operator's License #, State, and Year of Expiration _____
(Must contain all 3 items)

License Plate #, State, Year of Expiration, & Type _____
(Must contain all 4 items)

Vehicle # (VIN), Year Manufactured, Make, Style _____
(Must contain all 4 items-May include Model and Color of vehicle with these items)

OPTIONAL FIELDS

To enable data from these fields to be transmitted systematically to NCIC via TSDB 1.4, enter the data as follows:

Date of Birth (DOB)

Enter the subject's primary date of birth on the TSDB Main Client screen in the **DOB** field. If additional dates of birth are listed on the FD-930, these should be entered in the Bio List under the **ALT DOB** bio code entry using the same format as the **DOB** field (ddMONyyyy).

Social Security Number (SOC #)

Enter the subject's social security number in the Bio List under the **Social Security Number** bio code entry. If an FD-930 contains multiple SOC values, enter each value as a separate entry in the Bio List. The social security number value may be entered with or without hyphens; TSDB 1.4 will strip out any hyphens when it generates the NCIC message.

Place of Birth

Enter the subject's place of birth in the Bio List under the **FBI POB** bio code entry. If an FD-930 contains multiple POB values, enter each value as a separate entry in the Bio List.

USPER or non-USPER

The subject's US Person status should be entered in the **US Person** field on the TSDB Main Client screen as either 'YES' for a USPER or 'NO' for a non-USPER. This value will be entered in the MIS field in the NCIC message.

FBI Number

Enter the subject's FBI Number in the Bio List under the **FBI Number** bio code entry.

Sensitive But Unclassified**Miscellaneous Numbers**

If the MNU is a passport, enter the value in the **Passport** field on the TSDB Main Client screen. Do not enter the 'PP-' prefix, as it will be added to the passport number when the NCIC message is generated. Also, if an issuing country is identified for the passport number, enter it in the Main Client screen **COI** field. (Note: If the FD-930 does not have a passport number with an issuing country, you will need to enter 'XXX – Unknown' as the COI in order to save the record.)

If the FD-930 contains multiple passport numbers, the additional values should be entered in the Bio List using the **ALT PPT** bio code entry. Additional information for alternate passport entries can be entered using the **PPT INFO** bio code; however, this data does not map to the NCIC messages and would need to be entered directly into the VGTOF record.

For MNU values other than passports, the Bio List contains several codes that correspond to the MNU prefixes. When using these bio codes, enter the value exactly in its normal format. Do not enter the prefix in the field, as it will be added during the generation of the message. Also, do not drop any alphabetic characters from the military serial numbers, as they will be removed during the message formatting (e.g., for an Air Force Serial Number, when you enter RA1234567 in the Bio List, the NCIC message will send AF-1234567).

The list of Bio Codes that correspond to the non-passport MNU types are listed in the following table.

VGTOF MNU	VGTOF CODE	TSDB BIO CODE
Air Force Serial #	AF	
Air National Guard Serial #	AS	
Alien Registration #	AR	ALIEN REGISTRATION #
Army Serial #	AS	ARMY OR NG SERIAL #
Canadian Social Insurance #	CI	
Marine Corps Serial #	MC	
Mariner's Document or ID #	MD	
National Guard Serial #	AS	ARMY OR NG SERIAL #
Navy Serial #	NS	
Originating Agency Police or ID #	OA	VGTOF ORIGINATING AGENCY #
Personal ID # (State-issued)	PI	PERSONAL IDENTIFICATION #
Port Security Card #	PS	
RCMP ID or Fingerprint Section #	MP	
Selective Service #	SS	
U.S. Coast Guard Serial #	CG	
Veterans Administration Claim #	VA	

Sensitive But Unclassified**Operator's License Information**

Operator's license data from the FD-930 form can be entered into the Bio List using either the **Drivers License** or the **Operator License** bio codes. All three values for the license information need to be entered into the same Bio List entry in a specific format to enable TSDB 1.4 to format the data into the NCIC message. Each element of the Operator License data set must be preceded by its 3-character NCIC field code and a colon, and each code-value pair should be separated on the line by a single space, as in the following example:

OLN:123456789 OLS:TX OLY:2008

The state value can be entered using either the NCIC code or the full state name. If one of the three values in the data set is not listed on the FD-930, enter the field code and colon only. Because NCIC requires all three elements to accept an Operator License, if not all license data is entered TSDB 1.4 will not include any of the license information in the message it generates for transmission.

Note: For the purposes of making it possible to provide driver's license information to other customers in the future, it is preferred that when the license information pertains to an automobile driver's license the data should be entered using the **Drivers License** bio code. This will provide an additional level of specificity within TSDB.

License Plate Information

Vehicle license plate data from the FD-930 form can be entered into the Bio List using the **Vehicle License** bio code. All four values for the license plate information need to be entered into the same Bio List entry in a specific format to enable TSDB 1.4 to format the data into the NCIC message. Each element of the Vehicle License data set must be preceded by its 3-character NCIC field code and a colon, and each code-value pair should be separated on the line by a single space, as in the following example:

LIC:ABC123 LIS:NY LIY:2006 LIT:PC

The state value can be entered using either the NCIC code or the full state name. If one of the four values in the data set is not listed on the FD-930, enter the field code and colon only. Because NCIC requires all four elements to accept a Vehicle License, TSDB 1.4 will not include any of the license plate information in the message it generates for transmission if all license plate data is not present in the Bio List entry.

Vehicle Information

Vehicle information from the FD-930 form can be entered into the Bio List using the **Vehicle** bio code. All six values for the vehicle information need to be entered into the same Bio List entry in a specific format to enable TSDB 1.4 to format the data into the NCIC message. Each element of the vehicle data set must be preceded by its 3-character NCIC field code and a colon, and each code-value pair should be separated on the line by a single space, as in the following example:

**VIN:ABCD1234 VYR:2002 VMA:TOYOTA VMO:COROLLA VST:SEDAN VCO:
BLACK**

NCIC-VGTOF-8448

Sensitive But Unclassified

Sensitive But Unclassified

The vehicle information values can be entered using either the NCIC code or the full text of the data. For example, the same information above could be entered as:

VIN:ABCD1234 VYR:2002 VMA:TOYT VMO:COA VST:SD VCO:BLK

If one of the values in the data set is not listed on the FD-930, enter the field code and colon only. Because NCIC requires the VIN, Year, Make and Style elements to accept a Vehicle entry, TSDB 1.4 will not include any Vehicle information in the NCIC message if any of these four elements are not present in the Bio List entry. The Vehicle Model and Color values are optional, and the Vehicle info will be sent even if they are not entered. However, the 3-character field codes need to be included in the Bio List entry to enable TSDB 1.4 to properly parse the data for creation of the NCIC message.

4.3 Optional Fields

The final section on the front page of the FD-930 form provides the optional fields for the record, as shown in the figure below.

(Do not contain all + new items)

OPTIONAL FIELDS		
SKN _____ (Skin Tone)	POB _____ (Place of Birth)	FPC _____ (Fingerprint Class)
SMT _____ (Scars, Marks, Tattoos, & Other Characteristics)		
CMC _____ (Caution Medical Conditions)	DOP _____ (Date of Purge)	NOA _____ (Notify Originating Agency)
Miscellaneous _____ _____ _____		
Additional Identifiers Aliases _____ _____ _____		
NCIC Number: _____		Supporting Document Serial #: _____

1 - _____ Route to VGTOF Sub File in Substantive Case File (with supporting documentation (i.e., FD-302))
(File Number)

1 - 66- _____ After entry into NCIC forward to Field Office Control File
(File Number)

* In addition to these mandatory fields, one numeric field must be completed before the entry will be accepted by NCIC

** These fields are not mandatory for NCIC entry; however, CID and CTD requires the completion of these fields upon availability.

*** In the miscellaneous field, include at least the following: case agent and contact phone number, subject's USPER status, and subject's country of citizenship, if known.

To enable data from these fields to be transmitted systematically to NCIC via TSDB 1.4, enter the data as follows:

Skin Tone

Enter the subject's skin tone into the TSDB Bio List using the **Skin Tone** bio code entry. TSDB 1.4 will automatically convert the text value to the proper NCIC code (e.g., Olive will be transmitted as 'OLV', Light as 'LGT'). If the subject's skin tone is unknown, do not enter a value in the Bio List.

Sensitive But Unclassified**Place of Birth**

Enter the subject's place of birth in the Bio List under the **FBI POB** bio code entry. If an FD-930 contains multiple POB values, enter each value as a separate entry in the Bio List. Place of birth data is entered using a format similar to vehicle and driver's license information, as shown in the following examples.

Locality:Albany StateOrProvince:NY Country:US

Each element tag is necessary only if there is a value for that element (i.e., if no city is listed, you do not need to enter 'Locality:' in the field). The value for StateOrProvince needs to be entered using the two-character NCIC code. TSDB 1.4 will send this value in the NCIC message when it exists in the bio entry.

The Country value must be entered either as the country full name, or the two-letter FIPS country code that is part of the TWPDES standard. The FIPS code is required instead of the NCIC code for country because the place of birth data in records received from TIDE follows the FIPS country code list and is written to the same bio code. When a country code is entered TSDB 1.4 will assume it is a FIPS country code and will translate it to the corresponding NCIC code when there is no StateOrProvince value to send for place of birth.

Fingerprint Classification

Enter the subject's fingerprint classification into the TSDB Bio List using the **FBI FP Desc** bio code entry. TSDB 1.4 does not perform any translation of this value in creating the NCIC message, so the fingerprint classification value you enter must be in the format required by NCIC or it will not be sent. If the subject's fingerprint classification is unknown, do not enter a value in the Bio List.

Scars, Marks, and Tattoos

There are several Bio List codes that are used when entering SMT data from the FD-930 record. For example, if the SMT value is a scar, enter the value using the **Scars** bio code; if it is a tattoo, enter the value under the **Tattoos** bio code. The other bio code entries that will map to the NCIC SMT field code are **Glasses** and **Physical Deformities**. SMT information can be entered using either the NCIC codes or the full text description.

Cautions & Medical Conditions

Enter any CMCs for the subject in the Bio List under the **FBI CMC** bio code entry. If an FD-930 contains multiple CMC values, enter each value as a separate entry in the Bio List. Enter the text value for the CMC in the bio entry, and TSDB 1.4 will automatically convert the text value to the proper NCIC numeric code. For example, if you enter 'Armed and Dangerous' as a FBI CMC, the NCIC transaction will send the '00' code.

Date of Purge

All NCIC transactions sent from TSDB are sent with the 'NONEXP' date of purge value. There is no field in TSDB that will store an overriding purge date.

Notify Originating Agency

All NCIC transactions sent from TSDB are sent with the NOA value set to 'Y'. This value cannot be overridden.

Sensitive But Unclassified**Miscellaneous**

Currently, TSDB 1.4 is configured to automatically write certain information to the NCIC MIS field, included the subject's passport country, full name (if it exceeds the 30 character limit), TIDE ID (for IT records only), and US Person status. FBI Agent point of contact information that needs to be included in the MIS field should be entered into the Bio List using the ??? bio code entry.

Additional information that would normally be entered into the MIS field (e.g., additional detail for SMTs such as tattoo designs, etc.) can be entered into TSDB using the **FBI Comments** bio code entry. However, TSDB 1.4 is not currently set up to include data from the **FBI Comments** in the messages it transmits to NCIC due to QA concerns over the data that currently exists in this field for some TSDB records.

Therefore, at this time any detailed information that is placed in the FBI Comments field in TSDB during data entry from an FD-930 form will also need to be manually entered into the NCIC record once TSDB 1.4 has successfully sent the transaction.

(This issue is currently being assessed, and will be resolved in a future release.)

Additional Identifiers/Aliases

Additional identifying information (e.g., additional vehicles, Social Security Numbers, or MNUs) should be entered in the same manner as the original value for that field. If the original value is entered in a Main Client screen field that allows only one value, such as DOB, enter the additional values in the corresponding Bio List field.

Aliases and variant names should be entered in the Bio List under the **FBI AKA** bio code entry in 'Last Name, First Name' format. If an FD-930 contains multiple variant name values, enter each value as a separate entry in the Bio List.

NCIC Number

There should be no need to enter an NCIC ID from an FD-930 form into TSDB. If the FD-930 is a new entry, it will not have an NCIC ID listed on the form. If it is a modify, supplement or cancel submission, the NCIC ID listed on the form—if present—can be used to retrieve the TSDB record that corresponds to the FD-930 form.

Supporting Document Serial Number

TSDB does not support the Supporting Document Serial Number field.

4.4 Handling Code and Other Watchlist Recommendations

The Handling Code assignment and watchlist recommendation checkboxes on the second page of the FD-930 (as shown below) must also be entered into the TSDB record.

Sensitive But Unclassified

VGTOF Handling Code recommendation for terrorism cases:

#1 _____ #2 _____ #3 _____ #4 _____ Routine Silear Hit _____

Other Terrorist Screening Databases

It is recommended the subject NOT be entered into the following selected terrorist screening databases:

☐ Consular Lookout and Support System (CLASS)

☐ Interagency Border Information System (IBIS)

☐ TSA No Fly List

☐ TSA Selectee List

☐ TUSCAN

☐ TACTICS

All subjects of international terrorism investigations (BIS classification) -- both ~~Domestic~~ Foreign and Full Investigations -- shall be

To enter the data from this section of the form, use the following information.

VGTOF Handling Code

Enter the VGTOF Handling Code for the subject in the VGTOF Eligibility window that can be opened from the Main Client screen.

Watchlists

For a new TSDB record, all export eligibilities are set to 'N' by default. If a watchlist checkbox on the FD-930 is checked, you do not need to set the eligibility field; if a watchlist's checkbox is blank on the form, enter a 'Y' in the appropriate eligibility field on the TSDB record. Also, set the VGTOF eligibility to 'Y' when you create the record.

5 DT Record Review and Transmission

Once you have entered all of the FD-930 form data and saved the record in TSDB, you will need to review and accept the record for transmission to NCIC via the VGTOF Review form. The review process for the DT records works in the same manner as the existing VGTOF review. Once you bring up the record in the Review screen and accept it for export, TSDB 1.4 will format and send the message to NCIC, receive the response, and, if the transaction is successful (i.e., and add or duplicate add), will post the NCIC ID back to the TSDB record. If the record contains multiple values for one or more fields, TSDB 1.4 will automatically generate and submit the appropriate supplemental entry transactions to send the additional data to NCIC.

6 Creating Additional Records for Other Watchlists

If a record created from an FD-930 form has multiple names that were entered as **FBI AKA** values, the final step in the data entry process is to create additional TSDB records for each of the alias names. This will enable the additional names to be both queried via the Fuzzy

Sensitive But Unclassified

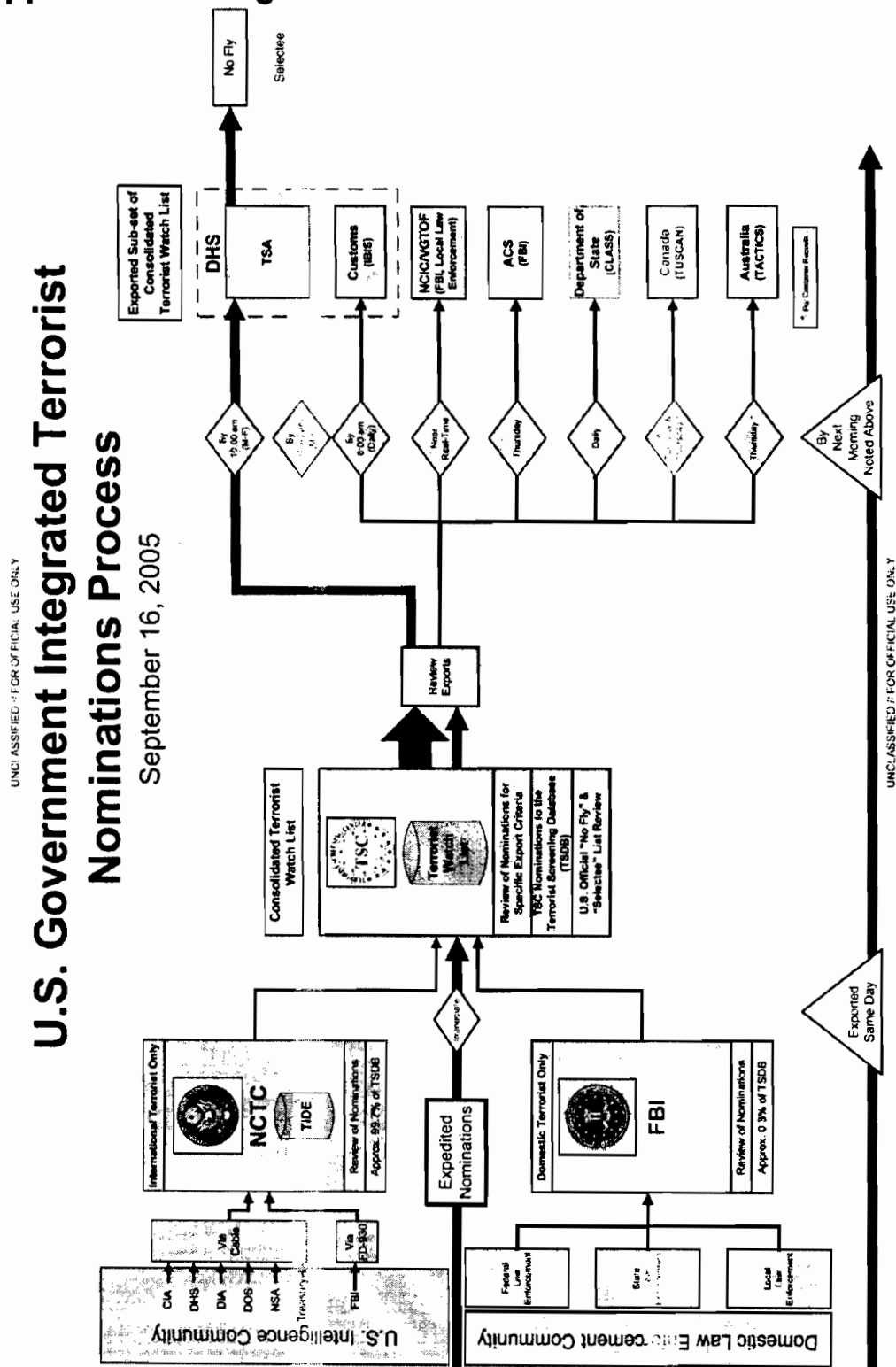
Finder tool and exported to other customer watchlists. The alias records should not be created until the primary record has been transmitted to NCIC and the NCIC ID has been posted back into the primary record. Once the primary record displays the NCIC ID on the Main Client screen, perform the following steps to create the alias records.

1. Display the primary record on the Main Client screen.
2. In the Alias block at the center of the screen, double-click the first blank field in the Passport column. A Create Alias window will display.
3. In the Create Alias window, enter the alias name and the country value you entered for the primary record (unless the alias record will have a different passport number with a different country value) in the appropriate fields and click OK.
4. The newly created record should display on the Main Client screen. Copy and paste the NCIC ID from the primary record into the **NCIC ID** field in the alias record. Also, the alias record will be created with a system-generated 'TSC' passport number. If the FD-930 contains actual passport numbers, you can copy and paste (or directly type) the passport number into the alias record.
5. To complete the creation of the alias record, change the VGTOF export eligibility flag to 'N' and the FTTTF eligibility flag to 'Y', then save the record. This will identify the record as an alias record and will prevent duplicate information from being sent to NCIC. All other export eligibility flags should match the eligibilities of the primary record.
6. Repeat this process for any additional alias/aka names, alternate dates of birth, and alternate passport numbers on the FD-930 form.

Sensitive But Unclassified**TSC STANDARD OPERATING PROCEDURES: Nominations Process****Appendix A. Acronyms**

ACS	FBI Automated Case Support System
AGDIR	Attorney General Directive watchlisting
CBP	US Customs and Border Protection
CLASS	DOS Consular Lookout And Support System
DHS	Department of Homeland Security
DOS	Department of State
DOJ	Department of Justice
DT	Domestic Terrorist/Terrorism
EXC	Exclude from System Export in SRQ
FBI	Federal Bureau of Investigation
FBINET	FBI Secret-Collateral Operational Network
FOUO	Unclassified // For Official Use Only
HC	VGTOF Handling Code (Followed by 1-4, R or S)
IBIS	Interagency Border Inspection System
INR	DOS Bureau of Intelligence and Research
INRISS	DOS INR Information Support System SCI Operational Network
ISSO	TSC Information Systems Security Officer
IT	International Terrorist/Terrorism
LEO	Law Enforcement Officer
MILDET	Military Detainee
NCIC	National Crime Information Center
NCTC	National Counterterrorism Center
NOL	NCTC Online Collaboration Area
OGA	Other Government Agency. Can refer to any government entity except FBI.
POS	Post. Include in System Export in SRQ
SBU	Sensitive But Unclassified
SCION	FBI SCI Operational Network
SME	Subject Matter Expert
SRQ	Single Review Queue
TACTICS	TIPOFF US-Australia
TIDE	Terrorist Identities Datamart Environment. Database containing derogatory information on all IT subjects.
TIPOFF	Database now known as TIDE
TREX	FBI Terrorist Review & Examination Unit
TSA	Transportation Security Administration
TSCNET	TSC SBU-Collateral Operational Network
TSDB	TSC Terrorist Screening Database
TUSCAN	TIPOFF US-Canada
VGTOF	Violent Gang and Terrorist Organization File in NCIC

Sensitive But Unclassified

TSC STANDARD OPERATING PROCEDURES: Nominations Process**Appendix C: Integrated Nominations Process Overview**

NCIC-VGTOF-8455

DOCUMENT 6

Law Enforcement Sensitive

For Official Use Only

FD-930
Revised
03-08-2007FEDERAL BUREAU OF INVESTIGATION
GANG OR TERRORIST MEMBER WATCHLISTING FORM
NCIC-VGTOF for Gang Members/National Watchlisting for Terrorist Members**Form Validation:**

This form has many validation rules. Hints are provided as the form is completed, and when completed you can check the form in its entirety by clicking the "Validate Form" button below. The validation warning banners do not refresh automatically, you must click the button each time you want to check the form. You can save the form with validation errors and return to it later to correct them.

NOT VALID**REQUEST TYPE**

Subject Type:	Type of Investigation:	Date:
<input type="checkbox"/> Gang Member	<input type="checkbox"/> Preliminary Investigation	
<input type="checkbox"/> Subject of International Terrorism Case	<input type="checkbox"/> Full Investigation	
<input type="checkbox"/> Subject of Domestic Terrorism Case		

Type of Request:

- ☐ Initial Submission
- ☐ Remove Individual from **ALL** Watchlisting and Supported Systems
- ☐ Add Data To Existing Record
- ☐ Modify or Delete Data from Existing Record

CASE INFORMATION

Substantive Case Number:	Serial Number of EC supporting this FD-930:	Serial Number of the NOI or LHM:
NCIC (NIC) Number:	Case Agent or Analyst Name:	Phone Number:

Entry Criteria Code:

- ☐ A-admitted membership in a gang or terrorist organization at the time of his/her arrest or incarceration
- ☐ B-has been identified by an individual of proven reliability as a group member
- ☐ C-has been identified by an individual of unknown reliability as a group member and that information has been corroborated in significant respect
- ☐ D-has been observed by members of the entering agency to frequent a known group's area, associate with known group members and/or affect that group's style of dress, tattoos, hand signals, or symbols
- ☐ E-has been arrested on more than one occasion with known group members for offenses consistent with group activity
- ☐ F-has admitted membership in the identified group at any time other than arrest or incarceration
- ☐ **G-Terrorist acting alone**
- ☐ **H-Subject is suspected or believed to be associated with terrorism or a terrorist organization**

BIOGRAPHICAL INFORMATION

Last Name:		First/Middle Name:	
Race:		Skin Tone:	
Sex:		Fingerprint Class:	
Height:	Weight:	Hair Color:	Eye Color:

Cautions and Medical Conditions: (Enter up to 10)
Condition:

Further Description:

Date(s) of Birth associated with this unique identity: (Enter up to 9)
Month: Day: Year:

Social Security Number(s) associated with this unique identity: (Enter up to 9)

DOCUMENT 6

Operator's License Number associated with this unique Identity:

NCIC-VGTOF-10070

Year of Expiration:

State/Location Category:

State/Location Value:

SCARS, MARKS, TATTOOS AND OTHER PHYSICAL CHARACTERISTICS

SMT: (Enter up to 9)

Category:

Item:

Code:

Scar/Mark/Tattoo/Other Characteristic Descriptive Information:

Additional Identifiers:

Miscellaneous:

NATIONALITY

U.S. Person:

Passport Number:

Passport Country of Issuance:

☐ Yes ☐ No

Place of Birth Category:

Place of Birth Location:

Country of Citizenship:

ALIASES

Does your subject have any known aliases?

☐ Yes ☐ No**VEHICLE INFORMATION**

License Plate Number:

License Plate Type:

License Plate Exp Year:

State/Location Category:

State/Location Value:

Color 1:

Color 2:

Style:

Year:

VIN:

Make:

Model:

MISCELLANEOUS NUMBERS

FBI Number:

Other Miscellaneous Numbers:

Description:

ID Number:

RECOMMENDED HANDLING CODE

The case agent will recommend a Handling Code for terrorist records based on nomination criteria set forth below. The Terrorist Screening Center (TSC) will review the case agent's nominations and make the final determination as to the appropriate Handling Code and other supported systems to which the subject is entered or removed.

Is the individual a sworn or civilian law enforcement agency employee?

(This includes local/state/federal/military/tribal/territorial law enforcement.)

☐ Yes ☐ No

Handling Code	Description
1.	<input type="checkbox"/> Handling Code 1 is reserved for individuals who are the subject of formal criminal charges or indictments. An agency nominating a record for this category must ensure that the arrest warrant is current and active in the Wanted Persons File in NCIC.
2.	<input type="checkbox"/> Handling Code 2 is reserved for individuals for whom the Department of Homeland Security (DHS) has or will issue a 'Detainer' should the individual be encountered by law enforcement. Nominations of records to the TSC with this Handling Code will require a particularized review of the intelligence records. To use Handling Code 2, a review and approval for legal sufficiency by the Chief Division Counsel and the Office of the General Counsel is required.
3.	<input type="checkbox"/> Handling Code 3 is reserved for those records which contain a full first and last name and a complete date of birth or a full first and last name and a passport number.
Silent Hit.	<input type="checkbox"/> A Silent Hit is silent only when queried through NCIC, NCIC-VGTOF-10071 system. The law enforcement agency that queries NCIC does not receive any indication that the subject has been entered in VGTOF.

NO FLY LIST

Law Enforcement Sensitive

Is the individual qualified for placement on the No Fly List?

☐ Yes ☐ No

If no, is the individual qualified for placement on the Selectee List?

☐ Yes ☐ No

b3

EXCLUSION FROM SUPPORTED SYSTEMS

An individual watchlisted as a known or appropriately suspected terrorist will be included in all supported systems if the individual meets the criteria for inclusion. An individual may be excluded from a particular supported system in rare cases when there is a reasonable and detailed operational justification for not including the individual in a particular supported system and the request for exclusion has been reviewed and approved by the Terrorist Review and Examination Unit (TREX Unit) and the Terrorist Screening Center (TSC). (Reference HQ 315-00, Serial 54, dated 08/01/2005.) A detailed explanation of each supported system is available on the TSC's webpage on the Counterterrorism Division's (CTD's) Intranet website and in previously disseminated ECs.

Supported System(s) for which you are requesting exclusion:

Check to Exclude	System	Description
<input type="checkbox"/>	CLASS	The Department of State's name check system for visas and passports.
<input type="checkbox"/>	IBIS	The Department of Homeland Security's primary integrated lookout system available at U.S. ports of entry.
<input type="checkbox"/>	No Fly List	The List of passengers prohibited from boarding a plane within or destined for the U.S.
<input type="checkbox"/>	Selectee List	The lookout system for individuals that warrant secondary screening prior to boarding a plane.
<input type="checkbox"/>	TUSCAN	Canada's border lookout system.
<input type="checkbox"/>	TACTICS	Australia's border lookout system.
<input type="checkbox"/>	VGTOF	A file in NCIC serving as the FBI's lookout system for gang groups and members, as well as known or appropriately suspected terrorists.

Enter file number that provides justification for excluding the subject from one or more supported systems:

Enter serial number that provides justification for excluding the subject from one or more supported systems:

Enter file number that documents TREX Unit's and TSC's approval: (TREX Unit will enter this information, if request is approved)

Enter serial number that documents TREX Unit's and TSC's approval: (TREX Unit will enter this information, if request is approved)

Nomination Log: (For Use By TREX, NCTC and TSC Only)

NCIC-VGTOF-10072

DOCUMENT 13

[REDACTED]

From: [REDACTED]
Sent: Thursday, October 15, 2009 11:13 AM
To: [REDACTED]
Attachments: VGTOF Training Records_LIVE System.doc; FW Current VGTOF Handling Codes from TSC.htm

b2
b6
b7C

Please see the attached. This is utilized for dispatcher training. Not sure if you need this or not.

[REDACTED]
External Training and Outreach Coordinator
Terrorist Screening Center

[REDACTED] office
[REDACTED] blackberry

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-19-2010 BY uc/baw 60324

NCIC-VGTOF-10653

NCIC Message / CATEGORY 1

*** LAW ENFORCEMENT SENSITIVE INFORMATION ***

WARNING - APPROACH WITH CAUTION

THIS INDIVIDUAL IS ASSOCIATED WITH TERRORISM AND IS THE SUBJECT OF AN ARREST WARRANT, ALTHOUGH THE WARRANT MAY NOT BE RETRIEVABLE VIA THE SEARCHED IDENTIFIER. IF AN ARREST WARRANT FOR THE INDIVIDUAL IS RETURNED IN YOUR SEARCH OF NCIC, DETAIN THE INDIVIDUAL PURSUANT TO YOUR DEPARTMENT'S PROCEDURES FOR HANDLING AN OUTSTANDING WARRANT, AND IMMEDIATELY CONTACT THE TERRORIST SCREENING CENTER (TSC) AT [REDACTED] FOR ADDITIONAL DIRECTION.

IF AN ARREST WARRANT FOR THE INDIVIDUAL IS NOT RETURNED, USE CAUTION AND IMMEDIATELY CONTACT THE TSC AT [REDACTED] FOR ADDITIONAL DIRECTION WITHOUT OTHERWISE EXTENDING THE SCOPE OR DURATION OF THE ENCOUNTER. IF YOU ARE A BORDER PATROL OFFICER IMMEDIATELY CALL THE NTC.

UNAUTHORIZED DISCLOSURE OF TERRORIST WATCHLIST INFORMATION IS PROHIBITED. DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE ON A TERRORIST WATCHLIST. INFORMATION THAT THIS INDIVIDUAL MAY BE ON A TERRORIST WATCHLIST IS PROPERTY OF THE TSC AND IS A FEDERAL RECORD PROVIDED TO YOUR AGENCY THAT MAY NOT BE DISSEMINATED OR USED IN ANY PROCEEDING WITHOUT THE ADVANCE AUTHORIZATION OF THE TSC.

*** LAW ENFORCEMENT SENSITIVE INFORMATION ***

b2
b6
b7C
b7E

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-19-2010 BY uc/baw 603224

December 2008

NCIC-VGTOF-10646

NCIC Message / CATEGORY 2

*** LAW ENFORCEMENT SENSITIVE INFORMATION ***

WARNING – APPROACH WITH CAUTION

THIS INDIVIDUAL IS OF INVESTIGATIVE INTEREST TO LAW ENFORCEMENT REGARDING ASSOCIATION WITH TERRORISM AND THERE MAY BE A DETAINER AVAILABLE FROM THE DEPARTMENT OF HOMELAND SECURITY FOR THIS INDIVIDUAL.

IMMEDIATELY CONTACT THE TERRORIST SCREENING CENTER AT [REDACTED] OR, IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC TO ASCERTAIN IF A DETAINER IS AVAILABLE FOR THE INDIVIDUAL AND TO OBTAIN ADDITIONAL DIRECTION. PLEASE QUESTION THIS INDIVIDUAL TO ASSIST THE TSC IN DETERMINING WHETHER THE INDIVIDUAL ENCOUNTERED IS THE SUBJECT OF A DETAINER WITHOUT OTHERWISE EXTENDING THE SCOPE OR DURATION OF THE ENCOUNTER.

UNAUTHORIZED DISCLOSURE OF TERRORIST WATCHLIST INFORMATION IS PROHIBITED. DO NOT ADVISE THE INDIVIDUAL THAT THEY MAY BE ON A TERRORIST WATCHLIST. INFORMATION THAT THIS INDIVIDUAL MAY BE ON A TERRORIST WATCHLIST IS PROPERTY OF THE TSC AND IS A FEDERAL RECORD PROVIDED TO YOUR AGENCY THAT MAY NOT BE DISSEMINATED OR USED IN ANY PROCEEDING WITHOUT THE ADVANCE AUTHORIZATION OF THE TSC.

LAW ENFORCEMENT SENSITIVE INFORMATION

b2
b6
b7C
b7E

December 2008

NCIC-VGTOF-10647

NCIC Message / CATEGORY 3

LAW ENFORCEMENT SENSITIVE INFORMATION

DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE ON A TERRORIST WATCHLIST.

CONTACT THE TERRORIST SCREENING CENTER (TSC) AT [REDACTED] DURING THIS ENCOUNTER. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER. IF YOU ARE A BORDER PATROL OFFICER IMMEDIATELY CALL THE NTC.

ATTEMPT TO OBTAIN SUFFICIENT IDENTIFYING INFORMATION DURING THE ENCOUNTER WITHOUT OTHERWISE EXTENDING THE SCOPE OR DURATION OF THE ENCOUNTER, TO ASSIST THE TSC IN DETERMINING WHETHER OR NOT THE NAME OR IDENTIFIER(S) YOU QUERIED BELONG TO AN INDIVIDUAL IDENTIFIED AS HAVING POSSIBLE TIES WITH TERRORISM.

DO NOT DETAIN OR ARREST THIS INDIVIDUAL UNLESS THERE IS EVIDENCE OF A VIOLATION OF FEDERAL, STATE OR LOCAL STATUTES.

UNAUTHORIZED DISCLOSURE IS PROHIBITED.

INFORMATION THAT THIS INDIVIDUAL MAY BE ON A TERRORIST WATCHLIST IS THE PROPERTY OF THE TSC AND IS A FEDERAL RECORD PROVIDED TO YOUR AGENCY ONLY FOR INTELLIGENCE AND LEAD PURPOSES. THIS RECORD, AND ANY INFORMATION CONTAINED WITHIN IT, MAY NOT BE DISCLOSED OR USED IN ANY PROCEEDING WITHOUT THE ADVANCE AUTHORIZATION OF THE TSC.

WARNING – APPROACH WITH CAUTION

LAW ENFORCEMENT SENSITIVE INFORMATION

b2
b6
b7C
b7E

December 2008

NCIC-VGTOF-10648



Terrorism Quick Reference Card

Handling Codes

Handling Code 1: Approach with caution. The individual is the subject of an arrest warrant. If a warrant is returned, detain the individual pursuant to your department's procedures and immediately contact the TSC. If a warrant is not returned, use caution and immediately contact TSC for additional direction without otherwise extending the scope/duration of the encounter.

Handling Code 2: Approach with caution. There may be a detainer available from DHS for this individual. Immediately contact the TSC to ascertain if a detainer is available. Please question the individual to assist the TSC in identifying the individual without otherwise extending the scope or duration of the encounter.

Handling Code 3: Contact the TSC during this encounter. If this would extend the scope or duration of the encounter, contact the TSC immediately thereafter. Attempt to obtain sufficient identifying information during the encounter without extending its scope or duration. Do not detain or arrest this individual unless there is evidence of a violation of federal, state or local statutes.

TSC Phone Number:

b2
b6
b7C
b7E

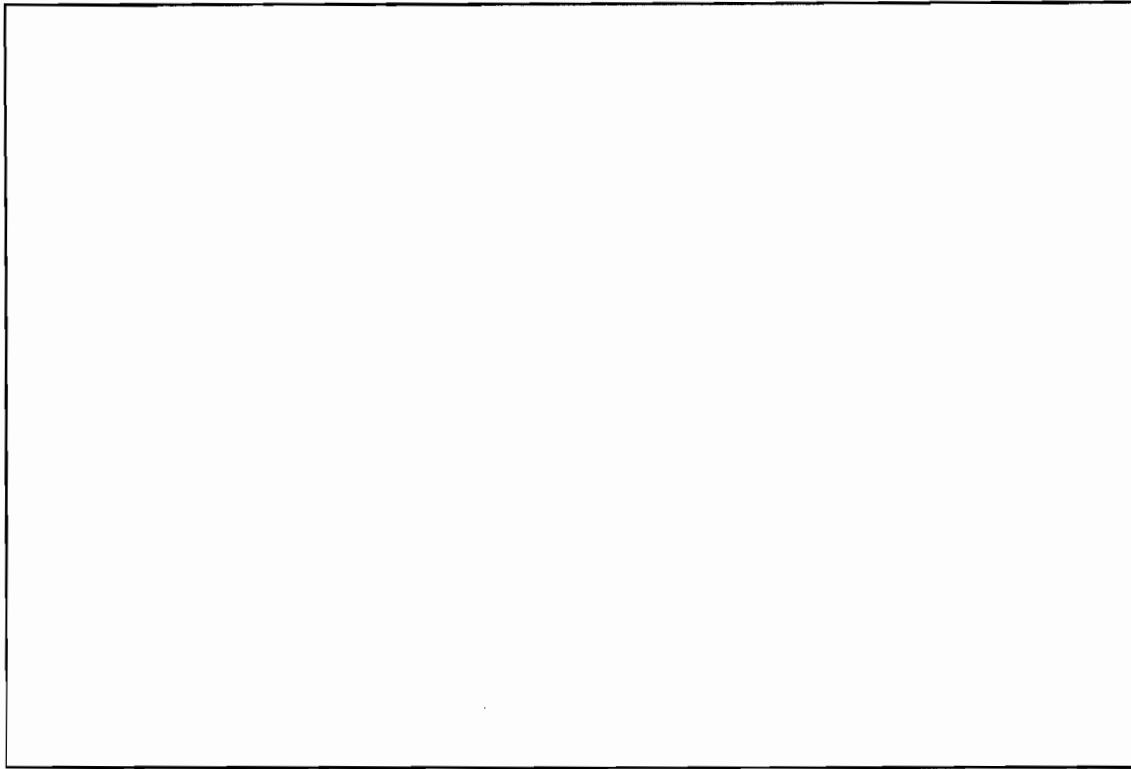


Terrorism Quick Reference Card

First responding officers should be aware of suspicious indicators that may suggest a possible terrorist threat. Upon receiving a possible match to a known or suspected terrorist, pursuant to an NCIC query, encountering law enforcement agencies should contact the Terrorist Screening Center (TSC) at the number below. The suspicious indicators should be considered collectively in assessing a possible threat. This quick reference guide is intended to provide practical information for first responding officers but may not encompass every threat or circumstance.

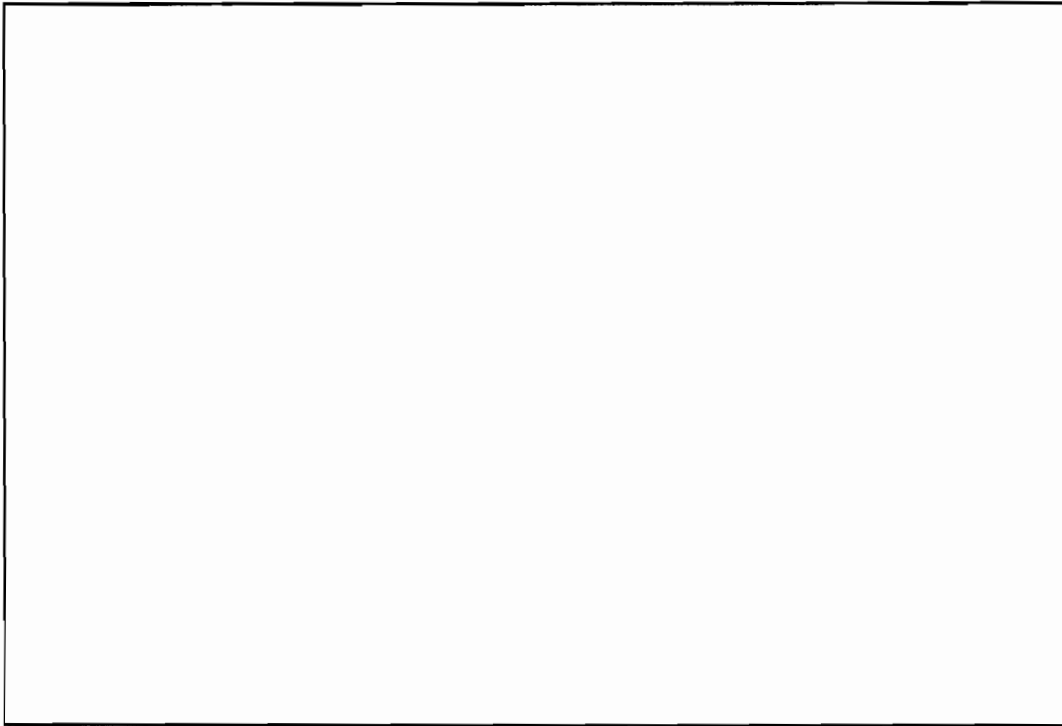
TSC Phone Number:

b2
b6
b7C
b7E



b7E

NCIC-VGTOF-10651



b7E

NCIC-VGTOF-10652

DOCUMENT 15

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

Terrorist Screening Center

Tactical Operations Center

Standard Operating Procedures



Version 2.0
October 1, 2008

DOCUMENT 15

NCIC-VGTOF-10756

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

Document Change History

Version	Modified By	Date	Summary of Changes
Draft 0.6		12 September 2006	Incorporated & updated protocols for TSA-OI and NTC, dated 9-8-06.
Draft 0.7		20 September 2006	<ul style="list-style-type: none"> a. Updated database checks text from document dated 09/17/06 (which is located on page 36) b. Updated subsequent text in document to refer to document bookmark for the database checks. c. Added in section 5.6.1 (DoS PPT review) d. Added scenarios to DoS PPT review (sections 5.6.1.1 – 5.6.1.3) e. Added "Draft" to headers and cover page. f. Updated CIS protocols dated 9-18-06, inserted into section 5.2
Draft 0.8		20 September 2006	<ul style="list-style-type: none"> a. Corrected Table of Contents formatting w/ 4th level items b. Updated TSC DB checks to insert in positive sections of protocols. c. Updated references in negative and inconclusive sections d. Added IDW text to section 3.12 e. Added NTC Pre-clearance to section 5.5.1 f. Broke out "Special Encounter Protocols" to be a top-level section (from 5.8 to 6.0) g. Added in ICE Memorandum, section 6.4.1
Draft 0.9		25 October 2006	<ul style="list-style-type: none"> a. Added DoS / SAO protocols

b6
b7C

NCIC-VGTOF-10757

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

			<p>dated 10-23-06 to section 5.6.1 in document</p> <p>b. Added DoS / Visa Revocation protocols from 10-23-06 to section 5.6.2 to document</p> <p>c. Due to addition, Dos / U.S. Passport Review is now section 5.6.3 in this document</p>
Draft 0.10		4 November 2006	<p>a. Inserted Soundex traffic stop protocols, section 5.1.1</p> <p>b. Inserted Call Center Worksheet with Soundex fields highlighted. (rec'd from RV e-mail 10-31-06 via LK)</p> <p>c. Inserted call center worksheet and traffic stop (law enforcement) worksheet in appendix</p> <p>d. Updated section 3.10, CCD Query instructions.</p> <p>e. Added section 10.10, CCD user account creation instructions.</p> <p>f. Rename section 10.4 from "TODE" to "TIDE" – assumed a typographical error.</p>
Draft 0.11		6 November 2006	<p>a. Section 5.1, modified the LE protocols, adding in QWT text.</p>
Draft 0.12		7 December 2006	<p>a. Modified cover page layout</p> <p>b. Updated CIS Encounter scenarios to gather additional information noted in 10/24/06 SOP update</p> <p>c. Updated LE encounter to provide guidance for final resolution values for encounters in which the identity match was (-) or (?) and the traveler was "arrested"</p> <p>d. Updated TSA and NTC SOP</p>

b6
b7c

NCIC-VGTOF-10758

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

			<p>to provide guidance for final resolution values for encounters in which the identity match was (-) or (?) and the traveler was "denied entry"</p> <p>e. Performed grammatical corrections in CJIS section 5.3</p> <p>f. Added section 6.4.1.1 – Details of ICE / DRO No Fly List Directive</p> <p>g. Added Silent Hit (S-1) EMA Entry Procedures to section 5.</p> <p>h. Modified VGTOF screenshots to mask out real username in screen detail.</p>
Draft 0.13		23 January 2007	<p>a. Moved S-1 Silent Hit to end of section #5</p> <p>b. Renamed section 6 to "Name Checks Protocol"</p> <p>c. Updated Soundex encounter form on page 39</p> <p>d. Updated all reference of "Hit DB checks" from 21 January 2007 revision</p>
Draft 0.14		23 February 2007	<p>a. Updated per markup review from [REDACTED]</p> <p>b. Updated section 3.9 to match updated No Fly Implementation Guidance (25 July 2006), and moved bulk to appendix 10.7</p>
Draft 0.15		28 February 2007	<p>a. Added 10.8 "TSC Watch Commander's NO FLY Downgrade SOP"</p>
Draft 0.16		6 March 2007	<p>a. Added updated Expedite Procedures, section 4.1.</p>
Draft 0.17		22 March 2007	<p>a. Added updated Expedite Procedures, section 4.1.</p>
Draft 0.18		10 April 2007	<p>a. Removal of Handling Code 4. No longer valid.</p> <p>b. Updated Traffic Stop Sheet</p>
Draft 0.19	Andrea Farmer	26 April 2007	<p>a. Updated information on</p>

b6
b7C

NCIC-VGTOF-10759

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

			EMA Database Checks b. Added SOUNDEX Call sheet c. Updated CJIS information.
Version 1.0		9 May 2007	a. Updated "TSA Other Programs" section. b. Statused as Baselined Version 1.0. per Call Center Supervisor
Draft 2.0		1 October 2008	a. Updated and Standardized encounter procedures b. Updated all policies and procedures as they relate to TSTOC c. SOP Appendices (Basic Help / User Guides for Center Operations Specialists)
	Facilitation of revision by TSC Compliance Unit		
Version 2.0	Finalized by FBI Deputy Director Cory Nelson	1 October 2008	Complete SOP Revision reflecting current protocols in TSTOC.

b6
b7C

Version 2.0 Effective October 1, 2008
Approved by:

Cory B. Nelson
FBI Deputy Director
Terrorist Screening Center

NCIC-VGTOF-10760

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

Distribution Restriction

This publication contains technical and operational information utilized by the Terrorist Screening Center (TSC) and its affiliates for official purposes only. Distribution is limited to other U.S. Governmental agencies. Distribution is strictly limited to U.S. Government agencies. Requests from outside the U.S. Government for the release of any information contained in this publication under the Freedom of Information Act or Foreign Military Sales Program must be made to the Director of the Terrorist Screening Center.

NCIC-VGTOF-10761

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

Table of Contents

- 1. Mission**
- 2. Purpose**
- 3. Background**
- 4. Databases**
 - 4.1 Encounter Management Application (EMA)
 - 4.2 Terrorist Screening Database (TSDB)
 - 4.3 National Crime Information Center (NCIC)
 - 4.3.1 Violent Gang & Terrorist Organization File (VGTOF)
 - 4.4 Automated Case Support (ACS)
 - 4.5 Terrorist Identity Datamart Environment (TIDE)
 - 4.6 Treasury Enforcement Communication System (TECS) / Interagency Border Inspection System (IBIS)
 - 4.7 TSA No Fly and Selectee Lists
 - 4.8 Consular Consolidated Database (CCD)
 - 4.8.1 Passport Information Electronic Record System (PIERS)
 - 4.8.2 Non-Immigrant Visa (NIV)
 - 4.8.3 Immigrant and Diversity Visa (IV/DV)
 - 4.9 Investigative Data Warehouse (IDW)
 - 4.10 Department of Defense (DOD) Detainee Reporting System
- 5. Acronyms**
- 6. Routine Encounter Procedures**
 - 6.1 Standard Procedures for Database Checks
 - 6.2 National Targeting Center (NTC) Encounter
 - 6.2.1 Introduction
 - 6.2.2 Advance Passenger Information System (APIS)
 - 6.2.3 Electronic System for Travel Authorization (ESTA)
 - 6.2.4 Encounter Link Management Operation (ELMO)
 - 6.2.5 Caribbean Community (CARICOM)
 - 6.2.6 Pre-Clearances/Preflight Inspection
 - 6.2.6.1 Outbound Flights from the U.S.
 - 6.2.6.2 Extraterritorial Flights
 - 6.2.7 Encounter Procedures for All Types of NTC Encounters
 - 6.3 Transportation Security Administration Office of Intelligence (TSA-OI)
 - 6.3.1 Introduction
 - 6.3.2 Encounter Procedures
 - 6.4 Law Enforcement Encounter
 - 6.4.1 Introduction
 - 6.4.2 Encounter Procedures
 - 6.5 Criminal Justice Information Services (CJIS) Encounter
 - 6.5.1 Introduction
 - 6.5.2 Encounter Procedures
 - 6.6 Transportation Threat Assessment Credentialing (TTAC) Encounter
 - 6.6.1 Introduction

NCIC-VGTOF-10762

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

- 6.6.2 Encounter Procedures
- 6.7 U.S. Citizenship and Immigration Services (CIS) Encounter
 - 6.7.1 Introduction
 - 6.7.2 Encounter Procedures
- 6.8 Department of State Encounters
 - 6.8.1 Introduction
 - 6.8.2 U.S. Passport Review Encounter
 - 6.8.2.1 Encounter Procedures
 - 6.8.3 TSC Tactical Operations Center Protocol for Handling Department of State (DOS) Security Advisory Opinion (SAO) Encounters
 - 6.8.4 Visa Revocation Encounter
 - 6.8.4.1 Introduction
 - 6.8.4.2 Encounter Procedures
- 6.9 Customs and Border Protection (CBP) Encounter
- 6.10 Standard Procedures for EMA Data Entry, Record Close Out, and Team Leader/Watch Commander Follow-up
- 7. **Encounter Procedures Requiring Special Handling**
 - 7.1 Terrorist Encounter Review Process (TERP)
 - 7.2 TACTICS AND TUSCAN Encounters
 - 7.2.1 Introduction
 - 7.2.2 Encounter Procedures
 - 7.3 GATEWAY Encounters
 - 7.3.1 Introduction
 - 7.3.2 Encounter Procedures
 - 7.4 Encounters from [REDACTED] Remote Query International (RQI)
 - 7.5 [REDACTED] Remote Query Encounters
 - 7.6 Procedures to Request a Tearline for All Foreign Countries
 - 7.6.1 Protocol for [REDACTED]
 - [REDACTED] Requests
 - 7.6.2 Department of State (DOS) Requests
 - 7.6.3 Federal Bureau of Investigation (FBI) Requests
 - 7.6.4 Additional Comments
 - 7.7 Legally Restricted Encounter
 - 7.7.1 Introduction
 - 7.7.2 Encounter Procedures
 - 7.8 T-7 Encounters
- 8. **Special Programs**
 - 8.1 VGTOF Query Project
 - 8.1.1 Introduction
 - 8.1.2 Encounter Procedures
 - 8.2 Overseas Private Investment Corporation (OPIC)
 - 8.2.1 Introduction
 - 8.2.2 Encounter Procedures
 - 8.3 Silent Hit (S-1) EMA Entry Procedures

b7D

NCIC-VGTOF-10763

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

- 8.3.1 Introduction
 - 8.3.2 Encounter Procedures
 - 8.4 Outbound Passenger Manifest Received by Email
- 9. **Priority and Expedited Nominations**
 - 9.1 Introduction
 - 9.2 Priority Nominations
 - 9.2.1 Introduction
 - 9.2.2 Nomination Procedures
 - 9.3 Expedited Nominations
 - 9.3.1 Introduction
 - 9.3.2 Nomination Procedures
- 10. **Watch Commander Protocols**
 - 10.1 No Fly Waiver and TSC Role for Deportee
 - 10.2 Immigration and Customs Enforcement (ICE) Memorandum: Detention Removal Operations (DRO) No Fly List Directive
 - 10.3 TSC Watch Commanders No Fly Downgrade Standard Operating Procedures (as of December 29, 2006)
- 11. **Watchlist Status Checks**
 - 11.1 NCTC Watchlist Status Check
 - 11.1.1 Introduction
 - 11.1.2 Procedures
 - 11.2 Current Intelligence Report (CIR) Watchlist Status Checks
- 12. **Other Guidance**
 - 12.1 Guidance for the "Present / Not Present" Button
 - 12.2 EMA Deletions
 - 12.3 Press Inquiries
- 13. **Appendices**
 - 13.1 EMA Data Entry SOP
 - 13.2 TSDB User Guide
 - 13.3 NCIC / VGTOF Help Guide
 - 13.4 ACS
 - 13.5 TIDE
 - 13.5.1 User Guide
 - 13.5.2 Outbound TIDE Procedures
 - 13.6 TECS Appendix
 - 13.7 TSA No Fly and Selectee Guidance
 - 13.8 CCD User Guide
 - 13.9 Terrorist Encounter Review Process (TERP) SOP
 - 13.10 Encounter Call Sheets

NCIC-VGTOF-10764

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

1. MISSION

The mission of the Terrorist Screening Center (TSC) is to consolidate and coordinate the U.S. Government's approach to terrorism screening and facilitate the sharing of information that protects the Nation and our foreign partners while safeguarding civil liberties.

2. PURPOSE

The purpose of this document is to modify and update the Standard Operating Procedures (SOP) for the Tactical Operations Center of the Terrorist Screening Center. This SOP is a set of written instructions that detail the regularly recurring work processes to be followed within the Tactical Operations Center. The SOP documents the manner in which activities are to be performed to facilitate consistent conformance to technical and quality system requirements and to support data quality and compliance with governmental regulations. The SOP will be reviewed and reinforced by the Team Leaders, Watch Commanders, Operations Supervisor and Operations Unit Chief. Current copies of the SOP will be readily accessible in the work areas of the Tactical Operations Center, in hard copy and electronic format.

3. BACKGROUND

The TSC was established by Homeland Security Presidential Directive 6 on September 16, 2003, which directed that a center be established to consolidate the government's approach to terrorism screening and to provide for the appropriate and lawful use of terrorist information in screening processes. As a result, a Memorandum of Understanding on the Integration and Use of Screening Information was signed, creating the TSC and placing it within the Federal Bureau of Investigation (FBI), U.S. Department of Justice (DOJ). The TSC began operations on December 1, 2003. See further MOU legal documentation.

The TSC serves as the U.S. Government's consolidation point for appropriately known and suspected terrorist watchlist information, both foreign and domestic. The TSC, administered by the FBI and supported by federal departments and agencies including DOJ, Department of Homeland Security (DHS), Department of State (DOS), the Office of the Director of National Intelligence (ODNI), and the National Counterterrorism Center (NCTC) ensures that information provided to and consolidated by TSC is thorough, current, and accurate.

The TSC developed a consolidated database for terrorist identity information known as the Terrorist Screening Database (TSDB) and receives terrorist identity records from two sources. The information about known or suspected international terrorists comes from NCTC, which assembles and analyzes information from a wide range of sources. The FBI provides the TSC with the identities of known or suspected domestic terrorists who have no known link to international terrorism.

NCIC-VGTOF-10765

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

The TSC supports federal, state, local, territorial, and tribal law enforcement agencies and some foreign governments that conduct terrorist screening by making the TSDB information available to them for screening purposes. TSC's 24-hour Tactical Operations Center also supports agencies' terrorist screening processes by determining whether the person being screened is an identity match to the TSDB. TSC supports terrorism screening for various agencies and has also made terrorist identity information accessible through the National Crime Information Center (NCIC) system to law enforcement officers, including approximately 870,000 state and local officers nationwide, adding those resources to the fight against terrorism. The TSC is administered by the FBI with support from the Intelligence Community, the DOD, DHS, DOJ, DOS, and the Department of the Treasury (DOT).

NCIC-VGTOF-10766

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY**4. DATABASES**

There are ten searchable databases that TSC personnel query when processing an encounter. These databases are briefly described in this section:

4.1. ENCOUNTER MANAGEMENT APPLICATION (EMA)

EMA is the application that the TSC uses to record calls and encounter information. EMA stores and displays valuable information regarding the call, caller, agency, incident, and subject identity information. The EMA Data Entry SOP can be found in Appendix 13.1.

4.2. TERRORIST SCREENING DATABASE (TSDB)

The TSDB is a database of known or suspected terrorist identities and incorporates international terrorism and domestic terrorism subjects and suspects into an unclassified, law enforcement sensitive database. The TSDB User Guide for the Tactical Operations Center can be found in Appendix 13.2.

4.3. NATIONAL CRIME INFORMATION CENTER (NCIC)

NCIC is a computerized index of criminal justice information (i.e. – criminal record history information, wanted individuals, stolen properties, missing persons, etc.). It is available to federal, state, and local law enforcement and other criminal justice agencies and is operational 24 hours a day, 365 days a year. The NCIC Help Guide can be found in Appendix 13.3.

4.3.1. VIOLENT GANG TERRORIST ORGANIZATION FILE (VGTOF)

Created in December 1993, VGTOF is designed to provide identifying information about violent criminal gangs and terrorist organizations and their members. VGTOF is a subset of NCIC records and its information is exclusively utilized by criminal justice agencies for criminal justice purposes.

4.4. AUTOMATED CASE SUPPORT SYSTEM (ACS)

The FBI's ACS is the centralized case management system used by the FBI. As the lead federal agency responsible for the investigation of domestic terrorism and international terrorism in the United States, the FBI develops information regarding domestic terrorism (DT) and international terrorism (IT) from a number of intelligence sources and substantive investigations. Furthermore, all information contained in the TSDB is exported into ACS, which then serves as a point of reference for the FBI to the TSC. The ACS User Guide can be found in Appendix 13.4.

NCIC-VGTOF-10767

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

5. FREQUENTLY USED ACRONYMS

Acronym	What Acronym Stands For	Agency, Branch
ACS	Automated Case Support	FBI
AKA	Also Known As	
AKO	Army Knowledge On line	US Army
APIS	Advance Passenger Information System	CBP
ARN	Alien Registration Number	
ATSP / ATSC	Automated Targeting System Passengers / Automated Targeting Cargo Shipments	NTC
BIO	Biographical Information	
BP	Border Patrol	
CA	Consular Affairs	DOS
CARICOM	Caribbean Community	DHS/NTC
CBP	Customs and Border Protection	DHS
CBSA	Canada Border Services Agency	Canada
CCD	Consular Consolidated Database	DOS
CIA	Central Intelligence Agency	
CIS	Citizenship and Immigration Services	DHS
CJIS	Criminal Justice Information System	FBI
CLASS	Consular Lookout And Support System	DoS
COPS	Central Operations Police Suite	US Army
COS	Operations Center Operations Specialist	
CTC	Counter Terrorism Center	CIA
CTW	Counter Terrorism Watch	FBI
Derog	Derogatory Information	
DHS	Department of Homeland Security	
DIA	Defense Intelligence Agency	DOD
DIDO	Designated Intelligence Disclosure Official	
DL	Driver's License	
DOB	Date of Birth	
DOD	Department of Defense	
DOJ	Department of Justice	
DOS	Department of State	
DRO	Detention and Removal Office	ICE
DRS	Detainee Reporting System	US Army
DT	Domestic Terrorism	
EC	Electronic Communication	
ECF	Electronic Case File	FBI, ACS
ELMO	Encounter Link Management Operation	DHS/NTC
EMA	Encounter Management Application	TSC
ESTA	Electronic System for Travel Authorization	DHS/NTC
FAA	Federal Aviation Administration	

NCIC-VGTOF-10768

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

FAM	Federal Air Marshal	
FBI	Federal Bureau of Investigation	
FLT	Flight	
FLR	Foreign Liaison Representative	TSC
FOIL	Freedom of Information Law	
FOUO	For Official Use Only	
FPE	Foreign Partner Extract	
FTTTF	Foreign Terrorist Tracking Task Force	FBI HQ
IAFIS	Integrated Automated Fingerprint Identification System	FBI
IBIS	Interagency Border Inspection System	CBP
IC	Intelligence Community	
ICE	Immigration and Customs Enforcement	
IDW	Investigative Data Warehouse	FBI
ISN	Internment Serial Number	US Army
IT	International Terrorism	
ITOS	International Terrorism Operations Section	FBI, CTD
JTTF	Joint Terrorism Task Force	FBI
KST	Known or Suspected Terrorist	TSC
LEO	Law Enforcement Officer	
LES	Law Enforcement Sensitive	
LESC	Law Enforcement Support Center	
MNU	Miscellaneous number	NCIC
NCIC	National Crime Information Center	
NCTC	National Counterterrorism Center	
NDRC	National Detainee Reporting Center	US Army
NICS	National Instant Criminal Background Check Systems	
NOC	NCTC Operations Center	NCTC
NON-US PER	Not a U.S. Person	
NORAD	North American Aerospace Defense Command	
NSA	National Security Agency	
NTC	National Targeting Center	CBP
ODNI	Office of the Director of National Intelligence	
OFAC	Office of Foreign Assets Control	Treasury
ORI	Originating Agency Identifier	
PAX	Passenger	
PIERS	Passport Information Electronic Record System	DOS/CCD
POB	Place of Birth	
POE	Port of Entry	CBP
PPT	Passport	
QA	Quality Assurance	
SAO	Security Advisory Opinion	DOS
SEQ	Sequence Number	US Army
SRN	Service Request Number	TSC
SSN	Social Security Number	

NCIC-VGTOF-10769

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

TACTICS	Tipoff Australian Counterterrorism Information Control System	Australia
TECS	Treasury Enforcement Communications System	CBP
TERP	Terrorist Encounter Review Process	TSC
TIDE	Terrorist Identities Datamart Environment	NCTC
TIG	Terrorist Identities Group	NCTC
TIPOFF	Terrorist Threat Integration Center (TTIC) database; predecessor to TIDE	
TL	Team Leader	
TMG	Threat Matrix Group	NCTC
TSA	Transportation Security Administration	DHS
TSC	Terrorist Screening Center	FBI
TSDB	Terrorist Screening Database	
TSOC	Transportation Security Operations Center	TSA
TSOU	Terrorist Screening Operational Unit	FBI
TTAC	Transportation Threat Assessments & Credentialing	DHS/TSA
TTIC	Terrorist Threat Integration Center	
TUSCAN	Tipoff United States and Canada	Canada
UNI	Universal Index	FBI, ACS
USCG	United States Coast Guard	DHS
USMC	United States Marine Corps	DOD
USPER	U.S. Person	
USSS	United States Secret Service	Treasury
VGTOF	Violent Gang and Terrorist Organization File	FBI
VWP	Visa Waiver Program	
WC	Watch Commander	

NCIC-VGTOF-10770

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

may be different, i.e. been removed from or added to the watchlist. If a different conclusion is reached, the COS must notify to TL of the determination and supporting reasoning.

- If previously encountered in EMA, record the three most recent SR numbers on the call sheet. **Ensure that the TSC has not recorded an encounter for the same reason that day.** If the COS has a duplicate encounter, notify the Team Leader (TL).
- If applicable, check www.flightview.com, www.flightarrivals.com, or similar websites to confirm Departure and Arrival times and record this information on the call sheet.
- **TSDB:** Check the subject's name and DOB in TSDB and, if positive, record all current biographical data and database numbers on the call sheet. If negative, check the subject match's name and DOB or TSC/NONE number in TSDB. Record all current biographical data and database numbers on the call sheet.
- **TIDE:** Check the passenger's name and DOB in TIDE, and if positive, compare all current biographical info with data on the call sheet. Be alert to the fact that a watchlisted subject may have more than one record in TIDE. If so, select the record that most closely matches the screennee. Notify the TL of the existence of more than one TIDE record. Do not record TIDE information on the worksheet. **DO NOT RECORD TIDE INFO.** If negative, check the subject match's name and DOB or TIDE number in TIDE. Compare all current biographical info with data on the call sheet.

***NOTE:** The TIDE database defaults to the male gender when the gender of an identity is not entered. Caution should be exercised when a gender mismatch is suspected for this very reason.*

- In conducting the database inquiries of TSDB and TIDE databases, the COS should be aware of the possibility that the subject may not be a match to the identity initially provided yet he or she could be a match to another identity in these databases.
- **NCIC:** Query subject's name, DOB (YYYYMMDD), and SSN (if applicable) in NCIC. Print out the record to attach with call sheets. Run subject match's name and DOB or NCIC number in NCIC. Print out the record to attach with call sheets. In addition to verifying that a subject has a VGTOF file, it is important to use NCIC to search for active wants or arrest warrants.

NCIC-VGTOF-10771

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

NOTE: *Ensure there is only one NCIC entry in VGTOF for the lookout. If more than one entry is found, submit a Q/A ticket in TSDB*

- **CCD:** Query subject's name and DOB or Passport/VISA number in CCD/PIERS. If positive, record all biographical data. Run subject match's name and DOB or Passport/VISA number in CCD/PIERS. If positive, record all biographical data.
- **ACS:** Query subject's name, DOB, and identification numbers in ACS. If positive, compare all current biographical data with data on the call sheet. **DO NOT RECORD ACS INFO.** Run subject match's name, DOB, and identification numbers in ACS. If positive, compare all current biographical data with data on the call sheet.
- Compare all biographical data gathered on the passenger to all biographical data gathered on your subject match. Determine if it is positive, negative, or inconclusive. If you need more information on your passenger to include POB, parent/spouse/sibling names, travel history, etc. contact the NTC Inspector to request this info.
- Unless a definitive identity match has been determined, check all available databases to include TSDB, ACS [both Universal Index (UNI) & Electronic Case File (ECF)], TIDE, NCIC, EMA, TECS, CCD/PIERS, and IDW.

Once all available information has been acquired on the subject and the terrorist identity that the subject has been matched against, the comparative analysis process can begin. In comparing the two identities, the COS will attempt to match identifying elements and history between the subject and the terrorist identity which would deem the encounter a positive match to a known or appropriately suspected terrorist. Conversely, the COS would also look for identifying elements or history which would eliminate the subject as a match to a terrorist identity.

REMEMBER: Positive and negative conclusions by the COS should be based on a minimum of three different data sets, such as full name, DOB, place of birth (POB), country of citizenship (COC), etc. These data sets must be documented on the worksheet and in EMA. For example, the TSC Comments Section will include a statement similar to "Positive (or negative) hit based on name, DOB, and COC comparison." If unable to make a determination based on three data sets, the COS must ask the TL and WC to review the data. The standard that the TSC requires in all screenings is "articulable facts and circumstances which would lead a reasonable person to believe that a terrorist has been encountered."

NCIC-VGTOF-10772

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

After all database checks have been executed and proper comparative analysis has been completed, each type of encounter will have different protocols depending if the identity match was deemed positive, negative, or inconclusive. For example, protocol regarding how to handle an encounter after identifying a positive identity match in an NTC encounter will be different from that of a law enforcement encounter. Please see the appropriate section for guidance.

6.2. NATIONAL TARGETING CENTER (NTC) ENCOUNTERS

6.2.1. INTRODUCTION

The NTC maintains a 24-hour operations center whose primary mission is to centralize and coordinate CBP targeting for anti-terrorist/national security concerns. These encounters typically come into the TSC via fax or email, and are the results of TECS, TIDE, VGTOF, and TSA No Fly/Selectee database hits. The NTC encounters that arrive via email go into a common email queue called "NTC2TSC". NTC personnel will call to advise that an encounter has been emailed. Only the WCs and TLs have access to the NTC e-mail account and will assign each encounter to a COS.

There are different types of NTC encounters in which the Tactical Operations Center receives and screens for possible identity matches. The following sections describe the various types of NTC encounters: APIS (Section 5.2.2); ESTA (Section 5.2.3); ELMO (Section 5.2.4); and CARICOM (Section 5.2.5).

***NOTE:** APIS, ESTA, ELMO, and CARICOM are all types of NTC encounters in which identities are similarly vetted and identified. The only difference is how the particular type of encounter is derived. *

6.2.2. ADVANCE PASSENGER INFORMATION SYSTEM (APIS)

APIS, contained within TECS, is a system used by the NTC that contains flight information on international and domestic airline flight manifests. NTC compares the flight manifest and forwards any passenger information which is a preliminary match to a "B-10" record (TECS terrorist record) and forwards that hit to TSC for further screening.

6.2.3. ELECTRONIC SYSTEM FOR TRAVEL AUTHORIZATION (ESTA)

A second type of NTC encounter is known as ESTA. ESTA is an automated system used to determine the eligibility of visitors to travel to the United States under the Visa Waiver Program (VWP) and whether such travel poses any law enforcement or security risk. The VWP is administered by DHS and

NCIC-VGTOF-10773

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

deployed to Barbados to assist in DHS security efforts. CBP developed an area-specific APIS that provides information on travelers arriving in and departing from the participating Caribbean Community (CARICOM) nations. CBP-NTC monitoring of travelers between the participating CARICOM countries will remain an ongoing security initiative until further notice.

To date, CARICOM reports that the following ten countries have enacted legislation to support this effort: Antigua, Jamaica, Grenada, Guyana, Barbados, Dominica, St Kitts & Nevis, St Vincent & the Grenadines, Trinidad & Tobago, and St Lucia.

6.2.6. PRECLEARANCE LOCATIONS/PREFLIGHT INSPECTION

The CBP maintains preclearance locations at 15 foreign airports. Preclearance is also referred to as preflight inspection. Travelers cleared at one of CBP's foreign preclearance locations are not required to clear customs and immigration again when they arrive in the US. In Canada, the preclearance airports are Calgary (YYC), Edmonton (YEG), Halifax (YHZ), Montreal (YUL), Ottawa (YOW), Toronto (YYZ), Vancouver (YVR), Victoria (YYJ), and Winnipeg (YWG). Shannon (SNN) and Dublin (DUB) are the preclearance airports in Ireland. In the Caribbean are Freeport, Bahamas (FPO), Nassau, Bahamas (NAS), Bermuda (BDA), and Aruba (AUA). The Hit Location is the preclearance location, where the traveler is first encountered by CBP.

NOTE: Pre-vetting calls from NTC are handled at the TSC by TLs and WCs, and in most instances involve negative matches where NTC needs one additional piece of information to vet a call negative. In the typical pre-vetting, no entry is made in EMA and no NTC Call Sheet is received at the TSC.

OUTBOUND FLIGHTS FROM THE UNITED STATES

Throughout the day, NTC and TSA-OI provide TSC with preliminary matches of travelers departing the US by airplane or ship. In addition, twice daily NTC will provide TSC with an Excel spreadsheet which contains the names, DOBs, and passports of approximately 250–350 outbound travelers who are potential matches to TIDE/TSDB (B10) records. The Excel spreadsheet is attached to an NTC e-mail which arrives in the NTC2TSC e-mail box at approximately midnight and 3:00 a.m. every night. NTC refers to this spreadsheet as the Outbound TIDE. The WC will review the spreadsheet and sort the information as necessary to identify the positive outbound encounters. Thereafter, the positive encounters will be transferred to a worksheet for entry into EMA. TSOU will be notified of the positive outbound encounters. The exact procedure for processing the Outbound TIDE encounters is included in Appendix 13.5.2.

NCIC-VGTOF-10774

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

6.4. LAW ENFORCEMENT ENCOUNTER**6.4.1. INTRODUCTION**

State, local, federal, territorial, and tribal authorities generate NCIC / VGTOF "hits" during the course of law enforcement actions that require the law enforcement agency to query the individual through NCIC. These law enforcement actions include, but are not limited to:

- Arrest
- Traffic Violation
- Plate Check
- Investigation
- Domestic Dispute
- Jail/Prison Related

6.4.2. ENCOUNTER PROCEDURES

- The COS will verify that the encounter is NOT a Soundex hit by ensuring that the subject's name and DOB are the same as on the NCIC printout. A Soundex hit is an NCIC hit based on a "sound alike" name or same DOB as a watchlisted subject.

***** It is very important that the law enforcement officer (LEO) be aware that the subject of the encounter should NOT be advised that he or she is a subject of a terrorism investigation or is listed on a terrorism watchlist. *****

- First, it is important for the COS to duplicate the query the LEO conducted to generate the hit. This ensures the COS will see the same information the LEO is seeing on his/her screen, whether it be through NCIC or another system.
- Check the subject's name and DOB in TSDB, and if positive, record all current biographical data and database numbers on the Law Enforcement Field Interview Questionnaire. If negative, check NCIC, and ACS to ensure that it is a negative match.
- Ask for all the requested information on the Law Enforcement Encounter Sheet. **NO DETAIL IS TOO SMALL!**
- Continue to complete all required database checks to determine if the encounter is positive (+), negative (-) or inconclusive (?). Please see Section 5.1 for exact protocol.

NCIC-VGTOF-10775

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

- **WITH ANY LAW ENFORCEMENT ENCOUNTER, THANK THE LEO FOR CALLING TSC.**

If the subject is deemed to be a **positive** match, continue with the following procedures:

- The COS should handle and process all traffic stop encounters for LEOs that involve a watchlisted subject who is a Handling Code 3.
- Advise Watch Commander (WC) immediately of any Handling Codes 1 or 2 and then immediately notify and conference in TSOU of any traffic stop or law enforcement encounter of a Handling Code 1 or 2.
- Do not conference TSOU for a Handling Code 3, unless there is a unique circumstance that requires TSOU's immediate involvement.
- Collect all of the information on the "Traffic Stop Questionnaire" sheet and enter into EMA upon completing the call with the LEO.
- Record the "Hit Reason" as "Law Enforcement Encounter" (followed by the reason i.e. a traffic stop, domestic dispute, license plate check)
- Advise the LEO that the information will be forwarded to the case agent WHO MAY OR MAY NOT CONTACT THE LEO.

If the subject is deemed to be a **negative** match, continue with the following procedures:

- If you have deemed this to be a negative match, inform the LEO that it is a negative match.

If the subject is deemed to be an **inconclusive** match, continue with the following procedures:

- If match is deemed to be inconclusive, inform the LEO that it is an inconclusive match. Confer with WC if there is sufficient information and/or derog to forward to TSOU.
- The COS will enter all available (unclassified) information into EMA. The COS will select "Inconclusive" as the TSC Disposition. The COS will indicate in the TSC Comments field that "Insufficient data exists on the passenger and/or the subject match to make a determination."
- The TL and WC should be notified of and review all "Inconclusive" determinations. If approved by the WC, TSOU will be notified of the
NCIC-VGTOF-10776

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

inconclusive match. TSOU will be requested to review the record and provide any additional information that would deem the traveler a "positive" or "negative" match. TSOU may contact the FBI case agent or the CTC/CAS to determine if additional information regarding the subject match is available. TSOU may also set a Guardian lead to assist in reaching a determination.

***NOTE:** If waiting for a call back from the NTC for the requested information, annotate the requested unclassified data to compare it with in the TSC Disposition Section of the EMA encounter. If the information to which is being compared is classified, write it on a post-it note and attach to the call sheet.*

6.5. CRIMINAL JUSTICE INFORMATION SERVICES (CJIS) ENCOUNTER

6.5.1. INTRODUCTION

The CJIS Division is a component of the FBI whose mission is to reduce terrorist and criminal activities by maximizing the ability to provide timely and relevant criminal justice information to the FBI and to qualified law enforcement, criminal justice, civilian, academic, employment, and licensing agencies concerning individuals, stolen property, criminal organizations and activities, and other law enforcement related data.

Information regarding KSTs contained in TSDB is exported to the VGTOF file within NCIC.

CJIS will generate VGTOF, Integrated Automated Fingerprint Identification System (IAFIS), & National Instant Check System (NICS) hits. The common encounter hit reasons generated by CJIS are:

- Attempt to Purchase a Handgun
- Attempt to Purchase a Long Gun
- Weapons Permit
- Concealed Weapons Permit
- Fingerprint Check (IAFIS)
- A-1 (CIC)
- R-1 (Residential)
- E-1 (Employment)
- B-1 (Benefits)
- National Visa Center

It should be noted that some states have a requirement for a weapons permit to buy a weapon; an application for a concealed weapons permit is a separate

NCIC-VGTOF-10777

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

and distinct permit.

6.5.2. ENCOUNTER PROCEDURES

- Check the subject's name and DOB in TSDB, and if positive, record all current biographical data and database numbers on the call sheet. If negative, check NCIC, and ACS to ensure that it is a negative match.
- Be sure to ask for all the requested info on the FBI-CJIS encounter sheet. **NO DETAIL IS TOO SMALL!**
- Continue to complete all required database checks to determine if the encounter is positive (+), negative (-) or inconclusive (?). See Section 5.1 for exact protocol.

If the subject is deemed to be a **positive** match, continue with the following procedures:

- If deemed to be a positive match, inform the CJIS Analyst. Record the name of the CJIS POC and the time of notification.
- The WC or TL will contact TSOU to advise them of the positive match.

If the subject is deemed to be a **negative** match, continue with the following procedures:

- If deemed to be a negative match, inform the CJIS Analyst. Record the name of the CJIS POC and the time of notification.

If the subject is deemed to be an **inconclusive** match, continue with the following procedures:

- If deemed to be an inconclusive match, inform the CJIS. Record the name of the CJIS POC and the time of notification. Confer with WC if there is sufficient info/derog to forward to TSOU.

***NOTE:** If waiting for a call back from the NTC for the requested information, annotate the requested unclassified data to compare it with information in the TSC Disposition Section of the EMA encounter. If the information being compared is classified, write it on a post-it note and attach to the call sheet.*

NCIC-VGTOF-10778

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

6.5.3. GUIDANCE REGARDING CERTAIN STATES' AUTOMATIC MONTHLY NICS CHECKS ON GUN PERMIT HOLDERS

Certain states automatically run a monthly NICS check on all gun permit holders within their State. A watchlisted gun permit holder will have a positive NICS hit every month, creating multiple hits on the same individual, with no new information obtained. This DOES NOT pertain to a new gun permit application from a watchlisted person.

The TSC, in concert with TSOU, agreed on the following protocol responding to these monthly encounters:

- The COS will verify, through previous EMA entries, that it is a monthly NICS check on a gun permit holder within a certain state.
- The COS will determine if there is any new information on the current NICS check.
- If there is new information, a new EMA encounter will be created with the new information added. TSOU will then be forwarded the encounter.
- If no new information is obtained, then the date of the current inquiry should be added in the comments section of the most recent NICS check. This encounter does not need to be forwarded to TSOU.

6.6. TRANSPORTATION THREAT ASSESSMENT AND CREDENTIALING (TTAC) ENCOUNTER

6.6.1. INTRODUCTION

Historically, the TSC has done limited screening for various TSA programs. The TSA and TSC have agreed to expand the role of the TSC in TSA's Security Threat Assessment Programs (sometimes referred to as "TSA Other Programs"). A MOU is in place detailing TSA and TSC's roles in these "Other Programs".

A majority of TSA's vetting or screening is conducted at the Colorado Springs Operations Center (CSOC). The entity of TSA at CSOC is TTAC. TTAC will notify its TSA HQ counterpart of any matches they believe to be positive, referred to as "red hits", via email with the Vetting Match Report (VMR) as an attachment to the email. It is the VMR that contains the biographical data of the applicant and the watchlisted person as well as the results of the database checks.

NCIC-VGTOF-10779

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

TSA has agreed to have TTAC e-mail the VMRs directly to TSC. Watch Commanders and Team Leaders can open these e-mails using the password Tsc**Tsa. The letter from TSA HQ will no longer be sent to TSC rather will be forwarded directly to TSOU.

6.6.2. ENCOUNTER PROCEDURES

- TTAC will have already queried NCIC, TECS, and TIDE and will provide those results in the VMR. TSC will query NCIC and TIDE and all other databases (as stated in Section 5.1). The e-mail will contain a telephone number to call if the VMR does not contain all of the information needed to complete EMA.
- Ask for all the requested info on the TTAC encounter sheet.
NO DETAIL IS TOO SMALL!
- Continue to complete all required database checks to determine if the encounter is positive (+), negative (-) or inconclusive (?). See Section 5.1 for exact protocol.

If the subject is deemed to be a **positive** match, continue with the following procedures:

- If deemed to be a positive match, inform the TTAC Analyst. Record the name of the TTAC POC and the time of notification.
- The WC or TL will notify TSOU of all positive encounters (unless previously referred on a prior date). TTAC conducts perpetual vetting so when EMA is queried, if it is determined that there is a previous TTAC encounter for the same reason that has been forwarded to TSOU, do not forward the new encounter to TSOU unless this encounter provides new information, i.e. new address, etc. It is important to review each EMA entry to determine whether TSC had prior encounters for the same reason.
- Fax TSOU both the completed call sheet and the VMR. TSOU will be responsible for matching its letter from TSA HQ with TSC's call sheet and VMR.
- Read the VMR carefully as TTAC, upon getting a VGTOF hit, may send it to TSC with violent gang affiliations and no nexus to terrorism. If no apparent terrorism nexus exists, bring the referral to the attention of the Watch Commander (WC) for handling instructions. **Without a nexus to terrorism, these encounters will not be entered into EMA.**

NCIC-VGTOF-10780

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

7.5. [REDACTED] REMOTE QUERY ENCOUNTERS

On May 23, 2007, the [REDACTED] Government signed an MOU with the TSC to exchange watchlisting records. The TSC will provide the No Fly and Selectee lists and a list of federal arrest warrants (Handling Code 1 in VGTOF) to the [REDACTED] Government for terrorist watchlisting purposes. When the [REDACTED] Government encounters a potential watchlisted name, the following procedures will occur:

- On a potential watchlisted name, the [REDACTED] Government will contact the FBI Legal Attaché (LEGAT) in [REDACTED]
- The Legat will contact the TSC with the potential name match.
- The TSC will make an identity match determination and on negative matches will record the entry in EMA and notify the Legat, who will subsequently notify the [REDACTED] Government.
- On positive matches, the TSC will record the entry in EMA, notify TSOU, and initiate a request for a "tearline" communication from the originating agency.
- The TSC will pass the outcome of the "tearline" request to the FBI Legat in [REDACTED] who will subsequently notify the [REDACTED] Government.

b7D

7.6. PROCEDURES TO REQUEST A TEARLINE FOR ALL FOREIGN COUNTRIES

When a true hit is identified for a foreign country, a tearline must be drafted detailing a short synopsis of derogatory information on the subject. Before sharing the tearline with a foreign country, it must be submitted for approval to the originator.

The procedures below explain in detail the five most common sources used, but are not limited to the use of other sources. Each agency has their own specific procedures to follow when releasing derogatory information to foreign countries. Please follow the procedures precisely to ensure accuracy.

If the TSC/DOS representative cannot make a true identification on the subject and non-leading questions can be asked to further the assessment of the request, then a tearline can still be submitted to the originator as a possible hit, if necessary. It will be up to the foreign country's point-of-contact, usually the FBI's Legal Attaché of the US Embassy in that country, to determine if it is true based on the derogatory information provided.

NCIC-VGTOF-10781

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

8. SPECIAL PROGRAMS**8.1. VGTOF QUERY PROJECT****8.1.1. INTRODUCTION**

This project is initiated by when CJIS receives a NCIC query on a KST's VGTOF record, but no corresponding service request was received at TSC. ECs will be sent to the field offices requesting them to obtain details of the encounter. CJIS has received fingerprint submissions for KSTs from NCTC and has implemented special security stops. When subsequent fingerprint submissions are received which match a NCTC subject, CJIS will notify NCTC and TSC. CJIS forwards this "hit" information via an EC which is uploaded into ACS. The leads are discretionary and do not require any action by TSC. However, it is imperative that TSC determine the exact nature of the encounter by the agency submitting the fingerprints. If not contacted initially by the submitting agency, the TSC will send ECs to the field offices requesting specific details of the non-reported encounter. The sole purpose of this project is to capture encounters for which TSC is currently not aware.

8.1.2. ENCOUNTER PROCEDURES

- The control file containing these leads is 32A-HQ-C1387900 NCICHITS. A printout containing these uncovered leads has been provided. Open the serial containing the lead and extract the identifiers for the fingerprinted individual.
- Query EMA to see if TSC was notified of this encounter by the encountering agency.
- If TSC already had captured the encounter in EMA, no further action is required.
- TSC will generate an EC to the appropriate FBI office to obtain full details of the hit. The TSC is attempting to follow up on actual encounters with a watchlisted individual. Some of the lead summary sheets contain leads generated by agencies searching for criminal histories. TSC will not follow up on these with leads to the field.
- Again, all leads both those in and not in EMA in this control file should be cleared.
- Once an EC is sent to the field and they respond with the specifics of an encounter, EMA will be updated. TSC will not forward positive encounters to TSOU as these will be historic after-the-fact encounters.

NCIC-VGTOF-10782

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

- Prior to drafting an EC to the field, the COS must query the VGTOF Query Project to ensure that the TSC has not already tasked the field with obtaining details of the encounter.
- The EC to the field should be dual captioned with the CJIS control file and the file # of any case in which the individual is a main subject. The lead to the field office seeking information should be the field office in whose territory the submitting agency resides. This may be other than that in which the case is opened.

8.2. OVERSEAS PRIVATE INVESTMENT CORPORATION (OPIC)**8.2.1. INTRODUCTION**

The Overseas Private Investment Corporation (OPIC) is an independent U.S. Government agency whose mission is to mobilize and facilitate the participation of U.S. private capital and skills in the economic and social development of less developed countries and areas, and countries in transition from nonmarket to market economies. Established in 1971, OPIC assists U.S. companies by providing financing, political risk insurance, and investment funds. OPIC complements the private section in managing risks associated with foreign direct investment and supports U.S. foreign policy.

On September 26, 2006, TSC entered into an MOU with OPIC under the authority provided by HSPD-6. Conversely, OPIC entered into the MOU with TSC under authority provided by 22 U.S.C. § 2199. Below are encounter procedures set forth by the TSC and OPIC MOU detailing TSC's support in appropriate and lawful terrorist screening opportunities arising in the context of OPIC's mission. Also, this MOU details that OPIC will provide to the TSC identifying data for individuals associate with OPIC's loan, loan guarantee, and insurance transactions in order to assess any possible terrorism nexus of the individuals or entities involved in those transactions.

8.2.2. ENCOUNTER PROCEDURES

The following protocol is to be followed according to the MOU between TSC and OPIC:

- TSC will compare OPIC identity data to the TSDB and report any positive identity matches to the TSOU.
- If TSC is unable to determine whether an individual is a positive identity match to the TSDB, TSC will request additional information from OPIC.
- TSC will make a record of any positive identity match in EMA.

NCIC-VGTOF-10783

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

- OPIC will receive notice of a positive identity match through TSOU.
- If TSOU notifies OPIC of a positive match, OPIN will coordinate with TSOU and the relevant agencies to develop an appropriate operational response. TSOU will coordinate the appropriate operational response with any other relevant agencies or entities.
- OPIC personnel with clearance at the TS/SCI level will work with the TSC and the agency that nominated the identity to the TSDB to obtain access to sensitive and classified law enforcement and intelligence information related to an individual who is a positive identity match to the TSDB in order for OPIC to assess the impact of the information on OPIC's business decisions.
- OPIC and TSC will establish agree-upon language for any communication OPIC may need to make to an affected individual or entity regarding the screening process and the use of screening results under this MOU.

***NOTE:** OPIC will not disclose any TSDB data, including whether an individual is a positive or negative identity match to the TSDB, without the explicit written authorization of the Director of the TSC, or the Director's designee.*

- TSC will update EMA to reflect any disposition of the encounter after coordination through TSOU.
- Upon completion of the screening, TSC will delete OPIC identity data in TSC's paper and/or electronic records, except such identity data incorporated in TSC's EMA records.

8.3. SILENT HIT (S-1) EMA ENTRY PROCEDURES

8.3.1. INTRODUCTION

The FBI's Terrorist Review and Examination Unit (TRES) receive notification from CJIS whenever an FBI-watchlisted subject, who is coded as a silent hit, is queried in NCIC. TRES notifies the FBI case agent of the silent hit and records the information and notification in the TRES log, which is available on the FBI Intranet. TSC will record many of these silent hits in EMA, based on the WC's determination that the hit probably represents a true law enforcement encounter with the subject. On a daily basis, the WC will copy each "true hit" encounter from the TRES log for entry into EMA.

NCIC-VGTOF-10784

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

8.3.2. ENCOUNTER PROCEDURES

The following procedures should be followed for these encounters:

- Check EMA to see if a call has been received from the same organization in the last 2 to 3 days of the encounter. If so, do not enter the silent hit.
- In the "Agency" (top left) section of EMA:
 - **ORI** – In the ORI field, enter the ORI as listed on the printout of Silent Hits. ORIs should be 2 letters that indicate a state, and 7 additional characters.
 - **Agency** – The agency listed on the Silent Hit printouts should be verified for accuracy by querying the ORI in NCIC as follows: Enter the agency in the Agency box. This is not the respective FBI division the case is held, but the agency querying the individual.
 - When in NCIC:
 - Select "Forms"
 - Select "ORI Functions"
 - Select "NCIC"
 - Select "Query"
 - Select "ORI File"
 - Enter the ORI provided on the Silent Hit sheet
 - Select "T" for transmit
- **Address** – The address will be included on the Silent Hit printouts the COS receives. Enter the address in the address fields as for any regular hit. If an address is not provided but an ORI was provided, query NCIC for the ORI's address with the instructions above.
- **Caller** – Leave the caller field **BLANK**. Please do not enter TREX. Also, do not enter CJIS.
- **Phone Numbers** – If phone numbers are included on the silent hit printouts, enter in the fields.
- In the "Hit Information" section of EMA:
 - **NTC Log** – Since these calls do not come from NTC, leave this field **BLANK**
 - **Hit Type** – The hit type for silent hits will ALWAYS be NCIC.

NCIC-VGTOF-10785

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

- **Hit Reason** – The hit reason will always be S-1. DO NOT enter Silent, Silent Hit, S-1 Silent Hit
- **Hit Location** – Enter the same information from the address section, including the city and state of the agency.
- In the “Transportation” section of EMA:
 - Leave the transportation section blank. Also, since the “Mode of Transportation” is auto-filled to “Air”, please delete that word.
- In the “Investigatee/Preliminary Match Information” section of EMA, enter as usual
 - Information found on the silent hit printout should go under Investigatee/Traveler and the name found in databases should go on the Preliminary/Subject side.
 - BOTH SIDES SHOULD BE FILLED OUT.
- In the “Disposition of Service Request #*****” section of EMA, the TSC Identity match will always be **POSITIVE**
 - In the “TSC Other Actions field”, type the following text:
“Encounter captured by TREX and information was sent to the case agent.”
 - TSOU Disposition will always be **Not Passed to TSOU** and the Final Resolution will always be **Not Referred**.
 - Do not enter comments in the TSOU action or Miscellaneous Comments field.
- In the “Classifications” (bottom) section of EMA, VGTOF Classification will always be **VGTOF Class S** and Border Classification will always be **Interior**
- DT/IT cases that have a 315 are **IT** and cases with a 266 are **DT**.
- Most of the silent hits the Tactical Operations Center receives are from state and local law enforcement. However, some are received from federal law enforcement agencies like the Drug Enforcement Agency (DEA) and Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

NCIC-VGTOF-10786

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

9. PRIORITY AND EXPEDITED NOMINATIONS

9.1. INTRODUCTION

The Terrorist Screening Database (TSDB) is the U.S. Government's consolidated database for terrorist screening. Under normal circumstances, nominations for inclusion in the TSDB are processed in one of two ways: 1) IT identities information is processed via the NCTC, and 2) DT identities information is processed via the FBI's Terrorist Review and Examination Unit (TREX).

However, in the event a subject must be watchlisted in an expeditious manner, a nomination may be processed directly by the TSC. These expeditious nominations fall into two categories, expedited and priority nominations.

All other non-expeditious requests will be processed through the normal daily ingest process and should be submitted to NCTC for International Terrorism matters and to TREX for Domestic Terrorism matters.

9.2. PRIORITY NOMINATIONS

9.2.1. INTRODUCTION

A priority nomination ensures the subject's information is sent to the TSC's exported database known as VGTOF. A Priority Nomination is defined as any new initial submission of a FBI IT investigative subject of 315 Classification and falls into one or more of the following categories:

1. No Fly
2. Handling Code 2
3. Armed And Dangerous
4. Violent Tendencies

Additionally, if a previously watchlisted subject receives the appropriate authorization qualifying them as a Handling Code 2, a Priority Nomination action may be submitted to the TSC. (Due to the fact that a subject's status of being Armed and Dangerous and/or have Violent Tendencies should be identified in the preliminary checks conducted by the Field Office, a subject whose status has changed and is identified as being Armed and Dangerous and/or have Violent Tendencies after they have been watchlisted shall be addressed via the normal nominations process.

Lastly, if a currently watchlisted subject qualifies for placement on the No Fly List that will be handled through the normal nominations process or through the Expedited Nominations process in instances where travel of this subject is imminent.

NCIC-VGTOF-10787

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

9.2.2. NOMINATION PROCEDURES

TREX procedures for forwarding Priority Nominations to the TSC are as follows:

- Following TREX's vetting to ensure that the individual meets the criteria for anyone of the listed categories, they will forward the FD 930 and supporting documents to the TSC.
- The documents will be sent to a dedicated Public Mail Folder on FBINET. The path to that Public Folder is as follow:
 - Select/Open 'all Public Folders'
 - Select/Open 'HQ'
 - Select/Open 'TSC'
 - Select/Open 'Priority Nominations'
- Once the FD 930 and supporting documentation is received the review process will take place and the TSDB record will be generated or modified, depending on the circumstances.
- It will be the responsibility of the individual at TREX that is responsible for sending the Priority Nomination to the TSC to notify the TSC Point of Contact that a Priority Nomination has been sent to the Priority Nomination Public Folder.
- TREX should call the TSC Tactical Operations Center and send to TSC the priority nomination while continuing to process that nomination. TREX will forward the original IT Nomination to NCTC. TREX should make every effort to ensure that these Priority Nominations are forwarded to the TSC between the hours of 7:30 and 5PM Monday thorough Friday in order to alleviate the burden of any additional responsibilities for the Tactical Operations Center Personnel.
- Once the TSC has created the new TSDB Record, the TSC will have the responsibility of updating the electronic FD 930 and Nominations Log portion of the FD 930 and return it to TREX via Email.
- In the event the NDIU Supervisor or Watch Commander (WC) to determine that the Nomination does not within the four areas described above, they will notify TREX. TREX will then be afforded the opportunity to provide additional information or rescind their original request.

NCIC-VGTOF-10788

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

- Once the NDIU supervisor or WC has determined this is a valid Priority Nomination they will create the record and mark the nominated record eligible for VGTOF. Once the record is successfully updated the FD 930 will be updated to include the Nominations Log within the FD 930.
- The completed FD 930 will be returned via Email to the TREX individual that initiated the Priority Nomination request.
- The TSC personnel who created the Priority Nomination record will then record the Priority Nomination in the TSC Shared Folder named Tactical Operations Center/Nominations/Priority Nomination Excel Spreadsheet. The Excel Spreadsheet must be populated with the requested information for each column and the document must be saved upon completion.
- Additionally TSC personnel will create a QA Ticket and indicate on the ticket that this particular nomination is a Priority Nomination and needs to be deleted upon receipt of the original nomination that was processed through NCTC.
- As it pertains to any other downstream watchlisted systems the Tactical Operations Center will not have to ensure that any other downstream customers are notified of the existence of this Priority Nomination. The sole purpose of these Priority Nominations is to satisfy the FBI's request to create a VGTOF record to alleviate any concerns for officer safety.

9.3. EXPEDITED NOMINATIONS**9.3.1. INTRODUCTION**

An expedited nomination ensures the subject's information is sent to TSC's exported databases (*i.e.*, the No Fly List, Selectee List, VGTOF, IBIS, CLASS, TUSCAN, and TACTICS) for immediate notification. Most Expedited Nominations will request placement on the Transportation Security Administration's (TSA) No Fly List or Selectee List. The TSC Nominations Unit Supervisor, Tactical Operations Center Supervisor or WC will make a recommendation to the TSC Director or Deputy Director of Operations (DDO) regarding the eligibility to either the No Fly or Selectee List and the Director or DDO will make the final determination.

In addition to the TSA lists, the expedited nominee should also be placed in VGTOF of NCIC and also in IBIS. The DOS Representative at TSC will be notified to determine the necessity and expeditious nature of placing the

NCIC-VGTOF-10789

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

subject(s) in CLASS, and other supported systems (Australian TACTICS and Canadian TUSCAN).

All Expedited Nominations will be processed immediately at TSC, and thereafter the nominations paperwork will be sent to NCTC (IT matters) or TREX (DT matters) for the routine nomination process on the next business day.

NDIU will handle all expedited nominations during normal working hours (Monday – Friday, 7:00 a.m. to 5:00 p.m.). All other after-hour and weekend expedited nominations will be handled by the TSC Tactical Operations Center.

9.3.2. NOMINATION PROCEDURES

When an expedited nomination is received at TSC, immediate contact will be made with the DDO, who will coordinate it with the appropriate Section Chief at the FBI Counterterrorism Division (CTD) or other nominating agency. A CTD Section Chief should be the individual requesting the expedited nomination. The DDO will discuss the expedited nomination with the CTD Section Chief and accept it with the understanding that the supporting derogatory information will arrive at the TSC's NDIU within 72 hours. If the DDO is not available, contact will be made with the TSC Principal Deputy Director, or Director. In all cases, the TSC Director will be notified, either personally or by Blackberry, within 24 hours of the expedited nomination.

The following procedures for expedited nominations will be followed when:

- TSC receives an expedited nomination from TREX, or
- Another authorized federal agency (DHS, NCTC, etc.) requests an expedited nomination, in which case, the requestor will fax the "Expedite Nomination Worksheet" to the TSC. If faxing is impractical, the requestor will provide the information required for the TSC operator to complete the worksheet.

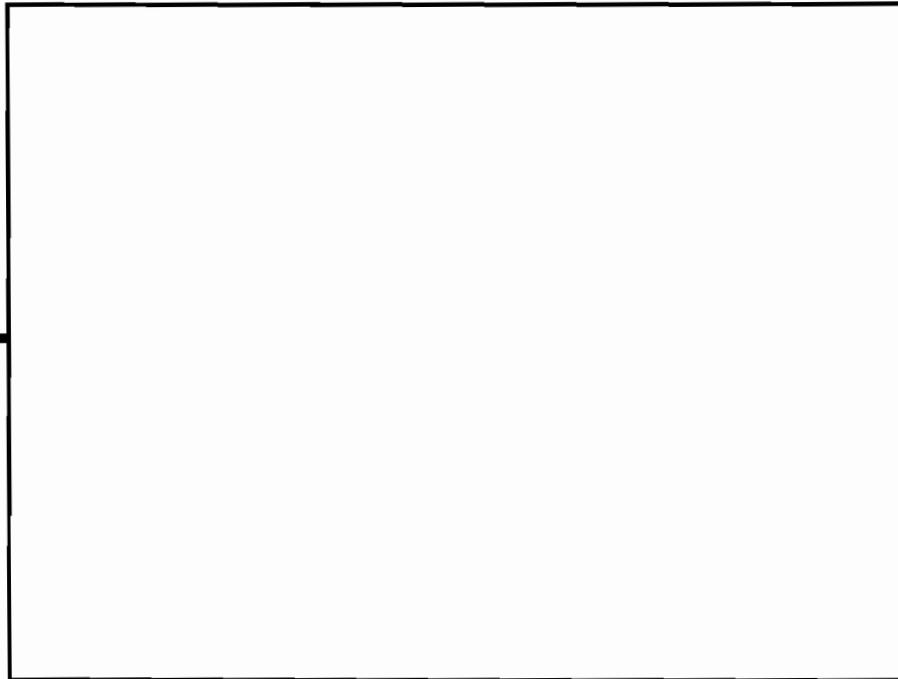
When TSC receives a request for expedited placement in the TSDB and, subsequently, TSC's exported databases (*i.e.*, the No Fly List, Selectee List, VGTOF, IBIS, CLASS, TUSCAN, and TACTICS), the following procedures are to be followed:

- Verify the identity of the requestor and fill out both sides of the TSC Expedited Nomination Request Worksheet.
- Check TSDB to ensure that the subject is not already listed as requested.

NCIC-VGTOF-10790

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

- Be prepared to brief the DDO regarding whether the subject meets the following two-prong requirements for expedited nominations:
 - The individual meets the minimum criteria for inclusion in the specified exported database as follows: b3 49CFR section 1520.5(a)(3)



- VGTOF – Last Name and First Name and year of birth.
- TECS - Last Name and one other identifier.
- There is specific information regarding the imminent travel of the individual requested for expedited nomination.
- For an after-hours Expedited Nomination, the WC will contact the DDO, who will coordinate the expedited nomination with the appropriate CTD Section Chief or other nominating entity.
- Upon instruction of the Deputy Director, the WC will provide a summary, via Blackberry, of the expedited nomination to the following:
 - TSC Director (whom is to be notified of all expedited nominations within 24 hours),
 - TSC Principal Deputy Director,
 - TSC Deputy Director for Operations,

NCIC-VGTOF-10791

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

- o TSC Deputy Director for Department of State,
 - o TSC Operations Unit Chief,
 - o TSC Tactical Operations Center Supervisor,
 - o TSC Nominations/QA Unit Chief, and
 - o TSC Nominations Supervisor
- Notify NTC and request the subject(s) be placed immediately in TECS, using TECS "boilerplate language" for TIDE imports. Note the time and name of whom was advised on the Expedited Nomination Request Form.
- Notify TSA-OI and request the subject(s) be placed immediately on the No Fly List or Selectee List, as appropriate. Note the time and name of whom was advised on the Expedited Nomination Request Form.
- Once the WC has determined that this is a legitimate request, a TSDB record is created. The WC will ensure that the subject is nominated to the appropriate watchlists based upon eligibility. Once the record has been created and submitted to TSDB and verified, the WC will notify the requesting entity that Expedited Nomination was processed.
- The WC should email the NDIU Supervisor with the TSC ID for the newly created Expedited Nomination. It will be the responsibility of NDIU to delete the Expedited Nomination from the TSDB once the nomination is received from NCTC.

NCIC-VGTOF-10792

SENSITIVE BUT UNCLASSIFIED//FOR OFFICIAL USE ONLY

10.2. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)
MEMORANDUM: DETENTION AND REMOVAL OPERATIONS
(DRO) NO FLY LIST DIRECTIVE

The following protocol will apply for these encounters:

- Field offices will continue to conduct an NCIC or TECS check immediately upon taking custody of any alien with the intention of removing them. If the FBI Number is known, NCIC should be queried using that number.
- If the NCIC check is returned as a hit from VGTOF, the field will contact a TSC COS to advise of a potential hit on a watchlisted individual. If the alien is a positive match to a subject on the terrorist watchlist, the TSC COS will advise if further action is required.
- If a TECS check is returned as a hit on a TECS record for a possible known or suspected terrorist on the watchlist, the field will contact a TSC COS to advise of a potential hit on a watchlisted individual. Although the TECS record will include a message to call CBP's NTC, the field will call the TSC.
- The field will also forward the alien's name, aliases (if any), DOB/POB, ARN, and FBI Number to the DRO Intelligence Operations Unit (IOU). The IOU will verify that the alien is on the TSA No Fly or Selectee List and notify the field accordingly.
- Aliens on the TSA No Fly List scheduled to be deported or transferred to another location within the United States via a charter, JPATS or military flight do not require a temporary No Fly Waiver Letter. However, the field must report such removals to the TSC twenty-four (24) hours prior to the event. If the deportation does not take place, the field must also notify the TSC.
- Aliens on the TSA No Fly List scheduled to be deported or transferred to another location within the United States via a commercial airline require a temporary No Fly Waiver Letter, which will be facilitated by the IOU.
- The following information for aliens on the TSA No Fly List scheduled to be deported or transferred to another location within the United States by a commercial airline will be forwarded to the IOU seventy-two (72) hours prior to the event:
 - Aliens name, biographical data and travel document or passport number;

NCIC-VGTOF-10793

EXHIBIT B

(Part 2)

DOCUMENTS 16 & 17

XXXXXX
XXXXXX
XXXXXXFEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

65 Page(s) withheld entirely at this location in the file. One or more of the following statements, where indicated, explain this deletion.

☒ Deletions were made pursuant to the exemptions indicated below with no segregable material available for release to you.

Section 552Section 552a☐ (b)(1)☐ (b)(7)(A)☐ (d)(5)☐ (b)(2)☐ (b)(7)(B)☐ (j)(2)☐ (b)(3)☐ (b)(7)(C)☐ (k)(1)☐ (b)(7)(D)☐ (k)(2)☐ (b)(7)(E)☐ (k)(3)☐ (b)(7)(F)☐ (k)(4)☐ (b)(4)☐ (b)(8)☐ (k)(5)☒ (b)(5)☐ (b)(9)☐ (k)(6)☐ (b)(6)☐ (k)(7)

☐ Information pertained only to a third party with no reference to the subject of your request or the subject of your request is listed in the title only.

☐ Documents originated with another Government agency(ies). These documents were referred to that agency(ies) for review and direct response to you.

_____ Pages contain information furnished by another Government agency(ies). You will be advised by the FBI as to the releasability of this information following our consultation with the other agency(ies).

_____ Page(s) withheld inasmuch as a final release determination has not been made. You will be advised as to the disposition at a later date.

_____ Pages were not considered for release as they are duplicative of _____

_____ Page(s) withheld for the following reason(s): _____

☒ The following number is to be used for reference regarding these pages:

NCIC-VGTOF-10794-10858

Documents # 16 + 17
(DRAFT SOPs)

XXXXXXXXXXXXXXXXXXXX
X Deleted Page(s) X
X No Duplication Fee X
X for this page X
XXXXXXXXXXXXXXXXXXXX

XXXXXX
XXXXXX
XXXXXX

DOCUMENT 27

From:
To:

Sent: Friday, September 24, 2004 10:45 AM
Attach: Tri Country Open Action Items 2004-08-16.wpd; Tri Country Open Action Items 2004-08-16.pdf
Subject: Tri-Country Conference Call - NEW ACCESS CODE

b2
b6
b7C

Item Type: Appointment
Start Date: Monday, 04 Oct 2004 10:30 am Eastern Daylight Time (04-10-04,10:30 -0400)
Duration: 1 Hour, 30 Mins
Place: Ident Bldg, Room 505

Attached you will find the Action Items dated 2004-08-16.

Our Tri Country Conference call will be held on Monday, October 4th.

Access code for all the participants is followed by #

Please note that if you are unavailable to participate in this Conference Call please send your updates in advance to me.

Thank you!

RCMP/GRC

NCIC-VGTOF-11094

DOCUMENT 27

11/18/2009

Tri Country Open Action Items
Updated: 16 August 2004

Action	Primary Contact	Description
2001#13b	FBI: [redacted] PITO: N/A RCMP: [redacted]	MOC Revise existing ACUPIES Agreement to reflect current communications protocols and services 1) From action: 2002#22 [redacted] is reviewing the existing ACUPIES Agreement and will report.
Date	Current Status	
16Aug2004	Acupies agreement opened up to deal with Firearms. Looking for common definition of prohibitions from [redacted] (OIC NWest, RCMP) [redacted] [redacted] indicated that the document is ready to be signed here.	
07June 2004	Awaiting for the last approval from the Department of Justice in U.S.A..	
22Apr2004	Foreign Affairs recommendations have been incorporated. New MOC is in being done between RCMP and FBI.	
01Mar2004	RCMP is meeting with Foreign Affairs on March 2 nd . [redacted] will provide an update at our next Conference Call on April 5.	
02Feb2004	MOC wording is still being reviewed.	
15Dec2003	Due to [redacted] absence this item will be update at the next TCS Conference Call on February 2 nd , 2004.	
03Nov2003	2001# 13 split into 2001#13a and 2001#13b. MOC wording is being reviewed. FBI CJIS is researching the possibilities of wording changes to address Canadian data protection issues. Legal review is ongoing at the US Department of Justice.	
30Sep2003	[redacted] agreed to take on the responsibility to resolve the data retention issue within the FBI. The ACUPIES agreement has been reworked and the reimbursement clauses removed. Final review is in process.	
28July2003	[redacted] to discuss after [redacted] vacation is finished and report in September.	
30June2003	[redacted] is reviewing the ACUPIES agreement and will be contacting [redacted] [redacted] has provided a draft and had been awaiting for feedback. He will report at September teleconference.	
13Mar2003	From action: 2002#22 [redacted] is reviewing the existing ACUPIES Agreement and will report.	
03Sep2002	[redacted] recommended changes to the description wording above to more accurately depict the issue.	

b6
b7C

b6
b7C

Action	Primary Contact	Description
2001#22	FBI: [REDACTED] PITO: N/A RCMP: [REDACTED]	Create bi-lateral exchange agreement between FBI and RCMP to support full NIST exchange.
Date	Current Status	
16Aug2004	[REDACTED] advises that temporary TRAs are in place to permit testing. Test transactions have been place between RCMP and FBI, debugging is complete and testing has been resumed. When this is complete the FBI to RCMP and FAST submission will be tested. Target completion of testing is end of September.	
07June 2004	[REDACTED] stated connectivity between FBI and RCMP is finally expected within the next week. Transaction type and workflow issues appear to have been resolved. Once the lines are in place manual testing with FBI and CCRA (for FAST) can begin. Following this LiveScan submissions will be tested.	
22Apr2004	FBI TRA has been approved by RCMP. The current activity is to resolve transaction types and volume matrix. The next step is connectivity in April then the testing plan schedule followed by limited production.	
01Mar2004	[REDACTED] indicated that the FAT/SAT terms detail testing is on schedule. A meeting with the Departmental Security has been scheduled to discuss the FBI TRA which is being schedule next week or so. Their was a general discussion on use of FBI interface and FAST requirement given the operational impact to RCMP.	
02Feb2004	Motorola/Printrak and the RCMP are working closely on a contract with a delivery date of March 31, 2004 for software enhancements which would allow a bidirectional interface with the FBI. Functionality delivered will be the capability of bidirectional Criminal Tenprint (no add) submissions, Miscellaneous Applicant Civil submissions and Refugee submissions (as a Criminal tenprint) with the requisite Submission Results-Electronic or Error Response Transactions as required. The FBI Threat Risk Assessment (TRA) should be completed by Feb. 6 We have set a target date of March 1 to connect to the Test NIST server. The Project is currently showing as on schedule with a demonstration to the RCMP in Anaheim, California on March 29, 2004. We are working with [REDACTED] (FBI) on the actual interface. The FBI has indicated that they will make their Test Interface available to the RCMP. The FBI is aware of our April 1 deadline, and is assisting / responding to our requests in a timely matter.	
15Dec2003	[REDACTED] reported that some clarification on the technical requirement dialogue is still being negotiated between RCMP and Printrak/FBI.	
03Nov2003	[REDACTED] reported that a contract is in place between RCMP and Printrak for the FBI NIST interface and that a teleconference is scheduled Nov 6th to discuss technical issues. There are ongoing internal RCMP discussion relating to the workflow issues. [REDACTED] will give an update before the next TCS Conference Call scheduled for December 15th.	
30Sep2003	RCMP advises the contract has been issued to Printrak/Motorola for the creation of the EFTS interface between IAFIS and RCMP National AFIS. [REDACTED] has been named by the FBI as the contact for the implementation of this interface. [REDACTED] advised that this interface will have limited capacity	

b6
b7Cb6
b7C

	(Pilot) until RTID is in place.
28July2003	[redacted] to provide point of contact within FBI CJIS to [redacted] [redacted] RCMP to enable liaison between FBI and RCMP Vendor (Printrak/Motorola) for completion of changes to RCMP NIST Server.
30June2003	[redacted] will be in contact after July 11th.
28May2003	Contract in place with Motorola for creation of EFTS interface from our NIST Server.
15May2003	Full function ability of the MOC by August 20, 2003.
20Mar2003	Moved item above to action item 2001#13 because action is unrelated. [redacted] to contact [redacted] to kick start the NIST interface between the RCMP and FBI.
13Mar2003	MOC complete. Functional before end of April [redacted]
03Sep2002	[redacted] to fax draft copy of new agreement to [redacted] FBI. and [redacted] to review new ACUPIES agreement to see if the new bilateral agreement for NIST connection can be worked into the ACUPIES agreement.
11Apr2002	FBI now has certified copies of agreement. [redacted] to draft bi-lateral agreement for discussion with FBI.

b2
b6
b7C

Action	Primary Contact	Description
2002#07	FBI: [redacted] PITO: [redacted] RCMP: [redacted]	[redacted] to provide [redacted] a copy of the PITO common data dictionary. [redacted] to provide [redacted] a copy of the Global XML common data dictionary. Upon completion of the IJI data standards dictionary, [redacted] will forward these documents to IJI DSS and ask for a gap analysis which will be shared by the group.
Date	Current Status	
16Aug2004	[redacted] contacted [redacted] at PSEPC and the response was that due to priorities at this moment PSPEC will not be able to action on this open action item. Need other agencies to pickup this task or close this issue.	
07June 2004	[redacted] raised issue with [redacted] at PSEPC (Public Safety and Emergency Preparedness Canada) for reconsideration.	
22Apr2004	[redacted] reported that a response from Solicitor Gen was received and that they are not prepared to do the GAP Analysis. RCMP will approach PESEP Ministry to determine if they will perform action.	
01Mar2004	[redacted] reported nothing new to report except that the Ministry had published their CPSIN Data Standard.	
02Feb2004	[redacted] reported that the Solicitor General is not in position to do the GAP analysis before April 1 st 2004.	
15Dec2003	As CPIC Services was not represented at the last TCS Conference Call it will be updated on February 2, 2004.	
03Nov2003	[redacted] reported that a request for a gap analysis of our Canadian CPSIN Data Standards by the IJISecretariat (SolGen) with both the U.S. Justice XML Data Standards and the PITO Data Standards. At this point	

b6
b7Cb6
b7C

	the IJIS has not done the work and while stating that they see the gap analysis as an important exercise, they currently lack of funding to do this work and are inquiring (unofficially so far) if the RCMP would pay (making a financial contribution of approx. 50K). Status to be provided on the funded issue by the next TCS Conference Call scheduled for December 15th.
30Sep2003	RCMP advises the comparison with FBI and PITO dictionary is in work.
28July2003	In progress. [] to report on 18 Aug 2003.
30June2003	[] is working with the IJI staff at Solicitor General on the gap analysis on PITO's common data dictionary. Still awaiting report from the IJI staff.
15May2003	[] to provide follow up by the end of May.
20Mar2003	Ongoing
13Mar2003	[] to report on this issue at next meeting
03Sep2002	- [] has ordered CD's and will send when available - [] FBI recommends PITO and RCMP download the V1 XML rap sheet dictionary from www.nlets.org using download section. - [] RCMP advises IJI dictionary near final product and he will ask for gap analysis with other dictionaries when available.
11Apr2002	Initiated by TCS Executive, []

b6
b7C
b7D

Action	Primary Contact	Description
2003#5	RCMP: []	Information provided to private fingerprints industries. Will share the draft for now and final product once completed.
Date	Current Status	
16Aug2004	Awaiting []	Update.
07June 2004	[]	reported that this issue is still under review by private industry legal services and police environment.
07Apr2004	[]	reported that it's still ongoing under the Department of Justice with consultation to private industries. Ongoing, presently on Version 9.
01Mar2004	[]	reported that if a private industry follows the government standards it will be able to take fingerprints as sanctioned by a law enforcement agency. [] will be sending an eMail to [].
02Feb2004	[]	is still awaiting a response from the Department of Justice.
15Dec2003	[]	reported that it has gone to two private companies. The report cannot be released until the Department of Justice approves.
03Nov2003	[]	has a meeting with the CPIC Advisory Committee today. After this meeting [] will provide PITO and FBI a copy of the draft policy.
30Sep2003	[]	RCMP advises document still being reviewed by DOJ. Can not release.
28July2003	[]	Now at version 5. Can't release until Dept. Justice gives final OK.
30June2003	[]	will provide 3 rd version of draft within the next few weeks.

b6
b7C

Action	Primary Contact	Description
2004#03	FBI: []	Accumulates lights out reliability data and, subject to peer review, to develop court applicable reliability proof. Share with TCS partners.
Date	Current Status	
16Aug2004	[]	The lights out reliability paper is being drafted by [].
07June 2004	[]	was assigned this action item and has started to gather information.

b6
b7C

Action	Primary Contact	Description
2004#04	PITO: [redacted] FBI: [redacted]	Develop TCS position paper on need to employ Gold Standard for Identification.
Date	Current Status	
16Aug2004	[redacted] has drafted the paper and is under management review and revision.	
07June2004	The TCS position paper is in development.	

Action	Primary Contact	Description
2004#05	FBI: [redacted] PITO: [redacted] Crim Trac: [redacted]	Develop NAFIS/IAFIS Electronic Connectivity architecture and protocol to include Batch & Single transaction needs.
Date	Current Status	
16Aug2004	[redacted] and [redacted] are working on test records. At this time the line between NCDB and Interpol are being tested.	
07June2004	PITO and FBI has started to work on the direct NAFIS to IAFIS Link.	

b6
b7C
b7D

Action	Primary Contact	Description
2004#06	FBI: [redacted] RCMP: [redacted] PITO: [redacted] Crim Trac: [redacted]	RCMP to work on appropriate Instruments required to facilitate terrorist Information exchange.
Date	Current Status	
16Aug2004	Awaiting update from [redacted]	
07June2004	On hold due to election on June 28 in Canada.	

Action	Primary Contact	Description
2004#07	All	Send rapid capture requirement Ideas by May 5 to FBI. [redacted] to be forwarded to NIJ (National Institute of Justice).
Date	Current Status	
16Aug2004	All agencies have contributed all requirements. FBI will award contact in fiscal year 2005-06 [redacted] will support with possible future funding.	
07June 2004	Still open for ideas. [redacted] will be responding on behalf of the RCMP.	

Action	Primary Contact	Description
2004#09	FBI: [redacted]	Draft membership letter of Invitation to CrimTrac. [redacted] to provide Australian Contact Information.
Date	Current Status	
16Aug2004	Letter was sent by FBI to CrimTrac. Awaiting formal written response soon.	
07June2004	[redacted] had sent to [redacted] copies will be sent electronically to RCMP and FBI.	

b6
b7C

Action	Primary Contact	Description
2004#11	RCMP: [redacted] FBI: ? PITO: ?	Develop formal bi-lateral agreements between respective participants and CrimTrac.
Date	Current Status	
16Aug2004	RCMP is awaiting response from Australia. PITO sent draft of bilateral agreement. A discussion was held as to determine if guidelines should be put in place for future bilateral agreements.	
07June2004	RCMP will have to start working on a bilateral agreement once Australia has accepted the FBI invitation.	

b6
b7C

Action	Primary Contact	Description
2004#12	All	Determine Name of TCS Group. To be considered and discussed at June 2004 Conference Call.
Date	Current Status	
16Aug2004	Still pending on approval from Australia. These names were suggested at the Conference Call for future reference. Multi Country Symposium (MCS) Multi Country Identification Symposium (MCIS) International Identification Symposium Group Multi Lateral Identification Symposium Group	
07June2004	A discussion was being held and pending on approval from Australia.	

Action	Primary Contact	Description
2004#13	PITO: [redacted]	Attendance to Tri-Country Conference in Edinburgh, England from April 19 to 21, 2005.
Date	Current Status	
16Aug2004	[redacted] is requested from all agencies to provide a count and names if possible, of possible participants for the next Tri-Country Conference. [redacted] sent to PITO the RCMP possible participants on 2004-08-20..	

b6
b7C

Action	Primary Contact	Description
2002#10 (Info Item)	FBI: [redacted] PITO: [redacted] RCMP: [redacted]	[redacted] to determine whether or not CPIC users can access NCIC VGTOF files directly on CPIC or via NCIC query using ACUPIES. [redacted] will also determine if there is a need to develop new entry procedures for terrorist data on CPIC so that a query on either NCIC or CPIC will result in full disclosure of terrorist files. The group will look at establishing a procedure to extract, share and store terrorist data files from/to PNC, NCIC and CPIC. [redacted] will lead the technical development for this exchange to occur via secure e-mail which will ultimately replace the exchange of CDs.

NCIC-VGTOF-11100

Date	Primary Contact	Description
16Aug2004		Nothing new to report.
07June2004		Nothing new to report.
22Apr2004		Nothing new to report.
01Mar2004		Due to a Canadian Public Inquiry () case) () advised that this initiative is on hold until the inquiry is finished.

Date	Primary Contact	Description
2003#8 (Info Item)	RCMP: () PITO: () FBI: TBD by ()	Share information on flat versus ten prints issues. Continue to promote rolled impression as a gold standard. Ongoing.
16Aug2004		Nothing new to report.
07June2004		Nothing new to report.
22Apr2004		Nothing new to report.
01Mar2004		() reported that a discussion at the IAI Conference took place and IAI participants were concerned with the response from Departmental Homeland Security. A letter will be sent to the Congress, Senate Appropriations Committee for DHS and the Executive Office of the White House.
02Feb2004		RCMP will not be doing any more testing until the RTID AFIS system is in place. TCS Members will promote "TEN ROLLED IS GOLD".
15Dec2003		Nothing new to report.
03Nov2003		() the Program Manager for US Visits did not attend the DHS on 15 Oct 2003. DHS to visit IAFIS and describe expectations. () attended this session and should be able to update directly to FBI prior to the next TCS Conference Call.
30Sep2003		RCMP reports that the IAI letter was sent. No response from Homeland Security was received. FBI advises () will meet with DHS on 15 Oct 2003 to discuss. Will report results to TCS.
28July2003		() reports that latest visit to NIST indicates DHS is softening on their position of using 2 fingers only and is now leaning to 8 fingers (4 plains left and right). They are pushing to get to 10 plains. RCMP reports IAI board of directors is going to send a letter to USA Dept of Homeland Security on the issue of using ten rolled impressions over a 2 finger system. 10 plains would be the minimum acceptable to the IAI.
30June2003		() reported that the Department of Home and Security (DHS) will have a two index fingers system in place (Sea & Airports) by December 31, 2003. It was decided that any updates will be reported during conference calls.

b6
b7Cb6
b7C

Date	Primary Contact	Description
2003#21 (Info Item)	RCMP: () PITO: () FBI: ()	Data Standards Working Group to identify risks and determine strategies towards a global standard for Biometrics other than fingerprints by September 30 th , 2003.
16Aug2004		Nothing new to report.

b6
b7C

Primary Contact	Description
07June2004	Nothing new to report.
22Apr2004	Nothing new to report.
01Mar2004	Nothing new to report.
02Feb2004	The Working Group is meeting this week in Australia and will be meeting in South Korea in June 2004.
15Dec2003	Nothing new to report.
03Nov2003	It was decided that this item will be considered as an information item. TCS - SC37 - Liaison Group rather than individual (cat 3 Liaison)
30Sep2003	Ongoing participation in ISO standards development by all countries.
28July2003	Item will be opened for debate in September, 2003 at mini TCS New York.
30June2003	Item will be opened for debate in September, 2003.

Last Update: RCMP

b6
b7C

DOCUMENT 39

(Rev. 01-31-2003)

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 11/02/2004

To: All Divisions

Attn: All SACs

All ASACs

All LEGATs

All JTTF SSAs

Counterterrorism

Attn: EAD John S. Pistole

DAD Donald Van Duyen

All CTD SCs

All CTD UCs

Donna Bucella/TSC Director

[REDACTED] TTIC

[REDACTED] TTIC

Office of Intelligence

Attn: EAD Maureen A. Baginski

Law Enforcement Services

Attn: EAD Grant D. Ashley

AD Louis F. Quijas

CJIS

Attn: [REDACTED]

Global Initiatives Unit

From: Counterterrorism

NTCS/CT Watch

Contact: SSA [REDACTED]

Approved By: [REDACTED]

Harrington T J

[REDACTED]

Drafted By: [REDACTED]

dhw

Case ID #: 66F-HQ-1407259 (Pending)
66F-HQ-1407259-TSC (Pending)

Title: COUNTERTERRORISM WATCH (CTW) /
TERRORIST SCREENING CENTER (TSC)
OPERATIONAL GROUP (OPS);
NATIONAL THREAT CENTER SECTION (NTCS);
COUNTERTERRORISM DIVISION (CTD)

Synopsis: 03/14/2004 to 09/15/2004 CTW/TSC Ops land border
crossing trend analysis.

Enclosure(s): Copy of CTW/TSC Operations CONUS map displaying
hits by state and outlining the top five points of entry.

NCIC-VGTOF-11737

DOCUMENT 39

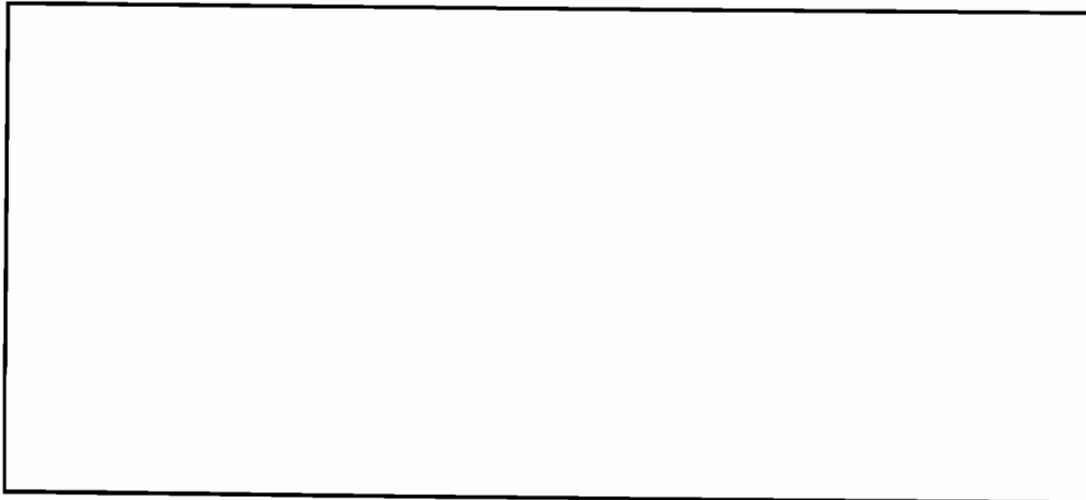
b2
b6
b7C

To: All Divisions From: Counterterrorism
Re: 66F-HQ-1407259, 10/19/2004

Details: By way of background, the Terrorism Screening Center (TSC) commenced operations on 12/01/2003 as a direct result of Homeland Security Presidential Directive-6 (HSPD-6), dated September 16, 2003, entitled "Integration and Use of Screening Information to Protect Against Terrorism." The TSC functions as the initial point of contact to receive inquiries from Federal, State, or local law enforcement agencies for possible terrorism related subject(s). The TSC provides these agencies with direct assistance to determine identity of the subject(s) of the inquiry. These inquiries are generated from hits in the NCIC Violent Gang Terrorist Organization File (VGTOF) and/or from the Department of State (DOS) TIPOFF database which is administered by the Terrorist Threat Integration Center (TTIC). If a positive or inconclusive identity match is made, the TSC refers the matter to the CT Watch/TSC Operations Group (CTW/TSC Ops) for operational management.

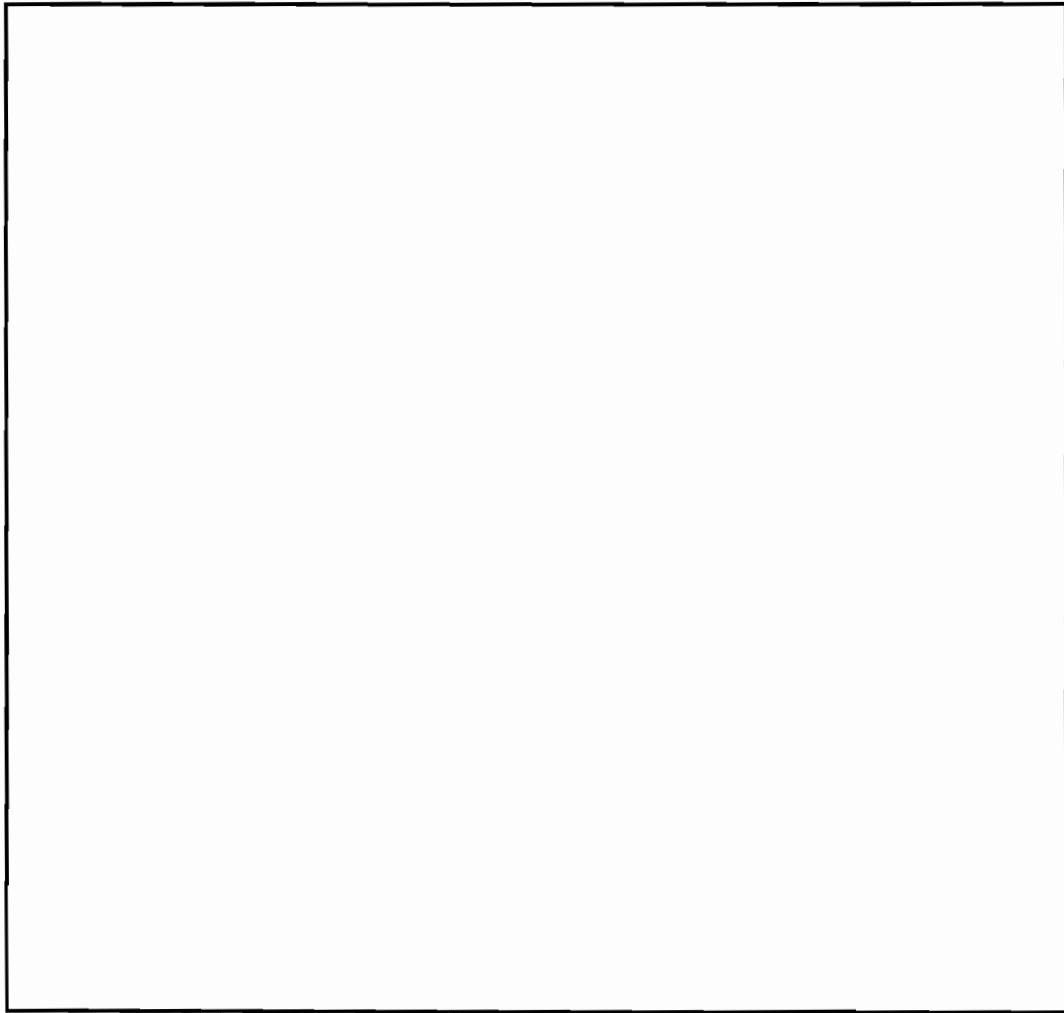
Many positive or inconclusive hits are generated as a result of terrorist related subject(s) attempting to enter the country via a land border crossing. By examining the data of where these hits originate, a trend has been established regarding likely points of entry of terrorist related subjects.

From the time period of 03/14/2004 to 09/15/2004, analysis was conducted on 413 border crossing hits that were referred to CTW/TSC Ops. These hits represent only the positive/inconclusive border crossing matches that were reported to the TSC from CBP/NTC, and ultimately referred to CTW/TSC Ops for operational management. The data confirms that certain states account for higher instances of border crossing activity by terrorist related subject(s). The following is a summary of the trends:



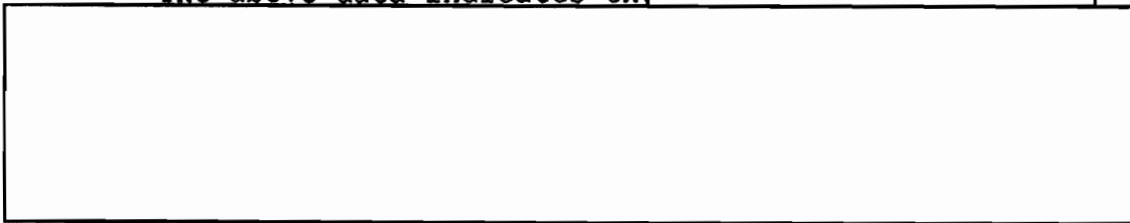
b2
b7E

To: All Divisions From: Counterterrorism
Re: 66F-HQ-1407259, 10/19/2004



b2
b7E

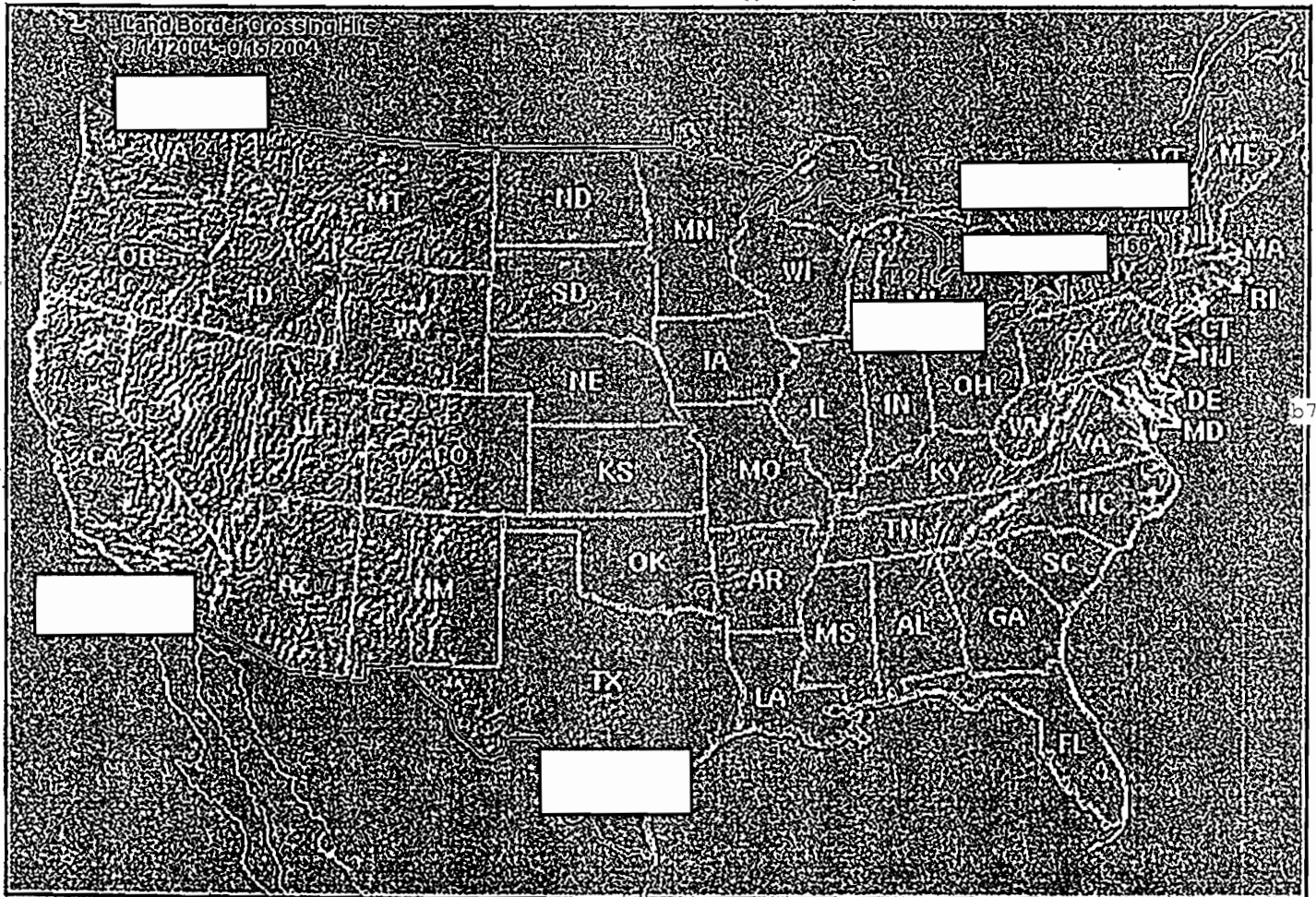
The above data indicates the



The above information is being provided to CTD executive management, field division management, and field JTTFs for information and review to aid in proper resource allocation.

b2
b7E

LEAD(s) :



NCIC-VGTOF-11741

DOCUMENT 63

b6
b7C

[REDACTED] (CJIS) (FBI)

From: [REDACTED]
 Sent: Friday, April 23, 2004 12:07 PM
 To: [REDACTED] (CK) (FBI); EX:/O=FBI/OU=FIRST ADMINISTRATIVE
 GROUP/CN=RECIPIENTS/CN=C62477DE-E0203E17-2D3FD969-EEA6A561;
 Cc: [REDACTED] (CK) (FBI); [REDACTED] (CK) (FBI); [REDACTED] (CK)
 (FBI); [REDACTED] (CK) (FBI)
 Subject: Re: RE: Russian information/Suspected terrorists

Thanks. We will enter them into TIPOFF and check the VGTOF box. I have asked [REDACTED] to set up a time next week to get CJIS, TSC, and TTIC together to discuss duplicate records and how we will deal with all the new FBI subjects we will be entering in TIPOFF. This seems like a related topic.

>>> [REDACTED] (CK) (FBI) 04/23 9:36 AM >>>
 UNCLASSIFIED
 NON-RECORD

[REDACTED]
 Per DAD Harrington's request, all names and identifiers have been entered into VGTOF using Handling Code 3. I have asked one of the analysts to prepare an EC back to you documenting what was done.

[REDACTED] wanted me to cc you on this response since there is a lead set to TTIC to enter these names into appropriate databases and didn't want a duplicate effort where VGTOF is concerned.

Any questions, let me know.
 [REDACTED]

b6
b7C

-----Original Message-----

From: [REDACTED]
 Sent: Monday, April 19, 2004 10:41 AM
 To: [REDACTED] (CK) (FBI)
 Subject: [REDACTED] information/Suspected terrorists

[REDACTED]
 Per our telephone conversation, we received approximately [REDACTED] names of suspected terrorists from the [REDACTED]

b2
b7E
b7D

DAD Harrington has requested that the names be entered into VGTOF. We think the most logical way to enter the names or batch loading them into VGTOF. We are asking for your assistance with this matter.

b2
b6
b7C

The following EC has been prepared with the names:

66F-HQ-A1413614-C, Serials: 22, 25, 26, 27, 28, 29 and 30.

Any question please call or e-mail,

Thank you,
 [REDACTED]

UNCLASSIFIED

NCIC-VGTOF-11679

DOCUMENT 63

DOCUMENT 69

Cumulative VGTOF Stats for Field Offices and TSC

Field Office		Jan-08
Anchorage, Alaska		
Birmingham, Alabama		
Mobile, Alabama		
Little Rock, Arkansas		
Phoenix, Arizona		
Los Angeles, California		
Sacramento, California		
San Diego, California		
San Francisco, California		
Denver, Colorado		
New Haven, Connecticut		
Washington Field Office		
Defined as HQ records (per OCA Field)		
Jacksonville, Florida		
Miami, Florida		
Tampa, Florida		
Atlanta, Georgia		
Honolulu, Hawaii		
Chicago, Illinois		
Springfield, Illinois		
Indianapolis, Indiana		
Louisville, Kentucky		
New Orleans, Louisiana		
Boston, Massachusetts		
Baltimore, Maryland		
Detroit, Michigan		
Minneapolis, Minnesota		
Kansas City, Missouri		
St. Louis, Missouri		
Jackson, Mississippi		
Omaha, Nebraska		
Charlotte, North Carolina		

b2
b7E

For period 01/1/2008-01/31/2008

NCIC-VGTOF-9197

Cumulative VGTOF Stats for Field Offices and TSC

Field Office		Jan-08
Newark, New Jersey		
Albuquerque, New Mexico		
Las Vegas, Nevada		
Albany, New York		
Buffalo, New York		
New York, New York		
Cincinnati, Ohio		
Cleveland, Ohio		
Muskogee, Oklahoma		
Oklahoma City, Oklahoma		
Tulsa, Oklahoma		
Portland, Oregon		
Pittsburgh, Pennsylvania		
Philadelphia, Pennsylvania		
San Juan, Puerto Rico		
Columbia, South Carolina		
Knoxville, Tennessee		
Memphis, Tennessee		
Dallas, Texas		
El Paso, Texas		
Houston, Texas		
San Antonio, Texas		
Salt Lake City, Utah		
Norfolk, Virginia		
Richmond, Virginia		
Seattle, Washington		
Milwaukee, Wisconsin		
MilDet & Legat		
Totals		
Terrorist Screening Center		
Totals		

NCIC-VGTOF-9198

b2
b7E

For period 01/1/2008-01/31/2008

•

b2
b7E

F

DOCUMENT 70

DOCUMENT 70

DOCUMENT 71

DCTSC3100	DCTSC3100
DCTSC3200	DCTSC3200
DCTSC3300	DCTSC3300
DCTSC3400	DCTSC3400
DCTSC3500	DCTSC3500
DCTSC3600	DCTSC3600
DCTSC3700	DCTSC3700
DCTSC3800	DCTSC3800
DCTSC3900	DCTSC3900
DCTSC4000	DCTSC4000
DCTSC4100	DCTSC4100
DCTSC4200	DCTSC4200
DCTSC4300	DCTSC4300
DCTSC4400	DCTSC4400
DCTSC4900	DCTSC4900
TOTALS	

FOR PERIOD
01/01/2009-

MILITARY DETAINEE	ORIGINATING AGENCY TOTALS	TRANSLATED AGENCY (BY MIS)	NUMBER OF ENTRIES	NUMBER OF IMAGE ENTRIES
			0	0

b2
b7E

LEGAL ATTACHE ENTRIES	ORIGINATING AGENCY TOTALS	TRANSLATED AGENCY (BY MIS)	NUMBER OF ENTRIES	NUMBER OF IMAGE ENTRIES
			0	0

INTERNATIONAL AND DOMESTIC	ORIGINATING AGENCY	TRANSLATED AGENCY ORI (BY OCA)	TRANSLATED AGENCY	NUMBER OF DOMESTIC NON-
	DCTSC0100	DCTSC0100		
	DCTSC0200	DCTSC0200		
	DCTSC0300	DCTSC0300		
	DCTSC0400	DCTSC0400		
	DCTSC0500	DCTSC0500		
	DCTSC0600	DCTSC0600		
	DCTSC0700	DCTSC0700		
	DCTSC4900	DCTSC4900		
	TOTALS			

NCTC AND NON-
NCTC VGTOF
ENTRIES TYPE

NCIC-VGTOF-10026

NCTC ENTRIES
TOTALS

ORIGINATING AGENCY	TRANSLATED AGENCY ORI (BY OCA)	TRANSLATED AGENCY
DCTSC0100	DCTSC0100	
DCTSC0200	DCTSC0200	
DCTSC0300	DCTSC0300	
DCTSC4900	DCTSC4900	
TOTALS		

CUMULATIVE
VGTOF ENTRIES

ORIGINATING AGENCY	TRANSLATED AGENCY (BY OCA)	TRANSLATED AGENCY
DCTSC0100	DCTSC0100	
DCTSC0200	DCTSC0200	
DCTSC0300	DCTSC0300	
DCTSC0400	DCTSC0400	
DCTSC0500	DCTSC0500	
DCTSC0600	DCTSC0600	
DCTSC0700	DCTSC0700	
DCTSC4900	DCTSC4900	
TOTALS		

ORIGINATING
AGENCY

DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100

NIC NUMBER

ORIGINATING

CASE
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-

b2
b6
b7C

NCIC-VGTOF-10027

b2
b7E

[illegible]

NCIC-VGTOF-10028

[illegible]

NCIC-VGTOF-10029

[illegible]

NCIC-VGTOF-10030

[illegible]

NCIC-VGTOF-10032

[illegible]

NCIC-VGTOF-10033

[illegible]

NCIC-VGTOF-10034

[illegible]

NCIC-VGTOF-10035

[illegible]

NCIC-VGTOF-10036

[illegible]

NCIC-VGTOF-10037

[illegible]

NCIC-VGTOF-10038

[illegible]

NCIC-VGTOF-10039

[illegible]

NCIC-VGTOF-10040

[illegible]

NCIC-VGTOF-10041

[illegible]

NCIC-VGTOF-10042

[illegible]

NCIC-VGTOF-10043

[illegible]

NCIC-VGTOF-10044

[illegible]

NCIC-VGTOF-10045

[illegible]

NCIC-VGTOF-10046

[illegible]

NCIC-VGTOF-10047

[illegible]

NCIC-VGTOF-10048

[illegible]

NCIC-VGTOF-10049

[illegible]

NCIC-VGTOF-10050

[illegible]

NCIC-VGTOF-10051

NCIC-VGTOF-10052

[illegible]

NCIC-VGTOF-10053

[illegible]

NCIC-VGTOF-10054

[illegible]

NCIC-VGTOF-10055

[illegible]

NCIC-VGTOF-10056

[illegible]

NCIC-VGTOF-10057

[illegible]

NCIC-VGTOF-10058

[illegible]

NCIC-VGTOF-10059

[illegible]

NCIC-VGTOF-10060

[illegible]

NCIC-VGTOF-10061

[illegible]

NCIC-VGTOF-10062

32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
80-PR-78-E-16
80-PR-78-E-16
80-PR-78-E-16
80-PR-78-E-16
80-PR-78-E-16
80-PR-78-E-16

NCIC-VGTOF-10063

[illegible]

NCIC-VGTOF-10064

[illegible]

NCIC-VGTOF-10065

[illegible]

NCIC-VGTOF-10066

NCIC-VGTOF-10067

NCIC-VGTOF-10068

DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100
DCTSC0100

ORIGINATING
AGENCY

NIC NUMBER

32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-
32-HQ-

ORIGINATING
CASE

b2
b6
b7C
b7E

*** NO RECORDS

NCIC-VGTOF-10069

DOCUMENT 74

(Rev. 01-31-2003)

FEDERAL BUREAU OF INVESTIGATION**Precedence:** ROUTINE**Date:** 05/02/2005

To: CJIS
 Counterintelligence
 Counterterrorism
 Cyber
 Criminal Investigative
 All Field Offices

Attn: AD, DAD, SCs
Attn: AD, DAD, SCs
Attn: AD, DAD, SCs
Attn: AD, DAD, SCs
Attn: AD, DAD, SCs
Attn: SAC, ASAC, CDC

From: CJIS

National Instant Criminal Background Check
 System, Module A3, WV

Contact: [REDACTED]**Approved By:** Bush Thomas E III[REDACTED] *TEAS*
[REDACTED] *END/PJ3*
Kelley Patrick W *PWK/MS*
[REDACTED] *MS***Drafted By:** [REDACTED] *HLH/ms***Case ID #:** 319X-HQ-A1487720-CJIS - 1

Title: LEGAL ADVICE AND OPINIONS, CJIS; PROGRAM OFFICIALS
 GUIDANCE ON OBTAINING NATIONAL INSTANT CRIMINAL
 BACKGROUND CHECK SYSTEM (NICS) INFORMATION REGARDING
 VIOLENT GANG AND TERRORIST ORGANIZATION FILE (VGTOF)
 SUBJECTS.

Synopsis: This provides guidance on using information from
 NICS when a subject in the VGTOF attempts to obtain a firearm
 or an explosives license.

Details: Under the Brady Handgun Violence Prevention Act of
 1993 (Brady Act), prior to transferring a firearm, a Federal
 Firearm Licensee (FFL) is required to contact the NICS for a
 background check on the purchaser to determine whether the
 system has information demonstrating the purchaser is
 prohibited from possessing a firearm under federal or state
 law. The FFL initiates the check after the purchaser has
 filled out and signed Bureau of Alcohol, Tobacco, Firearms and
 Explosives (ATF) Form 4473 (sometimes referred to as the
 "yellow form" because of its standard color). Form 4473
 requires the purchaser to provide in his/her handwriting

b2
 b6
 b7C

NCIC-VGTOF-10082

DOCUMENT 74

GAH
pk *ml*

File
NIC & Policy

To: CJIS From: CJIS
 Re: 319X-HQ-A1487720, 05/02/2005

certain biographical data: name, date of birth, address, place of birth, height, weight, sex, race, country of citizenship, and Bureau of Immigration and Customs Enforcement (ICE)-issued alien number or admission number. Providing a social security number is optional and points of contact (POCs) are not required to obtain height or weight. The form also requires the purchaser to answer a number of questions related to whether the purchaser is the actual buyer or is prohibited from possessing a firearm under any of the ten federal firearm prohibitions in the Gun Control Act. If the purchaser is an alien "nonimmigrant," he/she must claim a specific exception which permits him/her to possess a firearm notwithstanding the general federal prohibition against nonimmigrant possession.

The FFL is not required to record the make, model and serial number of the firearms the purchaser intends to purchase until after the NICS check is completed. The FFL must, however, inform the NICS whether the individual wishes to purchase or redeem (if a pawn check) a handgun, long gun, or both.

The FFL initiates the check by contacting either the NICS Section by phone (through a Call Center) or the Internet or a state or local criminal justice agency serving as a POC on behalf of the FBI by similar means. The FFL must provide the NICS Section with all of the biographical information except the purchaser's address. Neither the NICS Section nor the POC obtains Form 4473s or copies.

The NICS computer conducts a name-based check of three databases automatically: National Crime Information Center (NCIC) (including VGTOF), Interstate Identification Index, and the NICS Index. If the purchaser claims to be an alien, the NICS generates an automated query of ICE databases. The POCs and other agencies using NICS for permits may also query additional state/local databases. If no records are found potentially matching the purchaser's name, the NICS generates a "proceed" response. If any records (without regard to whether the record is indicative of a firearm prohibition) are discovered, the NICS generates a "delay" response. The NICS cannot generate a "deny" response, only a NICS Section or POC employee can deny a firearm transfer based upon review of the records identified by the NICS. Membership (or suspected membership) in a terrorist organization does not prohibit a person from possessing or receiving firearms. Consequently, all VGTOF hits require further research.

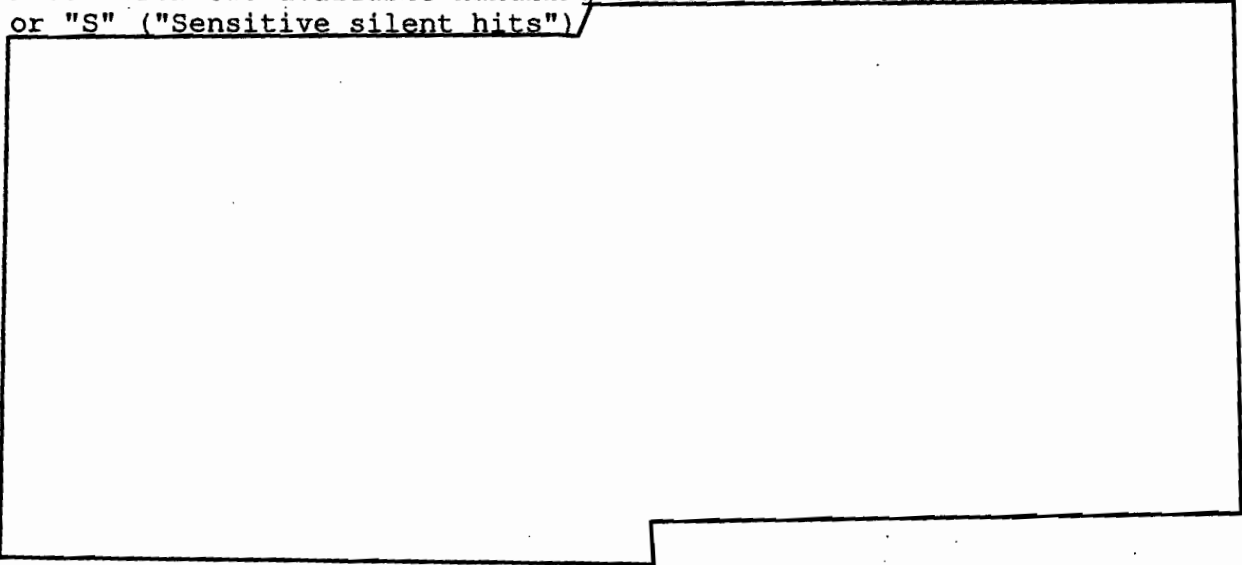
To: CJIS From: CJIS
Re: 319X-HQ-A1487720, 05/02/2005

In February 2004, pursuant to a Department of Justice directive, the NICS began delaying all firearm and explosive background checks that hit on a VGTOF record.¹ The new procedures were implemented so that NICS personnel, in compliance with the Brady Act, can coordinate with FBI field agents to determine whether the agents have information about a prospective purchaser entered in VGTOF that is not yet available in the automated databases checked by the NICS, which indicates that the purchaser is prohibited from possessing a firearm.²

The NICS Section and the POC employees have been instructed to provide interested FBI field offices all available information regarding the VGTOF subject originally provided by the FFL captured in the NICS database. In addition, if an agent desires, the NICS employees and the POCs have been instructed to call the FFL and obtain the purchaser's residence address from the Form 4473. The FFL is not legally required to provide the additional information. If the FFL refuses to provide the address, FBI field personnel

b7E

The VGTOF has a sub-file with records designated as "silent hits" with two available handling codes: "R" (Routine silent hits) or "S" ("Sensitive silent hits")



²The new procedures have been successful in enabling the NICS Section to deny two gun transactions during a five-month period based on "prohibiting information" provided by FBI field agents that had not yet been entered in the automated databases checked by the NICS (active state warrants).

From: CJIS
 Re: 319X-HQ-A1487720, 05/02/2005

can obtain this and other information such as the type of government issued photo identification used by the purchaser on "proceeded" or "delayed" transactions from gun dealers for investigative purposes through coordination with the ATF. In certain circumstances, the ATF may be able to obtain a copy of the Form 4473 in question or the original. This could provide fingerprint or handwriting evidence which may be of interest. The FBI has made these procedures an explicit part of the written NICS VGTOF Standard Operating Procedures used by NICS Legal Instruments Examiners and POCs.³

The NICS is also available for use by federal, state and local criminal justice agencies prior to their issuance of a firearm or explosive-related permit. In the case of information from state/local firearm or explosive permit applications, there is no Brady Act limitation on the state supplying transaction information to FBI field agents for investigative purposes after identity is established, as use and dissemination of state permit information is governed by state law. Information on permit applications and the information collected for state background investigations may far exceed the information on a Form 4473. State and local agencies that issue firearm or explosive permits have been advised to share all information with FBI field personnel to the fullest extent allowable under state law.

There is no limitation under the Brady Act on sharing NICS information with law enforcement agencies about persons determined to be prohibited from possessing or receiving a firearm, and NICS information on "denied" transactions can be and routinely is provided to the ATF.

³ It is important to note that under the Brady Act, the NICS Section or a POC can only delay the transfer of a firearm for three business days when the NICS has identified records which could lead to information which demonstrates the subject is prohibited from possessing a firearm. After the third business day, the FFL is not prohibited from transferring the firearm, although federal law does not compel him to transfer. The NICS employees inquire as to whether the firearm has transferred only if the FBI is prepared to give the FFL "deny" response after the third business day. Consequently, this is not information the NICS Section can typically provide field personnel. However, the ATF can obtain such information and the make, model, and serial number of the transferred firearms and provide it upon request.

To: CJIS From: CJIS
Re: 319X-HQ-A1487720, 05/02/2005

In addition, although NICS information about "proceeded" transactions cannot, because of Brady Act restrictions, be shared with law enforcement officials just to provide notice of lawful gun purchases by persons of investigative interest, such information can be and routinely is shared by the NICS Section with law enforcement agencies when the information indicates a violation, or suspected violation, of law or regulation.

FBI field offices are not prohibited by the Brady Act from sharing information obtained from the NICS Section or a POC with other law enforcement or intelligence agencies for legitimate law enforcement, counterterrorism, or counterintelligence purposes. This includes sharing such information with non-FBI members of a Joint Terrorist Task Force.

Since implementing these procedures in February 2004, it has become apparent that the volume of affected transactions is low enough that all of the VGTOF hits could be processed by the NICS Section. Consequently, the NICS Section is scheduled to commence processing all VGTOF hits, including POC-initiated transactions, on 07/03/2005. Thereafter, FBI field personnel will liaise with the NICS employees rather than the POC agencies. The NICS Section will obtain all available information from the POCs and provide it to the field.

In summary, while under the Brady Act the primary purpose of obtaining information about the purchaser must be to aid the NICS in determining an identity match or obtaining prohibiting information, the FBI is not prohibited from obtaining the ancillary benefit of using that information if it is relevant to a counterterrorism or counterintelligence investigation.

To: CJIS From: CJIS
Re: 319X-HQ-A1487720, 05/02/2005

LEAD(s):

Set Lead 1: (Info)

ALL RECEIVING OFFICES

Please disseminate to all appropriate personnel.

♦♦

DOCUMENT 76

(Rev. 01-31-2003)

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 04/20/2005

To: All Field Offices

Attn: FBIHQ, Manuals Desk

From: General Counsel

Access Integrity Unit, Module E3, WV

Contact: [REDACTED]

Approved By: [REDACTED]

Kelley Patrick W

Drafted By: [REDACTED]

Case ID #: 319X-HQ-A1487720

Title: GUIDANCE ON AVAILABILITY AND USE OF INFORMATION
OBTAINED AS A RESULT OF NATIONAL CRIMINAL INSTANT CRIMINAL
BACKGROUND CHECK SYSTEM (NICS) CHECKS INVOLVING
TERRORIST WATCH LIST RECORDS

Synopsis: This communication discusses the information which is available to a Field Office from the NICS Section or another criminal justice agency conducting NICS checks when a known or suspected terrorist subject entered into the NCIC Violent Gang and Terrorist Organization File (VGTOF) attempts to obtain a firearm from a Federal Firearms Licensee (FFL) or a firearm or explosive license.

Details:

The following outlines the types of information available to a Field Office and the process to obtain that information if a known or suspected terrorist subject in VGTOF attempts to obtain a firearm from an FFL or a firearm or explosive permit.

- NICS generates a notice to TSC whenever it hits on a subject entered into the VGTOF by the FBI. TSC will notify the case agent investigating the VGTOF subject. The case agent is instructed to contact either the NICS Section or the state or local criminal justice agency conducting the NICS check.
- All NICS users have been instructed to share all available information from the NICS query with the case agent: specifically name, date of birth, place of

NCIC-VGTOF-10105

b2
b6
b7C

To: All Field Offices From: General Counsel
Re: 319X-HQ-A1487720, 04/20/2005

birth, height, weight, sex, race, country of citizenship, ICE-issued alien or admission number, type of firearm (handgun, long gun or both), any exception to nonimmigrant prohibition claimed by an alien. NOTE: NICS queries do not contain a firearm purchaser's address.

- All NICS users have been instructed to obtain additional information from an FFL, such as address and the government-issued identification cards (drivers license, etc.) used and provide all additional information from a permit application if requested by a field office. FFL's are not required to provide this information. If an FFL refuses, Field Offices are encouraged to contact ATF, ATF can obtain additional information, including the make, model and serial number of any firearm purchased by the VGTOF subject as well as the form the purchaser must fill out (ATF Form 4473). Form 4473's may provide useful handwriting or fingerprint information.
- Field Offices may share any of the information obtained under these procedures with any law enforcement, counterterrorism or counterintelligence agency, including members of a JTTF.

Background: Under the Brady Handgun Violence Prevention Act of 1993 (Brady Act), prior to transferring a firearm, an FFL is required to contact NICS for a background check on the purchaser to determine whether the system has information demonstrating the purchaser is prohibited from possessing a firearm under federal or state law. The FFL initiates the check after the purchaser has filled out and signed ATF Form 4473 (sometimes referred to as the "yellow form" because of its standard color). Form 4473 requires the purchaser to provide in his/her handwriting certain biographical data: name, date of birth, address, place of birth, height, weight, sex, race, country of citizenship, and ICE-issued alien number or admission number. Providing a social security number is optional. The form also requires the purchaser to answer a number of questions related to whether the purchaser is the actual buyer, prohibited from possessing a firearm under any of the ten federal firearm prohibitions in the Gun Control Act. If the purchaser is a nonimmigrant, he/she must claim a specific exception which permits him/her to possess a firearm notwithstanding the general prohibition against nonimmigrant firearm

NCIC-VGTOF-10106

To: All Field Offices From: General Counsel
Re: 319X-HQ-A1487720, 04/20/2005

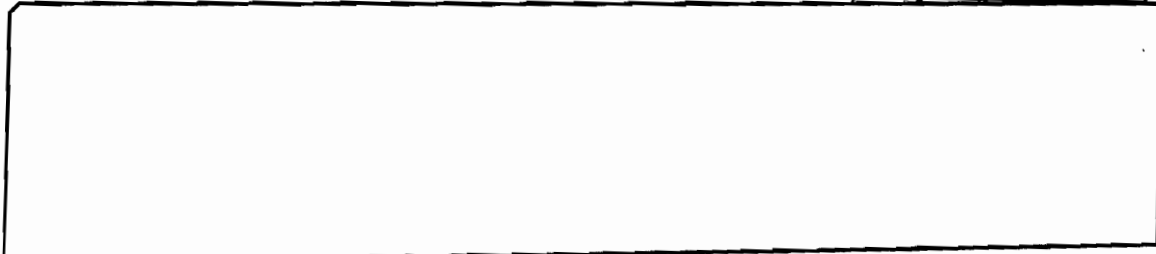
The FFL is not required to record the make, model and serial number of the firearms the purchaser intends to purchase until after the NICS check is completed. The FFL must, however, inform the NICS whether the individual wishes to purchase or redeem (if a pawn check) a handgun, long gun or both.

The FFL initiates the check by contacting either the NICS Section by phone (through a Call Center) or via the Internet or a state or local criminal justice agency serving as a Point of Contact (POC) on behalf of the FBI by similar means. The FFL must provide the NICS Section with all of the biographical information but the purchaser's address. POCs are not required to obtain height, or weight. Neither the NICS Section nor a POC obtains any Form 4473s or copies.

The NICS computer conducts a name based check of three databases automatically: NCIC (including VGTOF), III, and the NICS Index. All subjects in the NICS Index are prohibited from possessing a firearm under federal law. If the purchaser claims to be an alien, the NICS generates an automated query of ICE databases. POCs and other agencies using NICS for permits may also query additional state/local databases. If no records are found potentially matching the purchaser's name, NICS generates a "proceed" response. If any records (without regard as to whether the record is indicative of a firearm prohibition) are discovered, NICS generates a "delay" response. NICS cannot generate a "deny" response, only a NICS Section or POC employee can deny a firearm transfer based upon review of the records identified by NICS. Membership (or suspected membership) in a terrorist organization does not prohibit a person from possessing or receiving firearms. Consequently, all VGTOF hits require further research.

In February 2004, pursuant to a DOJ directive, the NICS began delaying all firearm and explosive background checks that hit on a VGTOF record.¹ The new procedures were implemented so

¹The VGTOF has a sub-file with records designated as "silent hits" with two available handling codes: "R" ("Routine silent hits") or "S" (Sensitive silent hits) [REDACTED]



b7E

To: All Field Offices From: General Counsel
Re: 319X-HQ-A1487720, 04/20/2005

that NICS personnel, in compliance with the Brady Act, can coordinate with FBI field agents to determine whether the agents have prohibiting information about a prospective purchaser entered in VGTOF that is not yet available in the automated databases checked by the NICS.²

The NICS Section and POC employees have been instructed to provide interested FBI field offices all available information regarding the VGTOF subject originally provided by the FFL captured in the NICS database. In addition, if an agent desires, the NICS employees and the POCs have been instructed to call the FFL and obtain the purchaser's residence address from the Form 4473. The FFL is not legally required to provide the additional information. If the FFL refuses to provide the address, FBI field personnel can obtain additional information on "proceeded" or "delayed" transactions from gun dealers for investigative purposes through coordination with the ATF. Thus, a counterterrorism official can, if he/she wishes to see address or other additional information recorded on a Form 4473, such as the government issued photo identification used by the purchaser, can coordinate with ATF to obtain the additional information from the gun dealer. In certain circumstances, ATF may be able to obtain a copy of the Form 4473 in question or the original. This could provide fingerprint or handwriting evidence which may be of interest. The FBI has made these procedures an explicit part of the written NICS VGTOF SOP used by VGTOF Examiners.³



b7E

² The new procedures have been successful in enabling the NICS to deny two gun transactions during the five-month period reviewed based on prohibiting information provided by the FBI field agents that had not yet been entered in the automated databases checked by NICS (active state warrants).

³It is important to note that under the Brady Act, the NICS Section or a POC can only delay the transfer of a firearm for three business days when NICS has identified records which could lead to information which demonstrates the subject is prohibited from possessing a firearm. After the third business day, the FFL is not prohibited from transferring the firearm, although federal law does not compel him to transfer. NICS employees inquire as to whether the firearm has transferred only if the FBI is prepared to give the FFL a "deny" response after the third business day. Consequently, this is not information the NICS Section can typically provide field personnel. However, ATF can obtain such information and the make, model and serial number of

NCIC-VGTOF-10108

To: All Field Offices From: General Counsel
Re: 319X-HQ-A1487720, 04/20/2005

NICS is also available for use by federal, state and local criminal justice agencies prior to their issuance of a firearm or explosive related permit. In the case of information from state/local firearm or explosive permit applications, there is no Brady Act limitation on the state supplying transaction information to FBI field agents for investigative purposes after identity is established, as use and dissemination of state permit information is governed by state law. Information on permit applications and the information collected for state background investigations may far exceed the information on a Form 4473. State and local agencies that issue firearm or explosive permits have been advised to share all information with the FBI field personnel to the fullest extent allowable under state law.

There is no limitation under the Brady Act on sharing NICS information with law enforcement agencies about persons determined to be prohibited from possessing or receiving a firearm, and NICS information on "denied" transactions can be and routinely is provided to ATF.

In addition, although NICS information about "proceeded" transactions cannot, because of Brady Act restrictions, be shared with law enforcement officials just to provide notice of lawful gun purchases by persons of investigative interest, such information can be and routinely is shared by the NICS with law enforcement agencies when the information indicates a violation, or suspected violation, of law or regulation.

FBI Field Offices are not prohibited by the Brady Act from sharing information obtained from the NICS Section or a POC with other law enforcement or intelligence agencies to a legitimate law enforcement or counterterrorism/counterintelligence purpose. This includes sharing such information with non-FBI members of a JTTF.

Since implementing these procedures in February 2004, it has become apparent that the volume of affected transactions is low enough that all of the VGTOF hits could be processed by the FBI NICS Section. Consequently, the FBI NICS Section is scheduled to commence processing all VGTOF hits, including POC-initiated transactions, on July 3, 2005. Thereafter, FBI field personnel will liaise with FBI NICS employees rather than POC agencies. The

the transferred firearms and provide it upon request.

To: All Field Offices From: General Counsel
Re: 319X-HQ-A1487720, 04/20/2005

FBI NICS Section will obtain all available information from the POCs and provide it to the field.

While under the Brady Act the primary purpose of obtaining such information must be to aid NICS in determining an identity match or obtaining prohibiting information, the FBI is not prohibited from obtaining the ancillary benefit of providing information which may be useful to a counterterrorism or counterintelligence investigation.

DOCUMENT 79

~~SECRET~~

(TSC) (CON)

From: [redacted] (TSC) (CON)
 Sent: Tuesday, October 27, 2009 9:49 PM
 To: [redacted] (TSC) (CON)
 Subject: FW: Pending Issue (New) [redacted] Handling Codes)

b6
b7C

b1

Attachments:

(S)

(S)

b1

~~SECRET//NOFORN~~RECORD 315-HQ-C1477837-G

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED EXCEPT
 WHERE SHOWN OTHERWISE

From: [redacted] (TSC) (FBI)
 Sent: Friday, February 13, 2009 8:11 AM
 To: [redacted] (TSC) (CON)
 Cc: [redacted]
 Subject: Pending Issue (New) [redacted] Handling Codes)

DATE: 02-18-2010
 CLASSIFIED BY uc/baw 60324
 REASON: 1.4 (c)
 DECLASSIFY ON: 02-18-2035

b1

b6
b7C~~SECRET//NOFORN~~RECORD 315-HQ-C1477837-G

b1

The attached has been pending with OGC, TSC Legal and DOJ since late-2007. It is a request for new [redacted] Handling Codes. [redacted] is the OGC (at the TSC) point-of-contact on this. The ball has been in DOJ's court and, she advises periodically that it's 'in the works'. The short of it is that DOJ finally advised last summer that the TSC could overtly watchlist [redacted] records in VGTOF. [redacted] drafted a letter from Director Boyle to DOJ requesting double-confirmation on this and, when pressed to put it in definitive language in writing, DOJ has been reluctant to respond. So, until they do, it's in a holding pattern. (S)

b6
b7C
b1

When it does get the green light, you will need to change some of the information (attn line, leads, etc.) but other than that it should be good-to-go unless major changes are ordered by DOJ.

You will need to coordinate this with [redacted] at CJIS. Upon receipt of the approved EC, she will take the matter to CJIS Executive Management for ranking in their list of priorities and from that they will determine an implementation date.

(S) You will also need to keep [redacted] at CJIS in the loop. Because of the pending new caveats and other TSC issues, CJIS has not been able to distribute a VGTOF (terrorist portion) brochure since November 2006. I also advised [redacted] that if we are going to use buzz words like 'attorney general' in the new caveats, the TSC will need to provide a written explanation of the issue regarding [redacted] records, the exact protocol, etc., because it will cause alerts to go up in the User Community and CJIS will need to relay the information to the community by way of an all CSO Letter (which is required anyway prior to the release/deployment of the new caveats).

b6
b7C

Thanks

(S)

b1

b1

~~DERIVED FROM: G-3 FBI Classification Guide G-3, dated 1/97, Foreign Counterintelligence Investigations~~~~DECLASSIFY ON: 2032/217~~~~SECRET//NOFORN SECRET~~

NCIC-VGTOF-10565

DOCUMENT 80

(Rev. 06-04-2007) ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

DATE: 02-18-2010
CLASSIFIED BY uc/baw 60324
REASON: 1.4 (c)
DECLASSIFY ON: 02-18-2035

~~SECRET//ORCON//NOFORN~~

FEDERAL BUREAU OF INVESTIGATION

Precedence: PRIORITY

Date: 12/17/2007

To: CJIS

Attn:

[REDACTED]
RQMU, ITMS

[REDACTED]
CDIG, INGOS

[REDACTED]
TSEU, LATSS

Counterterrorism

Attn:

[REDACTED]
TRES Unit, NTCS

[REDACTED]
TSOU, NTCS

b6
b7C

From: Counterterrorism
Terrorist Screening Center

Contact: [REDACTED]

Approved By: Boyle Leonard C
Kopel Richard

[REDACTED]

b2
b6
b7C

Drafted By: [REDACTED] mrl

Case ID #: (U) 315-HQ-C1477837-G (Pending)

Title: (U) TERRORIST SCREENING CENTER -
TERRORIST RECORDS IN VGTOF
ESTABLISHMENT OF NEW HANDLING CODES

Synopsis: (U) To request that the Criminal Justice Information Services (CJIS) Division establish four new Handling Codes (HCs)/Subgroups (SGPs) for international terrorist (IT) records contained in the National Crime Information Center's (NCIC) Violent Gang and Terrorist Organization File (VGTOF).

~~SECRET//ORCON//NOFORN~~

NCIC-VGTOF-10566

DOCUMENT 80

~~SECRET//ORCON//NOFORN~~

To: CJIS From: Counterterrorism
Re: (U) 315-HQ-C1477837-G, 12/17/2007

(U)

Derived From : G-3

Declassify On: 12/17/2032

Details: (S)

[Redacted]

b1

b1

(S)

X

[Redacted]

(S)

[Redacted]

b1

(U) HANDLING CODE 1L*IFBI
(U) HANDLING CODE 2L*IFBI
(U) HANDLING CODE 3L*IFBI

~~SECRET//ORCON//NOFORN~~

~~SECRET//ORCON//NOFORN~~

To: CJIS From: Counterterrorism
Re: (U) 315-HQ-C1477837-G, 12/17/2007

(U) HANDLING CODE RL*IFBI

The caveat preceding all hit responses containing HC
1L terrorist records shall read:

LAW ENFORCEMENT SENSITIVE INFORMATION

WARNING - APPROACH WITH CAUTION

THIS RECORD INCLUDES INFORMATION THAT MAY ONLY BE USED IN A LEGAL OR ADMINISTRATIVE PROCEEDING/PROCESS WITH THE ADVANCE AUTHORIZATION OF THE RECORD OWNER AND THE ATTORNEY GENERAL. ANY RECIPIENT INTERESTED IN SUCH USE MUST FIRST CONTACT THE TERRORIST SCREENING CENTER TO OBTAIN THE NECESSARY APPROVAL.

THIS INDIVIDUAL IS ASSOCIATED WITH TERRORISM AND IS THE SUBJECT OF AN ARREST WARRANT, ALTHOUGH THE WARRANT MAY NOT BE RETRIEVABLE VIA THE SEARCHED IDENTIFIERS. IF AN ARREST WARRANT FOR THE INDIVIDUAL IS RETURNED IN YOUR SEARCH OF NCIC, DETAIN THE INDIVIDUAL PURSUANT TO YOUR DEPARTMENT'S PROCEDURES FOR HANDLING AN OUTSTANDING WARRANT, AND IMMEDIATELY CONTACT THE TERRORIST SCREENING CENTER AT [REDACTED] FOR ADDITIONAL DIRECTION. IF AN ARREST WARRANT FOR THE INDIVIDUAL IS NOT RETURNED, USE CAUTION AND IMMEDIATELY CONTACT THE TERRORIST SCREENING CENTER [REDACTED] FOR ADDITIONAL DIRECTION.

b2
b6
b7C
b7E

LAW ENFORCEMENT SENSITIVE INFORMATION

The caveat preceding all hit responses containing HC
2L terrorist records shall read:

LAW ENFORCEMENT SENSITIVE INFORMATION

WARNING - APPROACH WITH CAUTION

THIS RECORD INCLUDES INFORMATION THAT MAY ONLY BE USED IN A LEGAL OR ADMINISTRATIVE PROCEEDING/PROCESS WITH THE ADVANCE AUTHORIZATION OF THE RECORD OWNER AND THE ATTORNEY GENERAL. ANY RECIPIENT INTERESTED IN SUCH USE MUST FIRST CONTACT THE TERRORIST SCREENING CENTER TO OBTAIN THE NECESSARY APPROVAL.

PLEASE DETAIN THIS INDIVIDUAL FOR A REASONABLE AMOUNT OF TIME FOR QUESTIONING. THIS INDIVIDUAL IS OF INVESTIGATIVE INTEREST TO LAW ENFORCEMENT REGARDING ASSOCIATION WITH TERRORISM.

IMMEDIATELY CONTACT THE TERRORIST SCREENING CENTER AT [REDACTED]
FOR ADDITIONAL DIRECTION.

b2
b6
b7C
b7E

~~SECRET//ORCON//NOFORN~~

~~SECRET//ORCON//NOFORN~~

To: CJIS From: Counterterrorism
Re: (U) 315-HQ-C1477837-G, 12/17/2007

LAW ENFORCEMENT SENSITIVE INFORMATION

The caveat preceding all hit responses containing HC
3L terrorist records shall read:

LAW ENFORCEMENT SENSITIVE INFORMATION

DO NOT ALERT THIS INDIVIDUAL TO THIS NOTICE

THIS RECORD INCLUDES INFORMATION THAT MAY ONLY BE USED IN A LEGAL OR
ADMINISTRATIVE PROCEEDING/PROCESS WITH THE ADVANCE AUTHORIZATION OF
THE RECORD OWNER AND THE ATTORNEY GENERAL. ANY RECIPIENT INTERESTED
IN SUCH USE MUST FIRST CONTACT THE TERRORIST SCREENING CENTER TO
OBTAIN THE NECESSARY APPROVAL.

CONTACT THE TERRORIST SCREENING CENTER AT [REDACTED] DURING THIS
ENCOUNTER. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE
ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER.

b2
b6
b7C
b7E

THE NAME OR IDENTIFIER(S) YOU QUERIED ARE SIMILAR TO OR THE SAME AS
THOSE BELONGING TO AN INDIVIDUAL IDENTIFIED AS HAVING POSSIBLE TIES
WITH TERRORISM.

ATTEMPT TO OBTAIN SUFFICIENT IDENTIFYING INFORMATION DURING THE
ENCOUNTER, WITHOUT OTHERWISE EXTENDING THE SCOPE OR DURATION OF THE
ENCOUNTER, TO ASSIST THE TERRORIST SCREENING CENTER IN DETERMINING
WHETHER OR NOT THE NAME OR IDENTIFIER(S) YOU QUERIED BELONGS TO AN
INDIVIDUAL IDENTIFIED AS HAVING POSSIBLE TIES WITH TERRORISM.

DO NOT DETAIN OR ARREST THIS INDIVIDUAL UNLESS THERE IS EVIDENCE OF A
VIOLATION OF FEDERAL, STATE OR LOCAL STATUTES.

DO NOT SHOW OR PROVIDE THIS RECORD TO THE SUBJECT OR ANY NON-
AUTHORIZED PERSONNEL/ENTITY.

DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE ON A TERRORIST
WATCHLIST

WARNING - APPROACH WITH CAUTION

LAW ENFORCEMENT SENSITIVE INFORMATION

The caveat preceding all hit responses containing HC
RL terrorist records shall read:

~~SECRET//ORCON//NOFORN~~

~~SECRET//ORCON//NOFORN~~

To: CJIS From: Counterterrorism
 Re: (U) 315-HQ-C1477837-G, 12/17/2007

THIS RECORD INCLUDES INFORMATION THAT MAY ONLY BE USED IN A LEGAL OR ADMINISTRATIVE PROCEEDING/PROCESS WITH THE ADVANCE AUTHORIZATION OF THE RECORD OWNER AND THE ATTORNEY GENERAL. ANY RECIPIENT INTERESTED IN SUCH USE MUST FIRST CONTACT THE TERRORIST SCREENING CENTER TO OBTAIN THE NECESSARY APPROVAL.

[REDACTED]

(U) [REDACTED]

[REDACTED]

[REDACTED]

(U) Although the length of the new caveats are considerable, it is imperative that all points contained in the caveat are provided to recipients of terrorist records to ensure compliance regarding the proper handling and dissemination of terrorist record information. In furtherance of this, prior to the implementation of the new HCs, the CJIS Division is requested to advise the NCIC User Community of the importance of ensuring that the caveats that precede terrorist records are, in their entirety, provided to individual authorized recipients of terrorist records. Subsequent to previous unauthorized disclosures/secondary disseminations, the CJIS Division has advised that the caveats that precede terrorist records are not protected information (as the subject information contained in the actual record is) and that record formats are published in the Federal Register and, therefore, are public information. Due to this circumstance, the CJIS Division is limited in the instructions/mandates they are able to assert among the User Community. However, the TSC respectfully requests that the CJIS Division impress upon the NCIC User Community the importance of retaining the caveats that precede terrorist records in the VGTOF with their accompanying terrorist record inasmuch as the caveats not only contain information on how the encountering law enforcement/criminal justice community should respond to the possible encounter, but legal guidance that is intended to protect both the law enforcement/criminal justice employee, their employing agency, and the Federal government from legal action. This request will be reiterated when the additional information that will be provided to the CJIS Division, pursuant to Leads 2 and 3 in this communication, is set forth.

~~SECRET//ORCON//NOFORN~~

~~SECRET//ORCON//NOFORN~~

To: CJIS From: Counterterrorism
Re: (U) 315-HQ-C1477837-G, 12/17/2007

(U) The request set forth in this communication has been coordinated with and agreed upon by the DOJ, TSC Legal and the FBI's Office of the General Counsel.

~~SECRET//ORCON//NOFORN~~

~~SECRET/ORCON/NOFORN~~

To: CJIS From: Counterterrorism
Re: (U) 315-HQ-C1477837-G, 12/17/2007

LEAD(s) :

Set Lead 1: (Action)

CJIS

AT CLARKSBURG, WV

(U) Attn: [REDACTED]
Requirements Management Unit (RQMU)

The RQMU is requested to advise [REDACTED]
TSC, of the effective date of the changes requested in this
communication.

b6
b7C

Set Lead 2: (Info)

CJIS

AT CLARKSBURG, WV

(U) Attn: [REDACTED]
CJIS Division Intelligence Group (CDIG)

The CDIG will be provided with additional information
regarding the establishment of the new HCs and will be provided with
additional information that will need to be provided to the NCIC User
Community by way of an all CJIS System Officer and/or Agency Letter,
as well as the VGTOF Brochure.

Set Lead 3: (Info)

CJIS

AT CLARKSBURG, WV

(U) Attn: [REDACTED]
Training and Systems Education Unit (TSEU)

b6
b7C

The TSEU will be provided with additional information
regarding the establishment of the new HCs.

~~SECRET/ORCON/NOFORN~~

~~SECRET//ORCON//NOFORN~~

To: CJIS From: Counterterrorism
Re: (U) 315-HQ-C1477837-G, 12/17/2007

Set Lead 4: (Info)

COUNTERTERRORISM

AT TREX UNIT

(U) The Terrorist Review and Examination Unit will be provided with additional information regarding the establishment and implementation of the new HCs.

Set Lead 5: (Info)

COUNTERTERRORISM

AT TSOU

(U) The Terrorist Screening Operations Unit will be provided with additional information regarding the establishment of the new HCs, as well as be advised of the implementation date of the new HCs.

Set Lead 6: (Info)

ALL RECEIVING OFFICES

(U) The TSC will provide all FBI Field Offices, Legal Attaches and Counterterrorism Division entities, by way of an electronic communication, with additional information regarding the establishment and implementation of the new HCs.

CC: 1 - All TSC Operations Branch Personnel
(via e-mail notification)

♦♦

~~SECRET//ORCON//NOFORN~~

DOCUMENT 81

~~SECRET~~

(TSC) (CON)

From: [REDACTED] (TSC) (CON)
 Sent: Tuesday, October 27, 2009 9:53 PM
 To: [REDACTED] (TSC) (CON)
 Subject: ***FW: Please Read - HC Discrepancies (Pre-Refresh Reconciliation Projects) (FOIA REQUEST)***

Importance: High

UNCLASSIFIED
NON-RECORD

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED EXCEPT
 WHERE SHOWN OTHERWISE

b6
 b7c

DATE: 03-12-2010
 CLASSIFIED BY uc/baw 60324
 REASON: 1.4 (c)
 DECLASSIFY ON: 03-12-2035

From: [REDACTED] (CTD) (FBI)
 Sent: Saturday, April 05, 2008 4:40 PM
 To: HQ_DIV13_TSCNDIU
 Subject: Please Read - HC Discrepancies (Pre-Refresh Reconciliation Projects)
 Importance: High

UNCLASSIFIED
NON-RECORD

All,
 In preparation for the 5/10/08 deployment and subsequent 'rolling refresh', I have been tasked with reconciling several TSDB-to-VGTOF issues, to include Handling Code discrepancies between the two systems. Many of these discrepancies are centered around Silent Hit records (either their TSDB HC is R and their VGTOF HC is 3, or vice versa). While the Silent Hit Scrub will, when completed, address most of these discrepancies, all of the identifiable issues must be reconciled before the 5/10/08 deployment.

Therefore, I've taken the following steps to ensure the reconciliations are affected before the deployment — for the Silent Hit Handling Code discrepancies:

QA Tickets for the affected records are being created with the following jargon:

DATE: Pre-2008 VGTOF Refresh HC Discrepancy Reconciliation Project. This record was identified by TSC IT as a records whose HC in TSDB does not match the HC that is in VGTOF (whether the record is a TSC-entered record or an FBI-entered record). HC discrepancies must be resolved prior to the deployment and 'rolling refresh' in May 2008; therefore the TSDB HC was changed to reflect the HC that is in VGTOF as of today. The correct HC will be determined when the record is reviewed by way of the on-going Silent Hit Scrub.

Note: The last sentence of the statement, above, may or may not be included in the record, depending on whether or not it was flagged with a Silent Hit Scrub QA Ticket.

Opening tickets in the TSDB to synchronize the HCs results in two scenarios:

- unassigned QA tickets for these records being assigned to me; and/or
- my QA ticket being assigned to someone else if a QA ticket(s) for these records was already being worked by someone else.

The biggest impact will be on the unassigned tickets queued up for the Silent Hit Scrub. **All QA Personnel:** Please advise the Call Center personnel that are working with you on the Silent Hit Scrub that, when they come to a TSC ID that is on their list to scrub and they see that the ticket has been assigned to me, they should ask you (or anyone else in QA, since each of you has the ability to reassign tickets) to reassign that ticket from me to you. (Since tickets cannot be reassigned to 'unassigned', this is the only work-around.)

All NDIU personnel should take care in ensuring that if a record has a HC R but it does not qualify, etc., that the HC in TSDB is the same as the HC in VGTOF (regardless of what is cited in TIDE). If we change the HC in TSDB before TREX affects the change in VGTOF, submits the 930 to NCTC, etc., we only create additional discrepancies between the TSDB and VGTOF and, post-5/10/08, this will be a bigger problem in the instances where the FBI legacy record is an R and we

~~SECRET~~1
NCIC-VGTOF-10574

DOCUMENT 81

~~SECRET~~

b1

issue and export to VGTOF a 3 --- we may find ourselves back in the 'you've blown my case' situations. [redacted] records are, obviously, the exception to this rule; as well as HC 1s and 2s and those wherein derogatory information identifies the individual as being Armed and Dangerous or having Violent Tendencies. Yes; the justification for the Silent Hit is supposed to be in ACS, but that is not always the case. (S)

You may reference TSC IDs [redacted] as examples.

b6
b7C

Please let me know if you have any questions.

Thanks.

[redacted]

[redacted] Thank you for pitching in and helping me with these spreadsheets.

[redacted] Thank you for working out the QA ticket issues with me.

UNCLASSIFIED

b6
b7C

UNCLASSIFIED

~~SECRET~~

NCIC-VGTOF-10575

EXHIBIT B

(Part 3)

DOCUMENT 84

~~SECRET~~

(TSC) (CON)

From: [REDACTED] (TSC) (CON)
 Sent: Tuesday, October 27, 2009 10:04 PM
 To: [REDACTED] (TSC) (CON)
 Subject: ***FW: QA PROCESS CHANGE: Added searches when changing VGTOF Handling Code from R (FOIA REQUEST)***

b6
b7C~~SECRET//NOFORN~~RECORD 315-HQ-C1477837-QA2

From: [REDACTED] (CTD) (FBI)
 Sent: Thursday, March 13, 2008 9:22 AM
 To: HQ DIV13 TSCOA
 Cc: [REDACTED] (CTD) (CON); [REDACTED] (CTD) (CON); [REDACTED] (CTD) (FBI)
 Subject: QA PROCESS CHANGE: Added searches when changing VGTOF Handling Code from R

b6
b7C~~SECRET//NOFORN~~RECORD 315-HQ-C1477837-QA2

QA: (S)

As the Silent Hit Scrub--and NDIU's reviews of VGTOF Silent Hit records--progresses and the issue of [REDACTED] predicated FBI Subjects remains, we must be vigilant to ensure that we don't inadvertently watch [REDACTED] information--or Subjects whose investigation was predicated on [REDACTED] collection--in [REDACTED] TSDB without applying the current [REDACTED] protocol. As we cannot rely on TREX or the Field to appropriately identify such information, we've developed the following additional steps that must be taken when changes from VGTOF HC R are requested or received: (S)

(S)
(S)
b1

When receiving a record in QA Noms where the VGTOF Handling Code has been modified from R to 3, the QA Analyst must review ACS in an attempt to determine if the [REDACTED] protocol should be applied to the Subject. The QA Analyst should review the following within the case file listed:

- Review the Opening EC and LHM to determine if the predication of the case [REDACTED]
- Perform the following text searches within the case file to determine if any [REDACTED] data may be present: (S)

(S)

b1

Per current SOP, if a record is received marked as [REDACTED] then the record should be deferred to TECS after completion of the identity analysis. No changes have been made to this requirement.

(S) If, after reviewing the listed documents and performing the required searches, the QA Analyst sees no indication that the record may be [REDACTED] then the record may be processed per existing SOP. If the QA Analyst identifies any reasonable indication that the record may be subject to the [REDACTED] protocol, then the record must be deferred to the TECS SME with a comment indicating that the record may be restricted, listing the specific serials that are questionable. (S)

When requesting a Handling Code change of an FBI nominated record from TREX in which the record currently carries HC-R, the QA Analyst must first attempt to confirm that the Subject record does not contain [REDACTED]

(S)
b1

DATE: 02-19-2010
 CLASSIFIED BY uc/baw 60324
 REASON: 1.4 (c)
 DECLASSIFY ON: 02-19-2035

~~SECRET~~

1

NCIC-VGTOF-10608

DOCUMENT 84

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED EXCEPT
 WHERE SHOWN OTHERWISE

~~SECRET~~

(S)

above. If the QA Analyst determines that the record is likely [redacted] he/she must confer with a TECS SME in order to confirm the restriction and take steps to ensure the protocol is applied. If the Analyst can reasonably believe that the record is not [redacted] an concurs with the Handling Code change request, he/she will then draft an e-mail to TREX requesting a modified FD-930 making the change. The e-mail request must contain a substantive version of the following statement:

b1

(S) "Please review and coordinate as necessary to generate a modified FD-930 changing the Subject's VGTOF Handling Code from R to 3, unless TREX determines that the case is predicated by or identities have been derived from [redacted] means."

(S) These analysis changes are effective immediately. If you have questions, please see a TECS SME, [redacted] or me.

b6
b7C

b1

Regards,

[redacted]

[redacted]

Management and Program Analyst
Terrorist Screening Center
Counterterrorism Division
Mailstop: TSC

O: [redacted] (u)
F: [redacted] (u)
M: [redacted] (u)
P: [redacted] (u)

b2
b6
b7C

U: [redacted]
U: [redacted] (Blackberry)
S: [redacted]
TS/SCI: [redacted]

~~DERIVED FROM: Multiple Sources~~
~~DECLASSIFY ON: 20330307~~
~~SECRET//NOFORN~~

~~DERIVED FROM: Multiple Sources~~
~~DECLASSIFY ON: 20330307~~
~~SECRET//NOFORN~~

~~SECRET~~

NCIC-VGTOF-10609

DOCUMENT 96

Terrorist Screening Center "Category 3"

Started on 02 Nov 2004
Approved on 11 Apr 2005
Last revised on 19 Jun 2005

FADE IN

NARRATOR (VO)

Who can ever forget these images? Who can forget
the acts of terror we witnessed on that September
day in 2001.

NARRATOR (VO)

And who among us would not have stopped those
horrific events if we could have?

NARRATOR

But we can't rewind our history to September tenth.
And we can't push the pause button ...on life.
(Beat) But there are lots of things we can do to
prevent future terrorism. I'm Fred Iacovo for the
Terrorist Screening Center. I'm not a cop. I don't
even play one on TV. But I can tell you this:

NARRATOR

State and Local Officers are in a great position to
collect important information on terrorists and their
allies.

NARRATOR

And the Terrorist Screening Center stands ready to
help you.

NARRATOR

Before TSC was created in December 2003, the cop
on the street had no way of knowing if someone
he'd stopped was associated with terrorism. But
now, TSC consolidates the terrorist lists of many
agencies. And you connect to them automatically,
through NCIC.

NCIC-VGTOF-10859

Page 1 of 11

DOCUMENT 96

Terrorist Screening Center

"Category 3"

19 June 2005

NARRATOR (VO)

Whenever you run an NCIC name check, you connect with TSC. And running any name that's on our watch list ...

NARRATOR (VO)

...will automatically give you a hit and some specific instructions on how to handle that person.

NARRATOR

Depending on which category he's been designated, what you should do ranges from clap them in irons to let'em walk.

NARRATOR

Category 1 is for the baddest of the bad. This is someone you should arrest immediately, just like you'd handle any other warrant. Then call the TSC. Odds are you won't see any of these guys.

Category 2 is for people who may have ties with terrorism. You should call TSC right away, and you may be asked to detain them for a reasonable time. You probably won't see any of these people either.

Category 3. If you get a hit, it'll most likely be a category 3. These are people that may have ties to terrorism, but don't know that we know. And we want to keep it that way. So don't let them know that they're on a watch list or that you're calling TSC. And don't let them hear the call. Basically, you want to deal with him as you normally would, without the hit. But ask probing questions to get a positive ID. Obviously, someone might have the same name as a guy on the list without actually being that guy.

Category 4 is for other people who may have ties to terrorism, but the connection is not as sure. So we want you to get positive ID info on them, and then

Terrorist Screening Center

"Category 3"

19 June 2005

call TSC if you think they should be investigated for terrorist activity. Some people in our database are not active terrorists, but only associates or supporters who are under investigation.

NARRATOR

You are the nation's front line in the fight against terrorism. If a terrorist gets into our country, what law enforcement officer is most likely to run into him first? You are! You get up close and personal with more people in this country than anyone else. Through your eyes, the counter-terrorism agencies of America can see and detect terrorist threats long before a deadly act unfolds. (beat) Let's look at a couple likely examples.

NARRATOR (VO)

This officer has just stopped this driver for driving 55 in a 40 mile an hour zone. He ran the car's plate before approaching, then got the driver's license and car registration. When he ran them through NCIC, the driver's name gave a Category 3 hit from TSC, saying he might be connected to terrorism.

NARRATOR

So how does our officer handle the news? The way YOU should! Watch.

OFFICER

Hello? Yes, this is Deputy Chappell of the Stafford County Sheriff's Office in Virginia. Is this the Terrorist Screening Center? (Pause) Yeah, I've just made a traffic stop. The driver's name gave a category 3 hit through NCIC and I was advised to call you.

NCIC-VGTOF-10861

Terrorist Screening Center

"Category 3"

19 June 2005

NARRATOR

And that's the name of that song. Call TSC. The screeners there can help you know for sure if the guy you stopped is really the guy on the list. And even if he's an exact match, he may not be a terrorist.

Some of the people we're interested in are associates or supporters, under investigation because they're affiliated with terrorism.

NARRATOR

Since this is a Category 3" hit, the Officer should collect information on both these people, but not let them know that law enforcement is interested in them for terrorism.

OFFICER

So where are you coming from?

DRIVER

Our home.

OFFICER

Is that your wife?

DRIVER

Girlfriend.

OFFICER (to PASSENGER)

Ma'am, can I see some ID, please? Thank you.

NARRATOR

Next step. Run the passenger's name.

DISPATCH(VO)

Go ahead 217.

NCIC-VGTOF-10862

Page 4 of 11

Terrorist Screening Center

"Category 3"

19 June 2005

OFFICER

Name check on Kovack, kilo, Oscar, victor. alpha, Charlie, kilo. Karen, common spelling. DOB 1983, 04,09.

NARRATOR

With Category 3 or 4 hits, you won't make any arrests that you wouldn't have made otherwise.

DISPATCH (VO)

217, no wants, no warrants.

OFFICER

217, Ten-four.

NARRATOR

Since the results for the passenger were negative, the Officer finishes his normal business for the traffic stop.

OFFICER

Your signature is not an admission of guilt. It just certifies that your mailing address is correct. All the other instructions are on the form.

NARRATOR (VO)

Of course, he's going to keep his eyes open for anything interesting or unusual in the car.

NARRATOR (VO)

That would include

b7E

NCIC-VGTOF-10863

Page 5 of 11

Terrorist Screening Center

"Category 3"

19 June 2005

NARRATOR

With the stop concluded and the suspects on their way, the officer will talk to the Terrorist Screening Center once again. This time he'll give them all the info he gathered on the car and the two people. And TSC may connect him with CT Watch as well.

NARRATOR

And with that, he's done. (Beat) Now let's take a look at another call where you might meet someone on the list. The Suspicious Person call.

NARRATOR

See, way down there, there's a woman taking photos of the dam.

NARRATOR

Someone called 911 and reported a suspicious person. Our officer took the call and is just arriving on the scene.

OFFICER

217.

DISPATCH

Unit 217.

OFFICER

I am at the Smith Lake Dam and have a white female in her twenties taking photos near the spillway.

DISPATCH

10-4, 217.

NCIC-VGTOF-10864

Page 6 of 11

Terrorist Screening Center

"Category 3"

19 June 2005

NARRATOR

All of you know how to interview someone. so let's fast forward. We'll pick it up after he's heard her story and gotten her ID.

OFFICER

Lima, alpha, November, alpha, tango, alpha. First name, Maria, Middle Initial A.
DOB: Nineteen seventy seven, oh seven, thirteen.

NARRATOR (VO)

As you guessed, she's going to be a Category 3 hit.

NARRATOR

And since it's very important that we don't let HER know that WE know, both the Dispatcher and the Officer need to make sure that she doesn't hear the radio traffic.

DISPATCH

217, is your radio secure?

OFFICER

Standby. If I could ask you to wait right here please...

NARRATOR

What our young lady won't be able to hear is the dispatcher telling the officer....

NARRATOR

.... that she MAY be associated with terrorism and that he should get information to make a positive match. Dispatch is also giving him the number to call for the Terrorist Screening Center.

NCIC-VGTOF-10865

Page 7 of 11

Terrorist Screening Center

"Category 3"

19 June 2005

OFFICER

Where did you say you were taking those photo classes?

PHOTOGRAPH

At Stafford Community College.

OFFICER

Did you get anyone's permission to shoot here?

PHOTOGRAPH

I didn't think I'd need anyone's permission just to take a couple of photographs.

OFFICER

Please wait right here and do not take anymore photographs.

NARRATOR (VO)

So now the officer will go back to his car...

NARRATOR (VO)

...call TSC on his cell phone, and talk to one of the screeners there who will determine if this woman is really the one we're interested in, or just someone else with the same name.

NARRATOR

In the case of this young lady, she really is the person on the watch list, and TSC has asked him to get more info on her without letting her know that we're interested.

NARRATOR

Let's see how he handles it.

OFFICER

(to PHOTOGRAPH) Ma'am, this is government property and I'm afraid I am gonna have to ask you to leave.

NCIC-VGTOF-10866

Page 8 of 11

Terrorist Screening Center

"Category 3"

19 June 2005

PHOTOG

Why, I'm not hurting anything!!??

OFFICER

The park manager doesn't want anyone down here
and I need you to leave with me.

PHOTOG

Well sure, Officer. I didn't think this would be
such a big deal, just taking photos.

OFFICER

It's a liability thing. The bureaucrats are afraid
You'll stub your toe on their property, and that you'll sue.

PHOTOG

I guess.

OFFICER

Tell you what, I'll take you to your car that way you
don't stub your toe.

OFFICER

Nice camera.

PHOTOG

Thanks.

OFFICER

My sister was thinking of getting a Toyota. What
model is that?

PHOTOG

Camry, the LE.

OFFICER

What year?

PHOTOG

You know, I don't remember, '99.

NCIC-VGTOF-10867

Page 9 of 11

Terrorist Screening Center

"Category 3"

19 June 2005

OFFICER

You like it?

PHOTOG

Oh yeah. it's great.

OFFICER

Yeah, you've really got a lot of room back there.
Hey, is that your scuba gear?

PHOTOG

Yeah

OFFICER

How long have you been diving?

PHOTOG

About a year.

OFFICER

So, like what's the deepest you've ever gone?

PHOTOG

I don't know, I don't really pay attention to that sort
of thing.

OFFICER

OK, you have a good day and be sure to drive safe.

PHOTOG

OK, you too, see ya.

OFFICER

Take care.

NARRATOR

Because our officer handled this encounter
correctly, our photographer is on her way, thinking
that she won this one. In reality, we just gained
some valuable intelligence. By feigning a personal
interest in her car, he got a good look at it and her
possessions without alerting her.

NCIC-VGTOF-10868

Page 10 of 11

Terrorist Screening Center

"Category 3"

19 June 2005

NARRATOR

Now he's calling TSC. (points to phone number)
At this number. You might want to keep it handy
yourself.

We don't need the details.

OFFICER

Hello, this is Deputy Chappell of the Stafford
County Sheriff's Office. I have some additional
information for you on Maria Lanata.

Yea, she had some scuba gear in the back of her car.
She said she was a diver but she didn't know the
first thing about diving. I don't think the diving
gear was her's; same thing about the car too.

NARRATOR

He'll give TSC info about the car. He'll also give
them details about the [REDACTED] and other things
he saw inside. And if the comes back registered to
someone else, that's yet another connection that
could be valuable to know.

b7E

NARRATOR

So there you have it. Simple, every day encounters.
No bombs. No guns. No chemical agents. But a
few more pieces added to the terrorism jigsaw
puzzle. And with the teamwork of local, state, and
federal law enforcement, we have an excellent
opportunity to see the picture and solve the puzzle,
before these terrorists can strike again. For the
Terrorist Screening Center, I'm Fred Iacovo. Thank
you for watching (beat) and stay safe.

FADE OUT

THE END

DOCUMENT 100

(Rev. 01-31-2003)

~~SECRET~~**FEDERAL BUREAU OF INVESTIGATION****Precedence:** ROUTINE**Date:** 07/25/2006**To:** All Field Offices**Attn:** ADIC/SAC
JTTF ASAC
JTTF SSAs
NCIC Operator
FBIHQ, Manuals Desk

Counterterrorism

Attn: Section Chiefs
Unit Chiefs
National JTTF
TSOU
TRES

Directorate of Intelligence

Attn: NCTC/TIG**From:** Counterterrorism
Terrorist Screening Center
Contact: SSA [REDACTED]b2
b6
b7C**Approved By:** Billy Joseph Jr
Harrington T J
[REDACTED]b6
b7CBucella Donna
[REDACTED]**Drafted By:** [REDACTED]**Case ID #:** (U) 315-00 (Pending)
(U) 66F-HQ-A1413164-D (Pending)
(U) 66F-HQ-A1192083 (Pending)
(U) HQ 66-A19203 (Pending)
(U) 66F-HQ-C1384970
(U) 66F-HQ-A1397155-B**Title:** (U) TERRORIST SCREENING PROCEDURES - SILENT HIT POLICY**Synopsis:** (U) Set out the limited circumstances under which the FBI should recommend that a known or appropriately suspected terrorist be entered as an NCIC/VGTOF "silent hit" on the FD-930.DATE: 02-16-2010
CLASSIFIED BY uc/baw 60324
REASON: 1.4 (c)
DECLASSIFY ON: 02-16-2035~~SECRET~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

NCIC-VGTOF-10888

DOCUMENT 100

~~SECRET~~

To: All Field Offices From: Counterterrorism
Re: 315-00, 07/25/2006

~~(S)~~

~~Derived From : G-3~~
~~Declassify On: X1~~

Details: (U) This EC provides guidance regarding the limited circumstances when the FBI should recommend that a known or appropriately suspected terrorist be entered as an NCIC/VGTOF "silent hit" on a FD-930 form.

~~(S)~~

[Redacted]

b1

(S)

[Redacted]

b1

[Redacted]

b1

(U) The Terrorist Screening Center has coordinated this policy guidance with NCTC, TREX, and OGC.

~~SECRET~~

~~SECRET~~

To: All Field Offices From: Counterterrorism
Re: 315-00, 07/25/2006

LEAD(s) :

Set Lead 1: (Action)

ALL RECEIVING OFFICES

(U) Disseminate this EC to appropriate personnel.

♦♦

~~SECRET~~

DOCUMENT 109

From:
To:

Cc:

Sent: Wednesday, October 13, 2004 8:23 AM
Subject: RE: Need change in VGTOF output

[redacted]
Sorry for this apparent confusion. The issue of strings of ones was last discussed with [redacted] from 9/7 - 9/13. All of these individuals can check their Outlook e-mails to confirm that this was discussed. The long and short of it is:

-Strings of zeros are not acceptable. We receive a reject/edit error report following CJIS's dump of the 1B export into VGTOF. Every DOB that gets exported to VGTOF with a string of zeros in either the day and/or month field appears on that reject/edit error report and [redacted] has to manually go into VGTOF and change it to a string of ones.

[redacted] advised that double zeros in either or both the month and day fields invalidates the DOB field as a numeric identifier and, therefore, requires another valid numeric identifier, e.g., passport number, etc. (which we more often than not do not have) [redacted] advised that if a record with double zeros in the month and/or day field is hit on, the DOB will appear with 01 in the 00 field. I have tested numerous records that were submitted with a double zero entry in the month and/or day field (and returned on our reject/edit error report) and the message returned to me is "No NCIC VGTOF Record," e.g., the record is not in VGTOF.

b2
b6
b7C

-Strings of ones, as opposed to a string of "0101," is used inasmuch as a DOB with an "01" string will preclude subjects of Query 10-Print inquiries from being reviewed against the VGTOF file.

-If our primary concern is to get the individuals in VGTOF with or without exact DOB info, a string of ones is the most effective way of doing that.

[redacted] - In answer to your previous e-mail:

-Following an inquiry I placed to CJIS on 10/5, CJIS did make a software change on 8/1/04 to only match the exact DOB. [redacted]

b7E

[redacted] We were not advised of this change so we did not know until 10/5 that it was made. However, it is common practice in the law enforcement community to search DOBs using strings of ones; so it's better to have subjects in VGTOF with strings of ones than not at all. (For example, NCIC-VGTOF-11065

DOCUMENT 109

11/18/2009

if we don't use strings of ones, non-FBI subjects without a full DOB will not get entered into VGTOF at all.)

[REDACTED]

-----Original Message-----

From: [REDACTED]

Sent: Wednesday, October 13, 2004 7:48 AM

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: Need change in VGTOF output

b6
b7C
b2

The VGTOF GMC Format requirements state that 0's should be used for partial dates. As I remember my last conversation with [REDACTED] they are acceptable. I know that in the dumps they send to us they send 1's instead. I've asked [REDACTED] for clarification. The program will be changed today if needed.

[REDACTED]

-----Original Message-----

From: [REDACTED]

Sent: Wed 10/13/2004 6:02 AM

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: Need change in VGTOF output

b6
b7C
b2

Everyone should have known this requirement as it was discussed several times. Please let me know when the exports will be in the correct format. [REDACTED]

-----Original Message-----

From: [REDACTED]

Sent: Tuesday, October 12, 2004 4:48 PM

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: Need change in VGTOF output

b6
b7C
b2

To All:

Yes; this change needs to be made. Records with string zeros in the DOB field (for either the month or day or both) will not be entered into VGTOF-11066

11/18/2009

accepted by VGTOF and get kicked-back to us as rejects. We then have to manually go into VGTOF and make the change to a string of ones. Records having strings of ones does cause other concerns to arise, but this is an old issue for the TSC's VGTOF staff and it has been addressed with CJIS.

Thanks,

[redacted]

-----Original Message-----

From: [redacted]

Sent: Tuesday, October 12, 2004 4:36 PM

To: [redacted]

Cc: [redacted]

[redacted]

Subject: Need change in VGTOF output

b6
b7C
b2

Per [redacted] The export from TSDB to VGTOF cannot use '0000' to indicate unknown birth day and month. That condition should use '1111.'

I don't know the how difficult this would be to implement. This should be added to your list of needed changes.

[redacted]

NCIC-VGTOF-11067

11/18/2009

DOCUMENT 110

From:
To:

Cc:

Sent: Monday, October 18, 2004 1:25 PM
Subject: RE: Need change in VGTOF output

I understand about the 00 inputs now. We will send 11 instead for all unknown months and day.

b2
b6
b7C

I am more confused about the dump (import/ingest) files we have been getting. Here is my understanding:

A Dob that is 11111111 or 11110101 is unknown.

A Dob that is YYYY1111 is either an unknown month/day entered by someone who had no other number field (SOC, MNU, FBI, LIC or VIN) or Nov 11, or Nov with unknown day. TTIC/TSC will treat these as dob's that only have a year (YYYY)

A Dob that is YYYYMM11 is either an unknown day entered by someone who had no other number field (SOC, MNU, FBI, LIC or VIN) or the 11th day of the given month. TTIC/TSC will treat these as dob's that only have a year and month (MONYYYY)

A Dob that is YYYY0101 is either an unknown month/day entered by someone who had another number field (SOC, MNU, FBI, LIC or VIN) or Jan 01, or Jan with unknown day. TTIC/TSC is currently handling these as full dates of birth. (There were only 50 of these in a test file of 5000)

A Dob that is YYYYMM11 is either an unknown day entered by someone who had another number field (SOC, MNU, FBI, LIC or VIN) or the 1st day of the given month. TTIC/TSC will treat these as full dates of birth.

We need to develop a plan on what to do at TTIC (VGTOF IT) and TSC (VGTOF DT) with the entries with 01 in the month and/or day.

-----Original Message-----

From: [REDACTED]
Sent: Monday, October 18, 2004 1:12 PM
To: [REDACTED]

b2
b6
b7C

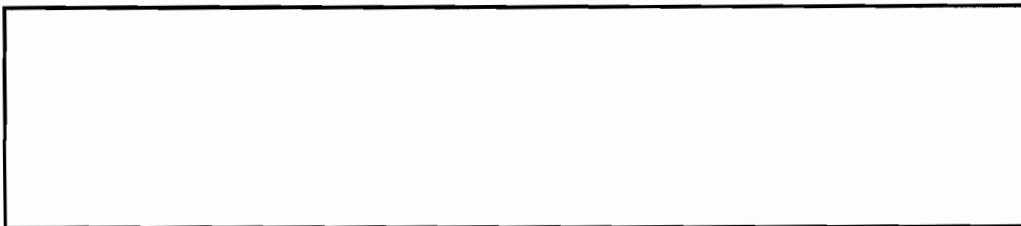
Cc: [REDACTED]

Subject: Re: Need change in VGTOF output

NCIC-VGTOF-11079

NCIC will accept a DOB with a '00' as the month, '00' as the day or both '00' for the month and day AS LONG AS THERE IS ANOTHER IDENTIFIER (SOC, MNU, FBI, LIC or VIN). We will reject the record if '00' is entered for the month or day and there is not another identifier.

Any record in the system that has '00' in the month or day field will be returned with '00' as the month or day in the response. DB2 is our DBMS. The actual field in the database is a DATE field which means it must have a valid date. We will change the '00' to '01' to allow the value to be stored in the database. This is something internal to the application. We set another field in the database to indicate that the month/day is unknown. We are able to determine which DOB's have a valid '01' in the month or day and which values were loaded with '00' in the month or day.



b7E

The delimited extracts that was provided to TSC did not account for the field indicating that the month/day was unknown. This is my fault. DOB's that are in the delimited extract would have '01' in the month/day field. I can correct this.

Please call me if there are any questions.



----- Original Message -----

From: [redacted]

To: [redacted]

[redacted]

Cc: [redacted]

[redacted]

b2
b6
b7C

Sent: Wednesday, October 13, 2004 7:47 AM

Subject: RE: Need change in VGTOF output

> The VGTOF GMC Format requirements state that 0's should be used for partial dates. As I remember my last conversation with [redacted]s they are acceptable. I know that in the dumps they send to us they send 1's instead. I've asked [redacted] for clarification. The program will be changed today if needed.

NCIC-VGTOF-11080

11/18/2009

>
> [REDACTED]
>
> -----Original Message-----
> From: [REDACTED]
> Sent: Wed 10/13/2004 6:02 AM
> To: [REDACTED]
> Cc: [REDACTED]
> [REDACTED]
> Subject: RE: Need change in VGTOF output

b2
b6
b7C

>
>
> Everyone should have known this requirement as it was discussed several times. Please let me know when the exports will be in the correct format.- [REDACTED]
>

> -----Original Message-----
> From: [REDACTED]
> Sent: Tuesday, October 12, 2004 4:48 PM
> To: [REDACTED]
> Cc: [REDACTED]
> [REDACTED]
> Subject: RE: Need change in VGTOF output

>
>
> To All:
> Yes; this change needs to be made. Records with string zeros in the DOB field (for either the month or day or both) are not accepted by VGTOF and get kicked-back to us as rejects. We then have to manually go into VGTOF and make the change to a string of ones. Records having strings of ones does cause other concerns to arise, but this is an old issue for the TSC's VGTOF staff and it has been addressed with CJIS.

> Thanks,
> [REDACTED]
>

> -----Original Message-----
> From: [REDACTED]
> Sent: Tuesday, October 12, 2004 4:36 PM
> To: [REDACTED]
> Cc: [REDACTED]
> [REDACTED]
> Subject: Need change in VGTOF output

b6
b7C

>
>
>
> Per [REDACTED] The export from TSDB to VGTOF cannot use '0000' to indicate unknown birth day and month. That condition should use '1111.'

>
>
>
> NCIC-VGTOF-11081

11/18/2009

> I don't know the how difficult this would be to implement. This should be added to your list of needed changes.

>

>

>

>

>

>

b6
b7C

NCIC-VGTOF-11082

11/18/2009

DOCUMENT 112

(12/31/1995)

FEDERAL BUREAU OF INVESTIGATION

Precedence: Immediate

Date: 06/10/2002

To: All Field Offices

Attn: ADICs

SACs

All Divisions

ADs

National Security

CJIS

Counterterrorism

From: Counterterrorism Division

Domestic Terrorism / Counterterrorism Planning Section

Contact: SSA [REDACTED]

Approved By: Mueller Robert S

b2
b6
b7C

Drafted By: [REDACTED]

Case ID #: 66F-HQ-A1255362 (Pending) Serial 104
66F-HQ-C1321794 (Pending)

Title: PLACEMENT OF TERRORIST INFORMATION IN THE
NATIONAL CRIME INFORMATION CENTER (NCIC)

Reference: 66F-HQ-A1255362, serial 12, 66F-HQ-A1255362, serial
13, 66F-HQ-A1255362, serial 68 and 66F-HQ-A1296544-P, serial 37.

Synopsis: Notification to all Field Offices of upcoming changes
and protocol procedures for Counterterrorism Program subjects
placed into NCIC.

Details: As all recipients are aware, based upon an analysis of
the systems use and functionality during the 2002 Winter Olympic

NCIC-VGTOF-11130

DOCUMENT 112

To: All Field Offices
Re: 66F-HQ-A1255362

From: Counterterrorism Division
Date: 06/10/2002

Games, the minimal potential for compromise to active investigations, feedback from field offices, and in light of the Director's initiative for designing and maintaining the FBI's new Terrorism Watch List, a meeting was held on March 20, 2002, among senior FBI managers. During this meeting the decision was made to provide guidance to the field and provide protocols to clarify which subject names and identifying information from the Counterterrorism Program must be kept in NCIC.

I. PROTOCOLS FOR USING AND MAINTAINING INFORMATION IN NCIC

NCIC includes a file for listing members of violent criminal gangs as well as members of terrorist organizations. Currently these are grouped together in NCIC under the heading "Violent Gang and Terrorist Organization File" (VGTOF). As explained in this communication, the Bureau is adding more NCIC sub-groups for other categories of persons who may not meet the criteria for existing NCIC files, and it may be appropriate in the future to change the heading "VGTOF" to a more generally encompassing heading. Until such time as the term "VGTOF" might be changed, the NCIC entries addressed by this communication (except for silent hits) will be entered into the NCIC file described herein via the VGTOF entry screen and its newly created sub-groups.

The following protocols are to be used for determining which subjects are to be entered into the system and when the Silent Hit system should be utilized:

1) As of the date of this communication only FULL Investigation subjects will be required to be placed into the NCIC system.

2) The decision as to which, if any, Preliminary Inquiry (PI's) subjects are placed into the NCIC system is delegated to the SAC and appropriate Section Chief of the International or Domestic Terrorism program at FBIHQ. If the SAC or Section Chief deems a particular individual who is the subject of a PI, to be appropriate for entry into the system, then that SAC or Section Chief can order that subject's name and identifying information be loaded and maintained in the NCIC system.

3) The protocol for selecting a subject (Full or PI) as a candidate for a Silent Hit, are as follows:

To: All Field Offices
Re: 66F-HQ-A1255362

From: Counterterrorism Division
Date: 06/10/2002

A) International Terrorism Investigations - SACs should consider the following criteria when selecting an IT subject of a FULL investigation to be placed into the Silent Hit system within NCIC.

i) Subject of investigation is target of classified collection techniques or FULL investigation was opened based upon single source reporting.

ii) Subject of FBI FULL investigation was opened due to classified information received from other U.S., or foreign law enforcement or intelligence agencies.

iii) Subject does not pose a safety or violence threat to local law enforcement.

B) Domestic Terrorism Investigations - SACs should consider the following criteria when selecting a DT subject of a FULL investigation to be placed into the Silent Hit system within NCIC.

i) Subject of FULL investigation was opened based upon single source reporting.

ii) Subject of FBI FULL investigation was opened due to classified information received from other U.S., or foreign law enforcement or intelligence agencies.

iii) Subject does not pose a safety or violence threat to local law enforcement.

iv) Subject is an employee, member of or affiliated with a military, federal, state, local or other law enforcement agency, first responder agency or any group that could have access to NCIC terminals.

II. THE FBI TERRORISM WATCH LIST AND NCIC SILENT HITS

To: All Field Offices
Re: 66F-HQ-A1255362

From: Counterterrorism Division
Date: 06/10/2002

As described in the communication creating the FBI's new Terrorism Watch List (see 66F-HQ-A1296544-P, serial 37), the Counterterrorism Threat Assessment & Warning Unit (CTAWU) at FBIHQ, will establish a permanent Terrorism Watch List. In light of the Terrorism Watch List (TWL) project which will be managed on a 24 hour per day, seven day per week schedule by the CTAWU at FBIHQ, the decision was made that CJIS will not re-program its software concerning NCIC "Silent Hits." At this time, reporting of a "Silent Hit" is made only to FBIHQ SIOC, however, in light of the proposed capabilities of the Terrorism Watch List Group and after discussions with CJIS personnel, it was decided that CJIS will program its system to report all "Silent Hits" to the TWL personnel at FBIHQ who will be responsible for notifying a field office when a subject of a Silent Hit is identified.

Once the TWL project personnel and 24/7 operations are established and in place within the CTAWU at FBIHQ, all offices will be notified so that all ADICs and SACs can make their NCIC operators and Counterterrorism Program personnel aware of the Silent Hit notification being sent to the CTAWU and to establish a method for responding to the Silent Hit notifications communicated to the field office.

III. CREATION OF SUB-GROUP CATEGORIES WITHIN NCIC

Consistent with the communication creating the new TWL there will be four (4) sub-groups created within the NCIC (which until further notice will be accessed under the VGTOF heading).

The four sub-groups will be comprised of:

Category 1: Individuals who are the subject of formal criminal charges or indictments (this includes individuals¹ named to the Most Wanted Terrorist List);

Category 2: Individuals of Special Counterterrorism interest to the FBI, but do not yet have formal charges pending. This category will be limited to uniquely situated individuals such as, the three (3) remaining individuals listed on the FBI's

¹ Please be advised that out of the 22 individuals named to the FBI's Most Wanted Terrorist List, 19 of these individuals are listed in the Wanted Persons file within NCIC due to the fact that arrest warrants exist for those individuals. However, the 19 known terrorists will additionally be listed in sub-group Category 1 within the VGTOF file of NCIC. The remaining three (3) individuals will be listed in sub-group Category 2, within the VGTOF file of NCIC.

To: All Field Offices
Re: 66F-HQ-A1255362

From: Counterterrorism Division
Date: 06/10/2002

b2
b7E

Most Wanted Terrorist List: [REDACTED]

[REDACTED] and those individuals identified during "Operation Enduring Freedom" that pose a threat to the United States.

Category 3: All subjects of FBI Domestic and International Terrorism FULL Investigations and subjects of Preliminary Inquiries as deemed appropriate by the SAC or Section Chief; and

Category 4: Individuals of active Investigative interest. For example, the individuals who the FBI wanted to interview who were identified as part of the Penttbom Watch List.

Based upon the creation of the NCIC sub-group categories described above, there will also be a corresponding warning statement programmed within the system for each sub-group category that will provide federal, state and local law enforcement officers with directions of what to do when an individual within the system is identified.

Field offices entering information into NCIC should differentiate between the Wanted Persons File within NCIC and the sub-group Category 1 within the VGTOF file. Field offices are directed to enter ALL subjects of terrorist investigations² who have arrest warrants issued into BOTH the Wanted Persons File within NCIC and the sub-group Category 1 within the VGTOF file. All field office subjects of non-terrorism criminal charges, who have arrest warrants issued should only be placed into the Wanted Persons File within NCIC, NOT Category 1 sub-group of the VGTOF file.

Category 1: Individuals who are the subject of formal criminal

² Subjects of Terrorist investigations include all domestic and international terrorism and weapons of mass destruction classifications, including (98, 183C, 199, 253A, 256B, 265, 266, 279, 291), but also all other traditional criminal classifications with a terrorism nexus, including but not limited to explosives or weapons violations, or any of the covered offenses enumerated under Title 18 of the United States Code Section 2332b(g)(5)(B)(i)(ii) and (iii).

To: All Field Offices
Re: 66F-HQ-A1255362

From: Counterterrorism Division
Date: 06/10/2002

charges or indictments. ALL field offices and the CTAWU will have the ability to enter subject identifying information into this category.

The following information will be programmed within the NCIC system as directions to federal, state and local law enforcement officers:

"WARNING - APPROACH WITH CAUTION - ARMED AND DANGEROUS. PLEASE ARREST AND DETAIN INDIVIDUAL. ONCE THE INDIVIDUAL IS SECURELY DETAINED, IMMEDIATELY CONTACT YOUR LOCAL FBI FIELD OFFICE."

Category 2: Individuals of Counterterrorism interest to the FBI, but do not have formal charges pending. Only the CTAWU will have the ability to enter subject identifying information into this category.

The following information will be programmed within the NCIC system as directions to federal, state and local law enforcement officers:

"WARNING - APPROACH WITH CAUTION. PLEASE DETAIN THIS INDIVIDUAL FOR QUESTIONING. THIS INDIVIDUAL IS OF INVESTIGATIVE INTEREST TO THE FBI. ONCE THE INDIVIDUAL IS SECURELY DETAINED CONTACT YOUR LOCAL FBI FIELD OFFICE IMMEDIATELY."

Category 3: All subjects of FBI Domestic and International Terrorism FULL Investigations and subjects of Preliminary Inquiries as deemed appropriate by the SAC or Section Chief. ALL field offices and the CTAWU will have the ability to enter subject identifying information into this category.

The following information will be programmed within the NCIC system as directions to federal, state and local law enforcement officers:

"WARNING - APPROACH WITH CAUTION. HOWEVER, MAKE NO EFFORT TO ARREST INDIVIDUAL UNLESS THERE IS EVIDENCE OF A VIOLATION OF FEDERAL, STATE, OR LOCAL STATUTE(S). ONCE AN INDIVIDUAL IS IDENTIFIED WITHIN THIS SYSTEM, CONDUCT ALL LOGICAL INVESTIGATION UTILIZING TECHNIQUES AUTHORIZED IN YOUR JURISDICTION. DO NOT ALERT THE

To: All Field Offices
Re: 66F-HQ-A1255362

From: Counterterrorism Division
Date: 06/10/2002

INDIVIDUAL TO THE FBI'S INTEREST AND CONTACT YOUR LOCAL
FBI FIELD OFFICE AT THE EARLIEST OPPORTUNITY."

Category 4: Individuals of Active Investigative interest. Only
the CTAWU will have the ability to enter subject identifying
information into this category.

The following information will be programmed within the
NCIC system as directions to federal, state and local law
enforcement officers:

"WARNING - APPROACH WITH CAUTION. HOWEVER, MAKE NO
EFFORT TO ARREST INDIVIDUAL UNLESS THERE IS EVIDENCE OF
A VIOLATION OF FEDERAL, STATE, OR LOCAL STATUTE(S).
ONCE AN INDIVIDUAL IS IDENTIFIED WITHIN THIS SYSTEM,
CONDUCT ALL LOGICAL INVESTIGATION UTILIZING TECHNIQUES
AUTHORIZED IN YOUR JURISDICTION. DO NOT ALERT THE
INDIVIDUAL TO THE FBI'S INTEREST AND CONTACT YOUR LOCAL
FBI FIELD OFFICE AT THE EARLIEST OPPORTUNITY."

IV. RE-DESIGNATION OF TERRORIST ORGANIZATION CLASSIFICATIONS

In an effort to reduce the risk of another law
enforcement agency compromising an active FBI investigation by
matching a single subject to a specific organization, FBIHQ has
instructed CJIS to redefine the Terrorist Organization
Classifications. For all Domestic Terrorism subjects, the
Terrorist Organization Classification is: Domestic Extremist
(DMST XTMST*DFBI). For all International Terrorism subjects, the
Terrorist Organization Classification is: International Extremist
(INTRNTL XTMSTS*IFBI).

All field offices that have the capability to enter
information into the NCIC file must use the preceding Terrorist
Organization Classifications and corresponding codes for Domestic
and International Terrorism prior to entering individual subject
information. Those field divisions that do not have the ability
to enter information into NCIC, must follow the previously
described procedures for submitting information to CJIS.

All field offices are reminded to continue to initiate
and use the two tiered Reporting and Audit system referenced on
page three (3) of the communication located at 66F-HQ-A1255362,
serial 68. Additionally, all receiving offices are instructed to
continue using a 66 classification (administrative file) for
their divisions and use that file number as the default file

To: All Field Offices
Re: 66F-HQ-A1255362

From: Counterterrorism Division
Date: 06/10/2002

number for entry of all Counterterrorism Program records
(Domestic or International) into the NCIC system.

LEAD (s):

Set Lead 1:

ALL RECEIVING OFFICES

1) Please ensure that all names and all identifying information of ALL investigative classifications for domestic and international terrorism, including cases concerning any diplomats from state sponsors of terrorism are maintained in the NCIC system for All FULL INVESTIGATIONS ONLY. All offices are requested to review all current entries of subject information that each office has in the NCIC system, and to cancel or modify any current entries that do not meet the new criteria outlined above, and for offices in non-programmed NCIC states to submit any cancellations or modifications to CJIS.

2) Review ALL individuals who are subjects of domestic and international terrorism Preliminary Investigations (PI) to determine which subjects are relevant enough to the FBI's mission of Counterterrorism and Prevention, to maintain in the NCIC system.

3) Review and modify all "Silent Hit" submissions to make certain they are consistent with the new criteria outlined above.

Set Lead 2:

To: All Field Offices
Re: 66F-HQ-A1255362

From: Counterterrorism Division
Date: 06/10/2002

CJIS.

AT CLARKSBURG, WV

1) Please modify the NCIC program software, so that "Silent Hit" notifications will be sent to the Counterterrorism Threat Assessment & Warning Unit (CTAWU) at FBIHQ, room 5432.

2) Please modify the system software so that "Silent Hits" are given a unique code designation, so that Counterterrorism "Silent Hits" can be distinguished from Undercover Operation "Silent Hits."

3) Please modify the system software to re-define the Terrorist Organization Classifications, for all Domestic Terrorism subjects, the Terrorist Organization Classification is: Domestic Extremist (DMST XTMST*DFBI), for all International Terrorism subjects, the Terrorist Organization Classification is: International Extremist (INTRNTL XTMSTS*IFBI).

4) Please modify the system software to create four (4) sub-group codes within the NCIC file system. The four sub-group codes will correspond to:

Category 1: Individuals who are the subject of formal criminal charges or indictments. (This includes individuals named to the Most Wanted Terrorist List);

Category 2: Individuals of Counterterrorism interest to the FBI, but do not have formal charges pending. For example, the three (3) remaining individuals listed on the FBI's Most Wanted Terrorist List; [REDACTED]

[REDACTED] those individuals identified during "Operation Enduring Freedom" that pose a threat to the United States and others sought in connection with the PENTTBOM investigation;

Category 3: All subjects of FBI Domestic and International Terrorism FULL Investigations and subjects of Preliminary Inquiries as deemed appropriate by the SAC or Section Chief; and

Category 4: Individuals of Active Investigative interest. For example, the type of individuals who the FBI wanted to interview who were identified as part of the Penttbom Watch List.

b2
b7E

To: All Field Offices
Re: 66F-HQ-A1255362

From: Counterterrorism Division
Date: 06/10/2002

5) In connection with the creation of the sub-group categories, please program the appropriate Warning Statement that corresponds to the appropriate sub-group category as defined in detail in Section III, of this communication.

Set Lead 3: (Adm.)

CJIS

AT CLARKSBURG, WV

Please address, in consultation with the Office of the General Counsel (OGC), the feasibility and desirability of replacing the heading "Violent Gang and Terrorist Organization File" (VGTOF) with a more appropriately descriptive term.

♦♦

DOCUMENT 113

(Rev. 08-28-2000)

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE**Date:** 07/11/2002**To:** All Field Offices**Attn:** ADIC
SACs
DT/IT SSAs**From:** CJISPrograms Development Section/Criminal Information
Coordination Unit/Module C3**Contact:** **Approved By:** b2
b6
b7C**Drafted By:****Case ID #:** 66F-HQ-C1250689**Title:** CJIS DIVISION VIOLENT GANG AND TERRORIST ORGANIZATION
FILE**Synopsis:** Instructions to all field offices to utilize new terrorist organization group/subgroup codes and to modify all NCIC VGTOF terrorist records to new codes.**Reference:** 66F-HQ-A1255362 Serial 104**Enclosure(s):** Modification chart/worksheet**Details:** As all recipients are aware, the National Crime Information Center (NCIC) Violent Gang and Terrorist Organization File (VGTOF) has been utilized since January 2002 in an effort to prevent potential terrorist attacks. The referenced electronic communication provides direction for the entry of Counterterrorism Program subjects into the NCIC VGTOF.

The entry of the Counterterrorism Program subjects into the VGTOF increases information sharing among law enforcement throughout the United States and Canada. In an effort to facilitate the field offices in modification of existing VGTOF records, to comply with the revised criteria as detailed in the above referenced electronic communication (EC), the CJIS Division has developed new VGTOF terrorist group and subgroup codes. The new VGTOF group codes which are to be used in new cases, as well as, in the modification of records already entered into NCIC are listed below:

NCIC-VGTOF-11140

DOCUMENT 113

To: All Field Offices From: CJIS
Re: 66F-HQ-C1250689, 07/11/2002

GROUP

Domestic Extremist NCIC Code: (DMST XTMST*DFBI)
International Extremist NCIC Code:
(INTRNTL XTMSTS*IFBI)

In addition to the new group codes, four new categories of subgroup codes have been created for both domestic (DFBI) and international (IFBI) terrorism cases. The new subgroup codes are listed below with associated description of each and caveat which will appear at the top of the VGTOF record. It is important to ensure the proper codes are used so the appropriate warning is appended to the record. The warning caveat directs federal, state, and local law enforcement on proper procedures upon an encounter with the subject listed in VGTOF.

SUBGROUPS

Category 1

Individuals who are the subject of formal criminal charges or indictments (this includes individuals¹ named to the Most Wanted Terrorist List). ALL field offices and FBIHQ's Counterterrorism Threat Assessment and Warning Unit (CTAWU) have the ability to enter subjects into VGTOF using this category. The new VGTOF subgroup codes which are to be used are listed below:

Domestic NCIC Code: CATEGORY 1*DFBI
International NCIC Code: CATEGORY 1*IFBI

Caveat:

WARNING - APPROACH WITH CAUTION - ARMED AND DANGEROUS.
PLEASE ARREST AND DETAIN INDIVIDUAL. ONCE THE
INDIVIDUAL IS SECURELY DETAINED, IMMEDIATELY CONTACT
YOUR LOCAL FBI FIELD OFFICE.

¹ Please be advised that out of the 22 individuals named to the FBI's Most Wanted Terrorist List, 19 are listed in the NCIC Wanted Person File. However, the 19 known terrorists will additionally be listed in sub-group Category 1, within the VGTOF file of NCIC. The remaining three(3) individuals will be listed in sub-group Category 3, within the VGTOF file of NCIC.

To: All Field Offices From: CJIS
Re: 66F-HQ-C1250689, 07/11/2002

b2
b7E

Category 2

Individuals of Counterterrorism interest to the FBI, but do not yet have formal charges pending. This category will be limited to uniquely situated individuals such as: the three remaining individuals listed on the FBI's Most Wanted Terrorist List; [REDACTED]

[REDACTED] and those individuals identified during "Operation Enduring Freedom" that pose a threat to the United States. Only the FBIHQ's CTAWU have the ability to enter subjects into VGTOF using this category. The new VGTOF subgroup codes which are to be used are listed below:

Domestic NCIC Code: CATEGORY 2*DFBI
International NCIC Code: CATEGORY 2*IFBI

Caveat:

WARNING - APPROACH WITH CAUTION. PLEASE DETAIN THIS INDIVIDUAL FOR QUESTIONING. THIS INDIVIDUAL IS OF INVESTIGATIVE INTEREST TO THE FBI. ONCE THE INDIVIDUAL IS SECURELY DETAINED CONTACT YOUR LOCAL FBI FIELD OFFICE IMMEDIATELY.

Category 3

All subjects of FBI Domestic and International Terrorism FULL Investigations and subjects of Preliminary Inquiries as deemed appropriate by the SAC or Section Chief. All field offices and the FBIHQ's CTAWU has the ability to enter subjects into VGTOF using this category. The new VGTOF subgroup codes which are to be used are listed below:

Domestic NCIC Code: CATEGORY 3*DFBI
International NCIC Code: CATEGORY 3*IFBI

Caveat:

WARNING - APPROACH WITH CAUTION. HOWEVER, MAKE NO EFFORT TO ARREST INDIVIDUAL UNLESS THERE IS EVIDENCE OF A VIOLATION OF FEDERAL, STATE, OR LOCAL STATUTE(S). ONCE AN INDIVIDUAL IS IDENTIFIED WITHIN THIS SYSTEM, CONDUCT ALL LOGICAL INVESTIGATION UTILIZING TECHNIQUES AUTHORIZED IN YOUR JURISDICTION. DO NOT ALERT THE INDIVIDUAL TO THE FBI'S INTEREST AND CONTACT YOUR LOCAL FBI FIELD OFFICE AT THE EARLIEST OPPORTUNITY.

To: All Field Offices From: CJIS
 Re: 66F-HQ-C1250689, 07/11/2002

Category 4

Individuals of Active Investigative interest. For example, the individuals the FBI wanted to interview who were identified as part of the Penttbom Watch List could be entered into VGTOF using this category. Only the FBIHQ's CTAWU has the ability to enter subjects into VGTOF using this category. The new VGTOF subgroup codes which are to be used are listed below:

Domestic NCIC Code: CATEGORY 4*DFBI
 International NCIC Code: CATEGORY 4*IFBI

Caveat:

WARNING - APPROACH WITH CAUTION. HOWEVER, MAKE NO EFFORT TO ARREST INDIVIDUAL UNLESS THERE IS EVIDENCE OF A VIOLATION OF FEDERAL, STATE, OR LOCAL STATUTE(S). ONCE AN INDIVIDUAL IS IDENTIFIED WITHIN THIS SYSTEM, CONDUCT ALL LOGICAL INVESTIGATION UTILIZING TECHNIQUES AUTHORIZED IN YOUR JURISDICTION. DO NOT ALERT THE INDIVIDUAL TO THE FBI'S INTEREST AND CONTACT YOUR LOCAL FBI FIELD OFFICE AT THE EARLIEST OPPORTUNITY.

All new VGTOF terrorist entries and existing VGTOF records should use the aforementioned codes. Per the referenced EC, all field offices have been directed to use the new codes when making VGTOF record entries. In addition, all field offices are directed to modify existing VGTOF records to reflect the new group and subgroup codes.

Below is an example of an existing VGTOF terrorist record. Please note this is a test record.

WARNING - APPROACH WITH CAUTION. HOWEVER, MAKE NO EFFORT TO ARREST INDIVIDUAL UNLESS THERE IS EVIDENCE OF A VIOLATION OF FEDERAL, STATE, OR LOCAL STATUTE(S). ONCE AN INDIVIDUAL IS IDENTIFIED WITHIN THIS SYSTEM, CONDUCT ALL LOGICAL INVESTIGATION UTILIZING TECHNIQUES AUTHORIZED IN YOUR JURISDICTION. DO NOT ALERT THE INDIVIDUAL TO THE FBI'S INTEREST AND CONTACT YOUR LOCAL FBI FIELD OFFICE AT THE EARLIEST OPPORTUNITY.

MKE/TERRORIST ORGANIZATION MEMBER - CAUTION
 ORI/DCBIWAT2 NAM/ALWALI, TEST TEST TEST TEST SEX/F RAC/W
 DOB/19690107
 GNG/ANRKST*DFBI SGP/NONE KNOWN
 ECR/DF DOP/20070118 OCA/123456 TEST TEST
 MIS/TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
 MIS/TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
 MIS/TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST

To: All Field Offices From: CJIS
 Re: 66F-HQ-C1250689, 07/11/2002

MIS/TEST TEST TEST TEST TEST
 ORI IS NCIC INVEST & OPER ASSIST UNIT/CJIS 000 000-0000
 IMN/I255004094 IMT/I
 IMN/I490004110 IMT/M
 IMN/I265005412 IMT/I
 NIC/T250007891 DTE/20020118 1021 EST

If the field office utilizes formatted screens for NCIC VGTOF entries, it is suggested the NCIC operator always use the NIC number (a unique NCIC number assigned to the record by the computer), along with other fields, to identify the record being modified. If a field office does not have formatted screens the following string format will need to be used to modify all existing VGTOF records:

MMG.DCFBIWAT2.NIC/T250007891.NAM/ALWALI, TEST TEST TEST
 TEST.OCA/123456 TEST TEST.GNG/DMST XTMST*DFBI.SGP/CATEGORY 1

Also note the above record is identified by NIC, Name of subject (NAM), and Originating Agency Case Number (OCA), while the Group (GNG) and Subgroup (SGP) fields are being modified to the new codes. Additionally, the modification of the VGTOF record will change the caveat which is appended to the top of the record. After modification, the record would appear as follows:

WARNING - APPROACH WITH CAUTION - ARMED AND DANGEROUS.
 PLEASE ARREST AND DETAIN INDIVIDUAL. ONCE THE
 INDIVIDUAL IS SECURELY DETAINED, IMMEDIATELY CONTACT
 YOUR LOCAL FBI FIELD OFFICE.

MKE/TERRORIST ORGANIZATION MEMBER - CAUTION
 ORI/DCBIWAT2 NAM/ALWALI, TEST TEST TEST TEST SEX/F RAC/W
 DOB/19690107
 GNG/DMST XTMST*DFBI SGP/CATEGORY 1
 ECR/DF DOP/20070118 OCA/123456 TEST TEST
 MIS/TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST
 MIS/TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST MIS/TEST
 TEST TEST TEST TEST TEST TEST TEST TEST TEST TEST MIS/TEST TEST
 TEST TEST TEST
 ORI IS NCIC INVEST & OPER ASSIST UNIT/CJIS 000 000-0000
 IMN/I255004094 IMT/I
 IMN/I490004110 IMT/M
 IMN/I265005412 IMT/I
 NIC/T250007891 DTE/20020118 1021 EST

FBI staff should refer to the NCIC Operating Manual for additional information on modification of records. In addition, for NCIC audit and review purposes, all supporting documentation

To: All Field Offices From: CJIS
Re: 66F-HQ-C1250689, 07/11/2002

should be placed in a 66 classification file with original documentation related to the entry of the record which is being modified.

For those field offices located in states that are not programmed to make VGTOF entries in NCIC (Anchorage, Boston, Chicago, Kansas City, New Haven, New Orleans, Philadelphia, Phoenix, Pittsburgh, San Juan, Springfield, and St. Louis Field Offices), CJIS Division will continue to make the entries/updates until advised otherwise. A chart/spreadsheet should be created by each above-mentioned field office specifying the new group and subgroup codes for the modification(s). The chart should identify the record(s) to be modified by the NIC, NAM, OCA, new GNG, and new SGP data (see attached). All records utilizing the same group and subgroup codes should be listed together in the chart and sent to the CJIS Division attached to an EC. All documentation should be sent to: CJIS Division, Programs Development Section, Attention: Unit Chief [REDACTED]. Once the CJIS Division has completed the NCIC transactions, the original NCIC printouts will be mailed back to the field office for placement in the 66 classification file for review and audit purposes. All new VGTOF entries should continue to be forwarded to [REDACTED] via cover EC with a completed FD-930 for each individual entry. Any questions regarding the modification of records by the CJIS Division, should be forwarded to [REDACTED]

b2
b6
b7C

To: All Field Offices From: CJIS
Re: 66F-HQ-C1250689, 07/11/2002

LEAD(s) :

Set Lead 1:

ALL RECEIVING OFFICES

1) Use the newly created terrorist codes for entry of all new NCIC VGTOF records.

2) All existing VGTOF records should be modified to reflect the new codes.

3) The CJIS Division will continue to update existing VGTOF records for Anchorage, Boston, Chicago, Kansas City, New Haven, New Orleans, Philadelphia, Phoenix, Pittsburgh, San Juan, Springfield, and St. Louis Field Offices. To modify your VGTOF records, you are requested to create a chart listing each VGTOF record, specifying the appropriate new group and subgroup codes along with the record's NIC, NAM, and OCA. Forward this chart with a cover EC to: CJIS Division, Programs Development Section, Attention: Unit Chief [REDACTED]

4) All new VGTOF entries should continue to be forwarded via cover EC with a completed FD-930 for each individual entry to the CJIS Division, Programs Development Section, Attention: Unit Chief [REDACTED]

Set Lead 2: (Adm)

COUNTERTERRORISM

AT WASHINGTON, DC

Attention: Chief; Domestic Terrorism/
Counterterrorism Planning Section

For information only. Please read and clear.

♦♦

b6
b7c

DOCUMENT 114

(Rev. 08-28-2000)

FEDERAL BUREAU OF INVESTIGATION

Precedence: DEADLINE 11/15/2002

Date: 10/23/2002

To: All Field Offices

Attn: ADICs
SACs
IT Program Manager
DT Program Manager

All Legats

CJIS

Counterterrorism

Section Chiefs

b2
b6
b7C

From: Counterterrorism

NJSAWS/TWWU/Room 11303

Contact: SSA [REDACTED]

Approved By: [REDACTED]

Pistole John S

Drafted By: [REDACTED]:odh

Case ID #: 66F-HQ-C1392852 (Pending) Serial 8

Title: TERRORISM WATCH LIST

Synopsis: This communication summarizes the evolution of the FBI's Terrorism Watch List (TWL), sets forth criteria and protocols for TWL entries and removals, highlights ongoing TWL initiatives, and distinguishes the TWL from other watch lists.

Reference: 66F-HQ-A1296544-P Serial 37
66F-HQ-A1255362 Serial 104
66F-HQ-C1250689 Serial 88

Details: By EC dated 03/19/2002 (see referenced serial 37), all field offices, FBIHQ Divisions and Legats were advised of the creation of a permanent Terrorism Watch List (TWL). The purpose of the TWL was to serve as a centralized repository of names of investigative interest related to terrorism investigations. The TWL was intended to supplement existing terrorist-related databases and to be the Counterterrorism Division's single, integrated listing of individuals of investigative interest.

NCIC-VGTOF-11149

DOCUMENT 114

To: All Field Offices From: Counterterrorism
Re: 66F-HQ-C1392852, 10/23/2002

A comprehensive assessment of the TWL operation revealed the TWL has not been utilized to its potential. Some of the contributing factors to the TWL's underutilization were the lack of understanding of the TWL's purpose, the lack of clearly defined criteria and protocols governing entries to/removals from the TWL, confusion over the various "watch" lists maintained by other government agencies, and limited applications of available technological resources to exploit TWL data. As a result of the assessment, the TWL is undergoing significant modifications to transform it into a viable information management system which will exploit all collected data and facilitate information sharing. Like any information system, the success of the TWL is dependent upon the quality of information received from the field. This communication will summarize the evolution of the TWL, set forth criteria and protocols for TWL entries and removals, highlight ongoing initiatives, and distinguish the TWL from other frequently utilized watch lists.

Background

Following the 09/11/2001 terrorist attacks against the United States, FBIHQ created and implemented the "Project Lookout" Watch List. The purpose of Project Lookout was to identify individuals believed to be associates of the 09/11 hijackers; material witnesses to the terrorist incidents; or in some way connected to the events of 09/11. Inclusion on the Project Lookout Watch List did not necessarily mean an individual was a known and/or willing participant in criminal activity; rather the list identified the individual as someone who might possess information of value to the PENTTBOMB investigation (Major Case #182). Project Lookout met with a high degree of success in identifying and interviewing individuals potentially connected to the PENTTBOMB investigation, as well as resolving their status as a threat to U.S. interests. In the weeks which followed, a comprehensive review of the Project Lookout Watch List was conducted and it was determined the project had served its purpose. Subsequently, the Project Lookout Watch List was discontinued.

As a result of Project Lookout's success, FBI Director Robert S. Mueller, III directed the establishment of a permanent watch list to serve as a single integrated repository of individuals of interest to FBI terrorism investigations. Consequently, the TWL was created.

The TWL is administered by a professional staff assigned to the Terrorist Watch and Warning Unit, National Joint Strategic Assessment and Warning Section, Counterterrorism Division, FBIHQ. The TWL staff is located in room 11303 at FBIHQ and can be reached at its 24-hour hotline, [REDACTED] The TWL staff's mission is to manage

To: All Field Offices From: Counterterrorism
Re: 66F-HQ-C1392852, 10/23/2002

effectively for the FBI a comprehensive database management system consisting of all known or suspected terrorists and/or individuals of investigative interest to the FBI in regard to terrorism matters. Staff members are available 24 hours per day to field questions regarding the TWL and/or other watch lists.

TWL CRITERIA FOR ENTRY

Individuals meeting any of the following criteria should be entered into the TWL database:

- ▶ All subjects of full field domestic and international terrorism investigations, and subjects of terrorism-related investigations as determined by the field office or substantive unit at FBIHQ.

Inclusion of subjects of preliminary inquiries is optional and requires, at a minimum, SAC or a Counterterrorism Section Chief authority.

- ▶ All individuals positively identified by the FBI as terrorists or individuals of special interest to the FBI, but are not subjects of formal investigations because of special circumstances, i.e., military detainees.

Most entries under this criteria will result from requests by substantive units within the Counterterrorism Division.

TWL PROTOCOL FOR ENTRY

To have an entry made into the TWL database, field offices, FBIHQ Divisions, or Legats should draft and forward a comprehensive communication to Counterterrorism, Attn: TWL, Room 11303. The communication should be uploaded and indexed into ACS and contain as much of the following information which is available:

- a. Name of the individual to be entered
- b. Alias(es)
- c. Last known address(es)/telephone number(s)
- d. Nationality
- e. Gender
- f. Date of birth
- g. Place of birth
- h. Social Security Account Number
- i. Height
- j. Weight

To: All Field Offices From: Counterterrorism
Re: 66F-HQ-C1392852, 10/23/2002

- k. Hair Color
- l. Eye Color
- m. Scars, Marks, Tattoos, Other Characteristics
- n. Passport Number (Identify Originating Country)
- o. Operator's License Number (Identify State)
- p. Any known vehicles (Include description and license plate)
- q. Terrorist Group Affiliation
- r. Picture of the subject (can be surveillance photo)
- s. FBI or other agency point of contact (include agency, title of individual, and contact telephone number)
- t. Case File Number
- u. Any other information/miscellaneous numbers (identify type) deemed pertinent
- v. Statement whether the subject has been entered into NCIC's Violent Gang and Terrorist Organization File (VGTOF)¹ If so, provide the NCIC number

If additional identifying information is acquired by the originating office during the course of an investigation, an updated communication should be forwarded to Counterterrorism, Attn: TWL, Room 11303. The updated communication should reference the original communication. Similarly, any additional information acquired by the TWL staff regarding subjects entered into the TWL database will be forwarded to the originating office.

TWL CRITERIA FOR REMOVAL

It is incumbent that TWL entries be removed from the TWL once the individual is no longer considered of investigative interest to the FBI. As information regarding individuals listed on the TWL will have been uploaded in ACS, this will ensure information is retrievable should the individual become of interest in future investigations. The following entries should be removed from the TWL:

- Subjects of closed full field domestic and international terrorism investigations, as well as discontinued preliminary inquiries (if applicable), who were not prosecuted or were acquitted of all charges brought against them.
- Individuals previously identified by the FBI as terrorists or individuals of special interest, but

¹Required for full field domestic and international terrorism investigations. See 'TWL Versus Other "Watch" Lists' section of this communication.

To: All Field Offices From: Counterterrorism
Re: 66F-HQ-C1392852, 10/23/2002

now determined by the FBI to be either deceased or no longer a threat to U.S. interests.

TWL PROTOCOL FOR REMOVAL

Once a field office, FBIHQ Division or Legat determines an individual should be removed from the TWL, a communication should be drafted and forwarded to Counterterrorism, Attn: TWL, Room 11303. The communication should reference the serial number of the original entry communication. Also, the communication specifically should identify which individual(s) should be removed from the TWL, as well as the reason for removal. The TWL staff will send a communication to the originating office confirming removal of the TWL record.

It is incumbent that field offices also ensure entries are removed from VGTOF, to include "Silent Hits," once the entries are no longer of interest. Only the office which made the VGTOF entry has the capability to remove the entry. Silent Hit entries have to be removed by CJIS.

TWL INITIATIVES

The TWL staff is working closely with the Office of the Chief Scientist, Information Resources Division, FBIHQ to develop a database management system to replace the TWL's current system. The new system will consist of a browser-based Windows application which will allow users to access a secure database containing classified TWL information. The application will contain phonetic search and scan capabilities, user tracking parameters, and security protocols which will enable query access via the FBI Intranet for FBI field offices and FBIHQ divisions.

Once the new database management system is completed, field offices and FBIHQ Divisions will have the capability to not only view TWL entries via the Intranet, but also submit electronic requests for entry to or removal from the TWL. An electronic feedback form also will be available on the Intranet, to solicit recommendations/comments regarding future enhancements or modifications to the TWL.

In addition to the above, the TWL staff is working closely with the FBI-led Foreign Terrorist Tracking Task Force (FTTTF) to develop procedures wherein data maintained in the TWL database will be exploited and analyzed by the FTTTF. Per U.S. Attorney General memorandum dated 04/11/2002, the FTTTF has the mission of keeping foreign terrorists and their supporters out of the U.S. by providing critical and timely information to border control and interior enforcement agencies and officials. To accomplish its mission, the FTTTF has acquired electronic access to various databases. It is feasible these databases can be used to exploit TWL data. Results of

To: All Field Offices From: Counterterrorism
Re: 66F-HQ-C1392852, 10/23/2002

any FTTTF analyses on TWL data will be disseminated to the respective field office and/or FBIHQ substantive unit for lead value and any further investigation deemed appropriate.

The technological enhancements to the TWL database management system, combined with the interaction between the TWL staff and other counterterrorism initiatives, will take the TWL beyond its original sole function as a central repository of names to a truly useful tool which will facilitate the sharing, exploitation and analysis of information.

Finally, the TWL staff will implement procedures to track all other watch lists in which TWL subjects appear. In conjunction with this, the TWL staff will establish and implement semi-annual validation procedures to ensure only those subjects falling within established criteria remain on the TWL and other watch lists, as applicable. The information will be validated through the agency/office which requested the initial TWL entry.

TWL VERSUS OTHER "WATCH" LISTS

During the comprehensive assessment of the TWL, it was apparent that confusion existed over the TWL and other watch lists utilized in the fight against terrorism. Set forth below are descriptions of other watch lists and how they are interrelated, if at all, to the TWL.

National Crime Information Center Violent Gang and Terrorist Organization File (VGTOF)

VGTOF is an electronic file in NCIC, administered by the Programs Development Section, CJIS Division, Clarksburg, West Virginia. VGTOF is designed to provide identifying information about violent criminal gangs and terrorist organizations, as well as members of those gangs and organizations, to law enforcement personnel. This information serves to warn law enforcement officers of the potential dangers posed by violent individuals and to promote the exchange of information about these individuals and organizations. VGTOF information is for the use of criminal justice agencies for criminal justice purposes.

By EC dated 06/10/2002 (66F-HQ-A1255362 serial 104), field offices were provided with VGTOF entry protocols in terrorism

To: All Field Offices From: Counterterrorism
 Re: 66F-HQ-C1392852, 10/23/2002

matters.² By EC dated 07/11/2002 (66F-HQ-C1250689 serial 88), field offices were provided with new terrorist group/subgroup codes and instructed to modify their existing VGTOF records with the new codes.³

Currently, VGTOF is the primary mechanism the FBI utilizes to retain and share unclassified terrorist-related information with other agencies who have access to NCIC. As VGTOF contains no classified information, only names and identifying data relative to terrorist subjects are loaded into VGTOF. Once the new secure TWL database is completed, VGTOF will continue to be utilized to share unclassified identifying information regarding terrorism subjects with other agencies. The TWL database will retain the classified information, to include electronic copies of supporting documents. The classified information retained in the TWL database will be shared with other agencies authorized to receive such information. Information placed in VGTOF by field offices will be entered into the TWL database. Most field offices can enter their own data into VGTOF, while only the TWL staff can make entries into the TWL database. Those field offices unable to make entries into VGTOF should continue to submit those entries through CJIS. In concert with the development of the new TWL database management system, technological enhancements are being explored which would allow field offices to submit information simultaneously for entry into VGTOF and the TWL.

Following discussions with personnel assigned to various field offices, the TWL staff opined the "Silent Hit" feature of NCIC, as described in the 06/10/2002 EC, caused confusion regarding its purpose and criteria for entry.⁴ Currently, Silent Hit entries only

²Only subjects of full field investigations are required to be placed into NCIC's VGTOF. The decision as to which, if any, preliminary inquiry subjects are placed into the NCIC system is delegated to the SAC and appropriate Section Chief of the International or Domestic Terrorism Programs at FBIHQ.

³The new VGTOF group codes which are to be used in new cases, as well as in the modification of records already entered into NCIC, are the Domestic Extremist NCIC Code (DMST XTMST*DFBI) and International Extremist NCIC Code (INTRNTL XTMSTS*IFBI). Moreover, four new categories of subgroup codes were created for domestic and international terrorism cases: (1) Category 1*DFBI and Category 1*IFBI; (2) Category 2*DFBI and Category 2*IFBI; (3) Category 3*DFBI and Category 3*IFBI; and (4) Category 4*DFBI and Category 4*IFBI.

b7E

⁴Criteria to be considered when entering subjects of International Terrorism cases as Silent Hits are as follows: Subject is the target of a classified collection technique, or the full field investigation was opened based on single source reporting; the full investigation was opened due to classified information received from other U.S. or foreign law enforcement or intelligence agencies; or subject does not pose a threat to local law enforcement. Criteria to be considered when entering subjects of Domestic Terrorism cases as Silent Hits are as follows: Full field investigation was opened based on single source reporting; the full investigation was opened due to classified information received from other U.S. or foreign law enforcement or intelligence agencies; subject does not pose a threat to local law enforcement;

To: All Field Offices From: Counterterrorism
Re: 66F-HQ-C1392852, 10/23/2002

can be made by CJIS. As such, field offices should direct a communication to CJIS to enter a subject as a Silent Hit. If a subject is entered into NCIC as a Silent Hit, the officer/official inquiring about the subject through NCIC will receive no response regarding the subject as a result of the inquiry. However, the TWL staff will receive an instantaneous notification that an inquiry was conducted on the subject. Thereafter, the TWL staff will telephonically notify the office of origin and identify the agency which made the inquiry on the subject. The TWL staff will document the telephonic notification via EC to the appropriate field office.

In an effort to ensure both VGTOF and the TWL contain the most current and accurate data, field offices are requested to review all their terrorist-related VGTOF entries, to include Silent Hits, and ensure the entries are consistent with the protocols and criteria set forth in the 06/10/2002 and 07/11/2002 ECs referenced herein. Furthermore, field offices will ensure all VGTOF entries contain a file number for reference and a point of contact. This will expedite notifications by local law enforcement and the TWL staff. VGTOF reviews and any modifications must be completed by COB 11/15/2002. Thereafter, the TWL staff will acquire from CJIS all terrorist-related VGTOF entries and load the updated data into the TWL database. The TWL staff will continue to acquire from CJIS, on a regular basis, all new VGTOF entries and Silent Hit requests.

Transportation Security Administration Outside the Scope
(No Fly and Selectee Lists)

OPCA-20 (12-3-96)

XXXXXX
XXXXXX
XXXXXXFEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

3 Page(s) withheld entirely at this location in the file. One or more of the following statements, where indicated, explain this deletion.

- ☐ Deletions were made pursuant to the exemptions indicated below with no segregable material available for release to you.

Section 552Section 552a☐ (b)(1)☐ (b)(7)(A)☐ (d)(5)☐ (b)(2)☐ (b)(7)(B)☐ (j)(2)☐ (b)(3)☐ (b)(7)(C)☐ (k)(1)☐ (b)(7)(D)☐ (k)(2)☐ (b)(7)(E)☐ (k)(3)☐ (b)(7)(F)☐ (k)(4)☐ (b)(4)☐ (b)(8)☐ (k)(5)☐ (b)(5)☐ (b)(9)☐ (k)(6)☐ (b)(6)☐ (k)(7)

- ☐ Information pertained only to a third party with no reference to the subject of your request or the subject of your request is listed in the title only.

- ☐ Documents originated with another Government agency(ies). These documents were referred to that agency(ies) for review and direct response to you.

Pages contain information furnished by another Government agency(ies). You will be advised by the FBI as to the releasability of this information following our consultation with the other agency(ies).

Page(s) withheld inasmuch as a final release determination has not been made. You will be advised as to the disposition at a later date.

Pages were not considered for release as they are duplicative of _____

3 Page(s) withheld for the following reason(s): out of scope

- ☒ The following number is to be used for reference regarding these pages:

NCIC-VATOF-11157-11159

XXXXXXXXXXXXXXXXXXXX
X Deleted Page(s) X
X No Duplication Fee X
X for this page X
XXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXX
XXXXXX

FBI/DOJ

To: All Field Offices From: Counterterrorism
Re: 66F-HQ-C1392852, 10/23/2002

LEAD(s) :

Set Lead 1:

ALL RECEIVING OFFICES

By no later than close of business 11/15/2002, (a) review and ensure all terrorist-related VGTOF entries are consistent with the protocols and criteria set forth in 66F-HQ-A1255362 serial 104 and 66F-HQ-C1250689 serial 88; and (b) ensure all VGTOF entries contain a file number for reference and a point of contact.

Set Lead 2:

ALL RECEIVING OFFICES

International Terrorism and Domestic Terrorism Program Managers will disseminate this communication to appropriate personnel and ensure compliance with the criteria and protocols established for the Terrorism Watch List.

♦♦

DOCUMENT 124

National Foreign Intelligence Program Manual (NFIPM)

~~SECRET//NOFORN~~**NFIPM Section 19 (U) International Terrorism Investigations**

(See also MIOG, Part 1, 100-1.2, 100-1.2.2, 100-2.3, 199-1, 256-10, 262-1, 265-1, and 315-1.)

EFFDATE: 04/30/2004 MCRT# 1338 Div. CT Cav: SecClass: Unclassified

Section 19-01 (U) Introduction to International Terrorism Investigations

A. (U) [The 199 (International Terrorism), 265 (Act of Terrorism), 256A (Hostage Taking by International Terrorists), and 262 (Overseas Homicide/Attempted Homicide) classifications have been deleted from the Manual of Investigative Operations and Guidelines (MIOG). The 315 classification (International Terrorism) replaces these four previous violations and will be the appropriate classification for International Terrorism investigations.

B. (U) International Terrorism investigations are national security investigations that support the FBI's priority to protect the United States from terrorist attack. This goal drives the Counterterrorism Division's (CTD's) mission to prevent, disrupt, and defeat terrorist operations before they occur.

C. (U) The nature of International Terrorism investigations must focus on:

1. The complete identification of all subjects.
2. The exhaustive development of intelligence on the operations and capabilities of these subjects, including support, training, recruitment, financing, and attack planning.
3. The dissemination and exploitation of the intelligence, to include human and technical source reporting.
4. A properly targeted response that considers all available investigative opportunities, which includes criminal prosecution. Because of the potential for eventual criminal prosecution, International Terrorism investigations should, whenever possible, be conducted in a manner that preserves this option while collecting disseminable intelligence.

D. (U) Within the international terrorism arena, there is no longer a distinction between "criminal" and "intelligence" investigations, Agents, or squads.

E. (U) There were three significant legal developments after September 11, 2001 that affected International Terrorism investigations:

1. "Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001" (USA PATRIOT Act), effective October 26, 2001.
2. "Intelligence Sharing Procedures for Foreign Intelligence and Foreign Counterintelligence Investigations Conducted by the FBI," issued on March 6, 2002 by the Department of Justice (DOJ).
3. Foreign Intelligence Surveillance Court of Review's opinion issued on November 18, 2002, In re Sealed Case, 310 F.3d 717 (FISCR 2002).

(U) These developments removed the "walls" that were historically erected between "criminal" and "intelligence" International Terrorism investigations. They also permit unprecedented coordination among the FBI, DOJ, and the U.S. Intelligence Community (USIC).

F. (U) In support of International Terrorism investigations, CTD has developed a Model Counterterrorism Investigative Strategy (MCIS), detailed within this section, which is to be utilized by International Terrorism investigators and analysts.

G. (U) The FBI shall conduct its International Terrorism investigations in compliance with the Attorney General's Guidelines for FBI National Security Investigations and Foreign Intelligence Collection (National Security Investigations Guidelines, or NSIG), which were issued October 31, 2003. The general objective of the NSIG is the full utilization of all authorities and investigative techniques, consistent with the Constitution and laws of the United States, so as to protect the United States and its people from terrorism and other threats to the national security.

~~SECRET//NOFORN~~

DATE: 02-26-2010

CLASSIFIED BY 65179 dnh/baw

REASON: 1.4 (c)

DECLASSIFY ON: 02-26-2035

1

NCIC-VGTOF-11574

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

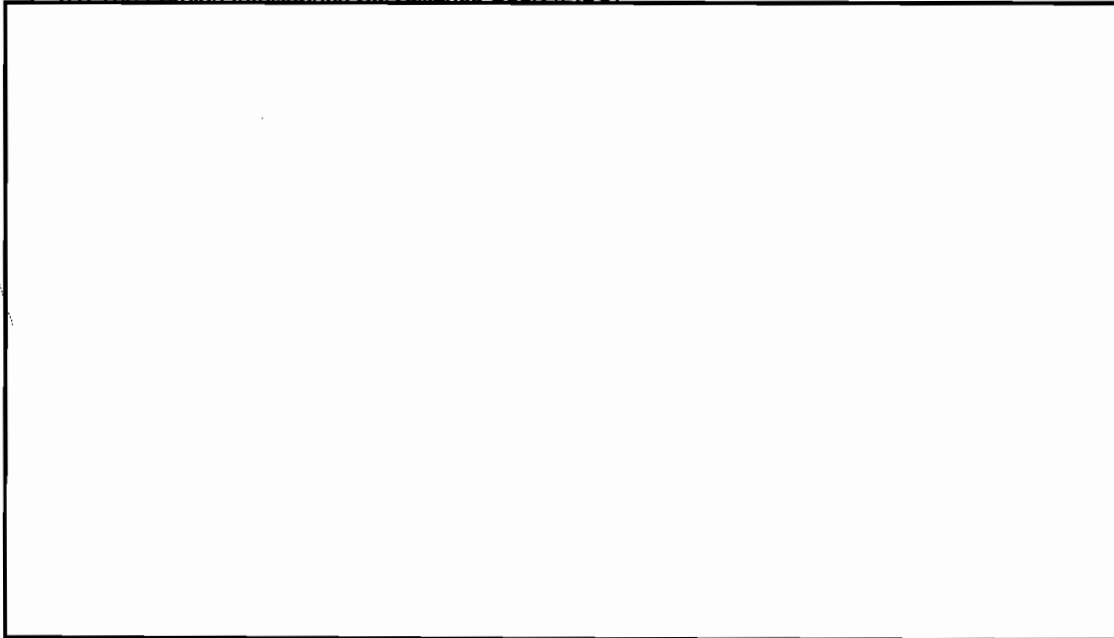
National Foreign Intelligence Program Manual (NFIPM)

~~SECRET NOFORN~~

P. (U) The Foreign Intelligence Surveillance Court (FISC)

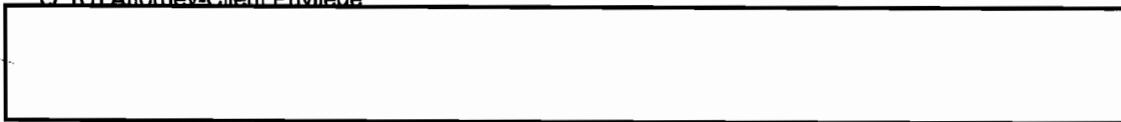
b1

(S)



Q. (U) Attorney-Client Privilege

(S)



R. (U) Violent Gang and Terrorist Organization File (VGTOF) and Terrorist Screening Center (TSC) Database

1. (U) Subjects of both Preliminary and Full Investigations must be entered into the Violent Gang and Terrorist Organization File (VGTOF) by completing an FD-930. In the FD-930, case Agents must make a recommendation to the Terrorism Review and Examination Unit (TRES) regarding into which databases the subject should be entered and a recommended Handling Code. Upon closing the Preliminary or Full Investigation, the case Agent shall remove subjects who no longer merit inclusion via form FD-930.

2. (U) The "Miscellaneous" field on the FD-930 should include the case Agent's name and 24/7 contact number, the subject's USPER status and country of citizenship, and any other pertinent information. CLASSIFIED INFORMATION MAY NOT BE LISTED IN THE "MISCELLANEOUS" FIELD.

3. (U) The databases into which a subject can be entered will be listed in the FD-930, but they include the Violent Gang and Terrorist Organization File (VGTOF), TSA No Fly or TSA Selectee lists, Treasury Enforcement Communications Systems (TECS), and Consular Lookout and Support System (CLASS) for non-USPERs.

4. (U) The Handling Codes categories, and a description of each, will be listed in the FD-930.

S. (U) Information Sharing

1. (U) Information acquired during the course of an International Terrorism investigation should be shared as consistently and fully as possible among agencies with relevant responsibilities to protect the United States and its people from terrorism and other threats to national security, except as limited by specific statutory or policy constraints. Information may be disseminated to obtain information for the conduct of a lawful investigation by the FBI.

~~SECRET NOFORN~~

National Foreign Intelligence Program Manual (NFIPM)

~~SECRET/NOFORN~~

B. Closing Communication to FBIHQ

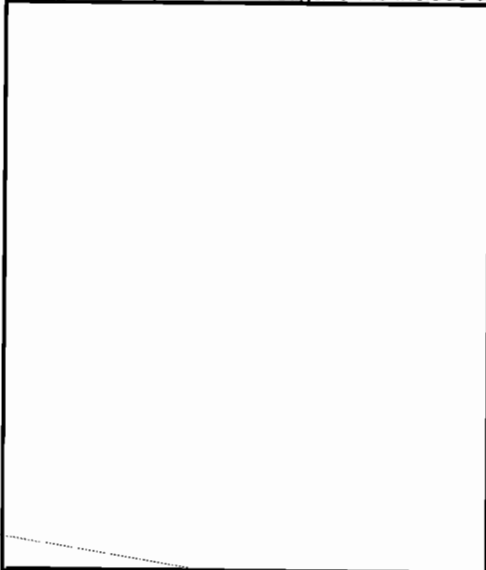
1. The closing communication will be sent to the Counterterrorism Division to the attention of the following:

- a) Substantive unit
- b) Terrorist Review and Examination Unit (TREX), LX-1 3S-200
- c) CT Analytical Section, LX-1 3W-400
- d) TFOS/PMCU, Rm. 4933
- e) Other sections or units, as appropriate
- f) Appropriate field office or Legal Attaché ("Legat"), if subject relocated

2. An FD-930 will be enclosed to remove or modify the entry in VGTOF.

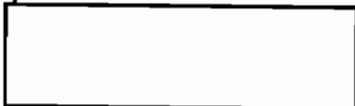
3. The Details section of the closing communication will contain the following information:

- a) The type of investigation (i.e., Preliminary or Full)
- b) The date it was opened
- c) The date it was converted from a Preliminary Investigation to Full Investigation, if applicable
- d) If a Full Investigation, then the date and serial number of the most recent Annual Summary
- e) Whether the investigation involves a United States person
- f) An assessment of the extent to which the subject is (or members of the group are) aware of the terrorist aims of the foreign power
- g) Any Sensitive National Security Matters, which are defined in the NSIG as "a threat to the national security involving the activities of an official of a foreign country other than a threat country, a domestic public official or political candidate, a religious or political organization or an individual prominent in such an organization, or news media, or any other matter which, in the judgment of the official authorizing an investigation, should be brought to the attention of FBI Headquarters and other Department of Justice officials."
- h) Name and all aliases of the subject and complete biographical information regarding the subject
- i) Subject classification (see D, below)
- j) A summary of the investigation to include a list of the investigative techniques used, to include:



b7E

(S)



b1
b7E

~~SECRET/NOFORN~~

National Foreign Intelligence Program Manual (NFIPM)~~SECRET NOFORN~~

e) A Recruiter knowingly works to identify and/or attract individuals to participate in terrorism-related activity and/or facilitates those individuals' entry into such activities.

To classify a subject as a Recruiter, investigators must articulate specific information indicating the subject appears to be or could in the near future be expected to knowingly assist a terrorist organization with acquisition of new operatives or supporters.

Examples of information possibly supporting classification of a subject as a Recruiter include: Detainee reporting naming the subject as knowingly assisting the detainee in his entry into terrorist activity and/or training; records or source reporting related to travel arrangements or contacts indicating the subject facilitates others' travel for overseas terrorist training or indoctrination

f) Other: Subjects of counterterrorism investigations who do not otherwise fit the criteria for the above designations. Describe the known or suspected nexus to a foreign power in detail.

E. Completion and Submission of the FD-930, details are available on the TREX website: <http://ctd.fbinet.fbi/trex/>

1. Completion of Gang, Subgroup, and File # fields

a) In the Gang field, enter "International Extremist"

b) In the Subgroup field, enter the VGTOF handling code (1, 2, 3, 4, or silent hit)

c) In the File # field, enter the substantive 315 file number, not an administrative file number (such as the 66 classification) or other control file number

2. To remove or modify a record in VGTOF, send a copy of the closing communication and an enclosed FD-930 to the TREX. Check the "Remove" box or the "Supplements Initial Submission" box at the top of the form. The FD-930 must be sent directly to the TREX, not to the substantive unit.

3. Upon closing a Preliminary or Full Investigation, the case agent shall request the removal from U.S. government watch lists of any subject who no longer merits inclusion.

4. Subjects of Full Investigations may remain in VGTOF and other watchlists, if appropriate.

Example: The subject of a Full Investigation is still a threat to national security, but moves to another field office's area of responsibility or outside the USA and thus the field office closes its case. Notify appropriate field office or Legat in the Details area of the closing communication

F. Leads: Field offices are required to provide notification to the appropriate CTD substantive desk whenever an investigation is closed.

EFFDATE: 04/11/2005 MCRT# 1382 Div. CT Cav: SecClass: ~~Secret~~

Section 19-05 (U) Conclusion

A. (U) The FBI's investigation of international terrorism, through the MCIS, emphasizes collecting, analyzing, and disseminating intelligence on terrorist targets in an effort to prevent future attacks. Criminal prosecution remains a possibility throughout the investigation. This approach, which employs both intelligence collection and traditional law enforcement tools, is central to the FBI's successful counterterrorism mission.

EFFDATE: 12/01/2003 MCRT# 1314 Div. CT Cav: SecClass: Unclassified

Section 19-06 (U) Terrorism Screening Procedures (Watchlisting)

A. (U) Role of the Terrorist Screening Center (TSC)

(U) The TSC was established by Homeland Security Presidential Directive (HSPD) 6 on 09/16/2003, which directed the establishment of an organization that would consolidate the government's approach to terrorism screening and provide for the appropriate and lawful use of

~~SECRET NOFORN~~

National Foreign Intelligence Program Manual (NFIPM)

~~SECRET//NOFORN~~

terrorist information in screening processes. The mission of the TSC is to facilitate and assist in the protection against terrorism by:

1. Consolidating the Government's approach to terrorism screening;
2. Providing for the appropriate and lawful use of the terrorist information in screening processes;
3. Maintaining consolidated, thorough, accurate and current terrorist identities information;
4. Sharing information globally and between the Federal, State, local, territorial, and tribal law enforcement and intelligence communities; and carrying out these activities in a manner consistent with the Constitution and applicable laws protecting privacy and civil liberties.

B. (U) Watchlisting Policy for Known or Appropriately Suspected Terrorists

1. The Counterterrorism Division's (CTD) policy requires that all main IT subjects for both Full and Preliminary Investigations in the 315 classification and all subjects of domestic terrorism (DT) Full Investigations in the 266 classification shall be nominated for entry into the TSC's Terrorist Screening Database (TSDB) and all eligible supported systems if the subject meets the criteria for inclusion. Individuals being investigated as part of a Threat Assessment shall not be included in the TSDB or any of its supported systems. See Section C below for a discussion of the TSDB's supported systems.

2. Main DT subjects for both Full and Preliminary Investigations in the 174 classification and subjects of DT Preliminary Investigations in the 266 classification may, at the discretion of the nominating official (e.g., Joint Terrorism Task Force, FBI Case Agent or Intelligence Analyst, or Headquarters supervisor, if HQ is the Office of Origin), be nominated for entry into the TSDB and, if the subject meets the criteria for inclusion, all eligible supported systems.

3. The nomination of main subjects for entry into the TSDB and all eligible supported systems is consistent with HSPD-6 and the "Memorandum of Understanding On Integration and Use of Screening Information to Protect Against Terrorism," issued 09/16/2003 (the "MOU"), and provides a consistent and efficient method to ensure that only individuals who are known or appropriately suspected terrorists are included in all eligible supported systems.

4. Subjects with no nexus to terrorism shall not be nominated for entry into the TSDB. Terrorist group or organization names cannot be nominated for entry into the TSDB. The procedure for nominating subjects for entry into the TSDB is detailed below in Section D.

C. (U) Terrorist Screening Database and its Supported Systems

(U) The TSC maintains the U.S. Government's consolidated terrorist watchlist, known as the TSDB, of the names and other identifying information for all known or appropriately suspected terrorists. The TSC consolidated into the TSDB the existing subsets of information about known or appropriately suspected terrorists from supported systems.

(U) The TSC receives "Terrorist Identifiers" (as defined in Addendum B to the aforementioned MOU) from two sources. The information about known or appropriately suspected international terrorists comes from the National Counterterrorism Center (NCTC), which assembles and analyzes information from a wide range of sources. The FBI provides the TSC directly with the identities of known or appropriately suspected purely domestic terrorists. The Terrorist Identifiers in the TSDB are deemed For Official Use Only.

(U) The TSDB and its supported systems are used by Federal, State, local, territorial, and tribal authorities and certain foreign governments to screen for known or appropriately suspected terrorists as part of their security or law enforcement missions. These authorities use their systems to run name checks against TSDB data. The TSC regularly exports updated subsets of TSDB data to the following supported systems:

1. Violent Gang and Terrorist Organization File (VGTOF). VGTOF is a file within the National Crime Information Center (NCIC) database that is composed of information in possession of the U.S. Government related to the identities of individuals known or appropriately suspected to be or have been involved in activities constituting, in preparation for, in aid of, or related to IT or DT.
2. No Fly and Selectee Lists. On 10/21/2004, the Homeland Security Council Deputies Committee met and established the following criteria for the No Fly and Selectee Lists:
No Fly List:

~~SECRET//NOFORN~~

National Foreign Intelligence Program Manual (NFIPM)~~SECRET//NOFORN~~

3. All subjects who qualify for inclusion on the No Fly List will be nominated to that list in no more than 24 hours. Individuals will not be included on the No Fly or Selectee Lists without sufficient derogatory information supporting inclusion.

4. The TSDB contains only the identities of known or appropriately suspected individual terrorists. A nomination to include a subject in the TSDB who is not associated with terrorism will not be processed.

5. The submission of an EC, FD-930 and NOI/LHM affirms the subject is a known or appropriately suspected terrorist. Any FD-930s received without an accompanying EC will not be processed.

6. After the TREX Unit reviews and approves the FD-930, it forwards the FD-930 to NCTC for all IT nominations and directly to the TSC for all purely DT nominations. For IT nominations, NCTC forwards the relevant information to the TSC for entry into the TSDB and eligible supported systems, as appropriate.

E. (U) Exclusion from a Particular Supported System

1. An individual included in the TSDB will be included in all supported systems if the individual meets the criteria for inclusion. An individual may be excluded from a particular supported system in rare cases when there is a reasonable and detailed operational justification for not including the individual in a particular supported system and the request for exclusion has been reviewed and approved by the TREX Unit and the TSC. The reasonable and detailed justification must be included in both the EC and the appropriate field of the FD-930. The existence of a local or state "Sunshine Law" is not sufficient justification for exclusion.

2. The justification to exclude a subject from any particular support system will be reviewed by the TREX Unit and the TSC. After the review, the TREX Unit will notify the nominating official regarding whether CTD: (1) supports the justification resulting in the exclusion of the name from a particular supported system, or (2) finds the justification for exclusion insufficient resulting in the subject's addition to the particular supported system. The TSC will make the final decision.

F. (U) VGTOF Handling Codes

(U) Each record in VGTOF will be assigned a Handling Code, as follows:

1. Handling Code 1 is reserved for individuals for whom there is an active arrest warrant in the NCIC Wanted Persons File. The warrant number must be included on the FD-930. If the arrest warrant is no longer valid, then the case agent has an obligation to submit a new FD-930 to the TREX Unit to update the record. The following banner appears in VGTOF when a Handling Code 1 is encountered:

"WARNING - APPROACH WITH CAUTION

THIS INDIVIDUAL IS ASSOCIATED WITH TERRORISM AND IS THE SUBJECT OF AN ARREST WARRANT, ALTHOUGH THE WARRANT MAY NOT BE RETRIEVABLE VIA THE SEARCHED IDENTIFIERS. IF AN ARREST WARRANT FOR THE INDIVIDUAL IS RETURNED IN YOUR SEARCH OF NCIC, DETAIN THE INDIVIDUAL PURSUANT TO YOUR DEPARTMENT'S PROCEDURES FOR HANDLING AN OUTSTANDING WARRANT, AND IMMEDIATELY CONTACT THE TERRORIST SCREENING CENTER AT [REDACTED] FOR ADDITIONAL DIRECTION. IF AN ARREST WARRANT FOR THE INDIVIDUAL IS NOT RETURNED, USE CAUTION AND IMMEDIATELY CONTACT THE TERRORIST SCREENING CENTER [REDACTED] FOR ADDITIONAL DIRECTION.

IF YOU ARE A BORDER PATROL OFFICER IMMEDIATELY CALL THE NTC."

2. Handling Code 2 is reserved for individuals for whom DHS has or will issue a ADetainer@ should the individual be encountered by law enforcement.

Nominations of individuals in VGTOF with this handling code will require a particularized review of the intelligence records. To use Handling Code 2, a review and approval for legal sufficiency by both the Chief Division Counsel and the Office of General Counsel (OGC) is required for this Handling Code. The TSC-OGC representative, in coordination with the National Security Law Branch (NSLB), will provide such approval for OGC. The following banner appears in VGTOF when a Handling Code 2 is encountered:

b2
b6
b7C
b7E

~~SECRET//NOFORN~~

National Foreign Intelligence Program Manual (NFIPM)

~~SECRET/NOFORN~~

"WARNING -- APPROACH WITH CAUTION

PLEASE DETAIN THIS INDIVIDUAL FOR A REASONABLE AMOUNT OF TIME FOR QUESTIONING. THIS INDIVIDUAL IS OF INVESTIGATIVE INTEREST TO LAW ENFORCEMENT REGARDING ASSOCIATION WITH TERRORISM.

IMMEDIATELY CONTACT THE TERRORIST SCREENING CENTER AT [REDACTED] FOR ADDITIONAL DIRECTION.

IF YOU ARE A BORDER PATROL OFFICER IMMEDIATELY CALL THE NTC."

3. Handling Code 3 is reserved for those records which contain a full first and last name and a complete date of birth or a full first and last name and a passport number. The following banner appears in VGTOF when a Handling Code 3 is encountered:

DO NOT ALERT THIS INDIVIDUAL TO THIS NOTICE.

THE PERSON QUERIED THROUGH THIS SEARCH MAY BE AN INDIVIDUAL IDENTIFIED BY INTELLIGENCE INFORMATION AS HAVING POSSIBLE TIES WITH TERRORISM.

CONTACT THE TERRORIST SCREENING CENTER AT [REDACTED] FOR ADDITIONAL IDENTIFYING INFORMATION AVAILABLE TO ASSIST YOU IN MAKING THIS DETERMINATION.

DO NOT ARREST THIS INDIVIDUAL UNLESS THERE IS EVIDENCE OF A VIOLATION OF FEDERAL, STATE OR LOCAL STATUTES. CONDUCT LOGICAL INVESTIGATION USING TECHNIQUES AUTHORIZED IN YOUR JURISDICTION AND ASK PROBING QUESTIONS TO DETERMINE IF THIS INDIVIDUAL IS IDENTICAL TO THE PERSON OF LAW ENFORCEMENT INTEREST.

WARNING -- APPROACH WITH CAUTION.

IF YOU ARE A BORDER PATROL OFFICER IMMEDIATELY CALL THE NTC.

DO NOT ADVISE THIS INDIVIDUAL THAT THEY ARE ON A TERRORIST WATCHLIST.

4. Handling Code 4 is reserved for those records which have limited biographical data, but are of interest to law enforcement. The following banner appears in VGTOF when a Handling Code 4 is encountered:

****DO NOT ALERT THIS INDIVIDUAL TO THIS NOTICE***

THE PERSON QUERIED THROUGH THIS SEARCH MAY BE AN INDIVIDUAL IDENTIFIED BY INTELLIGENCE INFORMATION AS HAVING POSSIBLE TIES WITH TERRORISM.

CONTACT THE TERRORIST SCREENING CENTER AT [REDACTED] FOR ADDITIONAL IDENTIFYING INFORMATION THAT MAY BE AVAILABLE TO ASSIST YOU IN MAKING THIS DETERMINATION.

DO NOT ARREST THIS INDIVIDUAL UNLESS THERE IS EVIDENCE OF A VIOLATION OF FEDERAL, STATE OR LOCAL STATUTES. ATTEMPT TO OBTAIN SUFFICIENT IDENTIFICATION INFORMATION TO POSITIVELY IDENTIFY THIS INDIVIDUAL IN A MANNER CONSISTENT WITH THE TECHNIQUES AUTHORIZED IN YOUR JURISDICTION.

WARNING - APPROACH WITH CAUTION.

IF YOU ARE A BORDER PATROL OFFICER IMMEDIATELY CALL THE NTC.

DO NOT ADVISE THIS INDIVIDUAL THAT HE IS ON A TERRORIST WATCHLIST

G. (U) Silent Hits

b2
b6
b7C
b7E

b2
b6
b7C
b7E

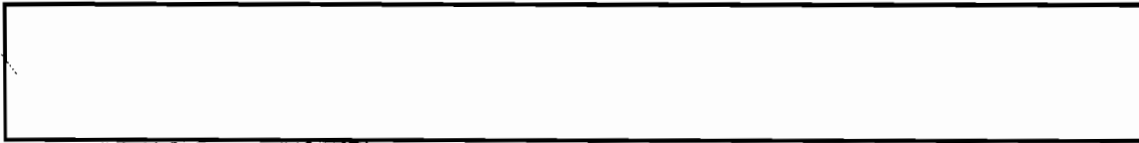
b1

~~SECRET/NOFORN~~

National Foreign Intelligence Program Manual (NFIPM)

~~SECRET/NOFORN~~

(S)



b1

H. (U) U.S. Person (USPER) status

A subject's USPER status does not affect his/her nomination for entry into the TSDB, but it may affect a subject's export to a particular supported system. For example, the TSC exports USPER identities to DOS's CLASS-Passport system, but not to CLASS-Visa, TUSCAN or TACTICS. Since an USPER would have no reason to apply for a visa to enter the United States, USPERs are not in CLASS-Visa.

I. (U) Nomination of Non-FBI Subjects for Terrorist Screening

1. Individuals who are known or appropriately suspected terrorists, but who are not FBI subjects of an IT investigation, may be nominated by the FBI for inclusion in the TSDB via the NCTC as provided below.
2. The FBI may nominate non-USPERs or presumed non-USPERs (as those terms are defined in the Attorney General's Guidelines for FBI National Security Investigations and Foreign Intelligence Collection, or NSIG, issued 10/31/2003) who are not subjects of IT investigations (315 classification) for entry into NCTC's Terrorist Identities Datamart Environment (TIDE) for terrorist screening purposes. Such entry does not apply to subjects of pending or closed FBI IT investigations (315 classification). For procedures relating to the nomination of an FBI subject for entry into the TSDB, refer to Section D above.
3. All FBI personnel -- either Headquarters or Field Offices -- desiring to submit information (i.e., military detainee or Legat records) to NCTC for terrorist screening purposes must send an EC, uploaded with unrestricted text, to the substantive unit in CTD that has program management responsibility for the terrorist organization to which the known or appropriately suspected terrorist is a member or affiliate.
4. The EC to CTD should contain enough substantive information to identify the individual as a known or appropriately suspected terrorist. Although the teletype to NCTC will not contain sources and methods, the EC to the substantive desk should include the source of the information. The EC should not provide mere conclusions (e.g., "subject is an international terrorist"). Instead, the EC should provide specific justification (e.g., "subject is a member of a HAMAS cell that includes individuals currently opened as Full Investigations in the 315 classification"). Any information that may be subject to use restrictions (i.e., federal grand jury (Rule 6e), FISA, sealed material or Bank Secrecy Act information) should be clearly marked. When known, information that an individual is considered "Armed & Dangerous" should also be clearly marked.
5. The EC should also contain all the identifying information known on the individual:
 - a. full legal name and aliases;
 - b. dates of birth (month, date, and year);
 - c. places of birth;
 - d. unique identifying numbers such as alien registration numbers, visa numbers, social security account number(s);
 - e. passport information, including passport numbers, countries of issuance, dates and locations of issuance, expiration dates, passport photos, and other relevant data;
 - f. countries of origin and nationalities;
 - g. physical identifiers, such as sex, race, height, weight, eye color, hair color, scars, marks, or tattoos;
 - h. known locations, i.e., addresses;
 - i. photographs or renderings of the individual;
 - j. fingerprints or other biometric data;
 - k. employment data;
 - l. license plate numbers; and
 - m. any other terrorism information that originators specifically provide for passage to the TSC.

~~SECRET/NOFORN~~

National Foreign Intelligence Program Manual (NFIPM)

~~SECRET//NOFORN~~

6. The substantive unit will be required to draft a teletype to NCTC requesting the entry of the individual(s) into TIDE. Based on the derogatory information in the teletype, NCTC will determine whether to nominate an individual to the No Fly or Selectee list. For non-subjects, a teletype is required, since this information is being disseminated outside of the FBI to the U.S. Intelligence Community (USIC).

7. Once the teletype is received by NCTC, a record will be generated and the For Official Use Only (FOUO) identifying information will be forwarded to the TSC. The individual will then be entered into the TSDB and eligible supported systems.

8. The teletype to NCTC should not contain any information identifying sources or methods, since this teletype will be available for review by authorized members of the USIC who have access to NCTC Online. However, it should contain all relevant unclassified identifying information referenced above in subsection 5.

J. (U) On-going Requirement to Update Information

(U) After the initial submission of the FD-930, it is essential that information about a known or appropriately suspected terrorist (e.g., change in investigation status, updated biographical information or in the nominating official's contact information) be updated as information changes and/or new information becomes available. To update or modify a record, check the "Add Data to Existing Record" box or the "Modify or Delete Data from Existing Record" box at the top of the FD-930 and enter the updated information in the appropriate fields. The FD-930 and an EC must be sent via e-mail directly to the TREX Unit with a copy to the substantive unit.

K. (U) Removal of Identities from the TSDB

1. To remove an identity from the TSDB and all the eligible supported systems, e-mail a copy of the approved closing communication and FD-930 to the TREX Unit at HQ_DIV13_TREX. The "Administrative" section of the closing communication should include language to the following effect: "Per concurrence with CTD [reference approving authority and substantive unit], the PI/FI is being closed." Check the "Remove Individual From ALL Watchlisting and Supported Systems" box. The FD-930 and EC must be e-mailed directly to the TREX Unit with a copy to the substantive unit. The TREX Unit does not require hard copies of the FD-930 and EC.

2. When a Preliminary Investigation is closed, the subject must be removed from the TSDB (i.e., VGTOF and the other supported systems).

3. If a Full Investigation is closed because no link to terrorism was established, the subject must be removed from the TSDB. However, if a subject of a Full Investigation moves to another Field Office=s jurisdiction or outside the United States, the subject should remain in the TSDB, if the subject continues to pose a threat to national security. In those cases, the case agent must notify the appropriate FBI Field Office or Legat in the closing communication that his/her subject is moving to their jurisdiction.

L. (U) Expedited Nominations

(U) In the event that a subject must be watchlisted in an expeditious manner (e.g., the known or appropriately suspected terrorist's travel is imminent), a nomination may be processed directly by the TSC. This expedited action, known as an Expedited Nomination, ensures the subject's information is sent to TSC's exported data base (i.e., No Fly List, Selectee List, VGTOF, IBIS, CLASS, TUSCAN and TACTICS) for immediate notification. Expedited nominations must still meet the criteria for entry in the TSDB. Most Expedited Nominations will request placement on the Transportation Security Administration's (TSA) No Fly or Selectee List. The TSC will determine if the subject qualifies for either of these lists. In addition to the TSA lists, the expedited nominee should also be placed in VGTOF and IBIS. The DOS's representative at TSC will be notified to determine the necessity and expeditious nature of placing the subject(s) in CLASS and the other supported systems (TACTICS and TUSCAN).

(U) All Expedited Nominations will be processed immediately at TSC, and thereafter the nominations paperwork will be sent to NCTC for IT matters (so that a record in TIDE can be created) or the TREX Unit for DT matters for the nomination process on the next business day. The TSC will remove the expedited record from the TSDB and all supported system 72 hours

~~SECRET//NOFORN~~

National Foreign Intelligence Program Manual (NFIPM)~~SECRET NOFORN~~

later, unless the nominating official forwards sufficient derogatory information through the routine process.

(U) All non-expedited requests will be processed through the normal daily ingest process and should be submitted to the TREX Unit. The TREX Unit will submit to NCTC for IT matters and directly to TSC for purely domestic matters.

M. (U) Arrest Warrants and Interpol Notices for Watchlisted Individuals

If there is an active arrest warrant in the NCIC Wanted Persons File for a subject in the TSDB, then the case agent must submit both a notification EC and FD-930 to the TREX Unit. VGTOF Handling Code 1 is reserved for subjects who have an active arrest warrant in the NCIC Wanted Persons File.

1. The notification EC and FD-930 must include the NCIC Warrant Number listed in the NCIC Wanted Persons File. In the case of currently watchlisted individuals, this documentation should also include any descriptive, biographical, or cautionary information about the subject that has not already been entered into the TSDB. The TREX Unit will enter the information into VGTOF, and, if necessary, make an appropriate change to the subject's handling code.

2. If there is an active arrest warrant for the subject, absent sensitive circumstances, the case agent should apply for an Interpol Red Notice. Interpol publishes these notices to their member states with a view to arrest and extradite the person to the country who holds the arrest warrant. The application for an Interpol Red Notice is available on the FBI's Intranet or by contacting an FBI representative at Interpol's U.S. National Central Bureau in Washington, D.C.

3. If an Interpol Red Notice is filed, then notification must be submitted to the TSC and the appropriate unit at FBIHQ. The Red Notice notification may be included in the original notification EC concerning the arrest warrant, or in a later EC as needed. The TSC will enter into the TSDB that the individual is subject of an Interpol Red Notice.

4. If an arrest warrant is no longer active in the NCIC Wanted Persons File (e.g., the arrest warrant has been served or recalled by the court), then a notification EC must be sent to the TREX Unit. The TREX Unit will make an appropriate entry into VGTOF reflecting the disposition of the warrant.

5. In rare circumstances, such as a sealed indictment, it may be necessary to keep information concerning an arrest warrant out of the TSDB. In such circumstances, the notification EC concerning the warrant must articulate a reasonable and detailed justification for such exclusion.

Section 19-07 (U) Deleted

EFFDATE: 12/01/2003 MCRT# 1314 Div. CT Cav: SecClass: Unclassified

Section 19-08 (U) Deleted

EFFDATE: 12/01/2003 MCRT# 1314 Div. CT Cav: SecClass: Unclassified

Section 19-09 (U) Deleted

EFFDATE: 01/17/2003 MCRT# 1273 Div. CT Cav: SecClass: Unclassified

Section 19-10 (U) Human Rights Offenses

~~SECRET NOFORN~~