NCIC 2000 OPERATING MANUAL
KNOWN OR APPROPRIATELY SUSPECTED TERRORIST (KST) FILE

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SECTION 1 -- INTRODUCTION

1.1 BACKGROUND

Based upon Homeland Security Presidential Directive-6 signed in September 2003, the Terrorist Screening Center (TSC) was established to consolidate the Federal Government's approach to terrorism screening and to provide for the appropriate and lawful use of terrorist information in the overall screening process.

1.2 CRITERIA FOR ENTRY

The TSC alone has the authority to enter and update a record for an individual who has been nominated as a known or appropriately suspected terrorist subject to the TSC. Documentation (electronic or hard copy) must be on file to support a known or appropriately suspected terrorist entry.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EGMT	POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION
Modify	MGM	
Cancel	XGM	
Inquiry	QGM QW QWA QWE QWF QWS ZW QWB QWI QV ZV	
Entry of Supplemental Record	EGMN	
Cancellation of supplemental record	XGMN	

1.4 RECORD RETENTION PERIOD

KST File records have an unlimited retention period. A KST File record will remain on file indefinitely or until action is taken by the TSC to modify or cancel the record.

Other exceptions to the record retention periods will occur in the event a serious error is detected in the record on file.

1.5 VALIDATION

KST records will be validated monthly using a file generated from the TSC's Terrorist Screening Database. The TSC will modify each record to include the name of validator in the VLN Field within 90 days from the date the validation file was created by the TSC. The FBI's Criminal Justice Information Services Division will provide the TSC with a yearly report of active NCIC KST records that were not validated during the previous validation cycle. The TSC must validate these records within 90 days of receiving the report. Records that are not validated will be removed from NCIC.

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

1.6 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
DOP	Date of Purge	Must contain NONEXP.
ECR	Criteria for Entry	The ECR Field must have one of the following designations: A, AB, AC, AD, AE, AF, AI, BC, BD, BE, BF, BI, CD, CE, CF, CI, DE, DF, DI, EF, EI, FI, G, H, or I.

The Gang File chapter (August 2009) contains other pertinent message field codes and edits.

1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the following fields of a KST record are the same as those field codes of a KST record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.

2. Whenever the message RECORD ON FILE is sent by NCIC, the record on file will also be transmitted.

SECTION 2 – ENTRY

The TSC is the only agency authorized to enter and maintain records for an individual who is a known or appropriately suspected terrorist subject.

SECTION 3 – MODIFICATION

The TSC is the only agency authorized to modify a record for an individual who is a known or appropriately suspected terrorist subject.

SECTION 4 – CANCELLATION

The TSC is the only agency authorized to cancel a record for an individual who is or was a known or appropriately suspected terrorist subject.

SECTION 5 – INQUIRY

5.1 KST FILE INQUIRY

When an agency transmits an NCIC wanted person inquiry, the data in the KST File will be searched in addition to all other NCIC person files (except the NICS Denied Transaction and Unidentified Person Files). KST records are also returned in response to a QGM transaction. As a part of a positive KST File response, the receiving agency is advised that the subject cannot be arrested or detained solely upon the basis of the information provided. The receiving agency is also advised to contact the TSC using the toll-free telephone number located in both the response and the caveat.

When a positive KST File response is received, the inquiring agency must not advise the individual that they may be on a terrorist watchlist. The unauthorized disclosure of terrorist watchlist information is prohibited. Information that an individual may be on a terrorist watchlist is the property of the TSC and is a federal record provided to the inquiring agency that may not be disclosed, disseminated, or used in any proceeding without the advance authorization of the TSC.

5.2 EXAMPLE OF AN INQUIRY

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1N01HEADER.QW.MD1012400.NAM/SMITH,JOHN.SEX/M.RAC/W.DOB/19510101
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Negative Response:

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1L01HEADER MD1012400
NO NCIC WANT DOB/19510101 NAM/SMITH,JOHN SEX/M RAC/W
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Positive Response:

Note: There are four different Handling Codes utilized by the TSC for KST File records. Based upon the Handling Code in the hit response, the receiving agency should adhere to the information and direction within the caveat. The following caveat examples do not include the correct telephone number for the TSC. The correct telephone number will be in the caveat and the hit response.

Handling Code 1 Records

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***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
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 (TSC) AT (866) XXX-XXXX FOR ADDITIONAL
DIRECTION.

IF AN ARREST WARRANT FOR THE INDIVIDUAL IS NOT RETURNED, USE CAUTION AND
IMMEDIATELY CONTACT THE TSC AT (866) XXX-XXXX 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***

MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER – CAUTION
CONTACT THE TERRORIST SCREENING CENTER 1-866-XXX-XXXX
CMC/70 - SUICIDAL
ORI/DCTSC0100 NAM/SMITH, JOHN SEX/M RAC/U ETN/N POB/JO
DOB/19510101 HGT/604 WGT/202 EYE/BRO HAI/BLK CTZ/US
MNU/AR-123456 SOC/123456789
GNG/INTRNTL XTMST*IFBI SGP/HANDLING CODE 1*IFBI
ECR/H DOP/NONEXP OCA/00000123456789
MIS/USPER; NC-123456
DNA/N
ORI IS FBI TERRORIST SCREENING CENTER 866 XXX-XXXX
IMN/I321654987 IMT/M
NIC/T123456789 DTE/20080523 0819 EDT DLU/20090108 1518 EDT
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Handling Code 2 Records

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***LAW ENFORCEMENT SENSITIVE INFORMATION***

WARNING - APPROACH WITH CAUTION
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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 (TSC) AT (866) XXX-XXXX 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 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

MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION
CONTACT THE TERRORIST SCREENING CENTER 1-866-XXX-XXXX
CMC/70 - SUICIDAL
ORI/DCTSC0100 NAM/SMITH, JOHN SEX/M RAC/U ETN/N POB/JO
DOB/19510101 HGT/604 WGT/202 EYE/BRO HAI/BLK CTZ/US
MNU/AR-123456 SOC/123456789
GNG/INTRNTL XTMST*IFBI SGP/HANDLING CODE 2*IFBI
ECR/H DOP/NONEXP OCA/00000123456789
MIS/USPER; NC-123456
DNA/N
ORI IS FBI TERRORIST SCREENING CENTER 866 XXX-XXXX
IMN/I321654987 IMT/M
NIC/T123456789 DTE/20080523 0819 EDT DLU/20090108 1518 EDT

Handling Code 3 Records

LAW ENFORCEMENT SENSITIVE INFORMATION

DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE ON A TERRORIST WATCHLIST. CONTACT THE TERRORIST SCREENING CENTER (TSC) AT (866) XXX-XXXX 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 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.

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

DO NOT ADVISE THIS INDIVIDUAL THAT THEY ARE ON A TERRORIST WATCHLIST
MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER – CAUTION
CONTACT THE TERRORIST SCREENING CENTER 1-866-XXX-XXXX
CMC/70 - SUICIDAL
ORI/DCTSC0100 NAM/SMITH, JOHN SEX/M RAC/U ETN/N POB/JO
DOB/19510101 HGT/604 WGT/202 EYE/BRO HAI/BLK CTZ/US
MNU/AR-123456 SOC/123456789
GNG/INTRNTL XTMST*IFBI SGP/HANDLING CODE 3*IFBI
ECR/H DOP/NONEXP OCA/00000123456789
MIS/USPER; NC-123456
DNA/N
ORI IS FBI TERRORIST SCREENING CENTER 866 XXX-XXXX
IMN/I321654987 IMT/M
NIC/T123456789 DTE/20080523 0819 EDT DLU/20090108 1518 EDT

Handling Code 4 Records

LAW ENFORCEMENT SENSITIVE INFORMATION

DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE CONSIDERED
A PERSON WHO MAY BE OF NATIONAL SECURITY INTEREST.

CONTACT THE FEDERAL BUREAU OF INVESTIGATION (FBI) AT (866) XXX-XXXX DURING THIS ENCOUNTER. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER,
CONTACT THE FBI IMMEDIATELY THEREAFTER. IF YOU ARE A BORDER PATROL OFFICER
IMMEDIATELY CALL THE NTC.

ATTEMPT TO OBTAIN SUFFICIENT IDENTIFYING INFORMATION DURING THE ENCOUNTER, WITHOUT OTHERWISE XTENDING THE SCOPE OR DURATION OF THE ENCOUNTER,
TO ASSIST THE FBI IN DETERMINING WHETHER OR NOT THE NAME OR IDENTIFIER(S) YOU QUERIED BELONGS TO AN INDIVIDUAL IDENTIFIED AS A FORMER MILITARY DETAINEE.

DO NOT DETAIN OR ARREST THIS INDIVIDUAL UNLESS THERE IS EVIDENCE OF A VIOLATION OF FEDERAL, STATE, OR LOCAL STATUTE(S).

UNAUTHORIZED DISCLOSURE IS PROHIBITED.

INFORMATION THAT THIS INDIVIDUAL MAY BE A PERSON WHO MAY BE OF NATIONAL SECURITY INTEREST IS THE PROPERTY OF THE FBI AND IS A FEDERAL RECORD

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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 FBI.
WARNING - APPROACH WITH CAUTION

***LAW ENFORCEMENT SENSITIVE INFORMATION***

***DO NOT ADVISE THIS INDIVIDUAL THAT THEY ARE ON A TERRORIST WATCHLIST***
MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION
CONTACT THE TERRORIST SCREENING CENTER 1-866-XXX-XXXX
CMC/70 - SUICIDAL
ORI/DCTSC0100 NAM/SMITH, JOHN SEX/M RAC/B ETN/N POB/JO
DOB/19510101 HGT/604 WGT/202 EYE/BRO HAI/BLK CTZ/US
MNU/AR-123456 SOC/123456789
GNG/INTRNTL XTMST*IFBI SGP/HANDLING CODE 4*IFBI
ECR/H DOP/NONEXP OCA/0000123456789
MIS/USPER; NC-123456
DNA/N
ORI IS FBI TERRORIST SCREENING CENTER (866) XXX-XXXX
IMN/I321654987 IMT/M
NIC/T123456789 DTE/20120214 0819 EDT DLU/20120214 1518 EDT
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5.3 REQUIREMENTS FOR INQUIRY

1. Inquiries of KST File records may be made through the QGM message key, as well as the procedures used to search the Wanted Person File. Complete details can be found in the Gang and Wanted Person File chapters.

2. In a positive wanted person inquiry response, Wanted Person and Foreign Fugitive File records will appear first, followed by Missing Person, Gang, KST, Violent Person, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files, and National Sex Offender Registry records.

3. As part of a positive KST File record, the receiving agency is advised that the person in question cannot be arrested or detained solely upon the basis of the information provided. A caveat at the beginning of the record response emphasizes to record recipients that they should contact the TSC.

   When a positive KST File response is received, the inquiring agency must not advise the individual that they may be on a terrorist watchlist. The unauthorized disclosure of terrorist watchlist information is prohibited. Information that an individual may be on a terrorist watchlist is the property of the TSC and is a federal record provided to the inquiring agency that may not be disclosed, disseminated, or used in any proceeding without the advance authorization of the TSC.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

1. When only one numeric identifier is used in an inquiry, the response(s) will include the record(s) on file containing that specific numeric identifier. For example, if an inquiry

contains only the Social Security number, the response will include the record(s) on file with that Social Security number, even though there may be other records on file for the same individual that do not contain that particular number.

2. Following a positive response to an inquiry with limited personal descriptors, an agency should make a second inquiry using all identifiers contained in the response record(s). The second inquiry should ensure the receipt of all records that could possibly pertain to the person in question.

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

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WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE
CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.
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4. A KST response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, operator's license data, license plate data, vehicle identification data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, and image data by IMN. Complete details can be found in the Gang File chapter of this manual.

5.5 INQUIRY USING VEHICULAR DATA

A QV, ZV, QW, QWA, QWE, QWF, QWS, QGM, or ZW inquiry by license plate number or vehicle identification number will retrieve all person files as well as the KST File in which the vehicle and/or license has been entered. Additionally, such an inquiry will retrieve data from the Boat, Vehicle, Vehicle/Boat Part, and License Plate Files. It is not necessary to include a name in this type of inquiry.

5.6 PROCEDURES FOR HANDLING A HIT

No arrest or detention should be made based solely on a KST File record.

As part of a positive response from the KST File, the receiving agency is advised that the person in question cannot be arrested or detained solely upon the basis of the information provided. A caveat at the beginning of the record response emphasizes to record recipients that they should contact the TSC.

SECTION 6 -- LOCATE

There are no locate procedures for the KST File.

SECTION 7 -- CLEAR

There are no clear procedures for the KST File.

SECTION 8 -- SUPPLEMENTAL RECORDS

The TSC is the only agency authorized to enter or cancel a supplemental record for an individual who has been nominated as a known or appropriately suspected terrorist subject. The supplemental record procedures are the same as those for Gang File records which are detailed in the Gang File chapter.