REPORT DOCUMENTATION PAGE

1. AGENCY USE ONLY (leave blank)	2. REPORT DATE	3. REPORT TYPE & DATE COVERED
	November 29, 1996	DoD 7730.47-M (Manual)

4. TITLE & SUBTITLE

Manual for Defense Incident-Based Reporting System

5. FUNDING NUMBERS

6. AUTHOR(S)

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7. PERFORMING ORGANIZATION NAME(S) & ADDRESS(ES)

Under Secretary of Defense for Personnel and Security
Washington, DC 20301

8. PERFORMING ORGANIZATION REPORT NUMBERS

9. SPONSORING/MONITORING AGENCY NAME(S) & ADDRESS(ES)

10. SPONSORING/MONITORING AGENCY REPORT NUMBERS

11. SUPPLEMENTARY NOTES

19970528 116

12a. DISTRIBUTION/AVAILABILITY STATEMENT

Unclassified, Release unlimited.

12b. DISTRIBUTION CODE

13. ABSTRACT (Maximum 200 Words)

This Manual is issued under the authority of DoD Directive 7730.47, "Defense Incident-Based Reporting System (DIBRS)," October 15, 1996. It prescribes procedures for submission of information about criminal and specifically identified "high interest" incidents from occurrence through final disposition, using automated data from law enforcement and criminal investigations, flowing through prosecutions and corrections.

14. SUBJECT TERMS

15. NUMBER OF PAGES

16. PRICE CODE

17. SECURITY CLASSIFICATION OF REPORT	18. SECURITY CLASSIFICATION OF THIS PAGE	19. SECURITY CLASSIFICATION OF ABSTRACT	20. LIMITATION OF ABSTRACT
Unclassified	Unclassified	Unclassified	

DoD 7730.47-M

DEPARTMENT OF DEFENSE

MANUAL

FOR

DEFENSE

INCIDENT-BASED

REPORTING SYSTEM

November 1996

Under Secretary of Defense for

Personnel and Readiness

DTIC QUALITY INSPECTED 3

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

November 29, 1996

PERSONNEL AND READINESS

FOREWORD

This Manual is issued under the authority of DoD Directive 7730.47, "Defense Incident-Based Reporting System (DIBRS)," October 15, 1996. It prescribes procedures for submission of information about criminal and specifically identified "high interest" incidents from occurrence through final disposition, using automated data from law enforcement and criminal investigations, flowing through prosecutions and corrections. It applies to the Office of the Secretary of Defense (OSD), the Military Departments (including the Coast Guard when it is not operating as a Military Service in the Navy by agreement with the Department of Transportation), the Chairman of the Joint Chiefs of Staff, the Inspector General of the Department of Defense, the Defense Agencies and the DoD Field Activities (hereafter referred to collectively as "DoD Components").

The purpose of this Manual is to standardize and institutionalize data submissions for criminal and "high interest" incident-related information required by OSD. Currently, several requirements for the submission of criminal and "high interest" information exist. Multiple submission requirements necessitate extensive coordination among the DoD Components to obtain reliable information that can be aggregated for DoD-wide use.

The file formats specified in this Manual are intended both to replace most existing and ad hoc data calls for overall law enforcement data and to satisfy congressionally mandated requirements of the Uniform Federal Crime Reporting Act (28 U.S.C. 534), the Brady Handgun Violence Prevention Act of 1994, and statistical reporting requirements of the Victim Rights and Restitution Act of 1990 (42 U.S.C.10601 et seq.).

This Manual is effective immediately and is mandatory for use by all DoD Components. DoD Components may issue supplementary instructions with the understanding that DoD-wide standardization prevents the development of unique definitions and procedures. Send recommended changes to the Manual to: Defense Manpower Data Center, Office of the Under Secretary of Defense (Personnel and Readiness), Project Officer, DIBRS, 1600 Wilson Blvd., Suite 400, Arlington, VA 22209-2593.

The DoD Components may obtain copies of this publication through their own publication channels. Approved for public release: distribution unlimited. Authorized registered users may obtain copies of this publication from the Defense Technical Information Center, 8725 John J. Kingman Rd., STE 0944 Ft. Belvoir, VA, 22060-6218. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

Edwin Dorn

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REFERENCES

(a) Section 534 note of title 28, United States Code, "Uniform Federal Crime Reporting Act"

(b) Sections 10601 et seq. of title 42, United States Code, "Victims Rights and Restitution Act of 1990"

(c) Section 922 note of title 18, United States Code, "The Brady Handgun Violence Prevention Act"

(d) Under Secretary of Defense (Personnel & Readiness) Memorandum, Subject: "Working Agreement on Implementing the Defense Incident-Based Reporting System (DIBRS) for Criminal and Related Offenses within the Department of Defense," September 9, 1994

(e) Uniform Crime Reporting Handbook, NIBRS Edition, 1992, U.S. Department of Justice, Federal Bureau of Investigation

(f) DoD Instruction 1030.2, "Victim and Witness Assistance Procedures," December 23, 1994

(g) DoD Directive 7730.47, "Defense Incident-Based Reporting System (DIBRS)," October 15, 1996

(h) Chapter 47 of title 10, United States Code, "Uniform Code of Military Justice"

(i) DoD 8320.1-M, "Data Administration Procedures," March 1994, authorized by DoD Directive 8320.1, "DoD Data Administration," September 26, 1991

(j) DoD Directive 8910.1, "Management and Control of Information Requirements," June 11, 1993

(k) DoD Directive 8320.1, "DoD Data Administration," September 26, 1991

(l) DoD Directive 5400.11, "Department of Defense Privacy Program," June 9, 1982

(m) DoD Instruction 5240.4, "Reporting of Counterintelligence and Criminal Violations," September 22, 1992

ACRONYMS

DCIO	Defense Criminal Investigative Organizations
DIBRS	Defense Incident-Based Reporting System
DMDC	Defense Manpower Data Center
FBI	Federal Bureau of Investigation
NIBRS	National Incident-Based Reporting System
ORI	Originating Agency Identifier
SIDS	Sudden Infant Death Syndrome
UCMJ	Uniform Code of Military Justice
USC	United States Code
USD(P&R)	Under Secretary of Defense (Personnel & Readiness)

INTRODUCTION

A. Background The Defense Incident-Based Reporting System (DIBRS) is designed to meet the data repository needs involved in reporting on overall law enforcement activities and statistics within the Department of Defense as mandated by Congress, including the National Incident-Based Reporting System (NIBRS) requirements mandated by the Uniform Federal Crime Reporting Act (reference (a)), victim and witness notifications mandated by the Victim's Rights and Restitution Act of 1990 (reference (b)), case dispositions mandated by the Brady Handgun Violence Prevention Act of 1994 (reference (c)), and recurring requests for overall DoD law enforcement data. DIBRS is a joint undertaking of the Under Secretary of Defense (Personnel and Readiness) [USD(P&R)], the Assistant Secretary of Defense for Command, Control, Communications and Intelligence [ASD (C3I)], the Inspector General of the Department of Defense (IG, DoD), the General Counsel, DoD, and the Director of Administration, Office of the Secretary of Defense. Through this joint effort, the parties intend to work together in implementing a DIBRS that can meet the Department of Defense's current and future statutory requirements under the Under Secretary of Defense (Personnel and Readiness) Memorandum (reference (d)). The areas with reporting responsibility are:

1. Law Enforcement: General police operations, such as those conducted by the Service Military Police and civilian police, and similar operations, as well as the Defense Protective Service;

2. Criminal Investigations: Investigations conducted by the Defense Criminal Investigative Organizations (DCIO) including the Air Force Office of Special Investigations, Naval Criminal Investigation Service, Army Criminal Investigation Command, and Defense Criminal Investigative Service;

3. Command Action: Case dispositions resulting from command authority or referral for judicial action;

4. Judicial Functions: Proceedings conducted through military legal offices, and courts responsible for prosecuting DoD offenders; and

5. Corrections: Actions conducted at military correctional facilities and by persons responsible for DoD criminals convicted of a crime and sentenced to imprisonment.

B. NIBRS Since the inception of the Uniform Crime Reporting (UCR) Program in 1930, the FBI has been collecting crime data dealing with offenses and arrests from approximately 16,000 county, State, and Federal law enforcement agencies. The FBI uses the data collected to publish CRIME IN THE UNITED STATES for general public use and to develop a reliable set of criminal statistics for law enforcement agencies throughout the country to use in their administration, operation, and management. Over time, the information collected has proved useful not only to law enforcement personnel, but also to the judiciary, academic community,

legislators, government administrators and other people interested in social indicators and criminal statistics.

1. During the late 1970s, the law enforcement community called for the expanded use of the UCR program and developed new guidelines for reporting crime statistics. These guidelines formed the basis of NIBRS as mandated by the Uniform Federal Crime Reporting Act of 1988 (reference (a)). NIBRS requires law enforcement agencies, including those within the Department of Defense, to report NIBRS data to the Department of Justice (DoJ) for inclusion in the FBI-maintained system under the Uniform Crime Reporting Handbook (reference (e)).

2. The FBI assembles, publishes, and distributes the data to contributing agencies, including Department of Defense, State UCR programs, government bodies, and others interested in the Nation's crime problem. Law enforcement agencies consider NIBRS data to be an indispensable tool in the war against crime because it provides them with detailed, accurate, and meaningful statistical data about when and where crime takes place, what form it takes, and the characteristics of its victims and perpetrators. Law enforcement personnel and government agencies armed with this information can allocate, request resources, and inform interested parties on the effort to combat crime.

C. Victim/Witness Under the Victim's Rights and Restitution Act of 1990 (reference (b)), victims and selected witnesses must be notified of their rights at certain phases of the case from the time of initial contact by law enforcement through the investigation phase, prosecution phase, and if the case results in confinement, of change in confinement status. The confinement authority must advise the victim or witness of an inmate's status, to include length of sentence, anticipated earliest release date, place of confinement, the possibility of transfer, the possibility of parole or clemency, release from confinement, escape, and death. DoD Instruction 1030.2 (reference (f)) specifies use of DD Form 2705 for this purpose. DIBRS requires the number of victim-witness notifications be reported to the Defense Manpower Data Center (DMDC) to meet the requirements of the Victim's Rights and Restitution Act (reference (b)).

D. Brady Handgun Violence Prevention Act DIBRS will be used to centralize the collection of Brady Handgun Violence Prevention Act (reference (c)) information that is reportable by the DoD Components. Under reference (c), the Department of Defense must report the following five categories to the FBI for purposes of limiting gun purchases:

1. Persons who are under indictment for, or have been convicted in any court of, a crime punishable by imprisonment for a term exceeding one year;

2. Persons who are fugitives from justice;

3. Persons who are unlawful users of, or addicted to, any controlled substance;

4. Persons who have been adjudicated as mental defectives or who have been committed to a mental institution; and,

5. Persons who have been separated from the Armed Forces with a dishonorable discharge.

E. General Crime Reporting Requirement In addition to meeting the mandatory statutory requirements, there is a need for the Department of Defense to ensure a common interface between the functional areas that make up overall DoD law enforcement. Specifically, the Services and OSD have been faced with increasing requests from Congress, Department of Justice, and other agencies for statistical data on criminal offenses and other high-interest issues including suicide, sudden infant death syndrome, fraternization, drug abuse, homosexual misconduct, sexual assault and sexual harassment. These requests necessitate improvements in the Department of Defense's ability to track a crime or incident through the law enforcement, criminal investigation, command action, judicial and corrections phases. DIBRS will allow the Department of Defense to respond to requests based on a standard data system that can track a criminal incident from initial allegation to final disposition. It will allow the Department of Defense to account for cases that are processed administratively through separation or other actions. DIBRS will allow the flexibility to track non-criminal incidents or incidents which are hard to identify from the name of the offense, which is often the case with sexual harassment. It will ensure that overall law enforcement data compilations, using inputs from the various functional areas, are based on consistent data definitions and data collection requirements. DIBRS will enable DoD Components and organizations involved in law enforcement to transfer information electronically between the functional areas.

F. Reporting Process Overview To satisfy the requirements detailed in sections A. through E., above, each reportable incident as defined in reference (g) must be reported by the lead investigative agency or in those cases initiated without law enforcement or investigative involvement, by the commander of the Service member involved. DIBRS is primarily a reporting system covering active duty military personnel, however civilians may fall within the reporting requirements of law enforcement under either NIBRS or SIDS reporting requirement. The nature of reportable incidents will be captured and tabulated through the use of specific coding. UCMJ codes will be utilized when reporting on active duty military members. Incidents involving civilian offenders, for which there is a NIBRS reporting requirement, will use the NIBRS codes assigned to comparable UCMJ violations. For SIDS and suicide, special non-criminal fatality codes have been assigned. Appendix A contains all necessary coding. In addition, each incident will be assigned a unique number that allows for the tracking of incidents and cases across functional lines. The law enforcement agency or command originally reporting the incident uses its identification number (FBI Location Number and Incident Number). This number will remain with the incident to its final resolution.

1. Each month, DoD Components will report new and updated information to the activity designated by the DoD Component to act as the central collection point for the functional reporting area (Functional Consolidating Activity). DoD Components may choose to set up Component-wide Repositories. The collection points will send monthly submissions to DMDC to build the DIBRS database. DMDC in turn will provide a DoD response to reporting requirements under NIBRS, Victim Witness Assistance, and Brady Handgun Violence Prevention Act, as well as answer recurring requests for overall law enforcement data. It is important to understand that the data flowing to DMDC is only that information necessary to

comply with requirements for NIBRS, Victim-Witness Assistance, Brady Handgun Violence Prevention Act and general statistical reporting including judicial, nonjudicial, and administrative dispositions of incidents.

2. No organization shall submit personal identifying information to DMDC that could jeopardize or compromise any ongoing investigation. The five reporting areas involved in DIBRS reporting are detailed below.

a. Law Enforcement DoD law enforcement agencies will play a critical role in the DIBRS process as, in most cases, they will be responsible for initiating the process. Responding to any report of an incident which would be reported on a police blotter, investigators should assume that the DIBRS process will be triggered and the required data will be entered into the database. This will allow collection of all information necessary for resolution of the complaint and for subsequent reporting, including the data required by NIBRS. If the crime is determined to be outside the jurisdiction of the law enforcement organization, investigative responsibility will be passed to the appropriate agency such as the DCIO, FBI, or local authority. The responsible DoD Component will determine whether the case is reportable to NIBRS based on guidance provided in this Manual. The Functional-Responsible Official shall implement procedures to consolidate and forward monthly Component-wide data to DMDC. This process will allow the DoD law enforcement agencies to comply with all appropriate NIBRS, and Victim-Witness reporting requirements.

b. Criminal Investigations The two areas involved in DIBRS that fall within the criminal investigations area of responsibility are NIBRS and the reporting requirements under the Victim's Rights and Restitution Act of 1990 (reference (b)). If the investigation is initiated by or referred to a criminal investigative organization and that organization assumes the lead investigative role, it also assumes the DIBRS reporting responsibility. The investigative organization must coordinate with referring agencies to ensure that NIBRS reporting responsibility is clearly understood. The Functional-Responsible Official shall implement procedures to establish a Functional Consolidating Activity and forward monthly Component-wide data to DMDC. When an apprehension is made, the arrest segment is reported, clearing the NIBRS record.

c. Command Action For all military offenders, the lead investigative agency will refer the case to the responsible commander for appropriate action. The commander may refer the case to staff agencies. The commander may dispose of the case using any inherent administrative or nonjudicial authority; or may refer the case to court-martial or to an appropriate convening authority for ultimate disposition. Once the action is complete, the commander will report any administrative or nonjudicial action taken to the Functional Consolidating Activity for DIBRS reporting. If the case is forwarded to another convening authority for action, the commander will also forward appropriate DIBRS identifying information.

d. Judicial Functions The two areas involved in DIBRS that fall in the judge advocate area of responsibility are the reporting requirements under the Victim's Rights and Restitution Act of 1990 (reference (b)) and the results of trial reporting required by Rule of Court Martial

1101. The judicial function will report results of trial and the identifying information for those persons disabled under one of the provisions of the Brady Handgun Violence Prevention Act (reference (c)). On a monthly basis, the legal agency will forward data to the Functional Consolidating Activity. The Functional Consolidating Activity forwards the data to DMDC.

e. Corrections Confinement facilities will report to a DoD Component Central Confinement Repository on a monthly basis. Data gathered from the monthly submission of these reports will be consolidated to complete confinement and victim and witness assistance reports currently prepared for the Department of Defense, Congress, and Department of Justice.

CHAPTER 1
GENERAL INFORMATION

A. PURPOSE

This Manual implements policy, assigns responsibilities, and prescribes procedures for:

1. Reporting data elements needed to comply with Federal criminal incident reporting, such as the National Incident-Based Reporting System (NIBRS), Victim and Witness Protection Act (reference (b)), and the Brady Handgun Violence Prevention Act (reference (c)).

2. Developing a central repository to enhance the Department of Defense effectiveness in responding to executive, legislative, and ad hoc requests for statistical information relating to criminal and other high-interest incidents.

B. DEFINITIONS

1. Acting in Concert. The offenders actually commit or assist in the commission of the crime(s). The offenders must be aware of, and consent to, the commission of the Crime(s); or even if nonconsenting, their actions assist in the commission of the offense(s).

2. Bias. A preformed negative opinion or attitude toward a group of persons based on their race, religion, ethnicity/national origin, sexual orientation, or disability.

3. Bias Crime. A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, ethnic/national origin, sexual orientation or disability group. Also known as "Hate Crime." Even if the offender was mistaken in his or her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

4. Bisexual. Of or relating to persons who experience sexual attraction toward, and responsiveness to, both males and females; a bisexual person.

5. Case. All criminal charges brought against a particular accused for disposition at a single forum. A case may include any number of offenses resulting from any number of incidents.

6. Central Repository. The DoD facility designated to receive Service inputs from Functional Consolidating Activities and report data to other Federal Agencies. DMDC is the DoD Central Repository.

7. Component-Responsible Official. The person designated by the Head of each DoD Component primarily responsible in the Component for coordinating, implementing, and managing the reporting system established by reference (g).

8. DIBRS. The incident-based system used to report criminal and specifically identified incidents from initial law enforcement response to offender release from confinement. It includes provisions to comply with the Uniform Crime Reporting Act of 1988 (reference (a)), Victim Rights and Restitution Act of 1990 (reference (b)) and the Brady Handgun Violence Prevention Act of 1994 (reference (c)).

9. Disabled. Of or relating to persons who have physical or mental impairments/challenges, whether temporary or permanent, due to conditions that are congenital or acquired by accident, injury, advanced age, or illness; a disabled person.

10. Disability Bias. A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

11. Ethnicity/National Origin Bias. A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics).

12. Functional Consolidating Activity. An activity designated by a DoD Component to receive reports from one or more functional reporting areas, consolidate them, and report to a Component Central Repository or to DMDC.

13. Functional-Responsible Official. Person designated by the Head of each DoD Component (or designee) who has primary responsibility for coordinating the implementation of the reporting system within the designated functional area (law enforcement, criminal investigation, judicial functions, and corrections) in the Component.

14. Gay. Of or relating to males who experience a sexual attraction toward, and responsiveness to, other males; a homosexual male.

15. Hate Crime. See Bias Crime.

16. Hate Group. An organization whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a racial, religious, ethnic/national origin, sexual orientation or disability group which differs from that of the members of the organization, e.g., the Ku Klux Klan, American Nazi Party, etc.

17. Heterosexual. Of or relating to persons who experience a sexual attraction toward, and responsiveness to, members of the opposite sex; a heterosexual person.

18. Homosexual. Of or relating to persons who experience a sexual attraction toward, and responsiveness to, members of their own sex; a homosexual person.

19. Lead Agency. The agency or organization whose agent or agents are first involved with the incident or to whom it is referred for investigation. When two or more agencies are involved, the NIBRS jurisdictional guidelines (page 2-2) should be used to designate the lead agency. If the Lead Agency designated under NIBRS guidelines is a non-DoD law enforcement agency, a "Not Reportable to NIBRS" incident report should be provided to DIBRS by the Lead DoD Agency.

20. Lesbian. Of or relating to females who experience a sexual attraction toward, and responsiveness to, other females; a homosexual female.

21. Racial Bias. A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes and hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites, etc.).

22. Religious Bias. A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists, etc.).

23. Reportable Incident. An incident requiring the submission of specified data elements under DoD Directive 7730.47 (reference (g)). Reportable incidents include:

a. Disciplinary Incidents

(1) Incidents reportable by DoD Components under reference (e).

(2) Criminal incidents not reportable under reference (e), but punishable under Chapter 47 of 10 U.S.C. (reference (h)). This includes such high interest incidents as fraternization, homosexual misconduct, sexual harassment, sexual assault, and rape.

(3) Civilian criminal incidents committed by military personnel on active duty resulting in a felony conviction, as defined in the civilian jurisdiction where the offense is tried.

b. Other Reportable Incidents

(1) Sudden Infant Death Syndrome (SIDS) when the victim is a dependent residing with an active duty military member.

(2) Incidents involving the actual or attempted suicide of military personnel on active duty.

(3) Other incidents requiring action under reference (c). (Reporting instructions for categories not contained in this Manual (i.e., adjudication as mental defective or commitment to a mental institution) will be issued separately as necessary.)

(Note: Incidents that are the subject of counterintelligence investigations will not trigger DIBRS reporting requirements until a NIBRS reportable arrest occurs or charges under the UCMJ are preferred.)

24. Sexual Orientation Bias. A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals, etc.).

D. POLICY

It is DoD policy that:

1. DoD Components comply with the crime reporting requirements of the Uniform Federal Crime Reporting Act of 1988 (28 U.S. Code 534 note) (reference (a)), reporting requirements for victim and witness assistance notifications of the Victim's Rights and Restitution Act of 1990 (42 U.S.C. 10601 et seq.) (reference (b)), and reporting requirements of the Brady Handgun Violence Prevention Act (18 U.S. Code 922 note) (reference (c)).

2. Cooperation between DoD functions responsible for the enforcement of laws be enhanced through an integrated reporting system.

3. Commanders' administration of the military justice system be enhanced through analysis of data available through this reporting system.

4. A central repository of incident-based statistical data be maintained at the Defense Manpower Data Center (DMDC) to enhance DoD and Service capability to analyze trends and to respond to executive, legislative, and oversight requests for statistical data relating to criminal and other high-interest incidents.

5. DoD Components with law enforcement, criminal investigative, military justice, and corrections functions regularly report prescribed data to the DoD central repository to achieve the purposes in subsections D.1. through 4., above.

E. RESPONSIBILITIES

1. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) shall:

a. Develop overall policy for DIBRS and monitor compliance with DoD Directive 7730.47 (reference (g)).

b. Approve procedures developed by the Secretaries of the Military Departments that implement DoD Directive 7730.47 (reference (g)).

c. Ensure that the DMDC formulates a data collection mechanism to track and report DIBRS information from initial contact through investigation, prosecution, confinement, and release, and to report NIBRS data to the FBI.

d. Establish a cross-functional Defense Incident-Based Reporting Council to provide a forum for the exchange of information and the continuing operation of DIBRS. The membership shall be selected from all functional areas (law enforcement, criminal investigations, judicial functions, and corrections) from each Component. The chair will be assigned from OUSD(P&R). The Council shall meet quarterly or at the call of the chair.

e. As the Principal Staff Assistant for purposes of DIBRS implementation, provide functional guidance to the Secretaries of the Military Departments and the Heads of DoD Components in the discharge of their responsibilities under reference (g).

f. Oversee the functions of the DMDC, which shall:

(1) Operate and maintain the DIBRS central repository, to include computer support, software development, quality control, inquiry capability, and administrative support.

(2) Provide technical assistance to the Military Departments and other DoD Components in the development of software necessary for implementation of the requirements of this Manual and reference (g).

(3) Provide programming and analytical support to the USD(P&R) for special studies requiring use of the database.

(4) Provide access and protect contents of the database in accordance with the DoD Privacy Program (reference (l)). Access by DoD Components and personnel to information containing personal identifiers shall be limited solely to DMDC's use for official statistical analysis and record verification. External access to information containing personal identifiers shall be limited solely to that necessary to comply with reference (c).

g. Change, reissue, or amend this Manual as required.

2. The Secretaries of the Military Departments and the Heads of the Other DoD Components shall:

a. Ensure compliance with reference (g) and establish policies and procedures to implement DIBRS within their Components.

b. Designate the Component-Responsible Official for DIBRS, who will report monthly to DMDC under the procedures set forth in this Manual, and a Functional-Responsible Official for each relevant functional area (law enforcement, criminal investigation, judicial functions, and corrections) who will coordinate all reporting for the Component in the designated functional area.

c. Designate specific reporting responsibilities within their respective Components. Service secretaries shall assign reporting responsibilities for members of their Service who are assigned to unified combatant commands.

d. In conjunction with DMDC, develop software necessary for implementation of the requirements of this Manual and reference (g).

e. Provide for the assignment of personnel in sufficient numbers to enable DIBRS programs to be carried out effectively.

f. Train personnel to comply with reference (g).

g. Provide representation from each functional area in which the Component has a reporting requirement to the Defense Incident-Based Reporting Council.

h. Report as required under reference (g) on each person under their jurisdiction who is the subject of a reportable incident. Service reporting requirements include those cases handled by a unified combatant command for members of their Component. This includes the active duty sponsor of SIDS victims when residing with the member.

i. Provide access and protect contents of any Service database created pursuant to the requirements of reference (g) in accordance with DoD 5400.11-R (reference (l)).

3. The Inspector General of the Department of Defense shall:

a. Develop investigative policy and perform appropriate oversight reviews of the reporting of disciplinary incident data by the DoD Criminal Investigative Organizations. This is not intended to substitute for the routine managerial oversight of the program provided by the DoD criminal investigative organizations, the Office of the Under Secretary of Defense for Personnel and Readiness, the Heads of DoD Components, or the Component-Responsible Officials.

b. This oversight shall not conflict with the authority and responsibility of the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence as defined in DoD Instruction 5240.4 (reference (m)).

c. Continue the current improvements to processes and systems begun under the Corporate Information Management initiative.

CHAPTER 2
SEGMENT FORMATS

A. DISCIPLINARY INCIDENTS

1. General

a. The Defense Incident-Based Reporting System (DIBRS) is primarily a reporting system covering military personnel on active duty. Civilians may fall within the reporting requirements of law enforcement under the National Incident-Based Reporting System (NIBRS). Determination that an incident is reportable under NIBRS simply identifies those incidents and the related data elements that must be forwarded by DMDC to the FBI to fulfill the requirements of NIBRS. Except for those cases involving civilians, these cases will also require the submission of additional data under DIBRS.

b. The NIBRS requirement is composed of six segments (i.e., Administrative Segment, Offense Segment, Property Segment, Victim Segment, Offender Segment, Arrestee Segment) and 53 data elements. FOR MILITARY PERSONNEL ON ACTIVE DUTY ONLY, the Defense Incident-Based Reporting System (DIBRS) adds Commander's Action Segment, Results of Trial Segment, and Corrections Segment. Data elements required for Brady Handgun Violence Prevention Act and Victim Witness Assistance reporting requirements are contained throughout all segments. Reporting requirements for civilian offenders are only those required by NIBRS, therefore only the segments described in subsection 2. below should be submitted for civilians.

c. In most cases, an initial incident report will contain an Administrative Segment, Offense Segment(s), Property Segment(s) (if applicable), Victim Segment(s), and Offender Segment(s). Arrestee Segments may also be included if arrests were made by the time the initial report was submitted. However, in most cases, arrests will be made after the initial report and the Arrest Segments will be submitted as "updates" to the initial report. Likewise, the Commander's Action Segment, Results of Trial Segment, and Corrections Segment will generally be submitted as "updates".

2. NIBRS Reporting

a. The FBI compiles detailed reports on two types of offenses, Group "A" and Group "B" (see Appendix C). The two groupings are based on the amount of reporting required to be forwarded to the FBI for each grouping. All six NIBRS segments are required for Group "A" offenses. However, offenses listed as Group "B" should be reported on arrest and consist of the Administrative Segment and an Arrestee Segment for each arrestee.

b. Required NIBRS segments and subsequent updates should be submitted for EACH incident as defined in paragraph 2.e. below, even if in each incident the offender is the same and all incidents would normally be disposed of as one case.

c. If an arrest involving a Group "A" offense occurs for which there was no initial incident report previously submitted (e.g., an "on view arrest"), a complete incident report must be created and submitted, which not only provides the Arrestee Segment, but also the Administrative, Offense, Offender, and, as applicable, Property and Victim Segments.

d. An "incident" is defined for NIBRS reporting purposes as one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place. "Acting in Concert" requires that the offenders actually commit or assist in the commission of the crime(s). The offenders must be aware of, and consent to, the commission of the crime(s); or even if nonconsenting, their actions assist in the commission of the offense(s). This is important because all of the offenders in an incident are considered to have committed all of the offenses in the incident. If one or more of the offenders did not act in concert, then there is more than one incident involved. "Same time and place" means that the time interval between the offenses and the distance between the locations were they occurred were insignificant. Normally, the offenses must have occurred during an unbroken time duration and at the same or adjoining locations(s). However, incidents can also be comprised of offenses that by their nature involve continuing criminal activity by the same offender(s) at different times and places, as long as the activity is deemed to constitute a single criminal transaction.

> Example: Two offenders robbed a bar. The bartender was forced at gunpoint to surrender money from the cash register. The robbers also took money and jewelry from three customers. One of the robbers, in searching for more customers to rob, found a female customer in the rest room and raped her there outside the view of the other offender. When the rapist returned, both robbers left. There were two incidents, one involving robbery and the other involving forcible rape, because the offenders weren't "acting in concert" in both offenses. If, however, the rape had occurred in the bar and the other offender told the rapist to stop and only rob the victim, there was only one incident with two offenses. Although the other robber did not consent to the rape, by displaying a gun he prevented someone coming to the victim's assistance and thereby assisted in the commission of the crime.

> Example: Over a period of 18 months, a computer programmer working for a bank manipulated the bank's computer and systematically embezzled $70,000. The continuing criminal activity constituted a single "incident" involving the crime of embezzlement.

e. To be certain that data are not reported more than once by overlapping jurisdictions, the following guidelines have been developed for NIBRS reporting:

(1) The city law enforcement agencies report offenses that occur within their city boundaries for offenses in which they are the investigative agency.

(2) County and State law enforcement agencies report offenses that take place in their jurisdiction for which they are the investigative agency.

(3) Federal Agencies report offenses within their investigative jurisdictions if they are not being reported by a local/State law enforcement agency.

(4) When two or more Federal, State, or local agencies are involved in the investigation of the same offense and there is a written or oral agreement defining the roles of the investigating agencies, the agreement should designate which agency will report the offense.

(5) When two or more Federal Agencies are involved in the investigation of the same offense and there is no written or oral agreement defining their roles, the Federal Agency having "lead" or "primary" investigative jurisdiction will report the incident. If there is uncertainty as to which is the "lead" or "primary" Agency, the Agencies should agree on which Agency will report the offense.

(6) Agencies report only those arrests made for offenses committed within their own boundaries/jurisdictions.

(7) Likewise, the recovery of property is reported only by the Agency that first reported it missing and/or stolen, regardless of who or what Agency recovered it.

3. Non-NIBRS Reporting

a. There are incidents that may trigger DIBRS reporting requirements but not NIBRS (e.g. offenses under the UCMJ, as listed in Appendix A, that do not have NIBRS codes, or Category B offenses when there is no arrest). In addition, reportable disciplinary incidents where only Category B reporting for NIBRS is triggered AND active duty military members are the offenders, have additional reporting requirements under DIBRS. In all these instances, the Administrative Segment, Offense Segment, Property Segment, Victim Segment, Offender Segment, Arrestee Segment, Commander's Action Segment, Results of Trial Segment, and Corrections Segment, as applicable, still must be submitted. However, required segments and updates may cover all incidents that are involved in a particular case.

b. When reporting the felony conviction of military personnel on active duty for civilian criminal incidents, the Results of Trial and Corrections Segments need not be submitted.

B. OTHER REPORTABLE INCIDENTS

1. Incidences of non-criminal fatalities such as Sudden Infant Death Syndrome (SIDS) and the actual or attempted suicide of active duty military members require the submission of the Administrative, Offense, and Subject (Offender) Segments.

2. Brady Handgun Violence Prevention Act (reference (c)) makes reportable instances where a person is adjudged a mental defective or committed to a mental institution. Supplemental guidelines will be issued delineating the standards and specific data elements as they apply to DoD once reference (c) definitions are sufficiently clarified.

C. ADMINISTRATIVE SEGMENT

1. The Administrative Segment contains administrative information that is applicable to the entire incident report (e.g., the identifying number assigned to the incident and the date and hour the incident occurred). A single Administrative Segment is to be submitted for each reported incident. Specific information on each data element is included in the Data Element Dictionary, Appendix F.

2. The data elements used in the Administrative Segment are:

a. FBI Location Number [The FBI calls this the Originating Agency Identifier (ORI) Number]
b. Incident Number
c. Segment Type
d. Report Type
e. Reportable to NIBRS
f. Incident/Report Occurred Date Category
g. Incident/Report Occurred Begin Date/Hour
h. Incident/Report Occurred End Date/Hour
i. Incident Clearance Reason
j. Exceptional Clearance Date
k. Clearance Offense Information [Offense Statutory Basis + Incident Result + Offense Identifier+Involvement]
l. Number of Victims Notified (DD Form 2701)
m. Number of Witnesses Notified (DD Form 2701)

3. This segment is prepared by the lead agency. The segment may be updated at any time within the incident life cycle.

Administrative Segment

FIELD NUM	FIELD NAME	DOMAIN	REC POS	SIZE	STANDARD NAME
1	**FBI Location Number**	TEXT	1	9	Derived: Organization-Designator Source Assigned Identifier
2	**Incident Number**	TEXT	10	12	Derived: Organization-Designator Source Assigned Identifier; Situation Identifier
3	**Segment Type**	M	22	1	no standard

4	Report Type	A=ADD M=MODIFY D=DELETE	23	1	no standard
5	Reportable to NIBRS	Y=YES N=NO	24	1	no standard
6	Incident/Report Occurred Date Category	I=Incident R=Report	25	1	
7	Incident/Report Occurred Begin Date	YYYYMMDD	26	8	Situation-Schedule-Component Date
8	Incident/Report Occurred Begin Time	9999	34	4	Situation-Schedule-Component Time
9	Incident/Report Occurred End Date	YYYYMMDD	38	8	Situation-Schedule-Component Date
10	Incident/Report Occurred End Time	9999	46	4	Situation-Schedule-Component Time
11	Incident Clearance Reason	U=Unfounded X=Arrest A=Death of Offender B=Prosecution Declined C=Extradition Declined D=Victim Refused to Cooperate E=Juvenile, No Custody	50	1	Examination-Closure-Reason Code
12	Exceptional Clearance Date	YYYYMMDD	51	8	Examination-Closure Reason Effective Date
13	Number of Victims Notified (DD Form 2701)	999	59	3	Derived
14	Number of Witnesses Notified (DD Form 2701)	999	62	3	Derived

Figure 1. Administrative Segment

D. OFFENSE SEGMENT

1. Offense Segments are used to identify and describe the types of offenses involved in the incident (e.g., Arson, Prostitution, etc.). An Offense Segment is submitted for each of the (up to) 10 most serious (as determined by the reporting agency) Offenses in the incident. Only one Offense Segment is to be submitted for each reported Offense Identifier even through there may have been more than one victim of the crime. At least one Offense Segment must be submitted for each incident report.

Example: In the same incident, the offender assaulted two persons by threatening them with a handgun. Only one Offense Segment should be submitted with Aggravated Assault entered as the Offense Identifier. (Note: Two Victim Segments should also be submitted which are linked to this Offense Segment by entering the appropriate offense code into Victim Connected to Offense Information.)

2. The data elements used in the Offense Segment are:

a. [Header Elements]

[Note: While FBI Location Number, Incident Number, Segment Type, and Report Type are part of the Administrative Segment, they are repeated in all other segments for the purpose of linking those segments to the Administrative Segment.]

b. Offense Code Information [Offense Statutory Basis + Incident Result + Offense Identifier]
c. Offender (s) Suspected of Using Alcohol
d. Offender (s) Suspected of Using Drugs
e. Offender (s) Suspected of Using Computer Equipment
f. Location of Offense
g. On Uniformed Service Installation
h. U.S. State or Possession
i. Number of Premises Entered
j. Method of Entry
k. Type of Criminal Activity
l. Type Weapon/Force Used
m. Gun Category
n. Bias Motivation

3. This segment is prepared by the lead agency. This agency will retain the update responsibility for quality control.

Offense Segment

FIELD NUM	FIELD NAME	DOMAIN	REC POS	SIZE	STANDARD
1	**FBI Location Number**		1	9	Derived: Organization-Designator Source Assigned Identifier
2	**Incident Number**		10	12	Derived: Organization-Designator Source Assigned Identifier; Situation Identifier
3	**Segment Type**	F	22	1	no standard
4	Report Type	A=ADD M=MODIFY D=DELETE	23	1	no standard
15	**Offense Statutory Basis**	A=Uniform Code of Military Justice B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-Uniform Code of Military Justice	24	1	Derived: Offense Statutory Basis Code; Organization-Guidance Reason Code
16	**Offense Identifier**	See Appendix A	25	6	Offense Identifier
17	**Incident Result**	A=Attempted C=Completed	31	1	Offense Name
19	Offender Suspected of Using Alcohol	Y=Yes N=No	32	1	Person-Situation-Material-Item Reason Code
20	Offender Suspected of Using Drugs	Y=Yes N=No	33	1	Person-Situation-Material-Item Reason Code
21	Offender Suspected of Using Computer Equipment	Y=Yes N=No	34	1	Person-Situation-Material-Item Reason Code

22	Location of Offense	01=Air/Bus/Train Terminal 02=Bank/Savings and Loan (includes other financial institutions, credit union) 03=Bar/Night Club/Officer Club/NCO Club 04=Church/Synagogue/ Temple (includes other religious buildings) 05=Commercial/Office Building 06=Construction Site 07=Convenience Store, Shoppette 08=Department/Discount Store, Exchange 09=Drug Store/Doctor's Office/Hospital, Clinic (includes medical supply building) 10=Field/Woods, Training Area 11=Government/Public Building 12=Grocery/Supermarket, Commissary 13=Highway/Road/Alley (includes street) 14=Hotel/Motel/Etc. (Includes other temporary military lodging) 15=Jail/Prison/Corrections Facility (includes penitentiary) 16=Lake/Waterway/Ocean 17=Liquor Store, Class VI 18=Parking Lot/Garage, Motor Pool19=Rental Storage Facility (includes "Mini-Storage" and "Self-Storage" buildings) 20=Residence/Home (includes apartment,	35	2	Derived: Facility Category Code

22	Location of Offense (Continued)	condominium, and nursing home, Quarters, Barracks, BOQ/BEQ) 21=Restaurant, Dining Facility (includes cafeteria) 22=School/College (includes university) 23=Service/Gas Station 24=Concessionaire/ Specialty Store 25=Child Care Center 26=Recreation Area/Park 27=Training Center/Service School 28=On Board Ship			
23	On Uniformed Service Installation	Y=Yes N=No	37	1	Organization-Facility-Usage Code
24	U.S. State or Possessions	See Appendix B	38	2	State Code
25	Number of Premises Entered	99	40	2	no standard
26	Method of Entry	F=Forced N= Not forced	42	1	Offense Name
Type of Criminal Activity, Type Weapon/Force Used, and Gun Category occur 3 times					
27	Type of Criminal Activity 1 of 3	B=Buy/Receiving C=Cultivating/ Manufacturing D=Distributing/Selling E=Exploiting Children O=Operating/Promoting/ Assisting T=Transporting/Importing U=Using/Consuming P=Possessing/Concealing	43, 47, 51	1	Offense Classification Code
28	Type Weapon/Force Used 1 of 3	11= Firearm (type not stated) 12 = Handgun 13=Rifle 14=Shotgun 20=Knife/ Cutting Instrument 30= Blunt object 35=Motor vehicle	44, 48, 52	2	Person-Situation-Material Reason Code

28	Type Weapon/Force Used 1 of 3 (Continued)	40=Personal Weapons 50=Poison 60=Explosives 65=Fire/incendiary 70=Narcotics/drugs 85=Asphyxiation 99=None	44, 48, 52	2	Person-Situation-Material Reason Code
29	Gun Category 1 of 3	A=Fully Automatic M=Manual S=Semi-Automatic	46, 50, 54	1	Gun Category Code
30	Bias Motivation	AV=Anti-White AH=Anti-Black AD=Anti-Arab AM=Anti-Hispanic AC=Anti-American Indian AB=Anti-Alaskan AE=Anti-Asian AT=Anti-Pacific Islander AR=Anti-Multi-Racial Group AO=Anti-Jewish AI=Anti-Catholic AN=Anti-Islamic (Moslem) AU=Anti-Protestant AS=Anti-Multi-Religious Group AA=Anti-Agnostic AW=Anti-Homosexual AQ=Anti-Male Homosexual AK=Anti-Female Homosexual AL=Anti-Heterosexual AG=Anti-Bisexual AX=Unknown Bias AY=Anti-Other Religions AZ=Anti-Other Ethnicity BA=Anti-Disabled	55	2	Legal-Event-Bias-Motivation Code *Standard Codes will be translated to FBI coding specifications by DMDC

Figure 2. Offense Segment

E. PROPERTY SEGMENT

1. Property Segments are used to describe the type, value, and quantity of property involved in the incident.

2. A Property Segment is to be submitted for each type of property loss, e.g., burned, stolen.

3. Property Segments are submitted ONLY IF a property loss occurs during the commission of one or more of the following offenses:

a. Kidnapping/Abduction
b. Robbery
c. Arson
d. Extortion/Blackmail
e. Burglary/B&E
f. Pocket-Picking
g. Purse-Snatching
h. Shoplifting
i. Theft From Building
j. Theft from Coin-Operated Machine or Device
k. Theft From Motor Vehicle
l. Theft of Motor Vehicle Parts or Accessories
m. All Other Larceny
n. Motor Vehicle Theft
o. Counterfeiting/Forgery
p. False Pretenses/Swindle/Confidence Game
q. Credit Card/Automatic Teller Machine Fraud
r. Impersonation
s. Welfare Fraud
t. Wire Fraud
u. Embezzlement
v. Stolen Property Offenses (Receiving, etc.)
w. Destruction/Damage/Vandalism of Property
x. Drug/Narcotic Violations
y. Betting/Wagering
z. Operating/Promoting/Assisting Gambling
aa. Gambling Equipment Violations
bb. Sports Tampering
cc. Bribery

4. The data elements used in the Property Segment are:

a. [Header Elements]
b. Property Loss By
c. Property Description
d. Date Recovered
e. Date Returned
f. Quantity
g. Value of Property

h. Ownership
i. Secured/Unsecured
j. Drug Code
k. Estimated Drug Quantity
l. Type Drug Measure

5. Up to 10 types of property (e.g., "Aircraft" "Alcohol", "Automobiles," etc.) can be reported to DIBRS for each type of property loss/etc. If there was no property loss/etc., no record need be submitted.

6. Segment is prepared by the lead agency. This agency will retain the update responsibility for quality control.

Property Segment

FIELD NUM	FIELD NAME	DOMAIN	REC POS	SIZE	STANDARD
1	**FBI Location Number**		1	9	Derived: Organization-Designator Source Assigned Identifier
2	**Incident Number**		10	12	Derived: Organization-Designator Source Assigned Identifier; Situation Identifier
3	**Segment Type**	P	22	1	no standard
4	Report Type	A=ADD M=MODIFY D=DELETE	23	1	no standard
31	**Property Loss by**	1=No Property Loss 2=Burned 3=Counterfeited/Forged 4=Damaged/Destroyed/ Vandalized 5=Recovered 6=Seized 7=Stolen	24	1	Derived:Situation-Material Reason Code, Situation-Facility Reason Code
	Property Description, Date Recovered, Date Returned, Quantity, Value of Property, Ownership, and Secured/Unsecured occur 10 times.				
32	**Property Description 1 of 10**	See Appendix D	25, 63, 101, 139, 177,	2	

32	**Property Description 1 of 10 (Continued)**	See Appendix D	215, 253, 291, 329, 367	2	-
33	Date Recovered 1 of 10	YYYYMMDD	27, 65, 103, 141, 179, 217, 255, 293, 331, 369	8	Situation-Material Reason Date (Situation-Material Reason Code= Recovered)
34	Date Returned 1 of 10	YYYYMMDD	35, 73, 111, 149, 187, 225, 263, 301, 339, 377	8	Situation-Material Reason Date (Situation-Material Reason Code=Returned)
35	Quantity 1 of 10	999999999	43, 81, 119, 157, 195, 233, 271, 309, 347, 385	9	no standard
36	Value of Property 1 of 10	999999999	52, 90, 128, 166, 204, 242, 280, 318, 356, 394	9	no standard

37	Ownership 1 of 10	A=U.S. Federal Government B=U.S. State Governent C= U. S. City Government D=U.S. County Government E=Foreign Government F=Private Sector	61, 99, 137, 175, 213, 251, 289, 327, 365, 403	1	Derived: Organization Category Code; Local-Government-Organization Type Code
38	Secured/ Unsecured 1 of 10	S=Secured U=Unsecured	62, 100, 138, 176, 214, 252, 290, 328, 366, 404	1	
Drug Code, Estimated Drug Quantity and Type Drug Measure occur 4 times.					
39	Drug Code 1 of 4	A='Crack' Cocaine B = Cocaine C = Hashish D = Heroin E = Marijuana F = Morphine G = Opium H = Other Narcotics I = LSD J = PCP K = Other Hallucinogens L = Amphetamines/ Methamphetamines M = Other Stimulants N = Barbiturates O = Other Depressants P = Other Drugs Q = Steroids U=Unknown Type Drug	405, 420, 435, 450	1	Derived: Drug Code Drug Classification Code
40	Estimated Drug Quantity 1 of 4	999999999.999	406, 421, 436, 451	12	Materiel Weight

41	Type Drug Measure 1 of 4	GM=Gram KG=Kilogram OZ=Ounce LB=Pound ML=Milliliter LT=Liter FO=Fluid Ounce GL=Gallon DU=Dosage Unit NP=Number of Plants	418, 433, 448, 463	2	no standard

Figure 3. Property Segment

F. VICTIM SEGMENT

1. Victim Segments are used to describe the victims involved in the incident (e.g., their age, sex, race, etc.). A separate Victim Segment is to be submitted for each of the (up to 999) victims involved in the incident. There must be at least one Victim Segment in each incident report except when a Group B offense is being reported, see Appendix C.

2. The data elements used in the Victim Segment are:

a. [Header Elements]
b. Victim (Sequence) Identifier
c. Victim Connected to Offense Code Information [Offense Statutory Basis + Incident Result + Offense Identifier + Involvement]
d. Victim Type
e. Address of Victim [Zip Code]
f. Grade
g. Service
h. Component
i. Age (of Victim)
j. Sex
k. Federal Civil Servant
l. Uniformed Service Retiree
m. Uniformed Service Family Member
n. Race (of Victim)
o. Ethnicity (of Victim)
p. Aggravated Assault/Homicide Circumstances
q. Additional Justifiable Homicide Circumstances
r. Injury Type
s. Offender Identifier (s) Related to this Victim
t. Relationship(s) of Victim to Offender (s)

3. Segment to be prepared by the lead agency. This agency will retain the update responsibility for quality control.

Victim Segment

FIELD NUM	FIELD NAME	DOMAIN	REC POS	SIZE	STANDARD
1	**FBI Location Number**		1	9	Derived: Organization-Designator Source Assigned Identifier
2	**Incident Number**		10	12	Derived: Organization-Designator Source Assigned Identifier; Situation Identifier
3	**Segment Type**	V	22	1	no standard
4	Report Type	A=ADD M=MODIFY D=DELETE	23	1	no standard
42	**Victim Identifier**	999	24	3	Person-Designator Identifier
	Victim Connected to Offense Statutory Basis, Offense Identifier, Incident Result, and Involvement occur 10 times.				
43,15	Victim Connected to Offense Statutory Basis 1 of 10	A=Uniform Code of Military Justice B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-Uniform Code of Military Justice	27, 36, 45, 54, 63, 72, 81, 90, 99, 108	1	Derived: Offense Statutory Basis Code; Organization-Guidance Reason Code
43,16	Victim Connected to Offense Identifiers 1 to 10	See Appendix A	28, 37, 46, 55, 64, 73, 82,	6	Offense Identifier

43,16	Victim Connected to Offense Identifiers 1 to 10 (Continued)	See Appendix A	91, 100, 109	6	Offense Identifier
43,17	Victim Connected to Incident Result 1 of 10	A=Attempted C=Completed	34, 43, 52, 61, 70, 79, 88, 97, 106, 115	1	Offense Name
43,18	Victim Connected to Involvement 1 to 10	P=Principal A=Accessory C=Conspiracy S=Solicit	35, 44, 53, 62, 71, 80, 89, 98, 107, 116	1	Derived: Person-Situation Role Category Code; Offense Type Code
44	Victim Type	I=Individual B=Business F=Financial G=Government R=Religious Organization S=Society/Public	117	1	OffenseVictim Type Code
45	Zip Code	999999999	118	9	Postal Zone Code
46	Pay Plan	EM=Enlisted WM=Warrant Officer OM=Commissioned Officer	127	2	Pay-Plan Code
47	Grade	1=Grade1 2=Grade 2 3=Grade 3 4=Grade 4 5=Grade 5 6=Grade 6	129	2	Pay-Plan-Grade Ordinal Identifier

47	Grade (Continued)	7=Grade 7 8=Grade 8 9=Grade 9 10=Grade 10	129	2	Pay-Plan-Grade Ordinal Identifier
48	Service	A=Army N=Navy F=Air Force M=Marine Corps C=Coast Guard O=NOAA H=Public Health	131	1	Uniformed-Service Organization Code
49	Component	R=Regular V=Reserve G=National Guard	132	1	Uniformed-Service-Organization-Component-Type Code
50	Age (*Low Range)	NN=Under 24 Hours NB=1-6 Days Old BB=7-364 Days Old 01-98=Years Old 99=Over 98 Years Old	133	2	Person-Situation Observation Age Code
50	Age (High Range Only)	01-98=Years Old 99=Over 98 Years Old	135	2	Person-Situation Observation Age Code
51	Sex	M=Male F=Female	137	1	Sex-Category Code
52	Federal Civil Servant	C=Civil Service	138	1	Personnel Resource Type Code
53	Uniformed Service Retiree	G=Uniformed Service Retiree	139	1	Separatee Separation Category Code
54	Federal Contractor	J=Contractor	140	1	Person Organization Person Role Code
55	Uniformed Services Family Member	F=Family Member	141	1	Person-Association Reason Code
56	Race (Victim)	A=American Indian B=Asian/Pacific Islander C=Black D=White	142	1	Race Code
57	Ethnicity (Victim)	H=Hispanic N=Not Hispanic	143	1	Ethnicity Code
		Aggravated Assault/Homicide Circumstances occurs 2 times			

58	Aggravated Assault/ Homicide Circumstances 1 of 2	01=Argument 02=Assault on Law Enforcement Officer 03=Drug Dealing 04=Gangland 05=Juvenile Gang 06=Domestic Quarrel 07=Mercy Killing 08=Other Felony Involved 20=Criminal Killed by Private Citizen 21=Criminal Killed by Police Officer 30=Child Playing with Weapon 31=Gun-Cleaning Accident 32=Hunting Accident 33=Other Negligent Weapon Handling 34=Other Negligent Killings	144, 147	2	Legal-Event Context Code
59	Additional Justifiable Homicide Circumstances 1 of 2	A= Criminal Attacked Police Officer and that Officer Killed Criminal B=Criminal Attacked Police Officer and Criminal Killed by Another Police Officer C=Criminal Attacked a Civilian D=Criminal Attempted Flight from a Crime E=Criminal Killed in Commission of a Crime F=Criminal Resisted Arrest G=Unable to Determine.	146, 149	1	Derived: Legal-Event Context Code; Legal-Event-Context Description Text
		Injury Type occurs 5 times.			

60	Injury Type 1 of 5	B=Apparent Broken Bones I=Possible Internal Injury L=Severe Laceration M=Apparent Minor Injury O=Other Major Injury T=Loss of Teeth U=Unconsciousness	150, 151, 152, 153, 154	1	Derived: Eyewitness-Observation Description Text; Eyewitness-Observation Type Code; Person-Situation Role Code
	Offender Identifier and relationship of Victim to Offender occurs 10 times.				
61	Offender Identifiers Related to this Victim 1 of 10	99	155, 159, 163, 167, 171, 175, 179, 183, 187, 191	2	Person-Designator Identifier
62	Relationship of Victim to Offender 1 of 10	AA=Spouse AB=Child AC=Sibling AD=Parent AE=Parent-In-Law AF=Stepchild AG=Grandparent AH=Stepparent AK=Grandchild AV=Stepsibling AZ=Friend BA=Neighbor BB=Common-Law Spouse BC=Acquaintance BD=Babysittee (the baby) BE=Love Interest BF=Child of Love Interest BH=Former Spouse	157, 161, 165, 169, 173, 177, 181, 185, 189, 193	2	Person-Association Reason Code; Person-Situation-Role Code

62	Relationship of Victim to Offender 1 of 10 (Continued)	BL=Homosexual Relationship BN=Extended Family Member BY=Employee BZ=Employer BX=Stranger CA=Otherwise Known CB=Relationship Unknown	159, 161, 165, 169, 173, 177, 181, 185, 189, 193	2	Person-Association Reason Code; Person-Situation-Role Code

Figure 4. Victim Segment

G. OFFENDER/ARRESTEE SEGMENT

1. Offender Segments are used to describe the offenders in the incident (e.g., their age, sex, race, etc.). An Offender Segment is to be submitted for each of the (up to 99) offenders involved in the incident. There must be at least one Offender in each incident report. For Non-Criminal Fatalities, supply information on the victim. There are several categories of Offender/Arrestee Segment. The Offender, Subject and Suspect categories require a subset of the segment. The Arrestee category uses all the data elements. If NOTHING is known about the offender(s) -- i.e., no one saw the offender (s) and there were no suspects, so even the number of offenders is unknown -- then "00" is to be entered into Offender Identifier and all other elements are to be left blank.

a. Category - Offender/Subject/Suspect uses only some of the data elements in the Offender/Arrestee Segment. They are:

(1) [Header Elements]
(2) Category [Suspect, Subject, Offender]
(3) Offender/Arrestee (Sequence) Identifier **(This number remains with the offender if he or she is arrested and continues throughout administrative, non-judicial, or judicial punishment reporting.)**
(4) Name [Last, First, Middle Name, Alias (First, Last)]
(5) Grade
(6) Service
(7) Component
(8) SSN/Alien Registration [Designator Type Code, SSN or Alien Registration]
(9) Date of Birth
(10) Place of Birth
(11) Age/Age Range (of Offender/Arrestee)
(12) Address of Offender [Zip Code]
(13) Drivers License Source and Number
(14) Personnel Status[Federal Civil Servant, Uniformed Services Retiree, Federal Contractor, Uniformed Services Family Member]

(15) Unit Identification Code
(16) Race (of Offender/Arrestee)
(17) Ethnicity (of Offender/Arrestee)
(18) Sex (of Offender/Arrestee)
(19) Identifying Marks[Type, Location, Description]
(20) Height
(21) Weight

b. Category - Arrestee Segments are used to report the apprehension of the persons who committed the crimes reported. Even though Uniformed Service personnel would not use the term "arrestee" to refer to someone apprehended, the name of this segment was left "Arrestee" in keeping with the NIBRS terminology. An Arrestee Segment is to be submitted for each of the (up to 99) Arrestees who were involved in the incident. If there were no arrestees, this segment should NOT be submitted. The Arrestee Segment describes the arrestee (e.g., his or her age, sex, race, etc.) and the circumstances of the arrest. Many of the data elements used to describe the suspect or offender are repeated for the arrestee. They are grouped below as Suspect Offender Elements. The data elements used in the Arrestee Segment are:

(1) [Header Elements]
(2) Category [Arrestee]
(3) Offender/Arrestee (Sequence) Identifier **(A new Offender Identifier may be added if an additional Arrestee is found, but it is essential that the original Offender Identifier be used to associate the offender and the arrestee records.)**
(4) [Suspect Offender Elements **(Any field may be updated except the Offender Identifier.)**]
(5) Armed With
(6) Gun Category
(7) Arrest or Citation Number
(8) Arrest or Apprehension Date
(9) Arrest Type
(10) Arresting Organization UIC
(11) Multiple Incidents Cleared
(12) Arrest Offense Code Information [Offense Statutory Basis+ Incident Result+ Offense Identifier + Involvement]
(13) Arrestee Was Armed With [Armed With + Gun Category]
(14) Detention Type
(15) Disposition of Person Under 18

2. If a Group "B" arrest results in the clearance of a previously submitted Group "A" incident report, the reporting agency should submit an Arrestee Segment as an "update" to the previously submitted Group "A" Incident Report rather than a Group "B" Arrest Report. The Group "B" Offense Identifier is to be entered into Arrest Offense Identifier of the Arrestee Segment.

Example: The subject was arrested for Driving Under the Influence (DUI), a Group "B" Offense. It was determined that he was wanted for a previously reported Robbery, a Group "A" Offense. Instead of submitting a Group "B" Arrest Report, an Arrestee Segment should be submitted as an update to the previous Group "A" Incident Report, with the Offense Identifier for DUI entered as the Arrest Offense Identifier.

3. This Segment is prepared by the lead agency. Care should be taken to ensure that the correct offense identifier is used for the Arrest Segment to ensure data integrity.

Offender/Arrestee Segment

FIELD NUM	FIELD NAME	DOMAIN	REC POS	SIZE	STANDARD
1	**FBI Location Number**		1	9	Derived: Organization-Designator Source Assigned Identifier
2	**Incident Number**		10	12	Derived: Organization-Designator Source Assigned Identifier; Situation Identifier
63	**Category**	AC=Suspect/Offender AA=Arrestee AJ=Subject	22	2	Person-Situation Role Code
64	**Offender Identifier**	99	24	2	Person-Designator Identifier
4	Report Type	A=ADD M=MODIFY D=DELETE	26	1	no standard
65	Name	Last	27	21	Name(Person-Name Category = s)
66	Name	First	48	14	Name(Person-Name Category =f)
67	Name	Middle Name	62	14	Name(Person-Name Category =m)
68	Name	Cadency (Jr., Sr., III)	76	4	Name(Person-Name Category =c)
69	Name	Alias (Last)	80	21	Name(Person-Name Usage Code=a)

69	Name	Alias (First)	101	14	Name(Person-Name Usage Code=a)
46	Pay Plan	EM=Enlisted WM=Warrant Officer OM=Commissioned Officer	115	2	Pay-Plan Code
47	Grade	1=Grade 1 2=Grade 2 3=Grade 3 4=Grade 4 5=Grade 5 6=Grade 6 7=Grade 7 8=Grade 8 9=Grade 9 10=Grade 10	117	2	Pay-Plan-Grade Ordinal Identifier
48	Service	A=Army N=Navy F=Air Force M=Marine Corps C=Coast Guard O=NOAA H=Public Health	119	1	Uniformed-Service Organization Code
49	Component	R=Regular V=Reserve G=National Guard	120	1	Uniformed-Service-Organization-Component-Type Code
70	SSN/Alien Registration Designator	S=SSN R=Alien Registration	121	1	Person-Designator Type Code
71	SSN/Alien Registration	999999999	122	9	Person-Designator Identifier (Person-Designator Type Code = s/r)
72	Date of Birth	YYYYMMDD	131	8	Person Birth Date
73	City of Birth	text	139	20	City Code
74	State of Birth	See Appendix B	159	2	State Code
75	Country of Birth	See FIPS PUB 10-3	161	3	Country Code
76	Age (* Low Range)	01-98=Years Old 99=Over 98 Years Old	164	2	Eyewitness-Observation Description Text
76	Age (High Range Only	01-98=Years Old 99=Over 98 Years Old	166	2	Eyewitness-Observation Description Text
45	Zip Code	999999999	168	9	Postal-Region Code

77	Drivers License Number	TEXT	177	15	Person-Designator Identifier (Person-Designator Type Code = D)
78	Drivers License Source	IT=International FR=Foreign *See Appendix B for State Codes	192	2	State Code
52	Federal Civil Servant	C=Civil Service	194	1	Personnel-Resource Type Code
53	Uniformed Service Retiree	G=Uniformed Service Retiree	195	1	Separatee Separation Category Code
54	Federal Contractor	J=Contractor	196	1	Person Organization Person Role Code
55	Uniformed Service Family Member	F=Family Member	197	1	Person-Association Reason Code
79	Offender's Unit Identification Codes	TEXT	198	8	Organization-Designator Source Assigned Identifier
56	Race (Offender)	A=American Indian B=Asian/Pacific Islander C=Black D=White	206	1	Race Code
57	Ethnicity (Offender)	H=Hispanic N=Not Hispanic	207	1	Ethnicity Code
51	Sex	M=Male F=Female I=Indeterminate	208	1	Sex-Category Code
80	Identifying Mark Type	A=Tattoo B=Scar C=Mark	209	1	Body-Part-Marking-Observation Type Code
81	Identifying Mark Location	AAA=Left Eye AAB=Right Eye AAC= Face AAD=Scalp AAE=Teeth Set AAF=Left Hand AAG=Right Hand AAH=Left Foot AAI=Right Foot AAJ=Left Upper Leg AAK=Right Upper Leg AAL=Left Upper Arm	210	3	Body-Part Observation Type Code

81	Identifying Mark Location (Continued)	AAM=Right Upper Arm AAN=Right Shoulder AAO=Left Shoulder AAP=Right Hip AAQ=Left Hip AAR=Abdomen AAS=Chest AAT=Back AAU=Neck AAV=Buttocks AAW=Right Lower Leg AAX=Left Lower Leg AAY=Right Lower Arm AAZ=Left Lower Arm ABA=Right Wrist ABB=Left Wrist ABC=Right Ankle ABD=Left Ankle	210	3	Body-Part Observation Type Code
82	Identifying Mark Description	TEXT	213	30	Body-Part-Marking-Observation Text
83	Height	99	243	2	Eyewitness-Observation Description Text
84	Weight	999	245	3	Eyewitness-Observation Description Text
Armed With and Gun Category occur 2 times.					
85	Armed With 1 of 2	01 = Unarmed 11= Firearm (type not stated) 12 = Handgun 13=Rifle 14=Shotgun 16=Lethal Cutting Instrument 17=Club/Blackjack/Brass Knuckles	248, 251	2	Derived: Durable-Materiel-Item Type Code; Gun Type Code; Law-Enforcement-Event Type Code; Person-Situation-Material-Reason Code; Person-Situation Role Code
86	Gun Category 1 of 2	A=Fully Automatic M=Manual S=Semi-Automatic	250, 253	1	Gun Category Code
87	Arrest/Citation Number		254	12	Situation Identifier
88	Arrest/Apprehension Date	YYYYMMDD	266	8	Situation-Schedule-Component Date

89	Arrest Type	O=On-View C=Complaint S=Summons T=Warrent	274	1	Derived: Apprehension-Event Basis Code; Situation-Document Reason Code
90	Arresting Organization UIC		275	8	Organization-Designator Source Assigned Identifier
91	Multiple Incidents Cleared	C=First Record of Multiple M=Multiple	283	1	no standard
91,15	Arrest Offense Statutory Basis	A=Uniform Code of Military Justice B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-Uniform Code of Military Justice	284	1	Derived: Offense Statutory Basis Code; Organization-Guidance Reason Code
92, 16	Arrest Offense Identifier	See Appendix A	285	6	Offense Identifier(Offender Offense Reason= Arrested)
92, 17	Arrest Incident Result	A=Attempted C=Completed	291	1	Offense Name
92, 18	Arrest Involvement	P=Principal A=Accessory C=Conspiracy S=Solicit	292	1	Derived: Person-Situation Role Category Code; Legal-Event Type Code
93	Detention Type	N=Non-Uniformed Service U=Uniformed Service	293	1	Organization Classification Code
93	Disposition of Person Under 18	H=Handled within Department R=Referred to Other Authorities	294	1	Derived: Evaluation-Result Text; Person Birth Date

Figure 5. Offender/Arrestee Segment

H. COMMANDER'S REPORT OF ACTION TAKEN SEGMENT

1. The Commander's Action Segment records the actions of the commander as a result of the incident. A separate segment is submitted for each person referred to the commander for action. Cases initiated by the Commander that have not triggered previous DIBRS reporting requirements, such as positive drug tests, may be submitted as one incident. DoD Components shall develop procedures for submitting appropriate Administrative, Offense, and Arrestee Segments to complete the incident report.

2. The data elements used in the Commander's Action Segment are:

a. [Header Elements]
b. Offender (Sequence) Identifier
c. Offender Name [Last, First, Middle Name]
d. SSN
e. Referral Date
f. Referral Agency
g. Referral Agency Response Date
h. Action Taken Type
i. Non-Judicial Type
j. Action Initiation Date
k. Action Completed Date
l. Sanction Type
m. On Record
n. Sanction Form
o. Sanction Amount
p. Sanction Days
q. Grades Reduced
r. Sentence Suspended
s. Discharge Type
t. Offense Committed Information [Offense Statutory Basis+Offense Identifier+Incident Result +Involvment]
u. Sexual Harassment Related
v. Judicial Action Type
w. Civilian Criminal Court Disposition
x. Civilian Criminal Offense Category
y. Civilian Court Location Zipcode
z. Civilian Court Location Country Code

3. This segment will be prepared as specified by the Functional Responsible Official. The notification sent to the commander will include instructions on how to report the results.

Commander's Report of Action Taken Segment

FIELD NUM	FIELD NAME	DOMAIN	REC POS	SIZE	STANDARD
1	**FBI Location Number**		1	9	Derived: Organization-Designator Source Assigned Identifier
2	**Incident Number**		10	12	Derived: Organization-Designator Source Assigned Identifier; Situation Identifier
3	**Segment Type**	D	22	1	no standard
4	Report Type	A=ADD M=MODIFY D=DELETE	23	1	no standard
64	**Offender Identifier**	999	24	2	Person Designator Identifier
65	Name	Last	26	21	Name(Person-Name Category = s)
66	Name	First	47	14	Name(Person-Name Category =f)
67	Name	Middle Name	61	14	Name(Person-Name Category = m)
71	SSN	999999999	75	9	Person-Designator Identifier (Person-Designator Type Code = s)
	Referral Date, Referral Agency and Agency Accepts Action Date occur 7 times.				
95	Referral Date 1 of 7	YYYYMMDD	84, 101, 118, 135, 152, 169, 186	8	Evaluation-Result Date
96	Referral Agency 1 of 7	F=Family Advocacy E=Equal Opportunity M=Mental Health D=Drug/Alcohol Abuse Office L=Legal Office R=Relief Agency S=Special Referral	92, 109, 126, 143, 160, 177, 194	1	Organization-Name Text
97	Referral Agency Response Date 1 of 7	YYYYMMDD	93, 110, 127, 144, 161, 178, 195	8	Administrative-Event Date

98	Action Taken Type	A=No Action Taken B=Administrative C=Non-Judicial D=Judicial	203	1	Proceeding Type Code
99	Non-Judicial Type	F=Field Grade (O4 and Above) C=Company Grade (O3 and Below) S=Summarized P=Principal Assistant O=Officer Exercising General Court-Martial Jurisdiction G=General/Flag Officer	204	1	Evaluation-Result Text
	Sanction Type, On Record, Sanction Form, Sanction Amount, Sanction Days, Suspended, and Grades Reduced occur 10 times.				
100	Sanction Type 1 of 10	AA=Withholding of Privileges AB=Adverse Performance Evaluation AC= Mandatory Reassignment AD=Transfer AE=Adverse Record Entries AF=Denial of Reenlistment or Continuation AG=Withholding of Promotion AH=Delay of Promotion	205, 249, 293, 337, 381, 425, 469, 513, 557, 601	2	Derived: Administrative-Event Category Code; Administrative-Event Subject Code; Administrative-Event Type Code; Administrative-Event-Evaluation Reason Code; Administrative-Sentence Type Code

100	Sanction Type 1 of 10 (Continued)	AI=Reduction in Grade AJ=Clearance Revocation AK=Control Roster AL=Promotion Revocation AM=Resignation AN=Retirement AO=Transfer to Inactive Reserve Status AP=Administrative Separation AQ=Retirement at Lower Grade AR=Military Occupational Specialty (MOS) Reclassification AS=Counseling AT=Nonpunitive Admonition, (Reprimand, Censure) AU=Fines AV=Extra Duty AW=Restricted AX=Correctional Custody AY=Administrative Separation in Lieu of Trial	205, 249, 293, 337, 381, 425, 469, 513, 557, 601	2	Derived: Administrative-Event Category Code; Administrative-Event Subject Code; Administrative-Event Type Code; Administrative-Event-Evaluation Reason Code; Administrative-Sentence Type Code
101	Action Initiation Date 1 of 10	YYYYMMDD	207, 251, 295, 339, 383, 427, 471, 515, 559, 603	8	Examination-Schedule-Component Date

102	Action Appealed Date 1 of 10	YYYYMMDD	215, 259, 303, 347, 391, 435, 479, 523, 567, 611	8	Examination-Schedule-Component Date
103	Action Completion Date 1 of 10	YYYYMMDD	223, 267, 311, 355, 399, 443, 487, 531, 575, 619	8	Examination-Schedule-Component Date
104	On Record 1 of 10	Y=Yes N=No	231, 275, 319, 363, 407, 451, 495, 539, 583, 627	1	
105	Sanction Form 1 of 10	O=Oral W=Written	232, 276, 320, 364, 408, 452, 496, 540, 584, 628	1	

106	Sanction Amount 1 of 10	999999999	233, 277, 321, 365, 409, 453, 497, 541, 585, 629	9	Monetary-Remuneration-Sentence Amount
107	Sanction Days 1 of 10	99999	242, 286, 330, 374, 418, 462, 506, 550, 594, 638	5	Derived: Fixed-Term-Confinement-Sentence Duration Quantity; Community-Service-Sentence Duration Quantity
108	Grades Reduced 1 of 10	9	247, 291, 335, 379, 423, 467, 511, 555, 599, 643	1	Derived: Evaluation-Result Text; Pay-Plan-Grade Ordinal Identifier; Sentence Type Code
109	Sentence Suspended 1 of 10	Y=Yes N=No	248, 292, 336, 380, 424, 468, 512, 556, 600, 644	1	Confinement-Sentence Condition Code

110	Discharge Type	HO=Honorable UH=Under Honorable Conditions UN=Uncharacterized UO=Under Other than Honorable Conditions	645	2	Separation-Characterization Code
111, 15	Offense Statutory Basis	A=Uniform Code of Military Justice B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-Uniform Code of Military Justice	647	1	Derived: Offense Statutory Basis Code; Organization-Guidance Reason Code
111, 16	Offense Committed Code	See Attachment A	648	6	Offense Identifier
111, 17	Incident Result	A=Attempted C=Completed	654	1	Offense Name
111, 18	Involvment	P=Principal A=Accessory C=Conspiracy S=Solicit	655	1	Derived: Person-Situation Role Category Code; Offense Type Code
112	Sexual Harassment Related	Y=Yes N=No	656	1	Derived: Legal-Event Type Code; Legal-Event Offense Reason Code; Offense Name; Offense Type Code
113	Judicial Action Type	A=Referred to Court-Martial B=Remanded to Civilian Criminal Court	657	1	
114	Civilian Criminal Court Disposition	G=Guilty N=Not Guilty D=Deferred C=Nolo Contendere	658	1	Derived: Examination-Evaluation Reason Code; Verdict Code
115	Civilian Criminal Offense Category	F=Felony M=Misdemeanor	659	1	Offense Category Code
116	Civilian Court Location Zipcode	999999999	660	9	Postal-Region Code
117	Civilian Court Location Country Code	999	669	3	Country Code

Figure 6. Commander's Report of Action Taken Segment

I. RESULTS OF TRIAL SEGMENT

1. Results of Trial Segment records the actions of the court-martial as a result of the incident. Several segments are submitted for each arrestee sent to trial. A separate segment is sent by each Finding and Sentence Report/Review Authority level. A separate segment will be sent by the same Finding and Sentence Report/Review Authority level if the incident is handled by the same authority on more than one occasion (e.g., the Clemency and Parole authority may submit multiple reports.) The Findings and Sentence Report/Review Date is used to distinguish between the reports.

2. The data elements used in the Results of Trial Segment are:

a. [Header Elements]
b. Offender (Sequence) Identifier
c. Findings and Sentence Report/Review Authority Code
d. Findings and Sentence Report/Review Date
e. Offender Name [Last, First, Middle Name]
f. SSN
g. Court Type
h. Location of Court-martial UIC
i. Convening Order Number
j. Convening Order Date
k. Convening Authority Unit Identifier Code
l. Forum
m. Conditions of Pre-trial Agreement
n. Exceptional Trial Clearance
o. Charge Number
p. Offense Code Information
q. Offense Description
r. Specification Number
s. Plea
t. Lesser Included Offense Code (Plea)
u. Plea Description
v. Findings
w. Lesser Included Offense Code (Finding)
x. Finding Description
y. Date Adjudged
z. Sentence Suspended
aa. Sentence Amount
bb. Sentence Days
cc. Grades Reduced
dd. Sentence Type
ee. Discharge Type
ff. Pre-trial Confinement Days

gg. Judiciary Ordered Credit Days
hh. Confinement Deferred Date [Begin and End]
ii. Number of Pre-Trial Victims Notified
jj. Number of Pre-Trial Witnesses Notified
kk. Number of Post-Trial Victims Notified
ll. Number of Post-Trial Witnesses Notified
mm. Number of Victims Electing to be Notified
nn. Number of Witnesses Electing to be Notified

3. These segments are prepared by each agency serving in the Findings and Sentence Report/Review Authority life-cycle. The DoD Component with court-martial convening authority shall report all results of trial segments. Results of trial segments should be submitted in all cases where charges are referred to court-martial, regardless of disposition. The only exception is in those cases where an administrative separation in lieu of trial is granted. In such cases, enter the information in the Commanders Action segment under Sanction Type. If there is a pretrial agreement, two segments should be submitted. (Findings and Sentence Report/Review Authority Code = "Pretrial Agreement" and "Court-Martial Report Authority.") Each appropriate Findings and Sentence Report/Review Authority level shall assure that the incident number, FBI Location number and the original offender number are obtained from the lead agency, or previous Findings and Sentence Report/Review Authority level, to assure accurate tracking with each incident. The Findings and Sentence Report/Review Authority agency will assume final quality control responsibility for the incident.

Results of Trial Segment

FIELD NUM	FIELD	DOMAIN	REC POS	SIZE	STANDARD
1	**FBI Location Number**		1	9	Derived: Organization-Designator Source Assigned Identifier
2	**Incident Number**		10	12	Derived: Organization-Designator Source Assigned Identifier; Situation Identifier
3	**Segment Type**	T	22	1	no standard
4	Report Type	A=ADD M=MODIFY D=DELETE	23	1	no standard
64	**Offender Identifier**	999	24	2	no standard

118	**Findings and Sentence Report/Review Authority Code**	A=Pretrial Agreement B=Court-Martial Report Authority C=Convening Authority D=Clemency and Parole E=The Judge Advocate General F=Service Court of Criminal Appeal G=Court of Appeals for the Armed Forces H=Supreme Court	26	1	Derived: Administrative-Proceeding Type Code; Judicial-Organization Jurisdictional Level Code; Judicial-Organization-Authority Case Category Code; Trial Type Code
119	**Findings and Sentence Report/Review Date**	YYYYMMDD	27	8	Document Date
65	Name	Last	35	21	Name(Person-Name Category = s)
66	Name	First	56	14	Name(Person-Name Category =f)
67	Name	Middle Name	70	14	Name(Person-Name Category =m)
71	SSN	999999999	84	9	Person-Designator Identifier (Person-Designator Type Code = s)
120	Court Type Code	SCM=Summary Court-martial NBCD=Non-BCD Special Court-Martial SPCM=BCD Special Court-Martial GCM=General Court-Martial	93	4	Court-Martial Type Code
121	Location of Court-martial UIC	TEXT	97	8	Organization-Designator Source Assigned Identifier
122	Convening Order Number		105	10	Examination Identifier

123	Convening Order Date	YYYYMMDD	115	8	Examination Schedule Component Date
124	Convening Authority UIC	TEXT	123	8	Organization-Designator Source Assigned Identifier
125	Forum	J=Judge Alone O=Officer Members Only E=Enlisted and Officer Members	131	1	Court-Martial Forum Type Code
126	Conditions of Pre-trial Agreement 1 of 9	M=Military Judge Only N=Noncapital R=Restitution L=Referral to Lower Court T=Testimony C=Confinement Limitation F=Forfeiture Limitation G=Reduction in Grade Limitation A=Allotment to Family V=Allotment to Victim D=Deferment of Confinement S=Special Terms	132, 133, 134, 135, 136, 137, 138, 139, 140	1	Derived: Court-Martial Forum Type Code; Pretrial-Agreement Type Code; Sentence-Pretrial-Agreement Type Code; Judicial-Proceeding Type Code; Examination-Agreement Reason Code
127	Exceptional Trial Clearance	A=Charges Withdrawn B=Unfounded C=Victim/Witness Refused to Cooperate D=Other Legal Ban	141	1	
	Charge Number, Offense Statutory Basis, Offense Identifier, Incident Result, Involvement Offense Description Specification Number, Plea, Lesser Included Offense Code (Plea), Plea Description, Findings, Lesser Included Offense (Findings), and Findings Description occurs 20 times.				

128	Charge Number 1 of 20	99	142, 235, 328, 421, 514, 607, 700, 793, 886, 979, 1072, 1165, 1258, 1351, 1444, 1537, 1630, 1723, 1816, 1909,	2	Offense Identifier
129, 15	Offense Statutory Basis 1 of 20	A=Uniform Code of Military Justice B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-Uniform Code of Military Justice	144, 237, 330, 423, 516, 609, 702, 795, 888, 981, 1074, 1167, 1260, 1353, 1446, 1539, 1632, 1725, 1818, 1911	1	Derived: Offense Statutory Basis Code; Organization-Guidance Reason Code

129, 16	Offense Identifier 1 of 20	See Appendix A	145, 238, 331, 424, 517, 610, 703, 796, 889, 982, 1075, 1168, 1261, 1354, 1447, 1540, 1633, 1726, 1819, 1912	6	Offense Identifier
129, 17	Incident Result 1 of 20	A=Attempted C=Completed	151, 244, 337, 430, 523, 616, 709, 802, 895, 988, 1081, 1174, 1267, 1360, 1453, 1546, 1639, 1732, 1825, 1918	1	Offense Name

129, 18	Involvement 1 of 20	P=Principal A=Accessory C=Conspiracy S=Solicit	152, 245, 338, 431, 524, 617, 710, 803, 896, 989, 1082, 1175, 1268, 1361, 1454, 1547, 1640, 1733, 1826, 1919	1	Derived: Person-Situation Role Category Code; Offense Type Code
130	Offense Description 1 of 20	TEXT	153, 246, 339, 432, 525, 618, 711, 804, 897, 990, 1083, 1176, 1269, 1362, 1455, 1548, 1641, 1734, 1827, 1920	20	Offense Description Text

131	Specification Number 1 of 20	99	173, 266, 359, 452, 545, 638, 731, 824, 917, 1010, 1103, 1196, 1289, 1382, 1475, 1568, 1661, 1754, 1847, 1940	2	Document Identifier
132	Plea 1 of 20	G=Guilty N=Not Guilty L=Lesser Included Offense E=Guilty by Exceptions and Substitutions	175, 268, 361, 454, 547, 640, 733, 826, 919, 1012, 1105, 1198, 1291, 1384, 1477, 1570, 1663, 1756, 1849, 1942	1	Examination-Situation-Offense Specification Plea Code

133, 15	Lesser Included Offense Offense Statutory Basis (Plea) 1 of 20	A=Uniform Code of Military Justice B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-Uniform Code of Military Justice	176, 269, 362, 455, 548, 641, 734, 827, 920, 1013, 1106, 1199, 1292, 1385, 1478, 1571, 1664, 1757, 1850, 1943	1	Derived: Offense Statutory Basis Code; Organization-Guidance Reason Code
133, 16	Lesser Included Offense Offense Code (Plea) 1 of 20	See Appendix A	177, 270, 363, 456, 549, 642, 735, 828, 921, 1014, 1107, 1200, 1293, 1386, 1479, 1572, 1665, 1758, 1851, 1944	6	Offense Identifier

133, 17	Lesser Included Offense Incident Result (Plea) 1 of 20	A=Attempted C=Completed	183, 276, 369, 462, 555, 648, 741, 834, 927, 1020, 1113, 1206, 1299, 1392, 1485, 1578, 1671, 1764, 1857, 1950	1	Offense Name
133, 18	Lesser Included Offense Involvement (Plea) 1 of 20	P=Principal A=Accessory C=Conspiracy S=Solicit	184, 277, 370, 463, 556, 649, 742, 835, 928, 1021, 1114, 1207, 1300, 1393, 1486, 1579, 1672, 1765, 1858, 1951	1	Derived: Person-Situation Role Category Code; Offense Type Code

134	Plea Description 1 of 20	TEXT	185, 278, 371, 464, 557, 650, 743, 836, 929, 1022, 1115, 1208, 1301, 1394, 1487, 1580, 1673, 1766, 1859, 1952	20	Offense Description Text
135	Findings 1 of 20	G=Guilty N=Not Guilty L=Lesser Included Offense E=Guilty by Exceptions and Substitutions	205, 298, 391, 484, 577, 670, 763, 856, 949, 1042, 1135, 1228, 1321, 1414, 1507, 1600, 1693, 1786, 1879, 1972	1	Derived: Verdict Code; Person-Examination-Role Code; Offense-Association Reason Code

136, 15	Lesser Included Offense Offense Statutory Basis (Finding) 1 of 20	A=Uniform Code of Military Justice B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-Uniform Code of Military Justice	206, 299, 392, 485, 578, 671, 764, 857, 950, 1043, 1136, 1229, 1322, 1415, 1508, 1601, 1694, 1787, 1880, 1973	1	Derived: Offense Statutory Basis Code; Organization-Guidance Reason Code
136, 16	Lesser Included Offense Offense Code (Finding) 1 of 20	See Appendix A	207, 300, 393, 486, 579, 672, 765, 858, 951, 1044, 1137, 1230, 1323, 1416, 1509, 1602, 1695, 1788, 1881, 1974	6	Offense Identifier

136, 17	Lesser Included Offense Incident Result (Finding) 1 of 20	A=Attempted C=Completed	213, 306, 399, 492, 585, 678, 771, 864, 957, 1050, 1143, 1236, 1329, 1422, 1515, 1608, 1701, 1794, 1887, 1980	1	Offense Name
136, 18	Lesser Included Offense Involvement (Finding) 1 of 20	P=Principal A=Accessory C=Conspiracy S=Solicit	214, 307, 400, 493, 586, 679, 772, 865, 958, 1051, 1144, 1237, 1330, 1423, 1516, 1609, 1702, 1795, 1888, 1981	1	Derived: Person-Situation Role Category Code; Offense Type Code

137	Finding Description 1 of 20	TEXT	215, 308, 401, 494, 587, 680, 773, 866, 959, 1052, 1145, 1238, 1331, 1424, 1517, 1610, 1703, 1796, 1889, 1982	20	Offense Description Text
138	Date Adjudged	YYYYMMDD	2002	8	Evaluation-Schedule-Component Date
Sentence Suspended, Sentence Amount, Sentence Days, Sentence Grades Reduced, Sentence Type occur 9 times.					
139	Sentence Suspended 1 of 9	Y=Yes N=No	2010, 2028, 2046, 2064, 2082, 2100, 2118, 2136, 2154	1	Confinement-Sentence Condition Code
140	Sentence Amount 1 of 9	9999999999	2011, 2029, 2047, 2065, 2083, 2101, 2119, 2137, 2155	10	Monetary-Remuneration-Sentence Amount

141	Sentence Days 1 of 9	99999	2021, 2039, 2057, 2075, 2093, 2111, 2129, 2247, 2165	5	Derived: Fixed-Term-Confinement-Sentence Duration Quantity; Community-Service-Sentence Duration Amount
142	Sentence Grades Reduced 1 of 9	9	2026, 2044, 2062, 2080, 2098, 2116, 2134, 2152, 2170	1	Derived: Sentence Type Code; Pay-Plan-Grade Ordinal Identifier; Evaluation-Result Text
143	Sentence type 1 of 9	A=No Punishment B=Reprimand C=Restriction D=Hard Labor without Confinement E=Specified Confinement F=Confinement for Life G=Specified Forfeitures H=Total Forfeitures I=Fines J=Reduction in Grade K=Loss of Numbers L=Discharge/Dismissal M=Death	2027, 2045, 2063, 2081, 2099, 2117, 2135, 2153, 2171	1	Derived: Sentence Type Code; Administrative-Event-Evaluation Reason Code; Administrative-Event Type Code
144	Discharge Type	BC=Bad Conduct Discharge (BCD) DI=Dishonorable Discharge (DD) UO=Under Other than Honorable Conditions (Awarded in Lieu of Trial)	2172	2	Separation-Characterization Code

145	Pre-trial Confinement Days	999	2174	3	Derived: Person-Facility Begin Date; Person Facility End Date; Person Facility Reason Code
146	Judicially Ordered Credit Days	9999	2177	4	Reduced-Fixed-Term-Confinement-Sentence Duration Reduction Quantity
147	Confinement Deferred Begin Date	YYYYMMDD	2181	8	Derived: Confinement-Sentence Condition Code; Evaluation-Result Date
148	Confinement Deferred End Date	YYYYMMDD	2189	8	Derived: Confinement-Sentence Condition Code; Evaluation-Result Date; Deferred-Confinement-Sentence Deferment Quantity
149	Number of Pre-Trial Victims Notified (DD Form 2702)	999	2197	3	Derived: Person-Situation-Role Code; Person-Document-Representation-Reason Code
150	Number of Pre-Trial Witnesses Notified (DD Form 2702)	999	2200	3	Derived: Person-Situation-Role Code; Person-Document-Representation-Reason Code
151	Number of Post-Trial Victims Notified (DD Form 2703)	999	2203	3	Derived: Person-Situation-Role Code; Person-Document-Representation-Reason Code
152	Number of Post-Trial Witnesses Notified (DD Form 2703)	999	2206	3	Derived: Person-Situation-Role Code; Person-Document-Representation-Reason Code

153	Number of Victims Electing to be Notified (DD Form 2704)	999	2209	3	Derived: Person-Situation-Role Code; Person-Administrative-Event Role Code
154	Number of Witnesses Electing to be Notified (DD Form 2704)	999	2212	3	Derived: Person-Situation-Role Code; Person-Administrative-Event Role Code

Figure 7. Results of Trial Segment

J. CORRECTIONS SEGMENT

1. The Corrections Segment records the actions of the corrections facility as a result of the incident.

2. The data elements used in the Corrections Segment are:

a. [Header Elements]
b. Report Date
c. Report Time
d. Offender (Sequence) Identifier
e. Offender Name [Last, First, Middle Name, Cadency, Maiden Name, Alias]
f. SSN
g. Service
h. Date of Birth
i. Confinement Facility UIC
j. Gang Name
k. Gang Location [City, State]
l. Cult/ExtremistName
m. Cult/Extremist Location [City, State]
n. Pretrial Confinement Begin Date
o. Pretrial Confinement End Date
p. Pretrial Controlling Offense Information [Offense Statutory Basis +Offense Identifier + Incident Result + Involvement]
q. Post Trial Confinement Date
r. Confinement Reason Gained
s. Post Trial Controlling Offense Information [Offense Statutory Basis +Offense Identifier + Incident Result + Involvement]
t. Losing Confinement Facility UIC
u. Date Adjudged
v. Minimum Release Date
w. Full Term Release Date
x. Clemency Eligibility Date

y. Parole Eligibility Date
z. Release Date
aa. Release Reason
bb. Release Agency Name
cc. Release Location Zipcode
dd. Fatality Reason
ee. Fatality Associated FBI Location Number
ff. Fatality Associated Incident Number
gg. Escapee Returned to Custody Date
hh. Federal Bureau of Prisons Transfer Facility Code
ii. Military Transfer Facility UIC
jj. Number of Victims Electing Notification
kk. Number of Witnesses Electing Notification
ll. Notification Begin Date
mm. Notification Reason
nn. Number of Victims Terminating Notification
oo. Number of Witnesses Terminating Notification

3. This segment is prepared by the correctional facility gaining the prisoner. The FBI Location number, incident number and the original offender number are obtained from the Convening Authority or losing correctional facility. A record should be submitted for each change of status (e.g. transfer, release, clemency hearing). Multiple records should be submitted if more than one action occurs with the reporting period.

Corrections Segment

FIELD NUM	FIELD	DOMAIN	REC POS	SIZE	STANDARD
1	**FBI Location Number**		1	9	Derived: Organization-Designator Source Assigned Identifier
2	**Incident Number**		10	12	Derived: Organization-Designator Source Assigned Identifier; Situation Identifier
3	**Segment Type**	R	22	1	no standard
4	Report Type	A=ADD M=MODIFY D=DELETE	23	1	no standard

155	**Report Date**	YYYYMMDD	24	8	
156	**Report Time**		32	4	Document Time
64	**Offender Identifier**	999	36	2	Person Designator Identifier
65	Name	Last	38	21	Name(Person-Name Category = s)
66	Name	First	63	14	Name(Person-Name Category =f)
67	Name	Middle Name	77	14	Name(Person-Name Category =m)
68	Name	Cadency (Jr., Sr., III)	59	4	Name(Person-Name Category =c)
157	Name	Maiden	91	21	Name(Person-Name Usage Code =m)
69	Name	Alias (Last)	112	21	Name(Person-Name Usage Code=a)
69	Name	Alias (First)	133	14	Name(Person-Name Usage Code=a)
71	SSN	999999999	147	9	Person-Designator Identifier (Person-Designator Type Code = s)
48	Service	A=Army N=Navy F=Air Force M=Marine Corps C=Coast Guard O=NOAA H=Public Health	156	1	Uniformed-Service Organization Code
72	Date of Birth	YYYYMMDD	157	8	Person Birth Date
158	Confinement Facility UIC		165	8	Organization-Designator Source Assigned Identifier
159	Gang Name	TEXT	173	20	Organization Name Text

160	Gang Location City	TEXT	193	20	City Name
161	Gang Location State	TEXT	213	2	State Code
162	Cult/Extremist Name	TEXT	215	20	Organization Name Text
163	Cult/Extremist Location City	TEXT	235	20	City Name
164	Cult/Extremist Location State	TEXT	255	2	State Code
165	Pretrial Confinement Begin Date	YYYYMMDD	257	8	Person-Facility Begin Date
166	Pretrial Confinement End Date	YYYYMMDD	265	8	Person-Facility End Date
167, 15	Pretrial Controlling Offense Statutory Basis	A=Uniform Code of Military Justice B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-Uniform Code of Military Justice	273	1	Derived: Offense Statutory Basis Code; Organization-Guidance Reason Code
167, 16	Pretrial Controlling Offense Identifier	See Appendix A	274	6	Offense Identifier
167, 17	Pretrial Controlling Offense Incident Result	A=Attempted C=Completed	280	1	Offense Name
167, 18	Pretrial Controlling Offense Involvement	P=Principal A=Accessory C=Conspiracy S=Solicit	281	1	Derived: Person-Situation Role Category Code; Offense Type Code
168	Post Trial Confinement Date	YYYYMMDD	282	8	Person-Facility Begin Date
169	Confinement Reason Gained	A=New Sentence B=Parole Revocation C=Returned Escapee D=Transfer E=Vacated Suspension	290	1	Confinement Circumstance Code

170, 15	Post Trial Controlling Offense Statutory Basis	A=Uniform Code of Military Justice B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-Uniform Code of Military Justice	291	1	Derived: Offense Statutory Basis Code; Organization-Guidance Reason Code
170, 16	Post Trial Controlling Offense Identifier	See Appendix A	292	6	Offense Identifier
170, 17	Post Trial Controlling Offense Incident Result	A=Attempted C=Completed	298	1	Offense Name
170, 18	Post Trial Controlling Offense Involvement	P=Principal A=Accessory C=Conspiracy S=Solicit	299	1	Derived: Person-Situation Role Category Code; Offense Type Code
171	Losing Confinement Facility UIC		300	8	Organization-Designator Source Assigned Identifier
138	Date Adjudged	YYYYMMDD	308	8	Evaluation-Schedule-Component Date
172	Minimum Release Date	YYYYMMDD	316	8	Derived: Fixed-Term-Confinement-Sentence Duration Quantity; Judicial-Proceeding Type Code; Person-Facility Begin Date

173	Full Term Release Date	YYYYMMDD	324	8	Derived: Fixed-Term-Confinement-Sentence Duration Quantity; Judicial-Proceeding Type Code; Person-Facility Begin Date: Unconditional-Release-Confinement Type Code
174	Clemency Eligibility Date	YYYYMMDD	332	8	Person-Examination-Type-Reason Begin Date
175	Parole Eligibility Date	YYYYMMDD	340	8	Person-Examination-Type-Reason Begin Date
176	Release Date	YYYYMMDD	348	8	Person-Facility End Date
177	Release Reason	A=Appellate D=Death T=Transfer E=Escape C=Clemency O=Overturned X=Expiration of Sentence P=Parole R=Returned to Duty	356	1	Derived: Conditional-Release-Confinement Type Code; Confinement Termination Type Code; Unconditional-Release-Confinement Type Code
178	Release Agency Name	TEXT	357	20	Organization Name Text
179	Release Location Zipcode	999999999	377	9	Postal-Region Code

180	Fatality Reason	E=Execution N=Natural Causes/Illness S=Suicide H=Homicide A=Accident	386	1	Derived: Confinement Termination Type Code
181	Fatality Associated FBI Location Number		387	9	Derived: Organization-Designator Source Assigned Identifier; Situation Identifier
182	Fatality Associated Incident Number		396	12	Derived: Organization-Designator Source Assigned Identifier; Situation Identifier
183	Escapee Returned to Custody Date	YYYYMMDD	408	8	Person-Facility Begin Date; Confinement Circumstance Code
184	Federal Bureau of Prisons Transfer Facility Code	See Appendix E	416	3	Derived: Facility Name; Organization-Name Text
185	Military Transfer Facility UIC		419	8	Organization-Designator Source Assigned Identifier
186	Number of Victims Electing Notification		427	2	Derived: Administrative-Event Subject Code; Administrative-Event Type Code; Person-Situation Role Code

187	Number of Witnesses Electing Notification		429	2	Derived: Administrative-Event Subject Code; Administrative-Event Type Code; Person-Situation Role Code
188	Notification Begin Date	YYYYMMDD	431	8	Person-Document-Representation-Reason Begin Date
189	Notification Reason	A=Parole Eligibility Date B=Clemency Eligibility Date C=Parole Hearing D=Clemency Hearing E=Transfer F=Escape G=Returned Escapee	439	1	Derived: Person-Examination-Type-Reason Code; Confinement Termination Type Code; Confinement Circumstance Code;
190	Number of Victims Terminating Notification	99	440	2	Derived: Administrative-Event Category Code; Administrative-Event Subject Code
191	Number of Witnesses Terminating Notification	99	442	2	Derived: Administrative-Event Category Code; Administrative-Event Subject Code

Figure 8. Corrections Segment

CHAPTER 3
DATA SUBMISSION PROCEDURES

A. INFORMATION REQUIREMENTS

1. Reporting requirements under DoD 8320.1-M (reference (i)) provide for standard definitions and automated media submission formats as specified in this Manual. Data shall be collected directly from each Service in an automated format.

2. Data collection, preparation, storage and submission shall be in accordance with DoD Directive 8910.1, and DoD Directive 8320.1 (references (j) and (k)).

3. DoD standard data elements and codes established by reference (i) shall be used, where applicable. When source files contain codes different from the standard, conversion to the DoD standard is the responsibility of the submitting organization.

4. Automated data shall be reported through separate files, as specified in paragraph B.2 below, and formatted and coded as specified in Figures 1 through 8.

a. In cases where the requested formats or coding structures do not correspond to available data structures in current organizational systems, DMDC will work with the affected organization to develop a transition plan to implement the data requirement.

b. Reports shall be prepared using the specified reporting procedures and submitted 15 working days after the end of each month.

B. SUBMISSION INSTRUCTIONS

Data can be submitted to DMDC either electronically or via tape or cartridge.

1. ELECTRONIC SUBMISSION. Coordinate file naming conventions with DMDC before the transmission of data via the Defense Information Systems Network (DISN) or a comparable data network. Submitting organizations are responsible for the accuracy and completeness of each electronic data transfer.

2. DISKETTE. Small files may be submitted on 3 1/2-inch double-sided, high-density diskettes holding ASCII character data that are MS-DOS compatible. Unix- or MacIntosh-based systems cannot be accepted.

3. TAPE or CARTRIDGE SUBMISSION

a. TAPE or CARTRIDGE SPECIFICATION:

(1) International Business Machine (IBM) standard label is preferred; unlabeled is acceptable.

(2) IBM 3480 data cartridge is preferred; 9 track ten inch round reel is acceptable.

(3) Density--38.8K bits per inch (BPI) for cartridges; 6250 BPI for round reel is preferred, 1600 BPI is acceptable.

(4) Numeric data shall be right-justified with leading zeros; alpha data shall be left justified with trailing blanks.

(5) For file transmission, USE BLANKS FOR NULL, INAPPLICABLE AND UNAVAILABLE DATA, unless another code is specified.

b. EXTERNAL LABEL

(1) Name of file (Administrative, Offense, Victim, etc.).
(2) Submitting activity.
(3) Density.
(4) Tracks.
(5) Submission date.
(6) Report control number.
(7) Reel sequence number.
(8) Report "as of" date.
(9) Record Count.

c. SHIPPING INSTRUCTIONS

(1) Tapes shall be mailed to the following address:

Defense Manpower Data Center (DMDC)
Office of the Assistant Secretary of Defense (P&R)
Project Officer, DIBRS File
DoD Center Monterey Bay
400 Gigling Road
Monterey, CA 93955-6771

(2) Data that are mailed after the stated due date should be shipped with guaranteed next day delivery.

(3) Diskettes, magnetic tapes and/or cartridges containing personal information must display adequate advisories that they are subject to DoD Directive 5400.11 (reference (l)).

C. CORRECTION OF RECORDS.

1. Individual written requests for correction of DIBRS records may be addressed to the address in subsection c. (1), above for action and response. These requests will be handled as follows:

a. DMDC will verify with the relevant Component-Responsible Official that the DIBRS record is consistent with the Component records. If it is not, DMDC will correct the DIBRS record.

b. If the DIBRS record is consistent with the Component records, DMDC will forward the request for correction of records to the Component-Responsible Official for investigation and

validation. The Component-Responsible Official will submit corrected records to DMDC as soon as the investigation is complete. DMDC will submit corrections as specified by NIBRS or Brady Handgun Violence Prevention Act reporting procedures.

c. At the request of the FBI, DMDC will verify within 3 working days whether a DIBRS record is consistent with FBI records. If the DIBRS record is inconsistent with FBI records, DMDC will forward the matter to the Component-Responsible Official for investigation and validation.

2. DMDC shall be responsible for providing all responses, both interim and final, as appropriate, to individuals requesting correction of DIBRS records.

APPENDIX A

INSTRUCTIONS FOR CREATING OFFENSE INFORMATION

Offense Codes are divided into four basic components. The **Offense Statutory Basis** indicates the source of the statute violated i.e., the statutory basis of the offense that, in turn, creates the jurisdiction involved. Federal codes other than UCMJ should include the correct statute reference. The applicable codes for this field are:

A - Uniform Code of Military Justice.
B - Non-Criminal Fatality (High Interest)
C - State
D - Local
E - Foreign
F - Federal, Non-Uniform Code of Military Justice

The second component is the **Offense Code**. This is the offense itself. Standard offense codes were developed for reporting UCMJ codes. They can be found with their related NIBRS code in The UCMJ Code Table.

The third component, **Incident Result**, indicates whether the offense was attempted or completed. Valid entries are:

A - Attempted
C - Completed

The last component, **Involvement**, indicates the level of involvement of the person committing the offense. This component applies only when the offense is associated with a person. Valid entries are:

P - Principal
A - Accessory
C - Conspiracy
S - Solicit

A. UCMJ Codes

An example of reporting a UCMJ code for Attempted Distribution of Schedule IV or V Drugs when the incident involves an arrestee would be:

Offense Statutory Basis Code = A
Offense Code = 112AD2
Incident Result = A
Involvement = P

B. Local, State, Federal, and Foreign Codes

An example of how to report a local, State, Federal (other than UCMJ), or foreign code is as follows:

Assume the case was completed breaking and entering in the Commonwealth of Virginia and the incident being reported involved the primary suspect. The valid code entry would be:

Offense Statutory Basis Code = C
Offense Code = The NIBRS code **220** would be entered as the best translation of Virginia State Code 18.2-90 into NIBRS.
Incident Result = C
Involvement = P

For reporting Federal offenses committed by civilians, locate the UCMJ offense that is comparable to the Federal offense and use its NIBRS code.

C. Non-Criminal Fatality Codes

The following codes are for high interest incidents involving a fatality. These codes would indicate the perceived circumstances of the death. When these entries are made, the Offense Statutory Basis should be set to "B" for Non-Criminal Fatality (High Interest). Valid entries would go in the **Offense Code** Field. The entries are:

Fatality Attributed to	Valid Entry
Sudden Infant Death Syndrome (SIDS)	0000A5
Suicide	0000A6

UCMJ CODE TABLE

UCMJ CODE	DESCRIPTION	NIBRS
082-A-	SOLICIT: COMMIT/ATTEMPT	XXX
082-B1	SOLICIT: DESERT	XXX
082-B2	SOLICIT: MUTINY	XXX
082-B3	SOLICIT: MISBEHAVE BEFORE ENEMY	XXX
082-B4	SOLICIT: ACT OF SEDITION	XXX
083-A-	FRAUDULENT ENLISTMENT	XXX
083-B-	FRAUDULENT SEPARATION	XXX
084-A-	UNLAWFUL ENLISTMENT/APPOINTMENT	XXX
084-B-	UNLAWFUL SEPARATION	XXX
085-A-	DESERT: AVOID DUTY	XXX
085-B1	DESERT: TERMINATE BY APPREHENSION	XXX
085-B2	DESERT: OTHERWISE TERMINATE	XXX
085-C1	DESERT: BEFORE NOTICE:APPREHEND	XXX
085-C2	DESERT: BEFORE NOTICE:OTHER	XXX
085-D-	DESERT: IN TIME OF WAR	XXX
086-A1	UA: FROM PLACE OF DUTY	XXX
086-A2	UA: TO PLACE OF DUTY	XXX
086-B1	UA: 3 DAYS OR LESS	XXX
086-B2	UA: OVER 3 LESS THAN 30 DAYS	XXX
086-B3	UA: OVER 30 DAYS	XXX
086-B4	UA: OVER 30 APPREHENDED	XXX
086-C1	UA: WATCH OR GUARD	XXX
086-C2	UA: INTENT TO ABANDON	XXX
086-D-	UA: AVOID MANEUVERS	XXX
087-A-	MISS MOVEMENT: DESIGN	XXX
087-B-	MISS MOVEMENT: NEGLECT	XXX
088---	CONTEMPT TOWARD OFFICIALS	XXX
089---	DISRESPECT TOWARD SUPERIOR	XXX
090-A1	ASSAULT: OFFICER EXECUTING DUTY	13A
090-A2	ASSAULT: IN TIME OF WAR	13A
090-B1	DISOBEY: LAWFUL ORDER OF COMM OFFICER	XXX
090-B2	DISOBEY: IN TIME OF WAR	XXX
091-A1	ASSAULT: CWO	13B
091-A2	ASSAULT: SUPERIOR NCO/PO	13B
091-A3	ASSAULT: OTHER NCO/PO	13B
091-B1	DISOBEY: CWO	XXX
091-B2	DISOBEY: NCO OR PO	XXX
091-C1	DISRESPECT: CWO	XXX
091-C2	DISRESPECT: SUPERIOR NCO/PO	XXX
091-C3	DISRESPECT: OTHER NCO/PO	XXX
092-A0	FAIL TO OBEY GENERAL ORDER: OTHER	XXX

UCMJ CODE TABLE

UCMJ CODE	DESCRIPTION	NIBRS
092-A1	FAIL TO OBEY GENERAL ORDER: APPEARANCE	XXX
092-A2	FAIL TO OBEY GENERAL ORDER: BLACK MARKET	XXX
092-A3	FAIL TO OBEY GENERAL ORDER: FRATERNIZATION	XXX
092-A4	FAIL TO OBEY GENERAL ORDER: PARAPHERNALIA	XXX
092-A5	FAIL TO OBEY GENERAL ORDER: SECURITY	XXX
092-A6	FAIL TO OBEY GENERAL ORDER: SEXUAL HARASSMENT	XXX
092-A7	FAIL TO OBEY GENERAL ORDER: STANDARDS OF CONDUCT	XXX
092-A8	FAIL TO OBEY GENERAL ORDER: TRAFFIC	XXX
092-A9	FAIL TO OBEY GENERAL ORDER: WEAPONS	XXX
092-B-	FAIL TO OBEY OTHER ORDER	XXX
092-C1	DERELICT DUTIES: NEGLECT	XXX
092-C2	DERELICT DUTIES: WILLFUL	XXX
093---	CRUELTY OF SUBORDINATES	XXX
094-A1	MUTINY: BY VIOLENCE OR DISTURBANCE	XXX
094-A2	MUTINY: REFUSING TO OBEY ORDERS OR PERFORM DUTY	XXX
094-A3	MUTINY: FAILURE TO PREVENT OR SUPPRESS	XXX
094-A4	MUTINY: FAILURE TO REPORT	XXX
094-B1	SEDITION	XXX
094-B2	SEDITION: FAILURE TO PREVENT OR SUPPRESS	XXX
094-B3	SEDITION: FAILURE TO REPORT	XXX
095-A-	RESIST APPREHENSION	90Z
095-B-	BREAK ARREST	90Z
095-C-	ESCAPE FROM CUSTODY	90Z
095-D1	ESCAPE FROM PRETRIAL CONFINEMENT	90Z
095-D2	ESCAPE FROM POSTTRIAL CONFINEMENT	90Z
096-A-	RELEASE PRISONER WITHOUT AUTHORITY	90Z
096-B1	ALLOW ESCAPE: NEGLECT	90Z
096-B2	ALLOW ESCAPE: DESIGN	90Z
097---	UNLAWFUL DETENTION	100
098-A-	DELAY DISPOSITION OF CASE	XXX
098-B-	FAIL TO ENFORCE PROCEDURAL RULES	XXX
099-A-	BEFORE ENEMY: RUN AWAY	XXX
099-B-	BEFORE ENEMY: SHAMEFUL ABANDON/SURRENDER/DELIVER COMMAND	XXX
099-C-	BEFORE ENEMY: ENDANGER COMMAND/UNIT/PLACE/SHIP	XXX
099-D-	BEFORE ENEMY: CAST AWAY ARMS OR AMMUNITION	XXX
099-E-	BEFORE ENEMY: COWARDLY CONDUCT	XXX
099-F-	BEFORE ENEMY: QUIT PLACE OF DUTY TO PLUNDER/PILLAGE	XXX
099-G-	BEFORE ENEMY: CAUSE FALSE ALARMS	XXX
099-H-	BEFORE ENEMY: WILLFUL FAILURE TO ENCOUNTER ENEMY	XXX
099-I-	BEFORE ENEMY: FAIL TO AFFORD RELIEF OR ASSISTANCE	XXX
100-A-	COMPEL SURRENDER	XXX

UCMJ CODE TABLE

UCMJ CODE	DESCRIPTION	NIBRS
100-B-	STRIKE FLAG BEFORE ENEMY	XXX
101-A-	DISCLOSE PAROLE/COUNTERSIGN TO UNAUTHORIZED	XXX
101-B-	GIVE PAROLE/COUNTERSIGN DIFFERENT FROM AUTHORIZED	XXX
102---	FORCING SAFEGUARD	XXX
103-A1	FAIL TO SECURE PROPERTY: $100 OR LESS	XXX
103-A2	FAIL TO SECURE PROPERTY: MORE THAN $100	XXX
103-B1	FAIL TO REPORT/TURN OVER PROPERTY: $100 OR LESS	XXX
103-B2	FAIL TO REPORT/TURN OVER PROPERTY: MORE THAN $100	XXX
103-C1	DEALING IN CAPTURED PROPERTY: $100 OR LESS	XXX
103-C2	DEALING IN CAPTURED PROPERTY: MORE THAN $100	XXX
103-D-	LOOTING, PILLAGING	XXX
104-A-	AIDING THE ENEMY	XXX
104-B-	HARBORING OR PROTECTING THE ENEMY	XXX
104-C-	GIVING INTELLIGENCE TO THE ENEMY	XXX
104-D-	COMMUNICATING WITH THE ENEMY	XXX
105-A-	MISCONDUCT AS POW: FOR FAVORABLE TREATMENT	XXX
105-B-	MISCONDUCT AS POW: MALTREAT PRISONER	XXX
106---	SPYING	90Z
106-A-	ESPIONAGE	90Z
107-A-	SIGN FALSE DOCUMENT	90Z
107-B-	FALSE OFFICIAL STATEMENTS	90Z
108-A1	SELL MILT PROPTY: $100 OR LESS	280
108-A2	SELL MILT PROPTY: MORE THAN $100	280
108-A3	SELL MILT PROPTY: FIREARM OR EXPLOSIVE	280
108-B1	NEGLECT: DAMAGE MILT PROPTY: $100 OR LESS	290
108-B2	NEGLECT: DAMAGE MILT PROPTY: MORE THAN $100	290
108-C1	WILLFUL: DAMAGE MILT PROPTY: $100 OR LESS	290
108-C2	WILLFUL: DAMAGE MILT PROPTY: MORE THAN $100	290
108-C3	WILLFUL: DAMAGE MILT PROPTY: FIREARM OR EXPLOSIVE	290
109-A1	WASTE OR SPOIL NONMILT PROPTY: $100 OR LESS	23H
109-A2	WASTE OR SPOIL NONMILT PROPTY: MORE THAN $100	290
109-B1	DESTROY OR DAMAGE NONMILT PROPTY: $100 OR LESS	23H
109-B2	DESTROY OR DAMAGE NONMILT PROPTY: MORE THAN $100	290
110-A-	HAZARD VESSEL: WILLFUL	XXX
110-B-	HAZARD VESSEL: NEGLIGENT	XXX
111-A1	DRUNK DRIVING: PERSONAL INJURY	90D
111-A2	DRUNK DRIVING: OTHER CASES	90D
111-B1	RECKLESS DRIVING: PERSONAL INJURY	90Z
111-B2	RECKLESS DRIVING: OTHER CASES	90Z
112---	DRUNK ON DUTY	90E
112AA1	DRUGS: POSSESS SCHEDULE I, II, OR III DRUGS	35A

UCMJ CODE TABLE

UCMJ CODE	DESCRIPTION	NIBRS
112AA2	DRUGS: POSSESS SCHEDULE IV OR V DRUGS	35A
112AA3	DRUGS: POSSESS LESS THAN 30 GRAMS OF MARIJUANA	35A
112AA4	DRUGS: POSSESS 30 GRAMS OR MORE OF MARIJUANA	35A
112AB1	DRUGS: POSS W/ INTENT TO DISTR SKED I, II, OR III	35A
112AB2	DRUGS: POSS W/ INTENT TO DISTR SKED IV OR V	35A
112AC1	DRUGS: USE SCHEDULE I, II, OR III DRUGS	35A
112AC2	DRUGS: USE SCHEDULE IV OR V DRUGS	35A
112AC3	DRUGS: USE LESS THAN 30 GRAMS OF MARIJUANA	35A
112AC4	DRUGS: USE 30 GRAMS OR MORE OF MARIJUANA	35A
112AD1	DRUGS: DISTRIBUTE SCHEDULE I, II, OR III DRUGS	35A
112AD2	DRUGS: DISTRIBUTE SCHEDULE IV OR V DRUGS	35A
112AE1	DRUGS: MANUFACTURE SCHEDULE I, II, OR III DRUGS	35A
112AE2	DRUGS: MANUFACTURE SCHEDULE IV OR V DRUGS	35A
112AE3	DRUGS: MANUFACTURE LESS THAN 30 GRAMS OF MARIJUANA	35A
112AE4	DRUGS: MANUFACTURE 30 GRAMS OR MORE OF MARIJUANA	35A
112AF1	DRUGS: MFG W/ INTENT TO DISTR SKED I, II, OR III	35A
112AF2	DRUGS: MFG W/ INTENT TO DISTR SKED IV OR V	35A
112AG1	DRUGS: INTRODUCE SCHEDULE I, II, OR III DRUGS	35A
112AG2	DRUGS: INTRODUCE SCHEDULE IV OR V DRUGS	35A
112AG3	DRUGS: INTRODUCE LESS THAN 30 GRAMS OF MARIJUANA	35A
112AG4	DRUGS: INTRODUCE 30 GRAMS OR MORE OF MARIJUANA	35A
112AH1	DRUGS: INTRO W/ INTENT TO DISTR SKED I, II, OR III	35A
112AH2	DRUGS: INTRO W/ INTENT TO DISTR SKED IV OR V	35A
112AI1	DRUGS: IMPORT AND/OR EXPORT SCHEDULE I, II, OR III	35A
112AI2	DRUGS: IMPORT AND/OR EXPORT SCHEDULE IV OR V	35A
113-A1	MISBEHAVE: SENTINEL IN WAR	XXX
113-A2	MISBEHAVE: SENTINEL WITH SPECIAL PAY	XXX
113-A3	MISBEHAVE: SENTINEL OTHER PLACES	XXX
114---	DUELING	XXX
115-A1	MALINGER: TIME OF WAR	XXX
115-A2	MALINGER: OTHER	XXX
115-B1	INJURE SELF: TIME OF WAR	XXX
115-B2	INJURE SELF: OTHER	XXX
116-A-	RIOT	90B
116-B-	BREACH OF PEACE	90C
117---	PROVOKING SPEECH/GESTURE	13C
118-A-	MURDER: PREMEDITATED	09A
118-B-	MURDER: INTENT TO KILL/INFLICT GREAT BODILY HARM	09A
118-C-	MURDER: ACT DANGEROUS TO OTHERS	09A
118-D-	MURDER: WITH SPECIFIED OFFENSES	09A
119-A-	MANSLAUGHTER: VOLUNTARY	09A

UCMJ CODE TABLE

UCMJ CODE	DESCRIPTION	NIBRS
119-B1	MANSLAUGHTER: INVOLUNTARY	09B
119-B2	MANSLAUGHTER: INVOLUNTARY WITH SPECIFIED OFFENSES	09A
120-A-	RAPE	11A
120-B1	CARNAL KNOWLEDGE: CHILD 12 TO 16 YRS OLD	11D
120-B2	CARNAL KNOWLEDGE: CHILD UNDER 12 YRS OLD	11D
121-A1	LARCENY: MILT PROPTY $100 OR LESS	23H
121-A2	LARCENY: MILT PROPTY MORE THAN $100	23H
121-B1	LARCENY: NONMILT PROPTY $100 OR LESS	23H
121-B2	LARCENY: NONMILT PROPTY MORE THAN $100	23H
121-C1	MISAPPROPRIATE: $100 OR LESS	23H
121-C2	MISAPPROPRIATE: MORE THAN $100	23H
121-C3	MISAPPROPRIATE: CAR, PLANE, BOAT	240
122-A-	ROBBERY: WITH FIREARM	120
122-B-	ROBBERY: OTHER CASES	120
123-A-	FORGERY: MAKING/ALTERING	250
123-B-	FORGERY: UTTERING	250
123AA1	BAD CHECK: DEFRAUD $100 OR LESS	90A
123AA2	BAD CHECK: DEFRAUD MORE THAN $100	90A
123AB-	BAD CHECK: DECEIVE	90A
124---	MAIMING	13A
125-A-	SODOMY: FORCE	11B
125-B1	SODOMY: CHILD 12 TO 16 YRS OLD	11B
125-B2	SODOMY: CHILD UNDER 12 YRS OLD	11B
125-C-	SODOMY: OTHER	11B
126-A-	ARSON: AGGRAVATED	200
126-B1	ARSON: PROPERTY $100 OR LESS	200
126-B2	ARSON: PROPERTY MORE THAN $100	200
127---	EXTORTION	210
128-A-	ASSAULT: SIMPLE	13B
128-B-	ASSAULT: BY BATTERY	13B
128-C-	ASSAULT: COMMISSIONED OFFICER	13B
128-D-	ASSAULT: CWO	13B
128-E-	ASSAULT: NCO OR PO	13B
128-F-	ASSAULT: MILT/CIV LAW ENFORCER	13B
128-G-	ASSAULT: CHILD UNDER 16	13A
128-H1	ASSAULT: HARM INTENDED, FIREARM	13A
128-H2	ASSAULT: HARM INTENDED, OTHER	13A
128-J1	ASSAULT: HARM INFLICTED, FIREARM	13A
128-J2	ASSAULT: HARM INFLICTED, OTHER	13A
129---	BURGLARY	220
130---	HOUSEBREAKING	220

UCMJ CODE TABLE

UCMJ CODE	DESCRIPTION	NIBRS
131-A-	PERJURY: GIVING FALSE TESTIMONY	90Z
131-B-	PERJURY: SUBSCRIBING FALSE STATEMENT	90Z
132-A-	FRAUD: MAKE FALSE CLAIM	26A
132-B-	FRAUD: PRESENT FALSE CLAIM	26A
132-C-	FRAUD: FALSE DOCUMENT WITH CLAIM	26A
132-D-	FRAUD: FALSE OATH IN CONNECTION WITH CLAIM	26A
132-E-	FRAUD: FORGERY OF SIGNATURE	26A
132-F-	FRAUD: USE FORGED SIGNATURE	26A
132-G1	DELIVER LESSER AMT THAN ON RECEIPT: $100 OR LESS	26A
132-G2	DELIVER LESSER AMT THAN ON RECEIPT: MORE THAN $100	26A
132-H1	MAKE/DELIVER RCPT W/OUT FULL KNOWL: $100 OR LESS	26A
132-H2	MAKE/DELIVER RCPT W/OUT FULL KNOWL: MORE THAN $100	26A
133-A-	CONDUCT UNBECOMING OFFICER: COPY CHEAT	XXX
133-B-	CONDUCT UNBECOMING OFFICER: DRUNK/DISORDERLY	XXX
133-C-	CONDUCT UNBECOMING OFFICER: FRATERNIZATION	XXX
133-D-	CONDUCT UNBECOMING OFFICER: OTHER	XXX
134-A1	ABUSING ANIMAL	XXX
134-B1	ADULTERY	90Z
134-B2	BIGAMY	90Z
134-B3	COHABITATION: WRONGFUL	XXX
134-B4	FRATERNIZATION	XXX
134-B5	PANDERING	40B
134-B6	PROSTITUTION	40A
134-C1	ASSAULT: INDECENT	13A
134-C2	ASSAULT: INTENT TO MURDER	13A
134-C3	ASSAULT: INTENT TO MANSLAUGHTER	13A
134-C4	ASSAULT: INTENT TO RAPE	11A
134-C5	ASSAULT: INTENT TO ROB	13A
134-C6	ASSAULT: INTENT TO SODOMIZE	11B
134-C7	ASSAULT: INTENT TO HOUSEBREAK	13A
134-C8	ASSAULT: INTENT ARSON/BURGLARY	13A
134-C9	HOMICIDE: NEGLIGENT	09B
134-D1	BRIBERY	510
134-D2	GRAFT	510
134-E1	BURN WITH INTENT TO DEFRAUD	200
134-F1	CHECK: WORTHLESS MAKE/UTTER	90A
134-G1	CORRECTIONAL CUSTODY: ESCAPE	XXX
134-G2	CORRECTIONAL CUSTODY: BREACH	XXX
134-G3	BREAK QUARANTINE	XXX
134-G4	RESTRICTION: BREAKING	XXX
134-G5	PAROLE: VIOLATION OF	90Z

UCMJ CODE TABLE

UCMJ CODE	DESCRIPTION	NIBRS
134-G6	PRISONER: ALLOWING TO DO UNAUTHORIZED ACT	90Z
134-H1	FAIL TO PAY DEBT	26A
134-I1	DISLOYAL STATEMENT	XXX
134-J0	DRUNK: UNABLE TO PERFORM DUTIES	90E
134-J1	DRUNK: ABOARD SHIP	90E
134-J2	DRUNK: OTHER CASES	90E
134-J3	DRUNK/DISORDERLY: ON SHIP	90E
134-J4	DRUNK/DISORDERLY: BRING DISCREDIT	90E
134-J5	DRUNK/DISORDERLY: OTHER	90E
134-J6	DRINK LIQUOR WITH PRISONER	90E
134-J7	DRUNK PRISONER	90E
134-J8	DISORDERLY CONDUCT: BRING DISCREDIT	90C
134-J9	DISORDERLY CONDUCT: OTHER CASES	90C
134-K1	MILT PASS: WRONGFUL MAKE/TAMPER/ALTER/COUNTERFEIT	XXX
134-K2	MILT PASS: WRONGFUL SALE/GIFT/LOAN/DISPOSITION	XXX
134-K3	MILT PASS: WRONGFUL USE/POSSESS	XXX
134-K4	MILT PASS: ALL OTHER	XXX
134-L1	FALSE PRETENSE: $100 OR LESS	26A
134-L2	FALSE PRETENSE: MORE THAN $100	26A
134-M1	FALSE SWEARING	90Z
134-N1	FIREARM: DISCHARGE, NEGLECT	520
134-N2	FIREARM: DISCHARGE, WILLFUL	520
134-N3	WEAPON: CARRY CONCEALED	520
134-O1	FLEE SCENE: ACCIDENT	90Z
134-P1	GAMBLE WITH SUBORDINATE	XXX
134-P2	JUMP VESSEL	XXX
134-P3	STRAGGLING	XXX
134-P4	WEARING UNAUTHORIZED INSIGNIA	26C
134-Q1	IMPERSONATE, INTENT TO DEFRAUD: OFF, WO, NCO	26C
134-Q2	IMPERSONATE, NO INTENT TO DEFRAUD: OFF, WO, NCO	26C
134-Q3	IMPERSONATE, INTENT TO DEFRAUD: OTHER	26C
134-Q4	IMPERSONATE, NO INTENT TO DEFRAUD: OTHER	26C
134-R1	INDECENT ACT: WITH CHILD	11D
134-R2	INDECENT EXPOSURE	90Z
134-R3	INDECENT LANGUAGE TO CHILD UNDER 16	90Z
134-R4	INDECENT LANGUAGE: ALL OTHER	90C
134-R5	INDECENT ACTS: WITH OTHERS	11D
134-S1	KIDNAPPING	100
134-T1	MAIL: DESTROY, STEAL, TAKE, OPEN	26A
134-T2	MAIL: DEPOSIT OBSCENITY	370
134-T3	MAIL: ALL OTHER	26A

UCMJ CODE TABLE

UCMJ CODE	DESCRIPTION	NIBRS
134-U1	MISPRISON: SERIOUS OFFENSE	90Z
134-U2	OBSTRUCT JUSTICE	90Z
134-U3	PERJURY: SUBORNATION OF	90Z
134-U4	WRONGFUL INTERFERENCES W/ ADMIN PROCEEDING	XXX
134-U5	PUBLIC RECORD: ALTER/REMOVE	XXX
134-U6	REQUEST COMMISSION OF OFFENSE	90Z
134-U7	SOLICIT ANOTHER TO COMMIT OFFENSE	90Z
134-U8	REFUSE TO TESTIFY	90Z
134-V1	UNLAWFUL ENTRY	220
134-V2	PROPERTY: SEIZURE, DESTRUCTION, REMOVAL	90Z
134-V3	STOLEN PROPTY: RECEIVE/CONCEAL/BUY $100 OR LESS	280
134-V4	STOLEN PROPTY: RECEIVE/CONCEAL/BUY MORE THAN $100	280
134-W1	SENTINEL: DISRESPECT	XXX
134-W2	SENTINEL: LOITERING IN TIME OF WAR	XXX
134-W3	SENTINEL: LOITERING AT OTHER TIMES	XXX
134-X1	THREAT: BOMB	13C
134-X2	THREAT: COMMUNICATE	13C
134-Y1	CRIME AND OFFENSES NOT CAPITAL	XXX
134-Y2	ASSIMILATED CRIMES ACT	XXX
134-Z-	OTHER 134	XXX

APPENDIX B

U. S. State Codes

	Postal Abbrev.		Postal Abbrev.
Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
American Samoa	AS	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Canal Zone (Obsolete)	--	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virginia	VA
Maryland	MD	Virgin Islands	VQ
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY

APPENDIX C

Group "A" and Group "B" Offenses and Codes

GROUP A OFFENSES

OFFENSE	CRIME AGAINST:	CODE
Arson	Property	200
Assault Offense:	Person	
Aggravated Assault	Person	13A
Simple Assault	Person	13B
Intimidation	Person	13C
Bribery	Property	510
Burglary/Breaking and Entering	Property	220
Counterfeiting/Forgery	Property	250
Destruction/Damage/Vandalism of Property	Property	290
Drug/Narcotic Offenses:	Society	
Drug/Narcotic Violations	Society	35A
Drug Equipment Violations	Society	35B
Embezzlement	Property	270
Extortion/Blackmail	Property	210
Fraud Offenses:	Property	
False Pretenses/Swindle/Confidence Game	Property	26A
Credit Card/Automatic Teller Machine Fraud	Property	26B
Impersonation	Property	26C
Welfare Fraud	Property	26D
Wire Fraud	Property	26E
Gambling Offenses:	Society	
Betting/Wagering	Society	39A
Operating/Promoting/Assisting Gambling	Society	39B
Gambling Equipment Violations	Society	39C
Sports Tampering	Society	39D
Homicide Offenses:	Person	
Murder and Nonnegligent Manslaughter	Person	09A
Negligent Manslaughter	Person	09B
Justifiable Homicide	Not a Crime	09C
Kidnapping/Abduction	Person	100

Larceny/Theft Offenses	Property	
Pocket picking	Property	23A
Purse-snatching	Property	23B
Shoplifting	Property	23C
Theft From Building	Property	23D
Theft from Coin Operated Machine Device	Property	23E
Theft From Motor Vehicle	Property	23F
Parts or Accessories	Property	23G
All other Larceny	Property	23H
Motor Vehicle Theft	Property	240
Pornography/Obscene Material	Society	370
Prostitution Offense	Society	
Prostitution	Society	40A
Assisting or Promoting Prostitution	Society	40B
Robbery	Property	120
Sex Offenses, Forcible	Person	
Forcible Rape	Person	11A
Forcible Sodomy	Person	11B
Sexual Assault with an Object	Person	11C
Forcible Fondling	Person	11D
Sex Offenses, Nonforcible	Person	
Incest	Person	36A
Statutory Rape	Person	36B
Stolen Property Offenses	Property	280
Weapon Law Violations	Society	520

GROUP B OFFENSES

OFFENSE	CRIME AGAINST	CODE
Bad Checks	Property	90A
Curfew/Loitering/Vagrancy Violations	Society	90B
Disorderly Conduct	Society	90C
Driving Under the Influence	Society	90D
Drunkenness	Society	90E
Family Offenses, Nonviolent	Society	90F
Liquor Law Violations	Society	90G
Peeping Tom	Society	90H
Runaway	Not a Crime	90I
Trespass of Real Property	Society	90J
All Other Offenses	Person, Property, Society	90Z

APPENDIX D

Property Description Codes

01	Aircraft	airplanes, dirigibles, gliders, etc.
02	Alcohol	alcoholic beverages; e.g., beer, wine
03	Automobiles	sedans, coupes, station wagons, convertibles, taxicabs, and other similar motor vehicles that serve the primary purpose of transporting people
04	Bicycles	includes tandem bicycles, unicycles, and tricycles
05	Buses	motor vehicles that are specifically designed, but not necessarily used, to transport groups of people on a commercial basis
06	Clothes/furs	wearing apparel for human use including accessories such as belts, shoes, scarves, ties, etc.
07	Computer hardware/software	computers, computer peripherals; e.g., tape and disk drives, printers; and storage media; i.e., magnetic tapes, magnetic and optical disks
08	Consumable Goods	expendable items used by humans for nutrition, enjoyment, or hygiene; e.g., food, beverages, grooming products, cigarettes, gasoline, firewood
09	Credit/debit cards	includes automatic teller machine cards
10	Drugs/narcotics	
11	Drug/narcotic equipment	
12	Farm Equipment	tractors, combines, etc.
13	Firearms	weapons that fire a shot by force of an explosion; i.e., handguns, rifles, shotguns, etc., but not "BB," pellet, or gas-powered guns
14	Gambling equipment	gambling paraphernalia
15	Heavy construction/industrial equipment	cranes, bulldozers, steamrollers, oil-drilling rigs, etc.
16	Household goods	beds, chairs, desks, sofas, tables, refrigerators, stoves, washers/dryers, air conditioning and heating equipment, etc.
17	Jewelry/precious metals	bracelets, necklaces, rings, watches, etc., gold, silver, platinum
18	Livestock	living farm animals e.g. cattle, chickens, hogs, horses, sheep, but not household pets such a dogs and cats
19	Merchandise	items held for sale
20	Money	legal tender; i.e., coins and paper currency
21	Negotiable Instruments	any document, other than currency, which is payable without restriction; e.g., endorsed checks, endorsed money orders, and endorsed traveler's checks; bearer checks and bonds

22	Nonnegotiable instruments	documents requiring further action to become negotiable; e.g., unendorsed checks, unendorsed money orders; food stamps; stocks and bonds
23	Office-type equipment	typewriters, adding machines, calculators, cash registers, copying machines, etc.
24	Other motor vehicles	any motor vehicles other than automobiles, buses, or trucks; e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts
25	Purses/handbags/wallets	
26	Radios/TVs/VCRs	includes radios, televisions, videotape recorders, high-fidelity and stereo equipment, compact disk players, etc.
27	Recordings-Audio/Visual	phonograph records, compact disks, tape recordings, cassettes, etc.
28	Recreational Vehicles	motor vehicles that are specifically designed, but not necessarily used to transport people and also provide them temporary lodging for recreational purposes
29	Structures-Single Occupancy Dwellings	houses, townhouses, duplexes mobile homes, or other private dwellings that are occupied by a single person, family, housemates, or other group
30	Structures-other dwelling	any other residential dwellings not meeting the definition of "Single Occupancy Dwellings;" e.g., apartments, tenements, temporary living quarters, such as hotels, motels, inns
31	Structures-other commercial /Business	stores, office buildings, restaurants, etc.
32	Structures-industrial/manufacturing	factories, plants, assembly lines, etc.
33	Structures-public/community	colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.
34	Structures-storage	barns, garages, storehouses, warehouses, etc.
35	Structures-other	any other structures not fitting the other structures descriptions; e.g., out-buildings, monuments, buildings under construction
36	Tools-power/hand	hand tools and power tools
37	Trucks	motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis
38	Vehicle Parts/Accessories	motor vehicle batteries, engines, transmissions, heaters. Hubcaps, tires, manufacturers' emblems, license plates, side mirrors, radios, antennas, tape decks, etc.
39	Watercraft	motorboats, sailboats, houseboats, etc.
77	Grouped Items	all other property not fitting the above specific descriptions, including intangibles ("Intangibles" are

		anything which cannot be perceived by the sense of touch. They can be benefits; e.g., a right or privilege, a promotion, enhanced reputation, etc.; or a detriment; e.g., a loss of reputation, injured feelings)
88	Pending inventory	property description unknown until an inventory is conducted; e.g., the homeowners are away on an overseas trip
99	Fad Items	On occasion the national UCR Program will compile statistics on certain designated types of property; e.g., "CB" radios, which emerge as the objects of current theft "fads."

APPENDIX E

Bureau Of Prisons Facility Codes

FACILITY NAME	STATE	FACILITY CODE
Alcatraz	CA	ALC
Alderson	WV	ALD
Allenwood-High	PA	ALP
Allenwood-Low	PA	ALF
Allenwood-Med	PA	ALM
Allenwood-Min	PA	ALW
Ashland	KY	ASH
Atlanta	GA	ATL
Bastrop	TX	BAS
Beckley	WV	BEC
Big Spring	TX	BIG
Boron	CA	BRN
Brooklyn MDC	NY	BRO
Bryan	TX	BRY
Butner	NC	BUT
Butner Low	NC	BUF
Butner Med	NC	BUM
Carswell	TX	CRW
Carville	LA	CAR
Chicago	IL	CCC
Coleman	FL	COL
Cumberland	MD	CUM
Danbury	CT	DAN
Dublin	CA	DUB
Duluth	MN	DTH
Edgefield	SC	EDG
Eglin	FL	EGL
El Paso	TX	ELP
El Reno	OK	ERE
Englewook	CO	ENG
Estill	SC	EST
Fairton	NJ	FAI
Florence-Med	CO	FLF
Florence-High	CO	FLP
Florence-Max	CO	FLM
Forrest City	AK	FOR
Fort Devens	MA	FDV

Fort Dix	NJ	FTD
Fort Worth	TX	FTW
Greenville	IL	GRE
Guaynabo	RQ	GUA
Honolulu	HI	HON
Jesup	GA	JES
La Tuna	TX	LAT
Leavenworth	KS	LVN
Lewisburg	PA	LEW
Lexington	KY	LEX
Lompoc-High	CA	LOM
Lompoc-Low	CA	LOF
Loretto	PA	LOR
Los Angeles	CA	LOS
Manchester	KY	MAN
Marianna	FL	MNA
Marion	IL	MAR
McKean	PA	MCK
Memphis	TN	MEM
Miami	FL	MIA
Miami MDC	FL	MIM
Milan	MI	MIL
Millington	TN	MLL
Montgomery	AL	MON
Morgantown	WV	MRG
Nellis	NV	NEL
New York	NY	NYM
Oakdale FCI	LA	OAK
Oakdale FDC	LA	OAD
Oklahoma City	OK	OKL
Otisville	NY	OTV
Oxford	WI	OXF
Pekin	IL	PEK
Pensacola	FL	PEN
Petersburg	VA	PET
Phoenix	AZ	PHX
Pleasanton	CA	PLE
Ray Brook	NY	RBK
Rochester	MN	RCH
Safford	AZ	SAF
San Diego	CA	SDC
Sandstone	MN	SST
Schuylkill	PA	SCH

Seagoville	TX	SEA
Seymour Johnson	NC	SEY
Sheridan	OR	SHE
Springfield	MO	SPG
Talladega	AL	TDG
Tallahassee	FL	TAL
Terminal Island	CA	TRM
Terre Haute	IN	THA
Texarkana	TX	TEX
Three Rivers	TX	TRV
Tucson	AZ	TCN
Tyndall	FL	TYN
Waseca	MN	WAS
Yankton	SD	YAN

APPENDIX F

DATA ELEMENT DICTIONARY

INCIDENT REPORT - HEADER INFORMATION

Numbers correspond to the column, "FIELD NUM" in Figures 1-9. References in bold are to the FBI's Uniform Crime Reporting Handbook (reference (e)) and apply to NIBRS data elements. The following fields are assigned to all segments and are essential to the construction of the database:

1 FBI LOCATION NUMBER - **(Vol. 1 - pg. 72)** 9 characters: This is the 9-character NCIC Originating Agency Identifier (ORI) Number which has been assigned by the FBI to your agency. It must be included in each Incident Report Segment. The FBI Location Number must be left justified. The first seven positions identify the locale of an incident or arrest and the agency/department. To specify the location of the incident or arrest, the Federal agency will enter the first 7 characters of the FBI Location Number of the city or county law enforcement agency which most specifically describes the incident location. The use of the local law enforcement FBI Location Numbers to identify the locales of criminal incidents and arrests will greatly facilitate merging Federal and state/local data into comprehensive nationwide statistics. The DoD Component will then identify itself by entering a 2-character "Federal Identifier" or "FID" into the last two character positions. The codes currently assigned include:

DA	U.S. Air Force
DB	Marine Corps Military Police
DC	Army Criminal Investigation Command
DG	Inspector Generals Office
DI	Naval Investigative Service
DK	Defense Criminal Investigative Service
DL	Defense Logistics Agency
DM	Army Military Police
DN	U.S. Navy
DO	Air Force Office of Special Investigations
DP	Defense Protective Service
DR	U. S. Army
DS	Air Force Security Police
DT	Navy Law Enforcement
DZ	Department of Defense
YC	U. S. Coast Guard
YE	Coast Guard Law Enforcement
YF	Coast Guard Criminal Investigations

Contact the DMDC DIBRS File Manager for assistance in adding new codes. DMDC will also provide a soft copy listing of local codes to the Component-Responsible Official and Consolidating Activities.

2 INCIDENT NUMBER - **(Vol. 1 - pg. 73)** 12 characters. This is the number assigned by your agency to each Incident Report to identify it uniquely; e.g., the Originating Agency Case (OAC) Number. The number is 12 characters in length. The Incident Number must be included in each "segment" of the Incident Report. The number is composed of 2 digits for year, one digit for Uniform Service Code (Army used "W" for UIC designation), five digits for unit, and four digits for a sequential number assigned by the originating agency (e.g. 95W4H7AA1234). The incident number must be present and left-justified; it cannot have embedded blanks between the first and last character; and it must be a unique number, no two incidents can have the same incident number.

3 SEGMENT TYPE - 1 character. This number is assigned to the segment to facilitate data base construction. It identifies the segment (e.g., offender, victim, property) being submitted.

Administrative Segment	M		
Offense Segment	F		
Property Segment	P		
Victim Segment	V		
Offender/Arrestee	Category:		
		AC	Suspect/Offender
		AA	Arrestee
		AJ	Subject
Commanders Report Segment	D		
Results of Trial		T	
Corrections Segment	R		

4 REPORT TYPE - 1 character. This code is assigned to the segment to facilitate database construction. A is used to identify the initial submission of any segment. M is used when a modification is being made to an existing segment. D is used when it is necessary to delete a segment.

ADMINISTRATIVE SEGMENT

5 REPORTABLE TO NIBRS - 1 character. This code is assigned to the incident as a quality control check for data which need to be reported to the FBI. Non-Criminal Fatalities such as SIDS, suicide, and in military training are not reportable to NIBRS; however, these high interest incidents are tracked at the DoD level and should be reported. "No" should be

entered in Reportable to NIBRS for this category of incidents. Incidents referred to local, state, or federal agencies not responsible for reporting under DoD Instruction 7730.47 (reference (g)) should also be flagged "No." These agencies are responsible under the NIBRS guidance to report the incident. Incidents referred to foreign authorities are not NIBRS reportable incidents, but are of interest to the Department of Defense.

6 INCIDENT/REPORT OCCURRED DATE CATEGORY - 1 character. The incident date and time should be recorded *if available*. Otherwise use the report date, and leave the time blank. This code is used to indicate which has been provided. This is a required NIBRS element, it must be present.

7 INCIDENT/REPORT OCCURRED BEGIN DATE (YYYYMMDD) **(Vol. 1, pg. 73)** 8 characters. This data element is used to enter the year, month, day when the incident occurred or started, or the beginning of the time period in which it occurred (as appropriate). This is a required NIBRS element, it must be present.

8 INCIDENT/REPORT OCCURRED BEGIN TIME (24 hour) 4 numbers. This is a required NIBRS element, it must be present.

9 INCIDENT/REPORT OCCURRED END DATE (YYYYMMDD) **(Vol. 1, pg. 73)** 8 characters. This data element is used to enter the year, month, day when the incident ended or the end of the time period in which it occurred.

10 INCIDENT/REPORT OCCURRED END TIME (24 hour) 4 numbers.

11 INCIDENT CLEARANCE REASON - **(Vol. 1 - pg. 74)** 1 character. This data element is used to indicate why the incident was cleared. If the incident is not cleared by "U" or "X" then the incident is considered to be exceptionally cleared. In a multiple-offense incident, the exceptional clearance of one offense, clears the entire incident. An incident cannot be cleared exceptionally if it was previously or at the same time cleared by an arrest; i.e., if an Arrestee Segment was or is being submitted. In order to clear an offense by exceptional means, the following four conditions must be met: (1) the investigation must have clearly and definitely established the identity of at least one offender; (2) sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender; (3) the exact location of the offender must be known so that an arrest could be made; and (4) there must be a reason outside the control of law enforcement which prevents the arrest. If blank, this data element will be recoded to "Not Applicable." If Exceptional Clearance Date is coded, Incident Clearance Reason should contain the values A-E.

12 EXCEPTIONAL CLEARANCE DATE (YYYYMMDD) **(Vol. 1 - pg. 75)** 8 characters. If an incident was cleared by exceptional means, the year, month, and day when the incident was cleared is to be entered. If Incident Clearance Reason contains the values A-E, this field is required. The clearance date cannot be earlier than the incident date.

13 NUMBER OF VICTIMS NOTIFIED - 1 character. Enter the number of victims notified of their rights using DD Form 2701.

14 NUMBER OF WITNESSES NOTIFIED - 1 character. Enter the number of witnesses notified of their rights using DD Form 2701.

OFFENSE SEGMENT

15 OFFENSE STATUTORY BASIS - 1 character. See Appendix A. This data element indicates the source of the statute violated; i.e., the statutory basis of the offense which in turn creates the jurisdiction involved. Federal includes any Federal Statute other than UCMJ.

16 OFFENSE IDENTIFIER - 6 characters. See Appendix A. This data element is the offense code and was created to clearly indicate the nature of the offense reported. In the case of violations of the UCMJ, the numbers listed correspond closely with the punitive article of the UCMJ. For instance, Code entry 112AC2 clearly indicates a violation of Article 112A of the UCMJ. When other statutes are violated, the entry should be coded into the NIBRS code which best describes the offense. This is a required NIBRS element, it must be present.

17 INCIDENT RESULT - 1 character. See Appendix A. This data element indicates whether the offense was completed or merely attempted. If there was more than one occurrence of the same offense within an incident and one was completed, then completed should be entered. If Attempted is coded, no property loss segment should be associated.

18 INVOLVEMENT - 1 character. See Appendix A. This data element indicates the level of participation in the offense.

19 OFFENDER SUSPECTED OF USING ALCOHOL - **(Vol. 1, pg. 76 - OFFENDER SUSPECTED OF USING)** - 1 character: This data element is to be used to indicate whether any of the offenders in the incident were suspected of consuming alcohol. For example, witnesses to an assault reported that the victim and offender were in a bar drinking beer when an argument broke out and the offender attacked the victim with a knife. If blank, this element will be coded No.

20 OFFENDER SUSPECTED OF USING DRUGS - **(Vol. 1, pg. 76 - OFFENDER SUSPECTED OF USING)** - 1 character: This data element is to be used to indicate whether any of the offenders in the incident were suspected of using drugs. For example, A medical supply warehouse was burglarized and large quantities of Methadone, Morphine,

and Valium were stolen. While drugs were the object of the crime, there was no indication that the offender used drugs or narcotics before or during the incident. "No" should be entered.

21 OFFENDER SUSPECTED OF USING COMPUTER EQUIPMENT - **(Vol. 1, pg. 76 - OFFENDER SUSPECTED OF USING)** - 1 character: This data element is to be used to indicate whether any of the offenders in the incident were suspected of using computer equipment to perpetrate the crime. Larceny of computer equipment should not be included in this element. If blank, this element will be coded No.

22 LOCATION OF OFFENSE **(Vol. 1, pg. 77)** - 2 characters. This data element is to be used to report the type of location/premises where each offense took place. Only one location can be entered for each offense.

23 ON UNIFORMED SERVICE INSTALLATION - 1 character. "Yes" should be entered into this data element if the offense occurred on DoD or Coast Guard property.

24 U.S. STATE OR POSSESSION - 2 characters. Enter the FIPS State Codes for the location of the offense. If the offense occurred in a location not included in the State Codes in Appendix B, the field should be null.

25 NUMBER OF PREMISES ENTERED **(Vol. 1, pg. 77)** - 2 characters. This data element is to be used only if the crime is Burglary/B&E and the "Hotel Rule" is applicable. In such cases, the number of structures (premises) entered is to be reported.

In the Summary Reporting System, the Hotel Rule is applied to only temporary lodgings. It states: If a number of dwelling units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary should be scored as one offense. The hotel rule may include military living quarters with multiple dwelling units. For example, if 6 BEQ are entered at the same time, it should be reported as one incident.

In NIBRS, the Hotel Rule has been expanded to include rental storage facilities; i.e., "Mini-Storage" and "Self-Storage" buildings. Therefore, this data element is to be used if the offense is Burglary/B&E and either "14" = Hotel/Motel/Etc. or "19" = Rental Storage Facility is entered into Location Type. The total number (up to 99) of individual rooms, units, suites, storage compartments, etc., entered is to be reported in this data element.

26 METHOD OF ENTRY **(Vol. 1, pg. 78)** - 1 character. This data element is to be used only if the offense is Burglary/B&E. It is for reporting whether "Force" or "No Force" was used by the burglar (s) to enter the structure. A forced entry is where force of any degree, or a mechanical contrivance of any kind (including a passkey or skeleton key), was used to unlawfully enter a building or other structure. An unforced entry is one where the unlawful

entry was achieved without force through an unlocked door or window. If both forced and unforced entries were involved in the crime, the entry should be reported as having been accomplished through "Force."

27 TYPE OF CRIMINAL ACTIVITY **(Vol. 1, pg. 79)** - 2 characters, occurs 3 times. This data element is to be used to provide additional information on the criminal activity of the offender(s) in the incidents involving:

Counterfeiting/Forgery
Stolen Property Offenses
Drugs/Narcotics Violations
Drug Equipment Violations
Gambling Equipment Violations
Pornography/Obscene Material
Weapon Law Violations

Up to three (3) types of activity can be entered for each of the offenses listed above.

28 TYPE WEAPON/FORCE USED **(Vol. 1, pg. 79)** - 2 character, occurring 3 times. This data element is to be used to enter the type(s) of weapon(s) or force used by the offender(s) in committing the following offenses:

Murder and Nonnegligent Manslaughter
Negligent Homicide
Justifiable Homicide
Kidnapping/Abduction
Forcible Rape
Forcible Sodomy
Sexual Assault with an Object
Forcible Fondling
Robbery
Aggravated Assault
Simple Assault
Extortion/Blackmail
Weapon Law Violations

Up to three (3) types of weapons/force can be entered for each of the offenses listed above.

29 GUN CATEGORY - 1 character, occurring 3 times. This element is used to report whether the weapon was an "Automatic," "manual," or "semi-automatic" firearm.

30 BIAS MOTIVATION - 2 characters. The object of this collection is to indicate whether the offender was motivated to commit the offense because of bias against a racial, religious,

ethnic/national origin, sexual orientation, or disability group. Because of the difficulty of ascertaining the offender's subjective motivation, bias is to be reported only if investigation reveals sufficient objective facts to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias. While no single fact may be conclusive, facts such as the following, particularly when combined, are supportive of a finding of bias:

a. The offender and the victim were of different racial, religious, ethnic/national origin or sexual orientation groups, or disability status.

b. Bias-related oral comments, written statements, or gestures were made by the offender which indicate bias.

c. Bias-related drawings, markings, symbols, or graffiti were left at the crime scene.

d. Certain objects, items, or things which indicate bias were used or left behind, e.g., the offenders wore white sheets with hoods covering their faces.

e. The victim is a member of a racial, religious, ethnic/national origin sexual orientation, or disability group which is overwhelmingly outnumbered by members of another group in the neighborhood where the victim lives and the incident took place. This factor loses significance with the passage of time, i.e., it is most significant when the victim first moved into the neighborhood and becomes less and less significant as time passes without incident.

f. The victim is visiting a neighborhood where previous hate crimes had been committed against other members of his or her racial, religious, ethnic/national origin, sexual orientation, or disability group and where tensions remain high against the group.

g. Several incidents have occurred in the same locality, at or about the same time, and the victim are all of the same racial, religious, ethnic/national origin, sexual orientation, or disability group.

h. A substantial portion of the community where the crime occurred perceives that the incident was motivated by bias.

i. The victim was engaged in activities promoting his or her racial, religious, ethnic/national origin, sexual orientation, or disability group, e.g., the victim, a member of the NAACP, participated in gay rights demonstrations.

j. The incident coincided with a holiday relating to, or a date of particular significance to a racial, religious, ethnic/national origin, sexual orientation, or disability group, e.g., Martin Luther King Day.

k. The offender was previously involved in a similar hate crime or is a member of a hate group.

l. There were indications that a hate group was involved, e.g., a hate group claimed responsibility for the crime or was active in the neighborhood.

m. A historically established animosity exists between the victim's group and the offender's group.

n. The victim, although not a member of the targeted racial, religious, ethnic/national origin, sexual orientation, or disability group, is a member of an advocacy group supporting the precepts of the victim group.

The aforementioned factors are not all-inclusive of the types of objective facts which evidence biased motivation. Reporting agencies must examine each case for facts that clearly evidence that the offender's bias motivated him or her to commit the crime. Agencies must be alert to misleading facts, e.g., the offender used an epithet to refer to the victim's race, but the offender and the victim were of the same race. Agencies must be alert to evidence left by the offenders which is meant to give the false impression that the incident was motivated by bias. Even if the offender was mistaken in the belief that the victim was a member of a racial, religious, ethnic/national origin, sexual orientation, or disability group, the offense is still a hate crime as long as the offender was motivated by bias against that group. For example, a middle-aged, non-gay man walking by a bar frequented by gays was attacked by six teenagers who mistakenly believed the victim had left the bar and was gay. Although the offenders were wrong on both counts, the offense is a hate crime because it was motivated by the offenders' anti-gay bias. If, after an initial incident report was submitted, a contrary finding regarding bias occurs, the DIBRS record must be updated with the new finding.

EXAMPLE 1: While driving through a predominantly Mexican-American neighborhood, a black male stopped his car to repair a flat tire. A group of Mexican-American leaving a bar across the street accosted the driver and attacked him with bottles and clubs. During the attack, the offenders called the victim by a well known and recognized epithet used against blacks and told him that blacks were not welcome in the neighborhood. This incident would be reported as Anti-Black because blacks were not welcome in the neighborhood. This incident would be reported as Anti-Black because the victim and offenders are of different races, the offenders used a racial epithet, and the facts reveal no other reason for the attack than the stated one, i.e., to keep blacks out of the neighborhood.

EXAMPLE 2: A white juvenile male snatched a Jewish woman's purse, and in doing so, knocked her down and called her by a well known and recognized epithet used against Jews. The offender's identity is not known. Although the offender used an epithet for Jews, it is not known whether he belongs to another religious group or whether his motive was anything more than robbery. Because the facts are ambiguous, agencies should not report this incident as bias motivated.

EXAMPLE 3: Overnight, unknown persons broke into a synagogue and destroyed several religious objects. The perpetrators left a large swastika drawn on the door and wrote "Death to Jews" on the wall. Although valuable items were present, none was stolen. Report this incident as Anti-Jewish because the offender destroyed religious objects, left anti-Semitic words and graffiti behind, and theft did not appear to be the motive for the burglary.

EXAMPLE 4: A 29-year-old Chinese-American male was attacked by a 51-year-old white male wielding a tire iron. The victim suffered severe lacerations and a broken arm. The incident took place in a parking lot next to a bar. Investigation revealed that the offender

and victim had previously exchanged racial insults in the bar, the offender having initiated the exchange by calling the victim by a well known and recognized epithet used against the Japanese and complaining that the Japanese were taking away jobs from Americans. Anti-Asian/Pacific Islander offense would be reported based on the difference in race of the victim and offender, the exchange of racial insults, and the absence of other reasons for attack.

EXAMPLE 5: An adult white male was approached by four white teenagers who requested money for the bus. When he refused, one of the youths said to the others, "Let's teach this (epithet for a gay person) a lesson." The victim was punched in the face, knocked to the ground, kicked several times, and robbed of his wristwatch, ring, and wallet. When he reported the crime, the victim advised he did not know the offenders and that he was not gay. The facts are ambiguous. Although an epithet for a gay person was used by one of the offenders, the victim was not gay, such epithets are sometimes used as general insults regardless of the target person's sexual orientation, and in this case the offenders' motivation appeared to be limited to obtaining money from the victim. Therefore, the incident would not be designated bias motivated.

EXAMPLE 6: A small neighborhood bar frequented by gays burned down after being closed for the night. Investigation revealed that the fire was deliberately set, the fact that the bar was frequented by gays may have been coincidental. Therefore, the incident is not reported as bias motivated. Two weeks later, three white adult males were arrested on a tip from an informant. They admitted burning down the bar, saying they did it to keep gays out of the neighborhood. As a result, this incident should now be reported as a bias crime.

EXAMPLE 7: Six black men assaulted and seriously injured a white man and his Asian male friend as they were walking through a residential neighborhood. Witnesses said that the victims were attacked because they were trespassing in a "black" neighborhood. An Anti-Multi-Racial Group bias incident should be reported because the victim and offenders were of different races and witnesses reported that the victims were attacked because they were not black.

EXAMPLE 8: Overnight, an auditorium, which was being used by representatives of several religious denominations to hold an ecumenical conference, was vandalized by unknown subjects. Extensive damage was caused and statements, such as "There is but one true religion" and "Down with the nonbelievers," were spray painted onto the walls. An Anti-Multi-Religious Group incident should be reported because the offenders clearly evidenced their hostility against a group representing more than one religion.

PROPERTY SEGMENT

31 PROPERTY LOSS BY (X) **(Vol. 1, pg. 80)** - 1 character. This data element is to be used to describe the type(s) of property loss, recovery, seizure, etc., which occurred in an incident. A separate Property Segment is to be submitted for each type of loss/etc. and Property Description combination, when the incident involved one or more of the following offenses:

Kidnapping/Abduction
Robbery
Arson
Extortion/Blackmail
Burglary/B&E
Pocket-Picking
Purse-Snatching
Shoplifting
Theft From Building
Theft From Coin-Operated Machine or Device
Theft From Motor Vehicle
Theft of Motor Vehicle Parts or Accessories
All Other Larceny
Motor Vehicle Theft
Counterfeiting/Forgery
False Pretenses/Swindle/Confidence Game
Credit Card/Automatic Teller Machine Fraud
Impersonation
Welfare Fraud
Wire Fraud
Embezzlement
Stolen Property Offenses (Receiving, etc.)
Destruction/Damage/Vandalism of Property
Drug/Narcotic Violations
Drug Equipment Violations
Betting/Wagering
Operating/Promoting/Assisting Gambling
Gambling Equipment Violations
Sports Tampering
Bribery

The types of offenses in the incident (i.e., Arson, Bribery, Burglary/B&E, Counterfeiting/Forgery, Larceny/Theft, etc.) determine which type(s) of loss/etc. and data elements apply.

32 PROPERTY DESCRIPTION (X) **(Vol. 1, pg. 82)** - 2 characters (A): This data element is to be used to enter descriptions of the property which was burned, counterfeited, destroyed/damaged/vandalized, etc., as a result of the incident. Each property description within a Property Loss By is an individual record.

Up to 10 property descriptions can be entered for each Property Segment (i.e., each type of property loss/etc.) involved in the incident. If more than ten types of property are involved, the nine (9) most valuable specifically codeable types of property are to be entered and the remaining types of property are to be combined and entered as "77" = Grouped Items.

33 DATE RECOVERED (YYYYMMDD) **(Vol. 1, pg. 86)** - 8 characters. If previously stolen property is recovered, the year, month, day of its recovery is to be entered into this data element. Accordingly, this data element is to be used only if Recovered is entered into Data Element Type Property Loss/Etc. If there is more than one date of recovery for the same "Property Description," enter the earliest date. If the recovery date is unknown, enter the date of the report.

34 DATE RETURNED (YYYYMMDD) - 8 characters. When previously stolen property is returned, the year, month, day of its return is to be entered into this data element. Accordingly, this data element is to be used only if Recovered is entered into Data Element Property Loss/Etc.

35 QUANTITY - 9 numbers (999999999). This data element is used to report the number of items of a specific property description.

36 VALUE OF PROPERTY **(Vol. 1, pg. 85 - Value of Property)** - 9 characters This data element is to be used to enter the total dollar values of the property which was burned (includes damage caused in fighting the fire), counterfeited, destroyed/damaged/vandalized, recovered, seized, stolen, etc., as a result of the incident.

The value should be reported in whole dollars. The value entered for each property description should be the total value of the property loss/etc. for all of the victims in the incident. If the value is unknown, enter one dollar ($1.00) which means unknown; i.e., "1" = Unknown. The following guidelines should be used to report the value of property:

1. Use fair market value for articles that are subject to depreciation because of wear and tear, age, or other factors that cause the value to decrease with use.

2. Use cost to the merchant (wholesale cost) of goods recovered, seized, stolen, etc., from retail establishments, warehouses, etc. In other words, use

the dollar value representing the actual cash loss to the victim without any markup or profit added.

3. Use victim's valuation of items such as jewelry, watches, and other similar goods that decrease in value slightly or not at all with use or age.

4. Use replacement cost or actual cash cost to victim for new or almost new clothes, auto accessories, bicycles, etc.

5. When the victim obviously exaggerates the value of stolen/destroyed/ damaged property for insurance or other purposes, common sense and good judgment will dictate a fair market value to be placed on the stolen items by law enforcement.

6. For government property, use fair market value for articles that are subject to depreciation. Use replacement cost for other types of property.

In most instances, accept the victim's valuation. The theft of nonnegotiable instruments such as traveler's checks, personal checks, money orders, stocks, bonds, food stamps, etc., should be scored but no value recorded. Again, "hair splitting" refinements are unnecessary. Negotiable instruments such as bonds payable to the bearer, etc., are valued at the current market price at the time of the theft, seizure, etc. Values should be rounded to the nearest whole dollar. Often the condition of the property is different at recovery than it was when stolen. The market value at the time of recovery should be used even though it is less than the value reported at the time of the theft. If the value has increased by the time the property is recovered, the recovery value should not exceed its value at the time it was stolen.

If drugs or narcotics were seized in a drug case, no value is to be entered into this data element, but the estimated quantity of the drugs/narcotics is to be reported. Therefore, when the offense is Drug/Narcotic Violations, "6" = Seized was entered into Property Loss/Etc., and "10" = Drugs/Narcotics was entered into Property Description, no value is to be entered into this data element and Drug Code, Drug Quantity, and Type Drug Measure are to be used instead.

However, when drugs or narcotics are involved in other types of crime (e.g., they were stolen through burglary, robbery, theft, etc., or destroyed by arson) their value is to be entered into this data element, and Drug Code, Drug Quantity, and Type Drug Measure are null.

37 OWNERSHIP - 1 character. This data element captures whether the property is owned by the government or a private individual.

38 SECURED/UNSECURED - 1 character. This data element specifies the level of security of the property.

39 DRUG CODE (Enter quantity and unit of measurement*) **(Vol. 1, pg. 87)** - 1 character. This data element is to be used to identify the types of drugs or narcotics that were seized in a drug case. Therefore, it is used only if one of the offenses in the incident was Drug/Narcotic Violations, "6" = Seized was entered into Property Loss/Etc., and "10" = Drugs/Narcotics was entered into Property Description. Up to four types of drugs can be entered.

40 ESTIMATED DRUG QUANTITY **(Vol. 1, pg. 87)** - 12 numbers. This data element is to be used to indicate the quantity of drugs or narcotics seized in a drug case. Therefore, it is used only if one of the offenses in the incident was Drug/Narcotic Violations, "6" = Seized was entered into Property Loss/Etc., and "10" = Drugs/Narcotics was entered into Property Description.

This data element is not to be used when drugs or narcotics were burned, stolen, etc., in connection with other offenses, such as Arson, Burglary/B&E, Larceny/Theft, etc.

Nine positions are available to enter the number of whole pounds, ounces, grams, etc., and three more characters are available to enter the decimal amount. Up to four entries can be made to match the up to the four Drug Code entries. If more than four drugs or narcotics are involved, the quantities of the four most important (as determined by the reporting agency taking into account their quantity, value, and deadliness) are to be entered.

41 TYPE DRUG MEASURE **(Vol. 1, pg. 89)** - 2 characters. This data element is to be used to indicate the type of measurement used in quantifying drugs or narcotics seized in a drug case. Therefore, it is used only if one of the offenses in an incident was Drug/Narcotic Violations, "6" = Seized was entered into Property Loss/Etc., and "10" = Drugs/Narcotics was entered into Property Description.

This data element is not to be used when drugs or narcotics were stolen, burned, etc., in connection with other offenses, such as Arson, Burglary/B&E, and Larceny/Theft.

Up to four entries can be made to match the up to four Drug Code entries.

VICTIM SEGMENT

42 VICTIM IDENTIFIER **(Vol. 1, pg. 90)** - 3 characters. Each victim in an incident is to be assigned a sequence number from "001" to "999."

43 * **OFFENSE INFORMATION RELATING TO VICTIM** - 9 characters, occurs 10 times. This group of data elements is used to link each victim to the up to ten most serious (as determined by the reporting agency) offenses which are perpetrated against him or her during the incident. See data elements Offense Statutory Basis Code, Offense Identifier, Incident Result, and Involvement.

44 VICTIM TYPE **(Vol. 1, pg. 90)** - 1 character: The type of victim is to be entered into this data element. Only one code is to be entered for each victim. For example, during a bank robbery, the offender pointed a gun at a teller and demanded and received money. The robber also pistol whipped a customer who stood in his way as he made his getaway from the bank. There were three victims; i.e., the bank, the teller, and the pistol-whipped customer. Therefore, their codes should be entered into their respective Victim Segments.

45 ZIP CODE - 9 characters. Enter the ZIP Code.

46 PAY PLAN - 2 characters. Enter the military or civilian pay plan, if applicable. Note that the common usage for military personnel of "E" for "enlisted" has been coded "EE," "O" is "CO" and "W" is "WW" in the standard data element. The combination of Pay Plan and Grade should result in the commonly used data element paygrade.

47 GRADE - 2 characters. Enter the military or civilian grade, if applicable.

48 SERVICE - 1 character. Enter the Uniformed Service Code if applicable.

49 COMPONENT - 1 character. Enter Uniformed Service Component, Regular, Reserve, National Guard if applicable.

50 AGE **(Vol. 1, Pg. 90 (of Victim)) (Vol. 1, Pg. 97 (of Offender)) (Vol. 1, Pg. 101 (of Arrestee))** - 2 characters, occurs 2 times. Age is to be entered into this data element either as an exact age, a range of days or years, or as unknown (null value). If the age is known, it should be entered in the first age field. The second age field is only used if it is necessary to enter an age range. If only an age range is known, use the first age field for the low range and the second for the high. For victim age, enter only if the victim was a person (i.e., "I" = Individual was entered into Victim Type).

51 SEX **(Vol. 1, Pg. 92 (of Victim)) (Vol. 1, Pg. 97 (of Offender)) (Vol. 1, Pg. 101 (of Arrestee))** - 1 character. Enter the sex of the victim. For victim sex, enter only if the victim was a person (i.e., "I" = Individual was entered into Victim Type).

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* Offense Information includes the four data elements which describe the offense code: the Offense Statutory Basis Code, Offense Code, Incident Result, and Involvement.

52 FEDERAL CIVIL SERVANT- 1 character. This element identifies government civil servants.

53 UNIFORMED SERVICE RETIREE - 1 character. This element identifies members who are retired from either active or reserve service.

54 FEDERAL CONTRACTOR - 1 character. This element identifies government contractors.

55 UNIFORMED SERVICE FAMILY MEMBER - 1 character. Enter this field for dependents of military members.

56 RACE **(Vol. 1, Pg. 91 (of Victim)) (Vol. 1, Pg. 98 (of Offender)) (Vol. 1, Pg. 101 (of Arrestee))** - 1 character. The race is to be indicated in this data element. For victim Race, enter only if the victim was a person (i.e., "I" = Individual was entered into Victim Type).

57 ETHNICITY - **(Vol. 1, Pg. 91 (of Victim)) (Vol. 1, Pg. 102 (of Arrestee))** - 1 character: The ethnic origin of the arrestee or victim if the victim was a person (i.e., "I" = Individual was entered into Victim Type) is to be entered into this data element.

58 AGGRAVATED ASSAULT/HOMICIDE CIRCUMSTANCES **(Vol. 1, pg. 92)** - 2 characters. This data element is used to describe the circumstances of either an aggravated assault or a homicide. Therefore, it is to be used only with Aggravated Assault and Homicide Offenses.

59 ADDITIONAL JUSTIFIABLE HOMICIDE CIRCUMSTANCES **(Vol. 1 - pg. 93)** - 1 character. This data element is to be used to further describe the circumstances of a justifiable homicide. Therefore, it is used only for Justifiable Homicide (i.e., when either "20" = Criminal Killed by Private Citizen or "21" = Criminal Killed by Police Officer was entered into Aggravated Assault/Homicide Circumstances. Only one code can be entered.

60 INJURY TYPE **(Vol. 1 - pg. 94)** - 1 character, occurs 5 times. This data element is to be used to describe the type(s) of bodily injury suffered by a person (i.e., "I" = Individual was entered into "25 Type of Victim") who was the victim of one or more of the following offenses:

Kidnapping/Abduction
Forcible Rape
Forcible Sodomy
Sexual Assault With An Object
Forcible Fondling
Robbery
Aggravated Assault
Simple Assault

Extortion/Blackmail

61 OFFENDER IDENTIFIERS RELATED TO THIS VICTIM **(Vol. 1, Pg. 95)** - 2 characters, occurs 10 times. This data element is to be used, along with Relationship of Victim to Offender to report the relationships of the victim to offenders who have perpetrated a "Crime Against Person" or a Robbery against the victim. Therefore, this data element is used only if one or more of the following offense codes was entered into Victim **Offense Information Related to the Victim**:

Murder and Negligent Manslaughter
Negligent Homicide
Justifiable Homicide
Kidnapping/Abduction
Forcible Rape
Forcible Sodomy
Sexual Assault With An Object
Forcible Fondling
Robbery
Aggravated Assault
Simple Assault
Intimidation
Incest
Statutory Rape

62 RELATIONSHIP OF VICTIM TO OFFENDER **(Vol. 1, pg. 95)** - 2 characters, occurs 10 times. This data element is to be used, along with Offender Identifiers Related to this Victim to report the relationship of the victim to offenders who have perpetrated a "Crime Against Person" or a Robbery against the victim. Therefore, this data element is to be used only if one or more of the following UCR Offense Identifiers was entered into **Offense Information Related to the Victim**:

Murder and Negligent Manslaughter
Negligent Homicide
Justifiable Homicide
Kidnapping/Abduction
Forcible Rape
Forcible Sodomy
Sexual Assault With An Object
Forcible Fondling
Robbery
Aggravated Assault
Simple Assault
Intimidation

Incest
Statutory Rape

This data element is to be used to indicate the victim's relationship with up to ten offenders involved in the incident.

SUSPECT/SUBJECT/OFFENDER/ARRESTEE SEGMENT

63 CATEGORY - 1 character. Each offender segment is classified as Subject, Suspect, Offender or Arrestee. When the category Arrestee is used, the original Offender Identifier assigned should be used in the Offender Identifier. Arrest information should be null on Subject, Suspect and Offender segments.

64 OFFENDER IDENTIFIER(**Vol. 1, pg. 97**) - 2 characters. Each offender in the incident is to be assigned a sequence number from 01 to 99. A separate "Offender Segment" should be submitted for each numbered offender. If nothing is known about the offender(s), enter "00" into this data element and leave the rest of the segment null.

65 NAME, LAST - 20 characters. Enter the last name. The Cadency (Jr., Sr. and III) should be entered in a separate field.

66 NAME, FIRST - 20 characters. Enter the first name.

67 NAME, MIDDLE INITIAL - 1 character. Enter the middle initial.

68. NAME, CADENCY - 4 characters. Enter the Cadency (Jr., Sr., III) name.

69 NAME, ALIAS/NICKNAME - 20 characters. Enter any alias or nickname, if applicable.

70 SSN/ALIEN REGISTRATION DESIGNATOR - 1 character. Enter "S" if a SSN is provided or "R" if an alien registration number is provided.

71 SSN/ALIEN REGISTRATION - 9 characters. Enter the Social Security Number or Alien Registration number of the Offender.

72 DATE OF BIRTH (YYYYMMDD) - 8 characters. Enter the date of birth.

73 CITY OF BIRTH - 20 characters. Enter the City Name of the place of birth.

74 STATE OF BIRTH - 2 characters. Enter the Postal State Code of the place of birth. See Appendix B.

75 COUNTRY OF BIRTH - 3 characters. Enter the country code of the place of birth. See FIPS PUB 10-3.

76 AGE: **(Vol. 1 - pg. 97)** - 2 characters, occurs 2 times (A): The age of the offender is to be entered either as an exact number of years, a range of years, or as unknown. Should the exact age be unknown, an age range can be reported. Any range in years is acceptable.

77 DRIVER'S LICENSE NUMBER - 15 characters. Enter the driver's license number.

78 DRIVER'S LICENSE SOURCE - 2 characters. Enter the state issuing the driver's license. Use appropriate postal state code (See Appendix B), IT=International or FR=Foreign.

79 OFFENDER'S UNIT IDENTIFICATION CODE (UIC) - 8 characters. Enter the UIC of the offender/subject/suspect.

80 IDENTIFYING MARK TYPE - 1 character. The type of mark is to be indicated in this data element.

81 IDENTIFYING MARK LOCATION - 3 characters. The position on the body of the mark is to be indicated in this data element.

82 IDENTIFYING MARK DESCRIPTION - 30 characters. A short description of the mark is to be indicated in this data element, (for example, a flower.)

83 HEIGHT - 2 characters. The height in inches of the offender is to be indicated in this data element.

84 WEIGHT - 3 character. The weight in pounds of the offender is to be indicated in this data element.

85 ARMED WITH **(Vol. 1, pg. 100)** - 2 characters, occurs 2 times: This data element is to be used to indicate whether the arrestee was armed with a commonly known weapon at the time of his/her apprehension. Up to two (2) entries can be made.

86 GUN CATEGORY - 1 character, occurs 2 times. This data element is used to indicate whether the weapon entered in Armed With is automatic, semi-automatic, or manual. For example, if "Rifle" is entered into Armed With and the "Rifle" is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading "Automatic" should be entered into Gun Category.

87 ARREST/CITATION NUMBER (Service specific) - 12 characters. The tracking number assigned by the agency. Must be present and left justified.

88 ARREST/APPREHENSION DATE **(Vol. 1, pg. 99)** (YYYYMMDD) The year, month, and day when the arrest took place

89 ARREST TYPE **(Vol. 1, pg. 99)** - 1 character. This data element indicates the type of apprehension. On-View Arrest includes arrests when the arrestee is taken into custody without a warrant or previous incident report. Summoned/cited type are not taken into custody. Taken into custody arrest types are based on warrant and/or previously submitted incident report.

90 ARRESTING ORGANIZATION UIC - 8 characters. The Unit Identification Number of the arresting organization.

91 MULTIPLE INCIDENTS CLEARED - **(Vol. 1, pg. 99)** - 1 character: This data element is to be used to indicate whether or not the apprehension of the arrestee resulted in the clearance of more than one previously reported incident within the jurisdiction served by the reporting agency. If so, it is important to indicate that there was only one arrestee responsible for the multiple clearances.

This is done by entering "M" = Multiple into all but one of the Arrestee Segments, and by entering "C" = First Record of Multiple into the remaining Arrestee Segment.

92 ***ARRESTING OFFENSE INFORMATION** - 9 characters. See Appendix A. See data elements Offense Statutory Basis Code, Offense Identifier, Incident Result, and Involvement. Code the offense for which the arrestee was apprehended in this data element. If the arrestee was apprehended for more than one offense, the reporting agency is to determine which was the <u>most serious</u> offense and enter it as the arrest offense.

93 DETENTION TYPE - 1 character. This data element indicates whether the detention is DoD (to include Coast Guard) or another government agency.

94 DISPOSITION OF PERSON UNDER 18 - 1 character.

COMMANDER'S ACTION SEGMENT

95 REFERRAL DATE (YYYYMMDD) - 8 characters, occurs 7 times. The date an action is referred to the appropriate agency for evaluation.

96 REFERRAL AGENCY - 1 character, occurs 7 times. The agency to which a commander refers an individual for assistance. Enter up to seven as appropriate.

97 REFERRAL AGENCY RESPONSE DATE (YYYYMMDD) - 8 characters, occurs 7 times. The date the agency responds accepting action for this incident.

98 ACTION TAKEN TYPE - 1 character. This data element characterized the level of action taken.

99 NON-JUDICIAL TYPE - 1 character. If the Action Taken Type is Non-Judicial, this data element defines the level. Field and Company Grade are presumed to be the commanding officer. "Summarized" is a local authority capable of handling non-judicial punishment without the ability to adjudge forfeitures and reductions.

100 SANCTION TYPE - 2 character, occurs 10 times. The type of action taken to resolve the situation. Up to 10 actions may be recorded to describe the action taken.

101 ACTION INITIATION DATE (YYYYMMDD) - 8 characters. This data element contains the date the commander's action begins.

102 ACTION APPEALED DATE (YYYYMMDD) - 8 characters. This data element contains the date the action was appealed, if appropriate.

103 ACTION COMPLETION DATE (YYYYMMDD) - 8 characters. This data element contains the date the commander's action ends.

104 ON RECORD - 1 character, occurs 10 times. If the sanction type could be characterized as on the record, this data element is used, (e.g., counseling, reprimand).

105 SANCTION FORM - 1 character, occurs 10 times. If the sanction type could be written or oral, this data element is used, (e.g., reprimand, counseling).

106 SANCTION AMOUNT - 9 numbers, occurs 10 times. If the sanction includes an associated amount, this field is used for the amount (e.g., fines, forfeitures).

107 SANCTION DAYS - 5 numbers, occurs 10 times. If the sanction type requires time associated, the number of days is entered into this field.

108 GRADES REDUCED - 1 number, occurs 10 times. If the sanction type is Administrative Reduction of Enlisted Members or Retirement at Lower Grade, this data element is completed with the number of grades reduced.

109 SENTENCE SUSPENDED - 1 character occurs 10 times. Enter "Y" is the sentence is suspended.

110 DISCHARGE TYPE - 1 character. If Administrative Separation is selected as the Sanction Type, this data element records the type of discharge assigned.

111 * **OFFENSE COMMITTED INFORMATION** - 9 characters, occurs 20 times. See Appendix A. See data elements Offense Statutory Basis, Offense Identifier, Incident Result, and Involvement. This element is the offense committed **as determined after appeal.**

112 SEXUAL HARASSMENT RELATED - 1 character. This data element is used to record whether sexual harassment was related to the incident.

113 JUDICIAL ACTION TYPE - 1 character. This data elements indicates the court to handle the commander's referral.

114 CIVILIAN CRIMINAL COURT DISPOSITION - 1 character. The finding of the civil court is recorded using this element.

115 CIVILIAN CRIMINAL OFFENSE CATEGORY - 1 character. This data element details the magnitude of the offense.

116 CIVILIAN COURT LOCATION ZIPCODE - 9 characters. This is the location of the court.

117 CIVILIAN COURT LOCATION COUNTRY CODE - 3 characters. This is the country in which the court proceeding was held.

RESULTS OF TRIAL SEGMENT

118 FINDINGS AND SENTENCE REPORT/REVIEW AUTHORITY CODE - 1 character. This element denotes the source of the sentence information contained in the segment. The court martial authority will submit both the pre-trial and the adjudged sentence information.

119 FINDINGS AND SENTENCE REPORT/REVIEW DATE (YYYYMMDD) 8 character. This data element is used to document the date of the report. It will serve to differentiate between multiple reports on the same incident number by the same Sentence Report/Review authority; e.g., there may be several Clemency and Parole hearings on the same person.

120 COURT TYPE CODE - 1 character. This is the type of court martial proceeding that was held.

121 LOCATION OF COURT MARTIAL UIC - 8 characters. Enter the Unit Identification Code of the location of the court martial.

122 CONVENING ORDER NUMBER - 10 characters.

123 CONVENING ORDER DATE - (YYYYMMDD) 8 characters.

124 CONVENING AUTHORITY UIC - 8 character. Enter the Unit Identification Code of the Convening Authority.

125 FORUM - 1 character. This data element documents characteristics of the fact-finders composing the court martial.

126 CONDITIONS OF PRE-TRIAL AGREEMENT - 1 character, occurs 9 times. Enter appropriate terms specified in the pre-trial agreement. Special Counsel Agreement is intended to capture unusual types of pre-trial agreements.

127 EXCEPTIONAL TRIAL CLEARANCE - 1character. This data element is used to track the disposition in cases sent to court-martial but not completed.

128 CHARGE NUMBER - 2 characters, occurs 20 times. This data element captures the charge number from the charge sheet. Up to 20 charges may be entered. If specifications of a charge are included, any combination of charges and specifications up to 20 can be submitted. If more than 20 occurrences would be required to document the proceeding, the reporting agency should use its best judgment on how to best describe the incident.

129 ***CHARGE OFFENSE INFORMATION** - 9 characters, occurs 20 times. See Appendix A. See data elements Offense Statutory Basis, Offense Identifier, Incident Result, and Involvement.

130 OFFENSE DESCRIPTION - 20 characters, occurs 20 times. This data element contains a short explanation of the offense.

131 SPECIFICATION NUMBER - 2 characters, occurs 20 times. This data element is assigned to specific instances of the offense. For each Specification, a description, a plea, and a finding are required. If either the Plea or the Finding is for Lesser Included Offense, a Lesser Included Offense Code and Plea (Findings) Description are required. If either the Plea or the Finding is for Guilty by Exceptions or Substitutions the appropriate Plea (Findings) Description should be completed.

132 PLEA - 1 character, occurs 20 times. This data element indicates whether the defendant entered a plea of guilty, not guilty, guilty to a lessor included offense, or guilty to the charged offense by exceptions and/or substitutions.. If guilty to a lesser included offense is selected, the Offense Identifier and description should be entered under Lesser Included

Offense Code and Plea Description. If guilty by exceptions and substitutions is entered, the Plea Description should document the exception or substitution.

133 ***LESSER INCLUDED OFFENSE INFORMATION (Plea)** - 9 characters, occurs 20 times. If the plea is a Lesser Included Offense, this data element is required to document the offense code plead.

134 PLEA DESCRIPTION - 20 characters, occurs 20 times. If Lesser Included Offense is entered in the Plea, enter a text description of the Lesser Included Offense. If Guilty by Exceptions and Substitutions is entered in the Plea, a text description of the exception or substitution should be entered.

135 FINDING - 1 character, occurs 20 times. This data element indicates whether the defendant was judged guilty, not guilty, guilty of a lessor included offense or guilty of the charged offense with exceptions and/or substitutions. If guilty to a lesser included offense is selected, the offense code and description should be entered under Lesser Included Offense Code and Description.

136 ***LESSER INCLUDED OFFENSE INFORMATION (Finding)** - 9 characters, occurs 20 times. If Lesser Included Offense is entered in the Finding, this data element is required to document the offense code specified in the Finding.

137 FINDING DESCRIPTION - 20 characters, occurs 20 times. If Lesser Included Offense is entered in the Finding, enter a text description of the Lesser Included Offense. If Guilty by Exceptions and Substitutions is entered in the Finding, a text description of the exception or substitution should be entered.

138 DATE ADJUDGED (YYYYMMDD) - 8 characters. This element contains the year, month and day the sentence is pronounced.

139 SENTENCE SUSPENDED - 1 characters, occurs 9 times. This element indicates whether the specified sentence was suspended.

140 SENTENCE AMOUNT - 5 characters, occurs 9 times. Use this data element to record the appropriate amount for Sentence Types: Specified Forfeitures, Fines.

141 SENTENCE DAYS - 5 characters, occurs 9 times. This data element is used to record in **days** the sentence for Sentence Types: Restriction, Hard Labor without Confinement, and Specified Confinement.

142 SENTENCE GRADES REDUCED - 1 character, occurs 9 times. If Sentence Type is Loss of Numbers or Reduction in Grade, this data element is used to specify the number of grades.

143 SENTENCE TYPE - 1 character, occurs 9 times. This data element is used to describe the provisions of the sentence. Up to nine types of punishment may be recorded, as appropriate. If Specified Forfeitures or Fines is selected, the Sentence Amount must be included. If Loss of Numbers, or Reduction in Grade is selected, the Sentence Grades Reduced must be included. If Restriction, Hard Labor without Confinement, or Specified Confinement is selected, Sentence Days is required. If Discharge/Dismissal is selected, Discharge Type is required for enlisted personnel only.

144 DISCHARGE TYPE - 1 character, occurs 9 times. If the Sentence Type Discharge/Dismissal is selected and the member is enlisted, this data element specifies the type of discharge. If the member is an officer this data element should be null. Since an officer may only be awarded a dismissal, that type of discharge is presumed.

145 PRE-TRIAL CONFINEMENT DAYS - 3 characters. Enter the days of pre-trial confinement, if appropriate.

146 JUDICIALLY ORDERED CREDIT DAYS - 4 characters. Enter the Judicially Ordered Credit days , if appropriate.

147 CONFINEMENT DEFERRED BEGIN DATE (YYYYMMDD) 8 characters. If confinement is deferred enter the date the deferment began.

148 CONFINEMENT DEFERRED END DATE (YYYYMMDD) 8 characters. If confinement is deferred, enter the date the deferment ends.

149 NUMBER OF PRE-TRIAL VICTIMS NOTIFIED (DD Form 2702) - 3 characters. Enter the number of victims notified.

150 NUMBER OF PRE-TRIAL WITNESSES NOTIFIED (DD Form 2702) - 3 characters. Enter the number of witnesses notified.

151 NUMBER OF POST-TRIAL VICTIMS NOTIFIED (DD Form 2703) - 3 characters. Enter the number of victims notified.

152 NUMBER OF POST-TRIAL WITNESSES NOTIFIED (DD Form 2703) - 3 characters. Enter the number of post-trial witnessed notified.

153 NUMBER OF VICTIMS ELECTING TO BE NOTIFIED (DD Form 2704) - 3 characters. Enter the number of victims electing to be notified.

154 NUMBER OF WITNESSES ELECTING TO BE NOTIFIED (DD Form 2704) - 3 characters. Enter the number of witnesses electing to be notified.

CORRECTIONS SEGMENT

155. REPORT DATE (YYYYMMDD) - 8 characters. Enter the official date for the reporting period. This would usually be the last day of the month.

156. REPORT TIME - 4 characters (24 hour). Enter the report time.

157. MAIDEN NAME - 20 characters. Enter the birth name.

158. CONFINEMENT FACILITY UIC - 8 characters. Enter the unit identification number of the facility

159. GANG NAME - 20 characters. Enter the name of the gang the prisoner is associated with, if appropriate.

160. GANG LOCATION CITY - 20 characters. Enter the location of the gang entered in Gang Name.

161. GANG LOCATION STATE - 2 characters. Enter the location of the gang entered in Gang Name.

162. CULT/EXTREMIST NAME - 20 characters. Enter the name of the cult the prisoner has an association with, if appropriate.

163. CULT/EXTREMIST LOCATION CITY - 20 characters. Enter the location of the gang entered in Cult Name.

164. CULT/EXTREMIST LOCATION STATE - 2 characters. Enter the location of the gang entered in Cult Name.

165. PRETRIAL CONFINEMENT BEGIN DATE (YYYYMMDD) - 8 characters. Enter the year, month and day the pretrial confinement began..

166. PRETRIAL CONFINEMENT END DATE (YYYYMMDD) - 8 characters. Enter the year, month and day the pretrial confinement ended.

167 ***PRETRIAL CONTROLLING OFFENSE INFORMATION** - 9 characters. Enter the offender's primary offense.

168. POST TRIAL CONFINEMENT DATE (YYYYMMDD) - 8 characters. Enter the year, month and day the prisoner arrived at the facility.

169. CONFINEMENT REASON GAINED - 1 character. This data element details the reason the confinee was sent to the facility.

170. ***POST TRIAL CONTROLLING OFFENSE INFORMATION** - 9 characters. Enter the post trial primary offense.

171. LOSING CONFINEMENT FACILITY UIC - 8 character. This data element contains the unit identification number of the facility transferring the prisoner, when Reason Gained is "B," Transfer from Another Facility.

172. MINIMUM RELEASE DATE (YYYYMMDD) - 8 characters. This data element contains the year, month and day of the earliest possible release of the prisoner.

173. FULL TERM RELEASE DATE (YYYYMMDD) - 8 characters. This date specifies the year, month and day of the latest possible release of the prisoner.

174. CLEMENCY ELIGIBILITY DATE (YYYYMMDD) - 8 characters. Enter the year, month and day when the prisoner is eligible for clemency review.

175. PAROLE ELIGIBILITY DATE (YYYYMMDD) - 8 characters. Enter the year, month and day the prisoner is eligible for parole.

176. RELEASE DATE (YYYYMMDD) - 8 characters. Enter the year, month and day the prisoner is actually released.

177. RELEASE REASON - 1 character. Enter the reason for release.

178. RELEASE AGENCY NAME - 20 characters. This data elements contains the name of the agency to who the prisoner is released, if the prisoner is paroled or transferred.

179. RELEASE LOCATION ZIPCODE - 9 characters. If the prisoner is paroled, enter the zipcode where he or she will live.

180. FATALITY REASON - 1 character. If Release Reason is "death," enter the reason for death.

181. FATALITY ASSOCIATED FBI LOCATION NUMBER - 9 characters. If Release Type is "death," enter the FBI LOCATION Number created for the investigation, if appropriate.

182. FATALITY ASSOCIATED INCIDENT NUMBER - 12 characters. If Release Type is "death," enter the Incident Number created for the investigation, if appropriate.

183. ESCAPEE RETURNED TO CUSTODY DATE (YYYYMMDD) - 8 character. Enter the year, month, and day an escaped prisoner is returned to a military confinement facility.

184. FEDERAL BUREAU OF PRISONS TRANSFER FACILITY CODE - 3 characters. This code is assigned to Bureau of Prisons institutions. See Appendix F.

185. MILITARY TRANSFER FACILITY UIC - 8 characters. Enter the unit identification code of the facility gaining the prisoner.

186. NUMBER OF VICTIMS ELECTING NOTIFICATION - 2 characters. Enter the current number of victims electing to be notified of prisoner status changes.

187. NUMBER OF WITNESSES ELECTING NOTIFICATION - 2 characters. Enter the current number of witnesses electing to be notified of prisoner status changes.

188. NOTIFICATION BEGIN DATE (YYYYMMDD) - 8 characters. Enter the year, month, and day the victims and witnesses were notified.

189. NOTIFICATION REASON - 1 character. Enter the reason for the victim or witness status notification.

190. NUMBER OF VICTIMS TERMINATING NOTIFICATION - 2 characters. Enter the number of victims terminated from the notification program upon request in this reporting period.

191. NUMBER OF WITNESSES TERMINATING NOTIFICATION - 2 characters. Enter the number of witnesses terminated from the notification program upon request in this reporting period.