

**Military Police**

# **Law Enforcement Reporting**

**Headquarters  
Department of the Army  
Washington, DC  
30 March 2007**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 190-45

Law Enforcement Reporting

This major revision, dated 30 March 2007--

- Consolidates AR 190-45, Law enforcement Reporting, AR 190-40, Serious Incident Report, AR 190-29, Misdemeanors and Uniform Violation Notices Referred to U.S. Magistrate or District Courts, and AR 190-27, Army Participation in Criminal Justice Information Systems, Federal Bureau of Investigation, into one regulation.
- Modifies the offense codes in the 5D series (table 4-1).
- Establishes offense codes for self injury without intent to avoid service; protection orders; domestic violence evidence; fraudulent enlistment, appointment or separation; check worthless, making and uttering by dishonorably failing to maintain funds; and registration of sex offender (table 4-1).
- Adds a requirement to send a copy of a Military Police Report to United States Army Reserve Command when a Reserve Soldier is listed as the subject of an offense (para 4-7).
- Incorporates revisions that address sexual assault reporting and evidence handling procedures (para 4-15).
- Incorporates restricted reporting procedures for certain domestic violence cases (para 4-16).

Effective 30 April 2007


## Military Police

### Law Enforcement Reporting

By Order of the Secretary of the Army:

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*General, United States Army*  
*Chief of Staff*

Official:

  
JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is a major revision.

**Summary.** This regulation establishes policies and procedures for offense and serious incident reporting within the Army; for reporting to the Department of Defense, and the Department of Justice, as appropriate; and for participation in the Criminal Justice Information System, Federal Bureau of Investigation, the National Law Enforcement Telecommunications System, and state Criminal Justice systems. It implements the reporting requirements of DODD 7730.47, the sexual offender registration requirements of DODI 1325.7, and the victim witness requirements contained in DODI 1030.2. It implements the portion of the Armed Forces Domestic Security Act that makes civilian protection orders have the same force and effect on a military installation that it has within the jurisdiction that issued it. It implements portions of section 577(b)(5) of the Ronald Reagan National Defense Authorization Act for Fiscal Year 2005, October 28, 2004, Public Law 108–375 pertaining to the reporting of sexual assaults. It also implements Department of Defense policy concerning sexual assault. It implements portions of Section 585 of the National Defense Authorization Act for Fiscal Year 2000, Public Law 106–65 concerning restricted

reporting for domestic violence. This regulation mandates the use of the Centralized Operations Police Suite Military Reporting System. It sets forth the revised objectives and procedures applicable to the referral and trial by U.S. magistrates of misdemeanors committed on Army installations. It also describes the proper use, preparation, and disposition of the Central Violations Bureau Form (United States District Court Violation Notice) used to refer offenses to the U.S. Magistrate. It meets law enforcement reporting requirements for selected criminal incidents and provides law enforcement personnel such as the Department of Homeland Security and Transportation Security Administration with the most current information available. It also provides the chain of command with timely information to respond to queries from the Department of Defense, the news media, and others.

**Applicability.** This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, Department of the Army civilian police and security guard activities and contracted or contractor security force operations and activities. It also applies to the Army National Guard of the United States when federalized under title 10, United States Code. This regulation is required during mobilization. Chapters 10–12 apply to misdemeanor offenses committed on United States Army installations in the United States and its territories that have a U.S. Magistrate Court. Chapters 10–12 apply to U.S. Army Military Police, Directorates of Law Enforcement and Security, Department of the Army civilian police and security guard activities, and contracted and contractor security force operations when authorized to issue violation notices.

**Proponent and exception authority.** The proponent of this regulation is the Provost Marshal General. The proponent

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

**Army management control process.**

This regulation contains management control provisions and identifies key management controls that must be evaluated (see appendix C).

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

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

**Committee Continuance Approval.**

The Department of the Army Committee Management Officer concurs in the establishment and/or continuance of the committee(s) outlined herein, in accordance with AR 15–1, Committee Management. The AR 15–1 requires the proponent to justify establishing/continuing its committee(s), coordinate draft publications,

\*This regulation supersedes AR 190–45, dated 23 February 2006; AR 190–40, dated 9 February 2006; AR 190–27, dated 8 November 2005; and AR 190–29, dated 25 October 2005.

and coordinate changes in committee status with the Department of the Army Committee Management Office, ATTN: SAAA-RP, Office of the Administrative Assistant, Resources and Programs Agency, 2511 Jefferson Davis Highway, Taylor Building, 13th Floor, Arlington, VA 22202-3926. Further, if it is determined that an established "group" identified within this regulation later takes on the characteristics of a committee, the proponent will follow all AR 15-1 requirements for establishing and continuing the group as a committee.

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

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## **Glossary**





## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation—

*a.* Prescribes policies, procedures and responsibilities on the preparation, reporting, use, retention, and disposition of DA Form 3975 (Military Police Reports) (MPRs) and documents related to law enforcement activities, DA Form 3975-1 (Military Police Report-Additional Offenses), DA Form 3975-2 (Military Police Report-Additional Subjects), DA Form 3975-3 (Military Police Report-Additional Victims), DA Form 3975-4 (Military Police Report-Additional Persons Related to Report), and DA Form 3975-5 (Military Police Report-Additional Property).

*b.* Implements crime reporting requirements of the Uniform Federal Crime Reporting Act (Title 10, United States Code, Section 534 (10 USC 534)), the Brady Handgun Violence Prevention Act (18 USC 922), and the Victim Rights and Restitution Act (42 USC 10601).

*c.* Prescribes policies and procedures for submitting criminal history data (fingerprint cards) to the Criminal Justice Information Systems (CJIS) Federal Bureau of Investigation (FBI).

*d.* Mandates the use of the Centralized Operations Police Suite (COPS) Military Police Reporting System (MPRS) as the automated reporting System to standardize law enforcement reporting throughout the Army providing commanders, Headquarters, Department of the Army (HQDA), and the Department of Defense (DOD) a record of MPRs and services.

*e.* Prescribes responsibilities and updates policy and procedures for reporting serious incidents within the Department of the Army (DA). The Serious Incident Report (SIR) System—

(1) Provides early notice to HQDA that a serious incident has occurred or will have occurred.

(2) Provides the chain of command with timely information to respond to queries from DOD, news media, and others.

(3) Meets law enforcement reporting requirements for selected criminal incidents and provides law enforcement personnel such as the Department of Homeland Security and Transportation Security Administration the most current information available.

(4) Is not designed to be used for statistical comparison of commands.

(5) Is not intended to include reporting of all criminal acts.

*f.* Provides policies and procedures for Army participation in the CJIS, National Crime Information Center (NCIC) of the FBI. It supplements standards and procedures established in the NCIC Operating Manual and the National Law Enforcement Telecommunications Systems (NLETS) Operating Manual.

*g.* Sets forth policies and procedures for the handling of misdemeanors referred to U.S. Magistrates or District Courts. It pertains to petty offenses and other misdemeanors, including, but not limited to, most moving and standing traffic violations and certain violations of conservation, environmental protection, and safety laws committed by service members and civilians on military installations.

*h.* Assigns the geographic areas of responsibility to specific installation Provost Marshals (PMs)/Directors of Emergency Services (DES).

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

*a.* The Office of the Provost Marshal General (PMG) will—

(1) Establish and develop policy and procedures—

(a) For the preparation, use, and disposition of MP records and forms.

(b) For the Army's participation in CJIS, NCIC, NLETS, and Army access to state law enforcement and criminal justice agency information consistent with applicable state and Federal law.

(c) For reporting serious incidents. maintain the official record of serious incident reports submitted to HQDA. All official records will be maintained in accordance with AR 25-400-2.

(2) Maintain the official record of serious incident reports submitted to HQDA. All official records will be maintained in accordance with AR 25-400-2.

(3) Report crime within the Army, develop Armywide crime statistics, and coordinate law enforcement reporting to the CJIS, FBI, and the Department of Justice (DOJ).

(4) Establish and manage the COPS System as the automated MPRS within the Army. This includes procedures for

entering records, retention of records, dissemination of records and use of such records by DA, DOD agencies, and Federal, state, and local law enforcement agencies.

(5) Prepare and execute the DA's agreement to utilize the services of NLETS and participation in CJIS.

b. Director, Installation Management Command (IMCOM); Commander, Army Materiel Command (AMC); Commander, Medical Command (MEDCOM); other Commanders if Army Commands (ACOMs), Army Service Component Commands (ASCCs), and Direct Reporting Units (DRUs) who have reporting or oversight responsibilities under this regulation (such as Commander, U.S. Army Forces Command (FORSCOM), Military Surface Deployment and Distribution Command (SDDC), and Commander, U.S. Corps of Engineers (USACE) and Commander, United States Army Reserve Command (USARC)) will ensure that subordinate garrison commanders—

(1) Utilize the COPS System to meet reporting requirements prescribed in this regulation.

(2) Comply with all referenced provisions of Federal law in this regulation.

(3) Submit required criminal history data to the U.S. Army Crime Records Center (USACRC) for transmittal to CJIS.

(4) Forward requests for participation in NCIC that meet the criteria of this regulation to Director, U.S. Army Crime Records Center (CICR-CR), 6010 6th Street, Fort Belvoir, VA 22060-5585.

(5) Ensure that installation PMs/DESs enter into state user agreements for access to state law enforcement telecommunications systems and agencies.

(6) Report serious incidents to HQDA as prescribed by this regulation.

(7) Report incidents occurring off the installation in the geographic areas for PM/DES activities prescribed by table 1-1.

(a) Table 1-1 assigns geographic areas of responsibilities to specific PM/DES.

(b) The PM/DES will utilize table 1-1 to execute all necessary liaison, coordination, and lawful missions with civilian authorities within their geographic area of responsibility.

(8) Establish additional reporting categories as prescribed in paragraph 8-4, if desired.

c. Senior mission commanders will—

(1) Ensure that commanders at all levels report alleged criminal incidents to the installation Provost Marshal Office (PMO)/DES and U.S. Army Criminal Investigation Command (USACIDC) for appropriate inquiry and investigation.

(2) Ensure that battalion commanders or the first lieutenant colonel in the chain of command complete DA Form 4833 (Commander's Report of Disciplinary or Administrative Action) with supporting documentation (copies of Article 15s, court martial orders, reprimands, and so on) for all USACIDC investigations. The unit and brigade commander or their equivalent will also receive a copy of the DA Form 4833 for all USACIDC investigations.

(3) Ensure that company, troop, and battery level commanders complete DA Form 4833 with supporting documentation (copies of Article 15s, court martial orders, reprimands, and so on) in all cases investigated by military police (MP) investigations, civilian detectives employed by the DA, and the PMO/DES.

d. The Commanding General, U.S. Army Training and Doctrine Command will ensure that COPS technical training for functional users is incorporated into the instructional programs of service schools.

e. The Director, USACRC will—

(1) Receive MPRs prepared per this regulation and related Army law enforcement regulations, policies, and procedures.

(2) Maintain records that support entries made in the CJIS, FBI. This includes the criminal history file of the NCIC.

(3) Respond to requests for information received from local, state, Federal, and international law enforcement agencies.

(4) Respond to requests for MPRs submitted under the Freedom of Information Act (FOIA) or Privacy Act.

(5) Process amendment requests under the Privacy Act in coordination with installation PMs/DES.

(6) Be responsible to the PMG for the coordination of installation PM or DES participation in CJIS and NCIC and resolution of operational issues concerning the DA's participation in CJIS and NLETS.

(7) Be responsible to the Commander, USACIDC for establishing internal NCIC operating policies based on rules and operating policies of the NCIC Advisory Policy Board and state control terminal agencies (CTAs).

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

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

f. Installation PMs/DES or security officers charged with law enforcement operations will—

(1) Comply with crime records and reporting requirements of this regulation and ensure that documents and forms are accurately completed and forwarded as prescribed in this regulation.

(2) Respond to routine requests for information received from local, state, Federal, international law enforcement agencies, and Privacy and FOIA requests for information.

(3) Enforce all laws and regulations pertaining to misdemeanors.

(4) Select, train, and employ Army installation law enforcement personnel in accordance with doctrine contained in Field Manual (FM) 19-10.

(5) Assure adherence by Army installation law enforcement personnel to provisions of this regulation with the exception of changes dictated by the U.S. Magistrate or U.S. District Court of the judicial district in which their installation is located.

(6) Enter violations issued on the Central Violations Bureau (CVB) Form (United States District Court Violation Notice) into COPS.

(7) Ensure that release of law enforcement information complies with the FOIA, the Privacy Act, and chapter 3 of this regulation.

(8) Ensure that funding requirements for NCIC equipment, software, and maintenance are submitted through the appropriate resourcing channels.

(9) Ensure that all NCIC transactions are in compliance with this regulation, operating policies of the NCIC, and the state CTA.

(10) Ensure that NCIC terminals are staffed 24 hours per day.

(11) Ensure that NCIC terminal operators successfully complete required training on the NCIC and state system.

(12) Appoint an NCIC terminal coordinator in writing, identifying their duties and responsibilities.

(13) Conduct NCIC inquiries for the USACIDC special agents in support of criminal investigations or related inquiries.

(14) Be responsive to the federal service coordinator and state CTA on operating the NCIC and state law enforcement telecommunications systems and access and dissemination of criminal information.

(15) Execute all necessary liaison and coordination with civilian authorities within their geographic area of responsibility as assigned in table 1-1.

g. The COPS systems administrator, appointed in writing by the installation PM/DES, is responsible for maintaining the COPS System. The custodian of MP records will ensure that all reporting requirements are met on schedule.

h. The victim witness coordinator, who is appointed, in writing, by the installation PM/DES, is responsible for the law enforcement notification requirements to all identified victims and witnesses of crime.

i. All Active Army, Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS), or U.S. Army Reserve (USAR) unit, agency, or activity commanders, to include commanders of Army elements of unified or combined commands, will—

(1) Notify the continental United State (CONUS) installation commander having geographic reporting responsibility or the overseas ASCC commander and the appropriate region DES, as appropriate, of serious incidents immediately.

(2) Provide follow up information for supplementary reporting, as necessary.

j. CONUS installation commanders will transfer reporting responsibility to another CONUS installation commander by mutual agreement, subject to PMG approval. Transfer procedures are described in paragraph 9-4.

k. The Director, U.S. Army Criminal Investigation Laboratory (USACIL) will—

(1) Be responsible to the PMG for guidance identifying live scan electronic fingerprint equipment that is compatible with the FBI Electronic Fingerprint Transmission Specification standard, the American National Standards Institute/National Institute of Standards and Technology (ANSI/NIST) national law enforcement standard for finger/palm prints and compatible with USACIL's Automated Fingerprint Identification System (AFIS).

(2) Be responsible to the PMG for guidance identifying live scan electronic palm print equipment that is compatible with the ANSI/NIST national law enforcement standard for finger/palm prints and compatible with USACIL's AFIS.

(3) Be responsible for all Army Integrated Automated Fingerprint Identification System (IAFIS) transactions involving latent finger or palm prints.

(4) Be responsible for Army law enforcement coordination with the FBI concerning special latent cognizant file systems in IAFIS.

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

l. The NCIC terminal coordinator will—

(1) Ensure the accuracy of entries and validating records.

(2) Respond to inquiries.

(3) Ensure physical security of the terminal.

m. The NCIC Terminal Coordinator, U.S. Army Deserter Information Point (USADIP), will be responsible for—

(1) NCIC entries concerning U.S. Army deserters.

(2) NCIC terminal operations at the Personnel Control Facility, Fort Knox, KY.

(3) Criminal history record checks for identifying and verifying Army deserters, parole violators, and escaped prisoners.

(4) NCIC records of parole violators and escaped military prisoners.

n. Installation staff judge advocates will advise Army installation commanders and PMs/DESs or security officers concerning implementation of this regulation as requested.

**Table 1–1**  
**Geographical area of responsibility**

Installation	Area of responsibility
Fort AP Hill, VA	a. Virginia counties (1) Caroline (2) King George (3) Louisa (4) Spotsylvania b. West Virginia counties (1) Boone (2) Clay (3) Fayette (4) Greenbrier (5) Jackson (6) Kanawha (7) Lincoln (8) Logan (9) McDowell (10) Mercer (11) Monroe (12) Nicholas (13) Putman (14) Raleigh (15) Roane (16) Wyoming

**Table 1–1**  
**Geographical area of responsibility—Continued**

Fort Belvoir, VA	<p>a. Virginia counties</p> <ol style="list-style-type: none"> <li>(1) Albemarle</li> <li>(2) Augusta</li> <li>(3) Bath</li> <li>(4) Clarke</li> <li>(5) Culpepper</li> <li>(6) Fauquier</li> <li>(7) Frederick</li> <li>(8) Greene</li> <li>(9) Highland</li> <li>(10) Madison</li> <li>(11) Orange</li> <li>(12) Page</li> <li>(13) Rappahannock</li> <li>(14) Rockingham</li> <li>(15) Shenandoah</li> <li>(16) Stafford</li> <li>(17) Warren</li> </ol> <p>b. West Virginia counties</p> <ol style="list-style-type: none"> <li>(1) Barbour</li> <li>(2) Berkeley</li> <li>(3) Braxton</li> <li>(4) Brooke</li> <li>(5) Calhoun</li> <li>(6) Dodd-Ridge</li> <li>(7) Gilmer</li> <li>(8) Grant</li> <li>(9) Hampshire</li> <li>(10) Hancock</li> <li>(11) Hardy</li> <li>(12) Harrison</li> <li>(13) Jefferson</li> <li>(14) Lewis</li> <li>(15) Marion</li> <li>(16) Marshall</li> <li>(17) Mineral</li> <li>(18) Monongalia</li> <li>(19) Morgan</li> <li>(20) Ohio</li> <li>(21) Pendleton</li> <li>(22) Pleasants</li> <li>(23) Pocahontas</li> <li>(24) Preston</li> <li>(25) Randolph</li> <li>(26) Ritchie</li> <li>(27) Taylor</li> <li>(28) Tucker</li> <li>(29) Tyler</li> <li>(30) Upshur</li> <li>(31) Webster</li> <li>(32) Wetzel</li> <li>(33) Wirt</li> <li>(34) Wood</li> </ol>
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**Table 1–1**  
**Geographical area of responsibility—Continued**

Fort Benning, GA	<p>a. Florida counties</p> <ol style="list-style-type: none"> <li>(1) Bay</li> <li>(2) Calhoun</li> <li>(3) Columbia</li> <li>(4) Dixie</li> <li>(5) Escambia</li> <li>(6) Franklin</li> <li>(7) Gadsden</li> <li>(8) Gilchrist</li> <li>(9) Gulf</li> <li>(10) Hamilton</li> <li>(11) Holmes</li> <li>(12) Jackson</li> <li>(13) Jefferson</li> <li>(14) Lafayette</li> <li>(15) Leon</li> <li>(16) Liberty</li> <li>(17) Madison</li> <li>(18) Okaloosa</li> <li>(19) Santa Rosa</li> <li>(20) Suwannee</li> <li>(21) Taylor</li> <li>(22) Wakulla</li> <li>(23) Walton</li> <li>(24) Washington</li> </ol> <p>b. Georgia counties</p> <ol style="list-style-type: none"> <li>(1) Baker</li> <li>(2) Berrien</li> <li>(3) Bleckley</li> <li>(4) Calhoun</li> <li>(5) Chattahoochee</li> <li>(6) Clay</li> <li>(7) Colquitt</li> <li>(8) Columbus-Muscogee</li> <li>(9) Cook</li> <li>(10) Crawford</li> <li>(11) Crisp</li> <li>(12) Decatur</li> <li>(13) Dooly</li> <li>(14) Dougherty</li> <li>(15) Early</li> <li>(16) Grady</li> <li>(17) Harris</li> <li>(18) Houston</li> <li>(19) Lamar</li> <li>(20) Lee</li> <li>(21) Macon</li> <li>(22) Marion</li> <li>(23) Meriwether</li> <li>(24) Miller</li> <li>(25) Mitchell</li> <li>(26) Monroe</li> <li>(27) Peach</li> <li>(28) Pike</li> <li>(29) Pulaski</li> <li>(30) Quitman</li> <li>(31) Randolph</li> <li>(32) Schley</li> <li>(33) Seminole</li> <li>(34) Stewart</li> <li>(35) Sumter</li> <li>(36) Talbot</li> <li>(37) Taylor</li> <li>(38) Terrell</li> <li>(39) Thomas</li> <li>(40) Tift</li> <li>(41) Troup</li> <li>(42) Turner</li> <li>(43) Upson</li> <li>(44) Webster</li> <li>(45) Wilcox</li> <li>(46) Worth</li> </ol>
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**Table 1–1**  
**Geographical area of responsibility—Continued**

Fort Bliss, TX	<ul style="list-style-type: none"> <li>a. All New Mexico counties except               <ul style="list-style-type: none"> <li>(1) Catron</li> <li>(2) Grant</li> <li>(3) Hidalgo</li> </ul> </li> <li>b. All Texas counties west of and including               <ul style="list-style-type: none"> <li>(1) Bailey</li> <li>(2) Dawson</li> <li>(3) Hockley</li> <li>(4) Lubbock</li> <li>(5) Lynn</li> <li>(6) Martin</li> <li>(7) Midland</li> <li>(8) Pecos</li> <li>(9) Terrell</li> <li>(10) Upton</li> </ul> </li> </ul>
Fort Bragg, NC	<ul style="list-style-type: none"> <li>a. All North Carolina counties</li> <li>b. Tennessee counties               <ul style="list-style-type: none"> <li>(1) Carter</li> <li>(2) Johnson</li> <li>(3) Sullivan</li> <li>(4) Unicoi</li> <li>(5) Washington</li> </ul> </li> <li>c. Virginia counties               <ul style="list-style-type: none"> <li>(1) Bland</li> <li>(2) Buchanan</li> <li>(3) Carroll</li> <li>(4) Dickenson</li> <li>(5) Floyd</li> <li>(6) Grayson</li> <li>(7) Henry</li> <li>(8) Lee</li> <li>(9) Patrick</li> <li>(10) Pulaski</li> <li>(11) Russell</li> <li>(12) Scott</li> <li>(13) Smyth</li> <li>(14) Tazewell</li> <li>(15) Washington</li> <li>(16) Wise</li> <li>(17) Wythe</li> </ul> </li> </ul>
Fort Buchanan, PR	<ul style="list-style-type: none"> <li>a. All of Puerto Rico</li> <li>b. U.S. Virgin Islands</li> </ul>

**Table 1–1**  
**Geographical area of responsibility—Continued**

Fort Campbell, KY	<ul style="list-style-type: none"> <li>a. Arkansas counties</li> <li>(1) Crittenden</li> <li>(2) Lee</li> <li>(3) Mississippi</li> <li>(4) Monroe</li> <li>(5) Phillips</li> <li>(6) St. Francis</li> <li>b. All Illinois counties east and south of and including</li> <li>(1) Clark</li> <li>(2) Cumberland</li> <li>(3) Fayette</li> <li>(4) Franklin</li> <li>(5) Jackson</li> <li>(6) Jefferson</li> <li>(7) Marion</li> <li>(8) Shelby</li> <li>c. All Kentucky counties west of and including</li> <li>(1) Allen</li> <li>(2) Butler</li> <li>(3) Daviess</li> <li>(4) Ohio</li> <li>(5) Warren</li> <li>d. All Mississippi counties north of and including</li> <li>(1) Clay</li> <li>(2) Coahoma</li> <li>(3) Grenada</li> <li>(4) Monroe</li> <li>(5) Tallahatchie</li> <li>(6) Webster</li> <li>e. All Tennessee counties not listed under Fort Bragg, Fort Knox, and Fort McPherson</li> </ul>
Carlisle Barracks, PA	<ul style="list-style-type: none"> <li>a. All Ohio counties east of and including</li> <li>(1) Coshocton</li> <li>(2) Guernsey</li> <li>(3) Holmes</li> <li>(4) Lorain</li> <li>(5) Medina</li> <li>(6) Monroe</li> <li>(7) Noble</li> <li>(8) Wayne</li> <li>b. All Pennsylvania counties not listed under Fort Dix</li> </ul>
Fort Carson, CO	<ul style="list-style-type: none"> <li>a. All Colorado counties</li> <li>b. All Montana counties east of including</li> <li>(1) Fergus</li> <li>(2) Park</li> <li>(3) Phillips</li> <li>(4) Sweet Grass</li> <li>(5) Wheatland</li> <li>c. All Nebraska counties west of and including</li> <li>(1) Arthur</li> <li>(2) Grant</li> <li>(3) Hayes</li> <li>(4) Hitchcock</li> <li>(5) Keith</li> <li>(6) Perkins</li> <li>(7) Sheridan</li> <li>d. All Utah counties</li> <li>e. All Wyoming counties</li> </ul>
Fort Detrick, MD	<ul style="list-style-type: none"> <li>Maryland counties</li> <li>(1) Allegany</li> <li>(2) Carroll</li> <li>(3) Frederick</li> <li>(4) Garrett</li> <li>(5) Washington</li> </ul>



**Table 1–1**  
**Geographical area of responsibility—Continued**

Fort Dix, NJ	<ul style="list-style-type: none"> <li>a. All Maine counties</li> <li>b. All Massachusetts counties</li> <li>c. All New Hampshire counties</li> <li>d. All New Jersey counties</li> <li>e. Pennsylvania counties <ul style="list-style-type: none"> <li>(1) Berks</li> <li>(2) Bucks</li> <li>(3) Chester</li> <li>(4) Delaware</li> <li>(5) Lancaster</li> <li>(6) Lebanon</li> <li>(7) Lehigh</li> <li>(8) Montgomery</li> <li>(9) Northampton</li> <li>(10) Philadelphia</li> </ul> </li> <li>f. All Rhode Island counties</li> <li>g. All Vermont counties</li> </ul>
Fort Drum, NY	All New York counties except those listed under Fort Hamilton
Fort Eustis, VA	<ul style="list-style-type: none"> <li>Virginia counties <ul style="list-style-type: none"> <li>(1) Accomack</li> <li>(2) Charles City</li> <li>(3) Essex</li> <li>(4) Gloucester</li> <li>(5) Hanover</li> <li>(6) James City</li> <li>(7) King and Queen</li> <li>(8) King William</li> <li>(9) Lancaster</li> <li>(10) Mathews</li> <li>(11) Middlesex</li> <li>(12) New Kent</li> <li>(13) Northampton</li> <li>(14) Northumberland</li> <li>(15) Richmond</li> <li>(16) Surry</li> <li>(17) Westmoreland</li> <li>(18) York</li> </ul> </li> </ul>

**Table 1–1**  
**Geographical area of responsibility—Continued**

Fort Gordon, GA	Georgia counties (1) Baldwin (2) Banks (3) Bibb (4) Bulloch (5) Burke (6) Candler (7) Clarke (8) Columbia (9) Elbert (10) Emanuel (11) Franklin (12) Glascock (13) Greene (14) Habersham (15) Hancock (16) Hart (17) Jackson (18) Jefferson (19) Jenkins (20) Johnson (21) Jones (22) Laurens (23) Lincoln (24) Madison (25) McDuffie (26) Montgomery (27) Morgan (28) Oconee (29) Oglethorpe (30) Putnam (31) Rabun (32) Richmond (33) Screven (34) Stephens (35) Taliaferro (36) Treutlen (37) Twiggs (38) Warren (39) Washington (40) Wheeler (41) Wilkes (42) Wilkinson
Fort Hamilton, NY	a. All Connecticut counties b. All New York counties south of and including (1) Columbia (2) Greene (3) Sullivan (4) Ulster

**Table 1–1**  
**Geographical area of responsibility—Continued**

Fort Hood, TX	<ul style="list-style-type: none"> <li>a. All Texas counties east of               <ul style="list-style-type: none"> <li>(1) Dawson</li> <li>(2) Lubbock</li> <li>(3) Lynn</li> <li>(4) Martin</li> <li>(5) Midland</li> <li>(6) Upton</li> </ul> </li> <li>b. All Texas counties north of               <ul style="list-style-type: none"> <li>(1) Austin</li> <li>(2) Bastrop</li> <li>(3) Blanco</li> <li>(4) Brazoria</li> <li>(5) Chambers</li> <li>(6) Crockett</li> <li>(7) Fayette</li> <li>(8) Fort Bend</li> <li>(9) Galveston</li> <li>(10) Gillespie</li> <li>(11) Hays</li> <li>(12) Jefferson</li> <li>(13) Kimble</li> <li>(14) Schleicher</li> <li>(15) Travis</li> </ul> </li> <li>c. All Texas counties south of and including               <ul style="list-style-type: none"> <li>(1) Archer</li> <li>(2) Baylor</li> <li>(3) Bowie</li> <li>(4) Clay</li> <li>(5) Cooke</li> <li>(6) Dickens</li> <li>(7) Fannin</li> <li>(8) Grayson</li> <li>(9) King</li> <li>(10) Knox</li> <li>(11) Lamar</li> <li>(12) Montague</li> <li>(13) Red River</li> </ul> </li> </ul>
Fort Huachuca, AZ	<ul style="list-style-type: none"> <li>a. All Arizona counties</li> <li>b. New Mexico counties               <ul style="list-style-type: none"> <li>(1) Catron</li> <li>(2) Grant</li> <li>(3) Hidalgo</li> </ul> </li> </ul>
Fort Irwin, CA	<ul style="list-style-type: none"> <li>a. All California counties not listed under Fort Lewis</li> <li>b. All Nevada counties</li> </ul>
Fort Jackson, SC	<ul style="list-style-type: none"> <li>All South Carolina counties except               <ul style="list-style-type: none"> <li>(1) Beaufort</li> <li>(2) Jasper</li> </ul> </li> </ul>

**Table 1-1**  
**Geographical area of responsibility—Continued**

Fort Knox, KY	<ul style="list-style-type: none"> <li>a. All Illinois counties east and north of and including               <ul style="list-style-type: none"> <li>(1) Boone</li> <li>(2) Coles</li> <li>(3) DeKalb</li> <li>(4) DeWitt</li> <li>(5) Edgar</li> <li>(6) LaSalle</li> <li>(7) Livingston</li> <li>(8) Macon</li> <li>(9) McLean</li> <li>(10) Moultrie</li> </ul> </li> <li>b. All Indiana counties</li> <li>c. All Kentucky counties east of               <ul style="list-style-type: none"> <li>(1) Allen</li> <li>(2) Butler</li> <li>(3) Daviess</li> <li>(4) Ohio</li> <li>(5) Warren</li> </ul> </li> <li>d. All Michigan counties</li> <li>e. All Ohio counties west of               <ul style="list-style-type: none"> <li>(1) Coshocton</li> <li>(2) Guernsey</li> <li>(3) Holmes</li> <li>(4) Lorain</li> <li>(5) Medina</li> <li>(6) Monroe</li> <li>(7) Noble</li> <li>(8) Wayne</li> </ul> </li> <li>f. Tennessee counties               <ul style="list-style-type: none"> <li>(1) Campbell</li> <li>(2) Claiborne</li> <li>(3) Clay</li> <li>(4) Fentress</li> <li>(5) Hancock</li> <li>(6) Hawkins</li> <li>(7) Jackson</li> <li>(8) Morgan</li> <li>(9) Overton</li> <li>(10) Pickett</li> <li>(11) Scott</li> </ul> </li> <li>g. West Virginia counties               <ul style="list-style-type: none"> <li>(1) Cabell</li> <li>(2) Mason</li> <li>(3) Mingo</li> <li>(4) Wayne</li> </ul> </li> </ul>
Fort Leavenworth, KS	<ul style="list-style-type: none"> <li>a. All Iowa counties</li> <li>b. All Kansas counties east of and including               <ul style="list-style-type: none"> <li>(1) Brown</li> <li>(2) Coffey</li> <li>(3) Jackson</li> <li>(4) Montgomery</li> <li>(5) Osage</li> <li>(6) Shawnee</li> <li>(7) Wilson</li> <li>(8) Woodson</li> </ul> </li> <li>c. All Minnesota counties</li> <li>d. All Wisconsin counties</li> </ul>

**Table 1–1**  
**Geographical area of responsibility—Continued**

Fort Lee, VA	<p>Virginia counties</p> <ol style="list-style-type: none"> <li>(1) Alleghany</li> <li>(2) Amelia</li> <li>(3) Amherst</li> <li>(4) Appomattox</li> <li>(5) Bedford</li> <li>(6) Botetourt</li> <li>(7) Brunswick</li> <li>(8) Buckingham</li> <li>(9) Campbell</li> <li>(10) Charlotte</li> <li>(11) Chesterfield</li> <li>(12) Craig</li> <li>(13) Cumberland</li> <li>(14) Dinwiddie</li> <li>(15) Franklin</li> <li>(16) Fluvanna</li> <li>(17) Giles</li> <li>(18) Goochland</li> <li>(19) Halifax</li> <li>(20) Henrico</li> <li>(21) Lunenburg</li> <li>(22) Mecklenburg</li> <li>(23) Montgomery</li> <li>(24) Nelson</li> <li>(25) Nottoway</li> <li>(26) Pittsylvania</li> <li>(27) Powhatan</li> <li>(28) Prince Edward</li> <li>(29) Prince George</li> <li>(30) Roanoke</li> <li>(31) Rockbridge</li> </ol>
Fort Leonard Wood, MO	<ol style="list-style-type: none"> <li>a. All Arkansas counties not listed under Fort Campbell, Fort Polk, and Fort Sill</li> <li>b. All Illinois counties not listed under Fort Campbell and Fort Knox</li> <li>c. All Missouri counties</li> </ol>
Fort Lewis, WA	<ol style="list-style-type: none"> <li>a. California Counties <ol style="list-style-type: none"> <li>(1) Del Norte</li> <li>(2) Humboldt</li> <li>(3) Modoc</li> <li>(4) Shasta</li> <li>(5) Siskiyou</li> <li>(6) Trinity</li> </ol> </li> <li>b. All Idaho counties</li> <li>c. All Montana counties west of <ol style="list-style-type: none"> <li>(1) Fergus</li> <li>(2) Park</li> <li>(3) Phillips</li> <li>(4) Sweet Grass</li> <li>(5) Wheatland</li> </ol> </li> <li>d. All Oregon counties</li> <li>e. All Washington counties</li> </ol>

**Table 1–1**  
**Geographical area of responsibility—Continued**

Fort McPherson, GA	<p>a. Georgia counties</p> <ol style="list-style-type: none"> <li>(1) Barrow</li> <li>(2) Bartow</li> <li>(3) Butts</li> <li>(4) Carroll</li> <li>(5) Catoosa</li> <li>(6) Chattooga</li> <li>(7) Cherokee</li> <li>(8) Clayton</li> <li>(9) Cobb</li> <li>(10) Coweta</li> <li>(11) Dade</li> <li>(12) Dawson</li> <li>(13) DeKalb</li> <li>(14) Douglas</li> <li>(15) Fannin</li> <li>(16) Fayette</li> <li>(17) Floyd</li> <li>(18) Forsyth</li> <li>(19) Fulton</li> <li>(20) Gilmer</li> <li>(21) Gordon</li> <li>(22) Gwinnett</li> <li>(23) Hall</li> <li>(24) Haralson</li> <li>(25) Heard</li> <li>(26) Henry</li> <li>(27) Jasper</li> <li>(28) Lumpkin</li> <li>(29) Murray</li> <li>(30) Newton</li> <li>(31) Paulding</li> <li>(32) Pickens</li> <li>(33) Polk</li> <li>(34) Rockdale</li> <li>(35) Spalding</li> <li>(36) Towns</li> <li>(37) Union</li> <li>(38) Walker</li> <li>(39) Walton</li> <li>(40) White</li> <li>(41) Whitfield</li> </ol> <p>b. All Tennessee counties south and east of and including</p> <ol style="list-style-type: none"> <li>(1) Anderson</li> <li>(2) Bledsoe</li> <li>(3) Grainger</li> <li>(4) Greene</li> <li>(5) Hamblen</li> <li>(6) Loudon</li> <li>(7) Marion</li> <li>(8) Meigs</li> <li>(9) Rhea</li> <li>(10) Sequatchie</li> <li>(11) Union</li> </ol>
Fort Meade, MD	<p>a. All Maryland counties not listed under Fort Detrick and Fort Myer</p> <p>b. All Delaware counties</p>
Fort Monroe, VA	<p>Virginia counties</p> <ol style="list-style-type: none"> <li>(1) Chesapeake City</li> <li>(2) Greensville</li> <li>(3) Isle of Wight</li> <li>(4) Norfolk City</li> <li>(5) Portsmouth City</li> <li>(6) Southampton</li> <li>(7) Suffolk City</li> <li>(8) Sussex</li> <li>(9) Virginia Beach City</li> </ol>

**Table 1–1**  
**Geographical area of responsibility—Continued**

Fort Myer, VA	<ul style="list-style-type: none"> <li>a. All of District of Columbia</li> <li>b. Maryland counties <ul style="list-style-type: none"> <li>(1) Montgomery</li> <li>(2) Prince George's</li> </ul> </li> <li>c. Virginia cities <ul style="list-style-type: none"> <li>(1) Alexandria</li> <li>(2) Fairfax</li> <li>(3) Manassas</li> <li>(4) Manassas Park</li> </ul> </li> <li>d. Virginia counties <ul style="list-style-type: none"> <li>(1) Arlington</li> <li>(2) Fairfax</li> <li>(3) Loudoun</li> <li>(4) Prince William</li> </ul> </li> </ul>
Fort Polk, LA	<ul style="list-style-type: none"> <li>a. All Arkansas counties south of and including <ul style="list-style-type: none"> <li>(1) Arkansas</li> <li>(2) Desha</li> <li>(3) Garland</li> <li>(4) Grant</li> <li>(5) Jefferson</li> <li>(6) Montgomery</li> <li>(7) Polk</li> <li>(8) Saline</li> </ul> </li> <li>b. All Louisiana parishes</li> <li>c. All Mississippi counties west and south of and including <ul style="list-style-type: none"> <li>(1) Attala</li> <li>(2) Bolivar</li> <li>(3) Carroll</li> <li>(4) Jefferson Davis</li> <li>(5) Leake</li> <li>(6) Leflore</li> <li>(7) Marion</li> <li>(8) Montgomery</li> <li>(9) Rankin</li> <li>(10) Simpson</li> <li>(11) Sunflower</li> </ul> </li> </ul>
Red Stone Arsenal	All Alabama counties except those listed under Fort Rucker
Fort Riley, KS	<ul style="list-style-type: none"> <li>a. All Kansas counties not listed under Fort Leavenworth</li> <li>b. All Nebraska counties east of <ul style="list-style-type: none"> <li>(1) Arthur</li> <li>(2) Grant</li> <li>(3) Hayes</li> <li>(4) Hitchcock</li> <li>(5) Keith</li> <li>(6) Perkins</li> <li>(7) Sheridan</li> </ul> </li> <li>c. All North Dakota counties</li> <li>d. All South Dakota counties</li> </ul>
Fort Rucker, AL	<ul style="list-style-type: none"> <li>a. All Alabama counties south of and including <ul style="list-style-type: none"> <li>(1) Bibb</li> <li>(2) Chambers</li> <li>(3) Chilton</li> <li>(4) Coosa</li> <li>(5) Greene</li> <li>(6) Hale</li> <li>(7) Sumter</li> <li>(8) Tallapoosa</li> </ul> </li> <li>b. All Mississippi counties except those listed under Fort Campbell and Fort Polk</li> </ul>

**Table 1–1**  
**Geographical area of responsibility—Continued**

Fort Sam Houston, TX	<p>a. Texas counties south and east of and including</p> <ul style="list-style-type: none"> <li>(1) Austin</li> <li>(2) Bastrop</li> <li>(3) Blanco</li> <li>(4) Brazoria</li> <li>(5) Chambers</li> <li>(6) Crockett</li> <li>(7) Fayette</li> <li>(8) Fort Bend</li> <li>(9) Galveston</li> <li>(10) Gillespie</li> <li>(11) Hays</li> <li>(12) Jefferson</li> <li>(13) Kimble</li> <li>(14) Schleicher</li> <li>(15) Travis</li> <li>(16) Val Verde</li> </ul> <p>b. Boundary on the west is Terrell county and the Mexican border</p>
Fort Sill, OK	<p>a. Arkansas counties</p> <ul style="list-style-type: none"> <li>(1) Crawford</li> <li>(2) Franklin</li> <li>(3) Logan</li> <li>(4) Scott</li> <li>(5) Sebastian</li> </ul> <p>b. All Oklahoma counties</p> <p>c. All Texas counties north of and including</p> <ul style="list-style-type: none"> <li>(1) Cottle</li> <li>(2) Floyd</li> <li>(3) Foard</li> <li>(4) Hale</li> <li>(5) Lamb</li> <li>(6) Motley</li> <li>(7) Wichita</li> <li>(8) Wilbarger</li> </ul>



**Table 1–1**  
**Geographical area of responsibility—Continued**

Fort Stewart, GA	<ul style="list-style-type: none"> <li>a. All Florida counties except               <ul style="list-style-type: none"> <li>(1) Bay</li> <li>(2) Calhoun</li> <li>(3) Columbia</li> <li>(4) Dixie</li> <li>(5) Escambia</li> <li>(6) Franklin</li> <li>(7) Gadsden</li> <li>(8) Gilchrist</li> <li>(9) Gulf</li> <li>(10) Hamilton</li> <li>(11) Holmes</li> <li>(12) Jackson</li> <li>(13) Jefferson</li> <li>(14) Lafayette</li> <li>(15) Leon</li> <li>(16) Liberty</li> <li>(17) Madison</li> <li>(18) Okaloosa</li> <li>(19) Santa Rosa</li> <li>(20) Suwannee</li> <li>(21) Taylor</li> <li>(22) Wakulla</li> <li>(23) Walton</li> <li>(24) Washington</li> </ul> </li> <li>b. Georgia counties               <ul style="list-style-type: none"> <li>(1) Appling</li> <li>(2) Atkinson</li> <li>(3) Bacon</li> <li>(4) Ben Hill</li> <li>(5) Brantley</li> <li>(6) Brooks</li> <li>(7) Bryan</li> <li>(8) Camden</li> <li>(9) Charlton</li> <li>(10) Chatham</li> <li>(11) Clinch</li> <li>(12) Coffee</li> <li>(13) Dodge</li> <li>(14) Effingham</li> <li>(15) Echols</li> <li>(16) Evans</li> <li>(17) Glynn</li> <li>(18) Irwin</li> <li>(19) Jeff Davis</li> <li>(20) Lanier</li> <li>(21) Liberty</li> <li>(22) Long</li> <li>(23) Lowndes</li> <li>(24) McIntosh</li> <li>(25) Pierce</li> <li>(26) Tattnall</li> <li>(27) Telfair</li> <li>(28) Toombs</li> <li>(29) Ware</li> <li>(30) Wayne</li> </ul> </li> <li>c. South Carolina counties               <ul style="list-style-type: none"> <li>(1) Beaufort</li> <li>(2) Jasper</li> </ul> </li> </ul>
USARPAC	<ul style="list-style-type: none"> <li>a. All of Alaska</li> <li>b. All of Hawaii</li> </ul>

Notes:

<sup>1</sup> This document outlines the law enforcement area support policy for the Active Army. Active Army and Reserve Component installations not listed in this document will be called upon by the PMG in coordination with IMCOM, the designated ACOM, ASCC, or DRU to provide law enforcement support when it is determined that they are within a 120-mile radius of the designated location.

## **Chapter 2**

### **Records Administration**

#### **2-1. General**

*a.* The MP records and files created under provisions of this regulation will be maintained and disposed of in accordance with instructions and standards prescribed by AR 25-400-2, AR 25-55, AR 340-21, and other applicable HQDA directives.

*b.* Each PM/DES will appoint, in writing, two staff members (one primary and one alternate) to account for and safeguard all records containing personal information protected by law. Action will be taken to ensure that protected personal information is used and stored only where facilities and conditions will preclude unauthorized or unintentional disclosure.

*c.* Personally identifying information means information that identifies an individual, including an individual's photograph, social security number (SSN), driver identification number, name, address, telephone number, and medical or disability information.

*d.* Access to areas in which MP records are prepared, processed, and stored will be restricted to those personnel whose duties require their presence or to other personnel on official business. The MP records containing personal information will be stored in a locked room or locked filing cabinet when not under the personal control of authorized personnel. Alternate storage systems providing equal or greater protection will be used in accordance with AR 25-55.

*e.* Only personnel on official business can have access to areas in which computers are used to store, process, or retrieve MP records. This includes remote computer terminals and authorized personal computers used for Government business and activities. When processing MP information, computer video display monitors will be positioned so that protected information cannot be viewed by unauthorized persons. Computer output from automated MP systems will be controlled as specified in *d* above.

*f.* Output from any locally prepared data or automated systems containing personal information subject to the Privacy Act will be controlled per AR 340-21. All locally created or IMCOM, AMC, MEDCOM, and any other ACOM, ASCC, and DRU unique automated systems of records containing law enforcement information must be reported to and approved by HQDA, PMG prior to use. The request must clearly document why the COPS MPRS System cannot meet the requirements or objectives of the organization. After review and approval by HQDA, the installation, IMCOM, AMC, MEDCOM, and other ACOM, ASCC, and DRU such as SDDC and USACE will complete and process the systems notice for publication in the Federal Register per AR 340-21 and the Privacy Act.

*g.* The PMs/DEs using automated systems will appoint, in writing, an Information Assurance Security Officer (IASO) who will ensure implementation of automation security requirements within the organization. Passwords used to control systems access will be generated, issued, and controlled by the IASO.

*h.* Supervisors at all levels will ensure that personnel whose duties involve preparation, processing, filing, and release of MP records are knowledgeable of and comply with policies and procedures contained in this regulation, AR 25-55, AR 340-21, and other applicable HQDA directives. Particular attention will be directed to provisions on the release of information and protection of privacy.

*i.* The MP records identifying juveniles as offenders will be clearly marked as juvenile records and will be kept secure from unauthorized access by individuals. Juvenile records will be stored with adult records, but clearly designated as juvenile records even after the individual becomes of legal age. In distributing information on juveniles, PMs/DEs will ensure that only individuals with a clear reason to know the identity of a juvenile are provided the identifying information on the juvenile. For example, a community commander is authorized to receive pertinent information on juveniles. When an MPR identifying juvenile offenders must be provided to multiple commanders or supervisors, the PM/DES must sanitize each report to withhold juvenile information not pertaining to that commander's area of responsibility.

*j.* The MP records in the custody of USACRC will be processed, stored, and maintained in accordance with policy established by the Director, USACRC.

#### **2-2. Safeguarding official information**

*a.* Military police records are unclassified except when they contain national security information as defined in AR 380-5.

*b.* When MP records containing personal information are transmitted outside the installation law enforcement community to other departments and agencies within DOD, such records will be marked "For Official Use Only" (FOUO). These records will be transmitted as prescribed by AR 25-55. Use of an expanded marking is required for certain records transmitted outside DOD per AR 25-55.

*c.* MP records will also be released to Federal, state, local, or foreign law enforcement agencies as prescribed by AR 340-21. Expanded markings will be applied to these records.

#### **2-3. Special requirements of the Privacy Act of 1974**

*a.* Certain personal information is protected under the Privacy Act and AR 340-21.

b. Individuals requested to furnish personal information must normally be advised of the purpose for which the information is routinely used.

c. Army law enforcement personnel performing official duties often require an individual's SSN for identification purposes. Personal information will be obtained from identification documents without violating an individual's privacy and without providing a Privacy Act Statement. This personal information can be used to complete MPRs and records. The following procedures will be used to obtain SSNs:

(1) Active Army, USAR, ARNG/ARNGUS, and retired military personnel are required to produce their Common Access Card (CAC), DD Form 2 (Act), DD Form 2 (Res), or DD Form 2 (Ret) (Armed Forces of the United States Geneva Convention Identification Card), or other Government-issued identification, as appropriate.

(2) Family members of sponsors will be requested to produce their DD Form 1173 (Uniformed Services Identification and Privilege Card). Information contained thereon (for example, the sponsor's SSN) will be used to verify and complete applicable sections of MPRs and related forms.

(3) DOD civilian personnel will be requested to produce their appropriate service identification. DA Form 1602 (Civilian Identification) or other authorized forms of identification such as the CAC will be requested from DA civilian employees. If unable to produce such identification, DOD civilians will be requested to provide other verifying documentation.

(4) Non-DOD civilians, including family members and those whose status is unknown, will be advised of the provisions of the Privacy Act statement when requested to disclose their SSN.

d. Requests for new systems of MP records, changes to existing systems, and continuation systems not addressed in existing public notices will be processed as prescribed in AR 340-21, after approval is granted by HQDA, PMG (DAPM-MPD-LE).

## **2-4. Administration of expelled or barred persons file**

a. When action is completed by an installation commander to bar an individual from the installation under 18 USC 1382, the installation PM/DES will be provided with—

- (1) A copy of the letter or order barring the individual.
- (2) Reasons for the bar.
- (3) Effective date of the bar and period covered.

b. The PM/DES will maintain a list of barred or expelled persons. When the bar or expulsion action is predicated on information contained in MP investigative records, the bar or expulsion document will reference the appropriate MP record or MPR. When an MPR results in the issuance of a bar letter, the PM/DES will forward a copy of the bar letter to Director, USACRC to be filed with the original MPR. The record of the bar will also be entered into COPS, in the MPRS module, under Barrings.

## **2-5. Police intelligence/criminal information**

a. The purpose of gathering police intelligence is to identify individuals or groups of individuals in an effort to anticipate, prevent, or monitor possible criminal activity. If police intelligence is developed to the point where it factually establishes a criminal offense, an investigation by the MP, USACIDC or other investigative agency will be initiated. The crimes in paragraphs 2-5b(2) and (3), below, will be reported to the nearest Army counterintelligence office as required by AR 381-12.

b. Information on persons and organizations not affiliated with DOD will not normally be acquired, reported, processed, or stored. Situations justifying acquisition of this information include, but are not limited to—

- (1) Theft, destruction, or sabotage of weapons, ammunition, equipment facilities, or records belonging to DOD units or installations.
- (2) Possible compromise of classified defense information by unauthorized disclosure or espionage.
- (3) Subversion of loyalty, discipline, or morale of DA military or civilian personnel by actively encouraging violation of laws, disobedience of lawful orders and regulations, or disruption of military activities.
- (4) Protection of Army installations and activities from potential threat.
- (5) Information received from the FBI, state, local, or international law enforcement agencies which directly pertain to the law enforcement mission and activity of the installation PM/DES office, ACOM, ASCC, or DRU PMO/DES, or that has a clearly identifiable military purpose and connection. A determination that specific information will not be collected, retained, or disseminated by intelligence activities does not indicate that the information is automatically eligible for collection, retention, or dissemination under the provisions of this regulation. The above policies are not intended and will not be used to circumvent any Federal law that restricts gathering, retaining, or dissemination of information on private individuals or organizations.

c. Retention and disposition of information on non-DOD affiliated individuals and organizations are subject to the provisions of AR 380-13 and AR 25-400-2.

d. Police intelligence such as threat and local observation notice (TALON) events will be captured by utilizing the TALON report format. These reports will be identified as "Pre-TALON" reports. The PMO/DES will forward these reports to the counterintelligence activity which supports their installation/area. The counterintelligence activity will

determine if the suspicious incident/activity should be entered into the DOD TALON Reporting System. The counterintelligence activity will inform the submitting Army law enforcement agency as to whether or not the "Pre-TALON" report was submitted into the DOD TALON reporting System.

*e.* In addition to Pre-TALON reporting, installation law enforcement agencies/activities will also comply with their combatant command's policies regarding the reporting of suspicious activities or events which meet established criteria.

*f.* If a written extract from local police intelligence files is provided to an authorized investigative agency, the following will be included on the transmittal documents: "THIS DOCUMENT IS PROVIDED FOR INFORMATION AND USE. COPIES OF THIS DOCUMENT, ENCLOSURES THERETO, AND INFORMATION THEREFROM, WILL NOT BE FURTHER RELEASED WITHOUT THE PRIOR APPROVAL OF THE INSTALLATION PRO-VOST MARSHAL/DIRECTORATE OF EMERGENCY SERVICES."

*g.* Local police intelligence files will be exempt from certain disclosure requirements by AR 25-55 and the FOIA.

## **2-6. Name checks**

*a.* Information contained in MP records will be released under the provisions of AR 340-21 to authorized personnel for valid background check purposes. Examples include child care/youth program providers, access control, unique or special duty assignments, and security clearance procedures. Any information released must be restricted to that necessary and relevant to the requester's official purpose. The PMs/DEs will establish written procedures to ensure that release is accomplished in accordance with AR 340-21.

*b.* Checks will be accomplished by a review of the COPS MPRS. Information will be disseminated according to chapter 3 of this regulation.

*c.* In response to a request for local files or name checks, PMs/DEs will release only founded offenses with final disposition. Offenses determined to be unfounded will not be released. These limitations do not apply to requests submitted by law enforcement agencies for law enforcement purposes and counterintelligence investigative agencies for counterintelligence purposes.

*d.* The COPS MPRS is a database that contains all MPRs filed worldwide. Authorized users of COPS MPRS can conduct name checks for criminal justice purposes. To conduct a name check, users must have either the SSN/foreign national number or the first and last name of the individual. If a search is done by name only, COPS MPRS will return a list of all matches to the data entered. Select the appropriate name from the list.

*e.* A successful query of COPS MPRS would return the following information:

- (1) MPR number.
- (2) Report date
- (3) SSN.
- (4) Last name.
- (5) First name.
- (6) Whether the individual has a protected identity.
- (7) A link to view the MPR.
- (8) Whether the individual is a subject, victim, or a person related to the report disposition.

*f.* Name checks will include the criteria established in COPS MPRS and the USACRC. All of the policies and procedures for such checks will conform to the provisions of this regulation. Any exceptions to this policy must be coordinated with HQDA, PMG before any name checks are conducted. The following are examples of appropriate uses of the name check feature of COPS MPRS:

- (1) Individuals named as the subjects of SIRs.
- (2) Individuals named as subjects of investigations who must be reported to the USACRC.
- (3) Employment as child care/youth program providers.
- (4) Local checks of the COPS MPRS as part of placing an individual in the COPS MPRS System.
- (5) Name checks for individuals employed in law enforcement positions.

*g.* The PMs/DEs will ensure that an audit trail is established and maintained for all information released from MP records.

*h.* Procedures for the conduct of name checks with the USACRC are addressed in AR 195-2. The following information is required for USACRC name checks (when only the name is available, USACRC should be contacted telephonically for assistance):

- (1) Full name, date of birth, SSN, and former service number of the individual concerned.
- (2) The specific statute, directive, or regulation on which the request is based, when requested for other than criminal investigative purposes.

*i.* Third party checks (first party asks second party to obtain information from third party on behalf of first party) will not be conducted.

## **2-7. Registration of convicted military sex offenders**

Soldiers who are convicted by court-martial for certain sexual offenses must comply with all applicable state registration requirements in effect in the state in which they reside (see AR 190-47, chapter 14 and AR 27-10, chapter 24). This is a statutory requirement based on the Jacob Wetterling Act, and implemented by DODI 1325.7, and AR 27-10. The PMs/DESs should coordinate with their local Staff Judge Advocate to determine if an individual must register. The registration process will be completed utilizing the state registration form, which is available through state and local law enforcement agencies. A copy of the completed registration form will be maintained in the installation PMO/DES. Additionally, a DA Form 3975 will be completed as an information entry into COPS. Installation PMs/DESs will provide written notice to state and local law enforcement agencies of the arrival of an offender to the local area so the registration process can be completed.

## **2-8. Collection of deoxyribonucleic acid**

In certain instances, a Soldier will be found guilty by special or general court martial of a qualifying military offense (QMO), but not sentenced to confinement. A QMO is any offense under the Uniform Code of Military Justice (UCMJ) punishable by a sentence of confinement for more than one year (regardless of the sentence imposed), or the offenses of prostitution involving a minor, arson, or solicitation to commit any QMO. In those instances the Soldier's commander is responsible for collecting deoxyribonucleic acid (DNA) samples from the Soldier. The PM/DES will assist the unit commander with obtaining fingerprints. The commander is responsible for ensuring that the Soldier is escorted to the appropriate medical facility to collect the DNA sample. The commander then mails the DNA kit to USACIL, 4553 North 2nd Street, Forest Park, GA 30297-5205. The DNA collection kit has a self-addressed stamped box that should be used to return the completed kit to USACIL.

# **Chapter 3**

## **Release of Information**

### **3-1. General**

*a.* The policy of HQDA is to conduct activities in an open manner and provide the public accurate and timely information. Accordingly, law enforcement information will be released to the degree permitted by law and Army regulations.

*b.* Any release of MP records or information compiled for law enforcement purposes, whether to persons within or outside the Army, must be in accordance with the FOIA and Privacy Act.

*c.* Requests by individuals for access to MP records about themselves will be processed in compliance with AR 25-55 and AR 340-21.

*d.* The MP records in the temporary possession of another organization remain the property of the originating law enforcement agency. The following procedures apply to any organization authorized temporary use of MP records:

(1) Any request from an individual seeking access to MP records will be immediately referred to the originating law enforcement agency for processing.

(2) When the temporary purpose of the using organization has been satisfied, the MP records will be destroyed or returned to the originating law enforcement agency.

(3) A using organization will maintain information from MP records in their system of records, if approval is obtained from the originating law enforcement agency. This information will include reference to an MP record (for example, MPR number or date of offense), a summary of information contained in the record, or the entire MP record. When a user includes an MP record in its system of records, the originating law enforcement agency will delete portions from that record to protect special investigative techniques, maintain confidentiality, preclude compromise of an investigation, and protect other law enforcement interests.

### **3-2. Guidelines for disclosure within Department of Defense**

*a.* Criminal record information contained in MP documents will not be disseminated unless there is a clearly demonstrated official need to know. A demonstrated official need to know exists when the record is necessary to accomplish a function that is within the responsibility of the requesting activity or individual, is prescribed by statute, DOD directive, regulation, or instruction, or by Army regulation.

(1) Criminal record information will be disclosed to commanders or staff agencies to assist in executing criminal justice functions. Only that information reasonably required will be released. Such disclosure must clearly relate to a law enforcement function.

(2) Criminal record information related to subjects of criminal justice disposition will be released when required for security clearance procedures.

(3) Criminal record information will be released to an activity when matters of national security are involved.

(4) When an individual informs an activity of criminal record information pertaining to them, the receiving activity

will seek verification of this information through the responsible law enforcement agency or will forward the request to that organization. The individual must be advised by the receiving agency of the action being pursued. Law enforcement agencies will respond to such requests in the same manner as FOIA and Privacy Act cases.

*b.* Nothing in this regulation will be construed to limit the dissemination of information between military police, the USACIDC, and other law enforcement agencies within the Army and DOD.

### **3-3. Release of information**

*a.* Release of information from Army records to agencies outside DOD will be governed by AR 25-55, AR 340-21, AR 600-37, and this regulation. Procedures for release of certain other records and information is contained in AR 20-1, AR 27-20, AR 27-40, AR 40-66, AR 195-2, AR 360-1, and AR 600-85. Installation drug and alcohol offices will be provided an extract of DA Form 3997 (Military Police Desk Blotter) for offenses involving the use of alcohol or drugs (for example, drunk driving, drunk and disorderly conduct, or positive urinalysis).

*b.* Installation PMs/DESSs are the release authorities for MP records under their control. They will release criminal record information to other activities as prescribed in AR 25-55, AR 340-21, and this regulation.

*c.* Authority to deny access to criminal records information rests with the initial denial authority (IDA) for the FOIA and the access and amendment refusal authority (AARA) for Privacy Acts cases, as addressed in AR 25-55 and AR 340-21.

### **3-4. Release of information under the Freedom of Information Act**

*a.* The release and denial authorities for all FOIA cases concerning MP records include PMs/DESSs and the Commander, USACIDC. Authority to act on behalf of the Commander, USACIDC is delegated to the Director, USACRC.

*b.* All FOIA requests from members of the press will be coordinated with the installation Public Affairs Officer prior to release of records under the control the installation PM/DES. When the record is on file at the USACRC the request must be forwarded to the Director, USACRC.

*c.* Requests will be processed as prescribed in AR 25-55 and as follows:

(1) The PM/DES will review requested reports to determine if any portion is exempt from release. Any discretionary decision to disclose information under the FOIA should be made only after full and deliberate consideration of the institutional, commercial, and personal privacy interests that could be implicated by disclosure of the information.

(2) Statutory and policy questions will be coordinated with the local staff judge advocate.

(3) Coordination will be completed with the local USACIDC activity to ensure that the release will not interfere with a criminal investigation in progress or affect final disposition of an investigation.

(4) If it is determined that a portion of the report or the report in its entirety will not be released, the request to include a copy of the MPR or other MP records will be forwarded to the Director, USACRC, ATTN: CICR-FP, 6010 6th Street, Fort Belvoir, VA 22060-5585. The requestor will be informed that their request has been sent to the Director, USACRC, and provided the mailing address for the USACRC. When forwarding FOIA requests, the outside of the envelope will be clearly marked "FOIA REQUEST."

(5) A partial release of information by a PM/DES is permissible when partial information is acceptable to the requester. (An example would be the deletion of a third party's SSN, home address, and telephone number, as permitted by law). If the requester agrees to the omission of exempt information, such cases do not constitute a denial. If the requester insists on the entire report, a copy of the report and the request for release will be forwarded to the Director, USACRC. There is no requirement to coordinate such referrals at the installation level. The request will simply be forwarded to the Director, USACRC for action.

(6) Requests for MP records that have been forwarded to USACRC and are no longer on file at the installation PMO/DES will be forwarded to the Director, USACRC for processing.

(7) Requests concerning USACIDC reports of investigation or USACIDC files will be referred to the Director, USACRC. In each instance, the requestor will be informed of the referral and provided the Director, USACRC address.

(8) Requests concerning records that are under the supervision of an Army activity, or other DOD agency, will be referred to the appropriate agency for response.

### **3-5. Release of information under the Privacy Act of 1974**

*a.* Military police records will be released according to provisions of the Privacy Act of 1974, as implemented by AR 340-21 and this regulation.

*b.* The release and denial authorities for all Privacy Act cases concerning MP records are provided in paragraph 3-3, above.

*c.* Privacy Act requests for access to a record, when the requester is the subject of that record, will be processed as prescribed in AR 340-21.

### **3-6. Amendment of records**

*a. Policy.* An amendment of records is appropriate when such records are established as being inaccurate, irrelevant,

untimely, or incomplete. Amendment procedures are not intended to permit challenging an event that actually occurred. For example, a request to remove an individual's name as the subject of a MPR would be proper providing credible evidence was presented to substantiate that a criminal offense was not committed or did not occur as reported. Expungement of a subject's name from a record because the commander took no action or the prosecutor elected not to prosecute normally will not be approved. In compliance with DOD policy, an individual will still remain entered in the Defense Central Clearance Index (DCII) to track all reports of investigation.

*b. Procedures.*

(1) Installation PMs/DEs will review amendment requests. Upon receipt of a request for an amendment of a MP record that is five or less years old, the installation PM/DES will gather all relevant available records at their location. The installation PM/DES will review the request and either approve the request or forward it to the Director, USACRC with recommendation and rationale for denial. In accordance with AR 340-21, paragraph 1-71, the Commanding General, USACIDC is the sole access and amendment authority for criminal investigation reports and MPRs. Access and amendment refusal authority is not delegable. If the decision is made to amend an MPR, a supplemental DA Form 3975 will be prepared. The supplemental DA Form 3975 will change information on the original DA Form 3975 and will be mailed to the Director, USACRC with the amendment request from the requestor as an enclosure. The Director, USACRC will file the supplemental DA Form 3975 with the original MPR and notify the requestor of the amendment of the MPR.

(2) Requests to amend MP documents that are older than five years will be coordinated through the Director, USACRC. The installation PM/DES will provide the Director, USACRC a copy of an individual's request to amend a MP record on file at the USACRC. If the Director, USACRC receives an amendment request, the correspondence with any documentation on file at the USACRC will be sent to the originating PMO/DES. The installation PM/DES will review the request and either approve the request or forward it to the Director, USACRC for denial. A copy of the PM/DES's decision must be sent to the Director, USACRC to be filed in the USACRC record. If an amendment request is granted, copies of the supplemental DA Form 3975 will be provided to each organization, activity, or individual who received a copy of the original DA Form 3975.

(3) If the PMO/DES no longer exists, the request will be staffed with the IMCOM region, ACOM, ASCC, or DRU PMO/DES that had oversight responsibility for the PMO/DES at the time the DA Form 3975 was originated.

### **3-7. Accounting for military police record disclosure**

*a.* AR 340-21 prescribes accounting policies and procedures concerning the disclosure of MP records.

*b.* The PMs/DEs will develop local procedures to ensure that disclosure data requirements by AR 340-21 are available on request.

### **3-8. Release of law enforcement information furnished by foreign governments or international organizations**

*a.* Information furnished by foreign governments or international organizations is subject to disclosure, unless exempted by AR 25-55, AR 340-21, Federal statutes, or executive orders.

*b.* Information will be received from a foreign source under an express pledge of confidentiality as described in AR 25-55 and AR 340-21 (or under an implied pledge of confidentiality given prior to 27 September 1975).

(1) Foreign sources will be advised of the provisions of the Privacy Act of 1974, the FOIA, and the general and specific law enforcement exemptions available, as outlined in AR 340-21 and AR 25-55.

(2) Information received under an express promise of confidentiality will be annotated in the MPR or other applicable record.

(3) Information obtained under terms of confidentiality must clearly aid in furthering a criminal investigation.

*c.* Denial recommendations concerning information obtained under a pledge of confidentiality, like other denial recommendations, will be forwarded by the records custodian to the appropriate IDA or AARA per AR 25-55 or AR 340-21.

*d.* Release of U.S. information (classified military information or controlled unclassified information) to foreign governments is accomplished per AR 380-10.

## **Chapter 4 Offense Reporting**

### **4-1. General**

*a.* This chapter establishes policy for reporting founded criminal offenses by Army installation and ACOM, ASCC, DRU PM/DES offices, and IMCOM.

*b.* This chapter prescribes reporting procedures, which require the use of the COPS MPRS and a systems administrator to ensure that the system is properly functioning. Reporting requirements include—

(1) Reporting individual offenders to the USACRC, NCIC, CJIS, and the DOD.

(2) Crime reports to the DOD. The DOD collects data from all the Services utilizing the Defense Incident-Based Reporting System (DIBRS). The Army inputs its data into DIBRS utilizing COPS. Any data reported to DIBRS is only as good as the data reported into COPS, so the need for accuracy in reporting incidents and utilizing proper offense codes is critical. The DIBRS data from DOD is eventually sent to the Department of Justice's National Incident-Based Reporting System (NIBRS). The data is eventually incorporated into the Uniform Crime Report.

c. A PMO/DES initiating a DA Form 3975 or other MP investigation has reporting responsibility explained throughout this chapter and this regulation in general.

d. In the event the PMO/DES determines that their office does not have investigative responsibility or authority, the MPR will be terminated and the case cleared by exceptional clearance. A case cleared by exceptional clearance is closed by the PM/DES when no additional investigative activity will be performed or the case is referred to another agency. If a case is transferred to the PM/DES from another law enforcement investigation agency the gaining PMO/DES will have all reporting responsibility using the COPS MPRS System.

#### **4-2. Military Police Report**

a. *General use.* DA form 3975 is a multipurpose form used to—

- (1) Record all information or complaints received or observed by the MP.
- (2) Serve as a record of all military/DA civilian police and military/DA civilian police investigator activity.
- (3) Document entries made into the COPS MPRS System and other automated systems.
- (4) Report information concerning investigations conducted by civilian law enforcement agencies related to matters of concern to the Army.
- (5) Advise commanders and supervisors of offenses and incidents involving personnel or property associated with their command or functional responsibility.
- (6) Report information developed by commanders investigating incidents or conducting inspections that result in the disclosure of evidence that a criminal offense has been committed.

b. *Special use.* The DA Form 3975 will be used to—

- (1) Transmit completed DA Form 3946 (Military Police Traffic Accident Report). This will include statements, sketches, or photographs that are sent to a commander or other authorized official.
- (2) Transmit the CVB Form when required by local installation or U.S. Magistrate Court policy. The DA Form 3975 is used to advise commanders or supervisors that military, civilian, or contract personnel have been cited on a CVB Form.
- (3) Match individual subjects with individual victims or witnesses and founded criminal offenses. This is a Federal statutory requirement. This is done using the relationships tab within COPS MPRS.
- (4) Document victim/witness liaison activity.

c. *Distribution.* The DA Form 3975 will be prepared in three copies, signed by the PM or a designated representative, and distributed as follows:

- (1) Send original to USACRC. Further information, arising or developed at a later time, will be forwarded to USACRC using a supplemental DA Form 3975. Reports submitted to USACRC will include a good, legible copy of all statements, photographs, sketches, laboratory reports, and other information that substantiates the offense or facilitates the understanding of the report. The USACRC control number must be recorded on every DA Form 3975 sent to the USACRC. A report will not be delayed for adjudication or commander's action beyond 45 days.
- (2) One copy retained in the PM's files.
- (3) One copy forwarded through the field grade commander to the immediate commander of each subject or organization involved in an offense.

d. *Changing reports for unfounded offenses.* If an offense is determined to be unfounded, after the case has been forwarded to USACRC, the following actions will be completed:

- (1) A supplemental DA Form 3975, using the same MPR number and USACRC control number will be submitted stating the facts of the subsequent investigation and that the case is unfounded.
- (2) A copy of the supplemental DA Form 3975 will be provided to those agencies or activities that received a copy of the completed DA Form 3975 at the time of submission to USACRC and to the commander for action.

#### **4-3. Identifying criminal incidents and subjects of investigation**

a. An incident will not be reported as a founded offense unless adequately substantiated by police investigation. A person or entity will be reported as the subject of an offense on DA Form 3975 when credible information exists that the person or entity will have committed a criminal offense. The decision to title a person is an operational rather than a legal determination. The act of titling and indexing does not, in and of itself, connote any degree of guilt or innocence; but rather, ensures that information in a report of investigation can be retrieved at some future time for law enforcement and security purposes. Judicial or adverse administrative actions will not be based solely on the listing of an individual or legal entity as a subject on DA Form 3975.



b. A known subject will be reported to the USACRC when the suspected offense is punishable by confinement of six months or more. The COPS MPRS will be used to track all other known subjects. A subject can be a person, corporation, other legal entity, or organization about which credible information exists that would cause a trained law enforcement officer to presume that the person, corporation, other legal entity, or organization will have committed a criminal offense.

c. When investigative activity identifies a subject, all facts of the case must be considered. When a person, corporation, or other legal entity is entered in the subject block of the DA Form 3975, their identity is recorded in DA automated systems and the DCII. Once entered into the DCII, the record can only be removed in cases of mistaken identity or if an error was made in applying the credible information standard at the time of listing the entity as a subject of the report. It is emphasized that the credible information error must occur at the time of listing the entity as the subject of the MPR rather than subsequent investigation determining that the MPR is unfounded. This policy is consistent with DOD reporting requirements. The Director, USACRC enters individuals from DA Form 3975 into the DCII.

#### 4-4. Offense codes

a. The offense code describes, as nearly as possible, the complaint or offense by using an alphanumeric code. Table 4-1, below, lists the offense codes that are authorized for use within the Army. This list will be amended from time to time based on new reporting requirements mandated by legislation or administrative procedures. The IMCOM, ACOM, ASCC, and DRU commanders and installation PMs/DESs will be notified by special letters of instruction issued in numerical order from the PMG (DAPM-MPD-LE) when additions or deletions are made to list. The COPS MPRS module will be used for all reporting requirements.

b. The IMCOM, ACOM, ASCC, DRU, and installations will establish local offense codes in category 2 (command and installation codes) for any offense not otherwise reportable. Locally established offense codes will not duplicate, or be used as a substitute for any offense for which a code is contained for other reportable incidents. Category 2 incidents are not reported to the Director, USACRC or the DOJ. If an offense occurs meeting the reporting description contained in table 4-1, below, that offense code takes precedence over the local offense code. Local offense codes will be included, but explained, in the narrative of the report filed with the USACRC. Use the most descriptive offense code to report offenses.

c. Whenever local policy requires the PM/DES to list the subject's previous offenses on DA Form 3975, entries will reflect a summary of disposition for each offense, if known.

**Table 4-1**  
**Offense code list**

Offense code	Primary description	Article
5	CRIMES AGAINST PERSON(S)	
5A	ADULTERY, UNLAWFUL FORNICATION AND UNLAWFUL COHABITATION	
5A1	ADULTERY	134
5A2	UNLAWFUL FORNICATION	134
5A3	UNLAWFUL COHABITATION	134
5A4	FRATERNIZATION	134
5A5	PANDERING	134
5A6	PROSTITUTION	134
5B	BIGAMY	134
5B1	BIGAMY INVOLVING MULTIPLE HUSBANDS	134
5B2	BIGAMY INVOLVING MULTIPLE WIVES	134
5C	ASSAULTS (OTHER THAN SEXUAL)	
5C1	AGGRAVATED ASSAULT	
5C1A	AGGRAVATED ASSAULT USING HANDGUN	128
5C1A1	AGGRAVATED ASSAULT USING CROSSBOW PISTOL	128
5C1B	AGGRAVATED ASSAULT USING A SHOULDER WEAPON	128
5C1C	AGGRAVATED ASSAULT BY CUTTING OR STABBING	128

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5C1D	AGGRAVATED ASSAULT USING CLUB OR BLUDGEON	128
5C1E	AGGRAVATED ASSAULT USING GLASS BOTTLES, AND SO ON.	128
5C1F	AGGRAVATED ASSAULT USING METAL TOOLS, TIRE IRONS, AND SO ON	128
5C1G	AGGRAVATED ASSAULT USING CHAINS	128
5C1H	AGGRAVATED ASSAULT USING BRASS KNUCKLES, BLACKJACKS, AND SO ON	128
5C1J	AGGRAVATED ASSAULT BY KICKING	128
5C1K	AGGRAVATED ASSAULT WITH A BOXER'S FIST	128
5C1L	AGGRAVATED ASSAULT MULTIPLE INDIVIDUALS STRIKING VICTIM	128
5C1M	AGGRAVATED ASSAULT BY USE OF EXPLOSIVE DEVICES	128
5C1N	AGGRAVATED ASSAULT WITH GRIEVOUS BODILY HARM	128
5C1P	AGGRAVATED ASSAULT WITH A VEHICLE	128
5C2	SIMPLE ASSAULT	
5C2A	SIMPLE ASSAULT BY THREATS	128
5C2B	SIMPLE ASSAULT CONSUMMATED BY A BATTERY	128
5C2C	ASSAULT ON A CHILD UNDER THE AGE OF 16	128
5C3	SPECIAL ASSAULTS	
5C3A	SIMPLE ASSAULT ON COMMISSIONED OFFICER	128
5C3B	SIMPLE ASSAULT ON WARRANT OFFICER	128
5C3D	SIMPLE ASSAULT ON OTHER NCO/PO	128
5C3E	SIMPLE ASSAULT ON MILITARY OR CIVILIAN LAW ENFORCER	128
5C4	MILITARY ASSAULTS	
5C4A	MILITARY ASSAULT ON OFFICER EXECUTING DUTY	90
5C4B	MILITARY ASSAULT IN TIME OF WAR	90
5C4C	MILITARY ASSAULT ON WARRANT OFFICER	91
5C4D	MILITARY ASSAULT ON SUPERIOR NCO/PO	91
5C4E	MILITARY ASSAULT ON OTHER NCO/PO	91
5C5	MAIMING	124
5D1	CHILD NEGLECT	
5D2	CHILD MALTREATMENT OR MISTREATMENT	134
5D3	VIOLATION OF A PROTECTIVE ORDER	
5D3A	VIOLATION OF A MILITARY PROTECTIVE ORDER	
5D3B	VIOLATION OF A CIVILIAN PROTECTIVE ORDER	
5D6	SPOUSE ABUSE	
5D6A	SPOUSE ABUSE CIVILIAN FEMALE VICTIM	134
5D6B	SPOUSE ABUSE MILITARY FEMALE VICTIM	134
5D6C	SPOUSE ABUSE CIVILIAN MALE VICTIM	134
5D6D	SPOUSE ABUSE MILITARY MALE VICTIM	134
5D7	FAMILY MEMBER ABUSE	

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5D7A	FAMILY MEMBER ABUSE CHILDREN	
5D7A1	CHILD ABUSE DAUGHTER	134
5D7A2	CHILD ABUSE STEP-DAUGHTER	134
5D7A3	CHILD ABUSE SON	134
5D7A4	CHILD ABUSE STEP-SON	134
5D7B	FAMILY MEMBER ABUSE GRAND CHILDREN	
5D7B1	CHILD ABUSE GRANDDAUGHTER	134
5D7B2	CHILD ABUSE GRANDSON	134
5D7C	FAMILY ABUSE PARENTS	134
5D7D	FAMILY ABUSE GRANDPARENTS	134
5D9	OTHER FAMILY ABUSE	
5E	CIVIL RIGHTS	
5F	EXTORTION	127
5F1	EXTORTION BY BLACKMAIL	127
5F2	EXTORTION BY COERCION	127
5G	FORGERY	
5G1	FORGERY OF NEGOTIABLE INSTRUMENTS	
5G1A	FORGERY OF A PERSONAL CHECK	123
5G1B	FORGERY OF GOVT CHECK (EXCLUDING PROCUREMENT, PROPERTY DISPOSAL, AND COMMISSARY CHECKS)	123
5G1C	FORGERY OF COMMERCIAL CHECK	123
5G1D	FORGERY OF NAF CHECK	123
5G1E	FORGERY OF CASHIER'S CHECK	123
5G1F	FORGERY OF TRAVELER'S CHECK	123
5G1G	FORGERY OF MONEY ORDER	123
5G1H	FORGERY OF SAVINGS BOND	123
5G1J	FORGERY OF A SECURITY	123
5G1K	FORGERY OF WITHDRAWAL FORMS	123
5G1L	FORGERY OF GOVT PROCUREMENT CHECK	123
5G1M	FORGERY OF GOVT PROPERTY DISPOSAL CHECK	123
5G1N	FORGERY OF GOVT COMMISSARY CHECK	123
5G2	FORGERY OF DOCUMENTS	123
5G2A	FORGERY OF MILITARY IDENTIFICATION	123
5G2B	FORGERY OF MILITARY ORDERS	123
5G2C	FORGERY OF POST EXCHANGE RATION CARDS	123
5G2D	FORGERY OF PROPERTY RECEIPTS/SALES INVOICES	123
5G2E	FORGERY OF PROPERTY RECORDS	123
5G2F	FORGERY OF TEST SCORE RESULTS	123
5G2G	FORGERY OF CORRESPONDENCE	123
5G2H	FORGERY OF LEAVE AND PASS DOCUMENTS	123
5G2J	FORGERY OF FINANCE OR FISCAL DOCUMENTS (.0015 FUNDS, AND SO ON)	123

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5G2K	FORGERY OF PAY & ALLOWANCE DOCUMENTS (EXCLUDING CHECKS)	123
5G2L	FORGERY OF COMMISSARY DOCUMENTS (EXCLUDING CHECKS)	
5G2M	FORGERY OF PROCUREMENT DOCUMENTS (EXCLUDING CHECKS)	123
5G2N	FORGERY OF PROPERTY DISPOSAL DOCUMENTS (EXCLUDING CHECKS)	123
5G2X	FORGERY OTHER FORGERIES (NOT 5G2A–5G2N) (EXCLUDING CHECKS)	123
5G3	CHECK, WORTHLESS, MAKING AND UTTERING - - BY DISHONORABLY FAILING TO MAINTAIN FUNDS	134
5H	HOMICIDE	
5H1	MURDER	
5H1A	MURDER BY SHOOTING	118
5H1B	MURDER BY CUTTING, STABBING OR MUTILATION	118
5H1C	MURDER BY STRANGULATION	118
5H1D	MURDER BY BLUDGEONING	118
5H1E	MURDER BY HANGING	118
5H1F	MURDER BY POISONING	118
5H1G	MURDER BY GRENADES	118
5H1H	MURDER INVOLVING EXPLOSIVES (EXCLUDING GRENADES)	118
5H1J	MURDER INVOLVING NARCOTICS OR DANGEROUS DRUGS	
5H1K	MURDER INVOLVING ARSON	118
5H1L	MURDER BY DROWNING	118
5H1M	MURDER BY SUFFOCATION OR ASPHYXIATION	118
5H1N	MURDER BY TRAFFIC	118
5H1P	MURDER BY OTHER MEANS	118
5H2	VOLUNTARY MANSLAUGHTER	
5H2A	VOLUNTARY MANSLAUGHTER BY SHOOTING	119
5H2B	VOLUNTARY MANSLAUGHTER BY CUTTING, STABBING, OR MUTILATION	119
5H2C	VOLUNTARY MANSLAUGHTER BY STRANGULATION	119
5H2D	VOLUNTARY MANSLAUGHTER BY BLUDGEONING	119
5H2E	VOLUNTARY MANSLAUGHTER BY HANGING	119
5H2F	VOLUNTARY MANSLAUGHTER BY POISONING	119
5H2G	VOLUNTARY MANSLAUGHTER BY GRENADES	119
5H2H	VOLUNTARY MANSLAUGHTER BY EXPLOSIVES (EXCLUDING GRENADES)	119
5H2J	VOLUNTARY MANSLAUGHTER INVOLVING NARCOTICS & DANGEROUS DRUGS	119
5H2K	VOLUNTARY MANSLAUGHTER BY ARSON	119
5H2L	VOLUNTARY MANSLAUGHTER BY DROWNING	119
5H2M	VOLUNTARY MANSLAUGHTER BY SUFFOCATION OR ASPHYXIATION	119

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5H2N	VOLUNTARY MANSLAUGHTER BY TRAFFIC	119
5H2P	VOLUNTARY MANSLAUGHTER BY OTHER MEANS	119
5H2Q	VOLUNTARY MANSLAUGHTER BY LETHAL INJECTION	119
5H3	INVOLUNTARY MANSLAUGHTER	
5H3A	INVOLUNTARY MANSLAUGHTER BY SHOOTING	119
5H3B	INVOLUNTARY MANSLAUGHTER BY CUTTING OR STABBING	119
5H3C	INVOLUNTARY MANSLAUGHTER BY STRANGULATION	119
5H3D	INVOLUNTARY MANSLAUGHTER BY BLUDGEONING	119
5H3E	INVOLUNTARY MANSLAUGHTER BY HANGING	119
5H3F	INVOLUNTARY MANSLAUGHTER BY POISONING	119
5H3G	INVOLUNTARY MANSLAUGHTER BY GRENADES	119
5H3H	INVOLUNTARY MANSLAUGHTER BY EXPLOSIVES (EXCLUDING GRENADES)	119
5H3J	INVOLUNTARY MANSLAUGHTER BY NARCOTICS OR DANGEROUS DRUGS	119
5H3K	INVOLUNTARY MANSLAUGHTER INVOLVING ARSON	119
5H3L	INVOLUNTARY MANSLAUGHTER BY DROWNING	119
5H3M	INVOLUNTARY MANSLAUGHTER BY SUFFOCATION OR ASPHYXIATION	119
5H3N	INVOLUNTARY MANSLAUGHTER BY TRAFFIC	119
5H3P	INVOLUNTARY MANSLAUGHTER BY OTHER MEANS	119
5H3Q	ASSAULT WITH INTENT TO MANSLAUGHTER	134
5H4	NEGLIGENT HOMICIDE	
5H4A	NEGLIGENT HOMICIDE BY SHOOTING	134
5H4B	NEGLIGENT HOMICIDE BY CUTTING OR STABBING	134
5H4C	NEGLIGENT HOMICIDE BY POISONING	134
5H4D	NEGLIGENT HOMICIDE BY GRENADES	134
5H4E	NEGLIGENT HOMICIDE BY EXPLOSIVES (EXCLUDING GRENADES)	134
5H4F	NEGLIGENT HOMICIDE BY NARCOTICS OR DANGEROUS DRUGS	134
5H4G	NEGLIGENT HOMICIDE INVOLVING ARSON	134
5H4H	NEGLIGENT HOMICIDE INVOLVING DROWNING	134
5H4J	NEGLIGENT HOMICIDE BY SUFFOCATION OR ASPHYXIATION	134
5H5	NEGLIGENT HOMICIDE (TRAFFIC)	
5H6	OTHER HOMICIDE (JUSTIFIABLE, EXCUSABLE)	
5H7	ATTEMPTED MURDER/ASSAULT WITH INTENT TO MURDER	134
5H8	ACCIDENTAL DEATH (OTHER THAN TRAFFIC)	
5H9	OTHER DEATHS	
5H9A	NATURAL DEATH	
5H9B	UNDETERMINED MANNER OF DEATH	
5H9C	MOBILIZATION/DEPLOYMENT DEATH	

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5H9C1	MOBILIZATION/DEPLOYMENT DEATH BY HOSTILE FORCES	
5H9C2	MOBILIZATION/DEPLOYMENT DEATH BY FRIENDLY FORCES	
5H9D	SUDDEN INFANT DEATH SYNDROME (SIDS)	
5HP	MURDER BY OTHER MEANS	118
5J1A	IMPERSONATING A U.S. ARMY OFFICER	134
5J1B	IMPERSONATING A U.S. NAVAL OFFICER	134
5J1C	IMPERSONATING A U.S. AIR FORCE OFFICER	134
5J1D	IMPERSONATING A U.S. MARINE CORPS OFFICER	134
5J1E	IMPERSONATING A U.S. COAST GUARD OFFICER	134
5J1F	IMPERSONATING A FOREIGN OFFICER	134
5J2	IMPERSONATING AN NCO	
5J2A	IMPERSONATING A U.S. NCO/PO	134
5J2B	IMPERSONATING A FOREIGN NCO/PO	134
5J3	IMPERSONATING AN AGENT	
5J3A	IMPERSONATING A CIVILIAN CRIMINAL INVESTIGATOR	134
5J3B	IMPERSONATING A MILITARY CRIMINAL INVESTIGATOR	134
5J3C	IMPERSONATING A CIVILIAN INTELLIGENCE INVESTIGATOR	134
5J3D	IMPERSONATING A MILITARY INTELLIGENCE INVESTIGATOR	134
5J3E	IMPERSONATING A FOREIGN CRIMINAL INVESTIGATOR	134
5J3F	IMPERSONATING A FOREIGN INTELLIGENCE AGENT	134
5J3G	IMPERSONATING A CIVILIAN POLICE OFFICER	134
5J3H	IMPERSONATING AN AGENT A MEMBER OF THE MILITARY POLICE	134
5J4	UNAUTHORIZED WEAR OF MILITARY UNIFORM, INSIGNIA, AND SO ON	
5J4A	UNAUTHORIZED WEAR OF MIL UNIFORM, AND SO ON TO IMPERSONATE A SOLDIER	134
5J4B	UNAUTHORIZED WEAR OF MIL UNIFORM, AND SO ON TO COMMIT FRAUD	134
5J4C	UNAUTHORIZED WEAR OF MIL UNIFORM, AND SO ON FOR CONFIDENCE GAMES	134
5J4D	UNAUTHORIZED WEAR OF MIL UNIFORM, AND SO ON TO GAIN UNLAWFUL ENTRY	134
5J4E	UNAUTHORIZED WEAR OF MIL UNIFORM, AND SO ON FELONY (OTHER THAN 5J4A–5J4D)	134
5J4F	UNAUTHORIZED WEARING OF UNAUTHORIZED INSIGNIA	139
5K	KIDNAPPING	
5K1	KIDNAPPING (RANSOM)	134
5K2	KIDNAPPING (HOSTAGE)	134
5K3	KIDNAPPING (OTHER)	134
5L	CONTROLLED SUBSTANCE VIOLATIONS (21 USC 841)	

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5L1	OPIATES	
5L1A	SMUGGLING OF OPIATES	112a
5L1B	DISTRIBUTION OF OPIATES	112a
5L1C	POSSESSIONS OF OPIATES	112a
5L1D	USE OF OPIATES	
5L1D1	DETERMINED BY URINALYSIS TEST	112a
5L1D2	DETERMINED BY OTHER THAN URINALYSIS TEST	112a
5L1E	GROWING OR MANUFACTURING OPIATES	112a
5L1F	MANUFACTURE WITH INTENT TO DISTRIBUTE OPIATES	112a
5L1G	INTRODUCTION OF OPIATES	112a
5L1H	INTRODUCTION WITH INTENT TO DISTRIBUTE OPIATES	112a
5L2	MARIJUANA	
5L2A	SMUGGLING OF MARIJUANA	112a
5L2B	DISTRIBUTION OF MARIJUANA	112a
5L2C	POSSESSION OF MARIJUANA	112a
5L2D	USE OF MARIJUANA	
5L2D1	USE OF MARIJUANA DETERMINED BY URINALYSIS TEST	112a
5L2D2	USE OF MARIJUANA DETERMINED BY OTHER THAN URINALYSIS TEST	112a
5L2E	USE OF MARIJUANA GROWING OR MANUFACTURING OF MARIJUANA	112a
5L2F	USE OF MARIJUANA POSSESSION OF MARIJUANA WITH INTENT TO DISTRIBUTE	112a
5L2G	INTRODUCTION OF MARIJUANA	112a
5L3	DANGEROUS DRUGS (AMPHETAMINES/BARBITURATES/PCP/AND SO ON)	
5L3A	SMUGGLING OF DANGEROUS DRUGS	112a
5L3B	DISTRIBUTION OF DANGEROUS DRUGS	112a
5L3C	POSSESSION OF DANGEROUS DRUGS	112a
5L3D	USE OF DANGEROUS DRUGS	
5L3D1	USE OF DANGEROUS DRUGS DETERMINED BY URINALYSIS TEST	112a
5L3D2	USE OF DANGEROUS DRUGS DETERMINED BY OTHER THAN URINALYSIS TEST	112a
5L3E	MANUFACTURING OF DANGEROUS DRUGS	112a
5L3F	MANUFACTURE WITH INTENT TO DISTRIBUTE DANGEROUS DRUGS	112a
5L3G	INTRODUCTION OF DANGEROUS DRUGS	112a
5L3H	INTRODUCTION WITH INTENT TO DISTRIBUTE DANGEROUS DRUGS	112a
5L4	HALLUCINOGENS (LSD, PEYOTE, Mescaline, AND SO ON)	112a
5L4A	SMUGGLING OF HALLUCINOGENS	112a
5L4B	DISTRIBUTION OF HALLUCINOGENS	112a

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5L4C	POSSESSION OF HALLUCINOGENS	112a
5L4D	USE OF HALLUCINOGENS	
5L4D1	USE OF HALLUCINOGENS DETERMINED BY URINALYSIS TEST	112a
5L4D2	USE OF HALLUCINOGENS DETERMINED BY OTHER THAN URINALYSIS TEST	112a
5L4E	GROWING & MANUFACTURING OF HALLUCINOGENS	112a
5L4F	MANUFACTURE WITH INTENT TO DISTRIBUTE HALLUCINOGENS	112a
5L4G	INTRODUCTION OF HALLUCINOGENS	112a
5L4H	INTRODUCTION WITH INTENT TO DISTRIBUTE HALLUCINOGENS	112a
5L5	OTHER (SCHEDULE IV OR V)	
5L5A	SMUGGLING OF OTHER CONTROLLED SUBSTANCE	112a
5L5B	DISTRIBUTION OF OTHER CONTROLLED SUBSTANCE	112a
5L5C	POSSESSION OF OTHER CONTROLLED SUBSTANCE	112a
5L5D	USE OF OTHER CONTROLLED SUBSTANCE	
5L5D1	USE OF OTHER CONTROLLED SUBSTANCE DETERMINED BY URINALYSIS TEST	112a
5L5D2	USE OF OTHER CONTROLLED SUBSTANCE DETERMINED BY OTHER THAN URINALYSIS TEST	112a
5L5E	GROWING/MANUFACTURING OTHER CONTROLLED SUBSTANCE	112a
5L5F	MANUFACTURE WITH INTENT TO DISTRIBUTE OTHER CONTROLLED SUBSTANCE	112a
5L5G	INTRODUCTION OF OTHER CONTROLLED SUBSTANCES	112a
5L5H	INTRODUCTION WITH INTENT TO DISTRIBUTE OTHER CONTROLLED SUBSTANCE	112a
5L6	COCAINE	
5L6A	SMUGGLING OF COCAINE	112a
5L6B	DISTRIBUTION OF COCAINE	112a
5L6C	POSSESSION OF COCAINE	112a
5L6D	USE OF COCAINE	
5L6D1	USE OF COCAINE DETERMINED BY URINALYSIS TEST	112a
5L6D2	USE OF COCAINE DETERMINED BY OTHER THAN URINALYSIS TEST	112a
5L6E	GROWING OR MANUFACTURING OF COCAINE	112a
5L6F	MANUFACTURE WITH INTENT TO DISTRIBUTE COCAINE	112a
5L6G	INTRODUCTION OF COCAINE	112a
5L6H	INTRODUCTION WITH INTENT TO DISTRIBUTE COCAINE	112a
5M	PERJURY, FALSE SWEARING, FALSE OFFICIAL STATEMENT	
5M1	PERJURY	
5M1A	PERJURY GIVING FALSE TESTIMONY	107
5M1B	PERJURY SUBSCRIBING FALSE STATEMENT	107



**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5M1C	PERJURY SUBORNATION OF	107
5M2	FALSE SWEARING	
5M3	FALSE OFFICIAL STATEMENT	
5M3A	FALSE OFFICIAL STATEMENT NOT SUBMITTED TO FINANCE, PERSONNEL, COMMISSARY, PROCUREMENT, AAFES, PDO, OR NAF INSTRUMENTALITY	107
5M3B	FALSE OFFICIAL STATEMENT SUBMITTED TO A FINANCE ACTIVITY	107
5M3C	FALSE OFFICIAL STATEMENT SUBMITTED TO A PERSONNEL ACTIVITY	107
5M3D	FALSE OFFICIAL STATEMENT SUBMITTED TO A COMMISSARY ACTIVITY	107
5M3E	FALSE OFFICIAL STATEMENT SUBMITTED TO PROCUREMENT ACTIVITY	
5M3E1	FALSE OFFICIAL STATEMENT REGARDING PROGRESS PAYMENTS	107
5M3E2	FALSE OFFICIAL STATEMENT REGARDING FAST PAY PROCEDURES	107
5M3E3	FALSE OFFICIAL STATEMENT REGARDING REQUEST FOR PROPOSAL OR INVITATION FOR BID	107
5M3E4	FALSE OFFICIAL STATEMENT REGARDING COST AND PRICE DATA	107
5M3E5	FALSE OFFICIAL STATEMENT REGARDING CONTRACT NEGOTIATIONS	107
5M3E6	FALSE OFFICIAL STATEMENT REGARDING DEFECTIVE MATERIALS	107
5M3E7	FALSE OFFICIAL STATEMENT RELEASE OF PROPRIETARY INFORMATION	107
5M3F	FALSE OFFICIAL STATEMENT SUBMITTED TO AN AAFES ACTIVITY	107
5M3G	FALSE OFFICIAL STATEMENT SUBMITTED TO A NAF INSTRUMENTALITY	107
5M3H	FALSE OFFICIAL STATEMENT TO PROPERTY DISPOSAL ACTIVITY	107
5M3J	FALSE OFFICIAL STATEMENT INVOLVING WORKER'S COMPENSATION CLAIMS	107
5M3K	FALSE OFFICIAL STATEMENT REGARDING CHAMPUS CLAIMS	107
5M4	FALSE CLAIMS (18 USC)	
5M4A	FALSE CLAIM NOT SUBMITTED TO FINANCE, PERSONNEL, COMMISSARY, PROCUREMENT, AAFES, PROPERTY DISPOSAL, OR NAF INSTRUMENTALITY	132
5M4B	FALSE CLAIM SUBMITTED TO A FINANCE ACTIVITY	132
5M4C	FALSE CLAIM SUBMITTED TO A PERSONNEL ACTIVITY	132
5M4D	FALSE CLAIM SUBMITTED TO A COMMISSARY ACTIVITY	132
5M4E	FALSE CLAIM SUBMITTED TO A PROCUREMENT ACTIVITY	132
5M4E1	FALSE CLAIM REGARDING PROGRESS PAYMENTS	132
5M4E2	FALSE CLAIM REGARDING FAST PAY PROCEDURES	132
5M4E3	FALSE CLAIM REGARDING COST AND PRICE DATA	132

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5M4F	FALSE CLAIM SUBMITTED TO AN AAFES ACTIVITY	132
5M4G	FALSE CLAIM SUBMITTED TO AN NAF INSTRUMENTALITY	132
5M4H	FALSE CLAIM SUBMITTED TO A PROPERTY DISPOSAL ACTIVITY	132
5M4J	FALSE CLAIM REGARDING WORKER'S COMPENSATION	132
5N	ROBBERY	
5N1	ASSAULT WITH INTENT TO COMMIT ROBBERY/ATTEMPTED ROBBERY	134
5N2	ROBBERY OF AN INDIVIDUAL	
5N2A1	ROBBERY BY AN INDIVIDUAL WITH A HANDGUN	122
5N2A2	ROBBERY BY MORE THAN ONE INDIVIDUAL WITH A HANDGUN	122
5N2B1	ROBBERY BY AN INDIVIDUAL WITH A SHOULDER WEAPON	122
5N2B2	ROBBERY BY MORE THAN ONE INDIVIDUAL WITH A SHOULDER WEAPON	122
5N2C1	ROBBERY BY AN INDIVIDUAL WITH A KNIFE	122
5N2C2	ROBBERY BY MORE THAN ONE INDIVIDUAL USING KNIFE(S)	122
5N2D1	ROBBERY BY AN INDIVIDUAL USING STRONG-ARM METHODS	122
5N2D2	ROBBERY BY MORE THAN ONE INDIVIDUAL USING STRONG-ARM METHODS	122
5N2E1	ROBBERY BY AN INDIVIDUAL USING OTHER METHODS	122
5N2E2	ROBBERY BY MORE THAN ONE INDIVIDUAL USING OTHER METHODS	122
5N3	ROBBERY OF BUSINESS (BANK, STORE, AND SO ON)	
5N3A1	ROBBERY OF A BUSINESS BY AN INDIVIDUAL WITH A HANDGUN	122
5N3A2	ROBBERY OF A BUSINESS BY MORE THAN ONE INDIVIDUAL WITH A HANDGUN	122
5N3B1	ROBBERY OF A BUSINESS BY AN INDIVIDUAL WITH A SHOULDER WEAPON	122
5N3B2	ROBBERY OF A BUSINESS BY MORE THAN ONE INDIVIDUAL WITH A SHOULDER WEAPON	122
5N3C1	ROBBERY OF A BUSINESS BY AN INDIVIDUAL WITH A KNIFE	122
5N3C2	ROBBERY OF A BUSINESS BY MORE THAN ONE INDIVIDUAL USING KNIFE(S)	122
5N3D1	ROBBERY OF A BUSINESS BY AN INDIVIDUAL USING STRONG-ARM METHODS	122
5N3D2	ROBBERY OF A BUSINESS BY MORE THAN ONE INDIVIDUAL USING STRONG-ARM METHODS	122
5N3E1	ROBBERY OF A BUSINESS BY AN INDIVIDUAL USING OTHER METHODS	122
5N3E2	ROBBERY OF A BUSINESS BY MORE THAN ONE INDIVIDUAL USING OTHER METHODS	122
5P	SUICIDE	
5P1	SUICIDE - ATTEMPTED	

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5P2	SUICIDE - SUCCESSFUL	
5P2A	SUICIDE OF A FAMILY MEMBER (UNDER 18)	
5P2A1	SUICIDE OF A MINOR FAMILY MEMBER BY SHOOTING	
5P2A2	SUICIDE OF A MINOR FAMILY MEMBER BY HANGING	
5P2A3	SUICIDE OF A MINOR FAMILY MEMBER BY DROWNING	
5P2A4	SUICIDE OF A MINOR FAMILY MEMBER BY POISONING (INCLUDING CARBON MONOXIDE AND DRUGS)	
5P2A5	SUICIDE OF A MINOR FAMILY MEMBER BY CUTTING, STABBING, OR MUTILATION	
5P2A6	SUICIDE OF A MINOR FAMILY MEMBER BY OTHER MEANS	
5P2B	SUICIDE OF AN ADULT FAMILY MEMBER (18 AND OVER)	
5P2B1	SUICIDE OF AN ADULT FAMILY MEMBER BY SHOOTING	
5P2B2	SUICIDE OF AN ADULT FAMILY MEMBER BY HANGING	
5P2B3	SUICIDE OF AN ADULT FAMILY MEMBER BY DROWNING	
5P2B4	SUICIDE OF AN ADULT FAMILY MEMBER BY POISONING (INCLUDING CARBON MONOXIDE AND DRUGS)	
5P2B5	SUICIDE OF AN ADULT FAMILY MEMBER BY CUTTING, STABBING, OR MUTILATION	
5P2B6	SUICIDE OF AN ADULT FAMILY MEMBER BY OTHER MEANS	
5P2C	SUICIDE OF AN ENLISTED SOLDIER	
5P2C1	SUICIDE OF AN ENLISTED SOLDIER BY SHOOTING	
5P2C2	SUICIDE OF AN ENLISTED SOLDIER BY HANGING	
5P2C3	SUICIDE OF AN ENLISTED SOLDIER BY DROWNING	
5P2C4	SUICIDE OF AN ENLISTED SOLDIER BY POISONING (INCLUDING CARBON MONOXIDE AND DRUGS)	
5P2C5	SUICIDE OF AN ENLISTED SOLDIER BY CUTTING, STABBING, OR MUTILATION	
5P2C6	SUICIDE OF AN ENLISTED SOLDIER BY OTHER MEANS	
5P2D	SUICIDE OF AN OFFICER	
5P2D1	SUICIDE OF AN OFFICER BY SHOOTING	
5P2D2	SUICIDE OF AN OFFICER BY HANGING	
5P2D3	SUICIDE OF AN OFFICER BY DROWNING	
5P2D4	SUICIDE OF AN OFFICER BY POISONING (INCLUDING CARBON MONOXIDE AND DRUGS)	
5P2D5	SUICIDE OF AN OFFICER BY CUTTING, STABBING, OR MUTILATION	
5P2D6	SUICIDE OF AN OFFICER BY OTHER MEANS	
5P2E	SUICIDE OF OTHER PERSONNEL	
5P2E1	SUICIDE OF OTHER PERSONNEL BY SHOOTING	
5P2E2	SUICIDE OF OTHER PERSONNEL BY HANGING	
5P2E3	SUICIDE OF OTHER PERSONNEL BY DROWNING	
5P2E4	SUICIDE OF OTHER PERSONNEL BY POISONING (INCLUDING CARBON MONOXIDE AND DRUGS)	

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5P2E5	SUICIDE OF OTHER PERSONNEL BY CUTTING, STABBING, OR MUTILATION	
5P2E6	SUICIDE OF OTHER PERSONNEL BY OTHER MEANS	
5P3	SUICIDE GESTURE	
5Q	TRAFFIC	
5Q1	TRAFFIC FATALITY	
5Q2	DRUNKEN DRIVING	111
5Q3	FLEEING THE SCENE OF A TRAFFIC ACCIDENT	134
5Q4	TRAFFIC ACCIDENT—INJURY/DESTRUCTION OF PROPERTY	
5Q4A	TRAFFIC ACCIDENT RESULTING IN PERSONAL INJURY	134
5Q4B	TRAFFIC ACCIDENT RESULTING IN DAMAGE TO PROPERTY	
5Q4B1	TRAFFIC ACCIDENT WITH DAMAGE TO GOVERNMENT PROPERTY	134
5Q4B2	TRAFFIC ACCIDENT WITH DAMAGE TO PRIVATE PROPERTY	134
5Q5	TRAFFIC VIOLATIONS, OTHER	
5Q5A	CARELESS OR RECKLESS DRIVING	111
5Q6	TRAFFIC ACCIDENT WITHOUT INJURY/DAMAGE TO PROPERTY	134
5Q9	ALCOHOL/DRUG RELATED TRAFFIC OFFENSES	134
5R	WEAPONS VIOLATIONS	
5R1	CONCEALED WEAPONS	
5R1A	CARRYING A CONCEALED PISTOL/REVOLVER	134
5R1B	CARRYING CONCEALED KNIFE, RAZOR, CUTTING INSTRUMENT	134
5R1C	CARRYING A CONCEALED BLACKJACK	134
5R1D	CARRYING A CONCEALED SHOTGUN	134
5R1E	CARRYING A CONCEALED RIFLE	134
5R1F	CARRYING A CONCEALED SUBMACHINE GUN	134
5R2	UNLAWFUL POSSESSION OF WEAPONS	
5R2A	UNLAWFUL POSSESSION OF A PISTOL/REVOLVER	134
5R2B	UNLAWFUL POSSESSION OF KNIFE, RAZOR, CUTTING INSTRUMENT	134
5R2C	UNLAWFUL POSSESSION OF A BLACKJACK	134
5R2D	UNLAWFUL POSSESSION OF A SHOTGUN	134
5R2E	UNLAWFUL POSSESSION OF A RIFLE	134
5R2F	UNLAWFUL POSSESSION OF A SUBMACHINE GUN	134
5R2G	WRONGFUL POSSESSION OF EXPLOSIVES & EXPLOSIVE DEVICES	134
5R3	WEAPONS VIOLATIONS, OTHER WEAPON MATTERS	134
5R4	DISCHARGE FIREARM	
5R4A	DISCHARGE FIREARM, NEGLECT	134
5R4B	DISCHARGE FIREARM, WILLFUL	134
5S	ESCAPE	

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5S1	ESCAPE FROM CONFINEMENT	
5S1A	ESCAPE FROM PRETRIAL CONFINEMENT	95
5S1B	ESCAPE FROM POST–TRIAL CONFINEMENT	95
5S1C	RELEASE PRISONER WITHOUT AUTHORITY	96
5S1D	ALLOW ESCAPE FROM CONFINEMENT BY NEGLECT	96
5S1E	ALLOW ESCAPE FROM CONFINEMENT BY DESIGN	96
5S1F	ALLOWING PRISONER TO DO UNAUTHORIZED ACT	134
5S2	ESCAPE FROM CUSTODY	
5S2A	ESCAPE FROM CUSTODY	95
5S2B	ESCAPE FROM CORRECTIONAL CUSTODY	134
5S2C	BREACH OF CORRECTIONAL CUSTODY	134
5S3	RESISTING APPREHENSION (MILITARY)	95
5S4	RESISTING ARREST (CIVIL)	
5S5	BREAK ARREST	95
5S6	BREAK QUARANTINE	134
5S7	RESTRICTION BREAKING	134
5S8	UNLAWFUL DETENTION	97
5S9	PAROLE VIOLATION	134
5T	COMMUNICATIONS INCIDENTS	
5T1	COMMUNICATING A THREAT (OTHER THAN TELEPHONE)	134
5T2	COMMUNICATING A THREAT BY TELEPHONE	134
5T3	BOMB THREATS (ALL TYPES)	134
5U	HARASSING COMMUNICATION	
5U1	HARASSING COMMUNICATION (BY OTHER THAN TELEPHONE)	134
5U2	HARASSING COMMUNICATION BY TELEPHONE	134
5V	MALINGERING	
5V1	MALINGER DURING TIME OF WAR	115
5V2	MALINGER OTHER THAN TIME OF WAR	115
5V3	INJURE SELF DURING TIME OF WAR	115
5V4	INJURE SELF OTHER THAN TIME OF WAR	115
5V5	SELF–INJURY WITHOUT INTENT TO AVOID SERVICE	134
5W	UNAUTHORIZED ABSENCES	
5W1	DESERTION	
5W1A	DESERTION SURRENDERED TO MILITARY/CIVILIAN AUTHORITIES	85
5W1B	DESERTION APPREHENDED BY MILITARY AUTHORITIES	85
5W1C	DESERTION APPREHENDED BY CIVILIAN AUTHORITIES	85
5W1D	DESERTION TO AVOID HAZARDOUS DUTY	85
5W1E	DESERTION DURING TIME OF WAR	85
5W2	AWOL	

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5W2A	AWOL SURRENDERED TO MILITARY/CIVILIAN AUTHORITIES	86
5W2B	AWOL APPREHENDED BY MILITARY AUTHORITIES	86
5W2C	AWOL APPREHENDED BY CIVILIAN AUTHORITIES	86
5W2D	AWOL FAILED TO GO TO PLACE OF DUTY	86
5W2E	AWOL DEPARTED FROM PLACE OF DUTY	86
5W2F	ABANDONING WATCH OR GUARD	
5W2F1	AWOL, ABSENT FROM WATCH OR GUARD	86
5W2F2	AWOL, ABSENT FROM WATCH OR GUARD WITH INTENT TO ABANDON	86
5W2G	AWOL, TO AVOID MANEUVERS	86
5W2H	MISSING MOVEMENT	
5W2H1	MISSING MOVEMENT BY DESIGN	87
5W2H2	MISSING MOVEMENT BY NEGLIGENCE	87
5W3	JUMP VESSEL	134
5W4	STRAGGLING	134
5X	OTHER OFFENSES AGAINST PERSONS	
5X1	CONSPIRACY	81
5X2	SOLICITATION	82
5X2A	SOLICITATION TO DESERT	82
5X2B	SOLICITATION TO MUTINY	82
5X2C	SOLICITATION TO MISBEHAVE BEFORE ENEMY	82
5X2D	SOLICITATION TO SEDITION	82
5X3	SOLICITATION TO SEDITION, ACCESSORY BEFORE THE FACT	77
5X4	SOLICITATION TO SEDITION, ACCESSORY AFTER THE FACT	78
5X5	OBSTRUCTION OF JUSTICE	134
5X6	MISPRISON SERIOUS OFFENSE	134
5X7	REQUEST COMMISSION OF OFFENSE	134
5Y	CONDUCT UNBECOMING A MEMBER OF THE MIL. SVC.	
5Y1	CONDUCT UNBECOMING A MEMBER OF THE MIL. SERVICE DRUNK AND DISORDERLY	134
5Y1A	CONDUCT UNBECOMING A MEMBER OF MILITARY SERVICE (DRUNK IN PUBLIC)	
5Y1A1	CONDUCT UNBECOMING A MEMBER OF THE MIL SVC DRINKING UNDERAGE WITH PERMISSION	134
5Y1A2	CONDUCT UNBECOMING A MEMBER OF THE MIL SVC DRINKING UNDERAGE WITHOUT PERMISSION	134
5Y1B	DRUNK ON DUTY	112
5Y1B1	DRUNK ON DUTY DRINKING UNDERAGE WITH PERMISSION	112
5Y1B2	DRUNK ON DUTY DRINKING UNDERAGE WITHOUT PERMISSION	112
5Y1B3	DRUNK ON DUTY UNABLE TO PERFORM DUTIES	134
5Y1B4	DRUNK ON DUTY ABOARD SHIP	134

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5Y1B5	DRUNK ON DUTY OTHER CASE	134
5Y1B6	DRUNK/DISORDERLY ON SHIP	134
5Y1B7	DRUNK/DISORDERLY BRING DISCREDIT	134
5Y1B8	DRUNK/DISORDERLY OTHER	134
5Y1C	PRISONER DRINKING	
5Y1C1	DRINK LIQUOR WITH PRISONER	134
5Y1C2	DRUNK PRISONER	134
5Y1D	DISORDERLY CONDUCT	
5Y1D1	DISORDERLY CONDUCT BRING DISCREDIT	134
5Y1D2	DISORDERLY CONDUCT OTHER CASES	134
5Y2	MISCONDUCT (OTHER THAN DRUNK & DISORDERLY)	
5Y2A	CONTEMPT/DISRESPECT/DISOBEY	
5Y2A1	CONTEMPT TOWARDS OFFICIAL	88
5Y2A2	DISRESPECT TOWARDS SUPERIOR	89
5Y2A3	DISRESPECT TO WARRANT OFFICER	91
5Y2A4	DISRESPECT TO SUPERIOR NCO/PO	91
5Y2A5	DISRESPECT TO OTHER NCO/PO	91
5Y2A6	DISOBEY A LAWFUL ORDER OF COMMANDING OFFICER	90
5Y2A7	DISOBEY IN TIME OF WAR	90
5Y2A8	DISOBEY WARRANT OFFICER	91
5Y2A9	DISOBEY NCO OR PO	91
5Y2B	FAIL TO OBEY GENERAL ORDER	
5Y2B0	FAIL TO OBEY GENERAL ORDER OTHER	92
5Y2B1	FAIL TO OBEY GENERAL ORDER APPEARANCE	92
5Y2B2	FAIL TO OBEY GENERAL ORDER BLACK MARKET	92
5Y2B3	FAIL TO OBEY GENERAL ORDER FRATERNIZATION	92
5Y2B4	FAIL TO OBEY GENERAL ORDER PARAPHERNALIA	92
5Y2B5	FAIL TO OBEY GENERAL ORDER SECURITY	92
5Y2B6	FAIL TO OBEY GENERAL ORDER SEXUAL HARASSMENT	92
5Y2B7	FAIL TO OBEY GENERAL ORDER STANDARDS OF CONDUCT	92
5Y2B8	FAIL TO OBEY GENERAL ORDER TRAFFIC	92
5Y2B9	FAIL TO OBEY GENERAL ORDER WEAPONS	92
5Y2C	FAIL TO OBEY OTHER ORDER	92
5Y2D	DERELICT DUTIES	
5Y2D1	DERELICT DUTIES - NEGLECT	92
5Y2D2	DERELICT DUTIES - WILLFUL	92
5Y2E	CRUELTY OF SUBORDINATES	93
5Y2F	DUELING	114
5Y2G	CONDUCT UNBECOMING OFFICER	
5Y2G1	CONDUCT UNBECOMING OFFICER COPY/CHEAT	133

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5Y2G2	CONDUCT UNBECOMING OFFICER DRUNK/DISORDERLY	133
5Y2G3	CONDUCT UNBECOMING OFFICER FRATERNIZATION	133
5Y2G4	CONDUCT UNBECOMING OFFICER OTHER	133
5Y2H	ABUSING AN ANIMAL	134
5Y2J	PROCEDURAL RULES	
5Y2J1	DELAY DISPOSITION OF CASE	98
5Y2J2	FAIL TO ENFORCE PROCEDURAL RULE	98
5Y2J3	WRONGFUL INTERFERENCE WITH ADMIN PROCEEDINGS	134
5Y2J4	PUBLIC RECORD: ALTER/REMOVE	134
5Y2J5	REFUSE TO TESTIFY	134
5Y2K	SENTINEL MISCONDUCT	
5Y2K1	MISBEHAVE, SENTINEL DURING TIME OF WAR	113
5Y2K2	MISBEHAVE, SENTINEL WITH SPECIAL PAY	113
5Y2K3	MISBEHAVE, SENTINEL OTHER PLACES	113
5Y2K4	SENTINEL DISRESPECT	134
5Y2K5	SENTINEL LOITERING IN TIME OF WAR	134
5Y2K6	SENTINEL LOITERING AT OTHER TIMES	134
5Y2L	MUTINY	
5Y2L1	SOLICIT, MUTINY	82
5Y2L2	MUTINY BY VIOLENCE OR DISTURBANCE	94
5Y2L3	MUTINY BY REFUSING TO OBEY ORDERS OR PERFORM DUTY	94
5Y2L4	MUTINY BY FAILURE TO PREVENT OR SUPPRESS	94
5Y2L5	MUTINY BY FAILURE TO REPORT	94
5Y2M	SEDITION	
5Y2M1	SOLICIT, SEDITION	82
5Y2M2	SEDITION	94
5Y2M3	SEDITION FAILURE TO PREVENT OR SUPPRESS	94
5Y2M4	SEDITION FAILURE TO REPORT	94
5Y2N	MISCONDUCT BEFORE ENEMY	
5Y2N1	MISCONDUCT BEFORE ENEMY - RUN AWAY	99
5Y2N2	MISCONDUCT BEFORE ENEMY SHAMEFUL ABANDON/SURRENDER/DELIVER	99
5Y2N3	MISCONDUCT BEFORE ENEMY ENDANGER COMMAND/UNIT/PLACE/SHIP	99
5Y2N4	MISCONDUCT BEFORE ENEMY CAST AWAY ARMS OR AMMUNITION	99
5Y2N5	MISCONDUCT BEFORE ENEMY COWARDLY CONDUCT	99
5Y2N6	MISCONDUCT BEFORE ENEMY QUIT PLACE OF DUTY TO PLUNDER/PILLAGE	99
5Y2N7	MISCONDUCT BEFORE ENEMY CAUSE FALSE ALARM	99
5Y2N8	MISCONDUCT BEFORE ENEMY WILLFUL FAILURE TO ENCOUNTER ENEMY	99



**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5Y2N9	MISCONDUCT BEFORE ENEMY FAIL TO AFFORD RELIEF OR ASSISTANCE	99
5Y2O	OTHER OFFENSE BEFORE ENEMY	
5Y2O1	COMPEL SURRENDER	100
5Y2O2	STRIKE FLAG BEFORE ENEMY	100
5Y2O3	DISCLOSE PAROLE/COUNTERSIGN TO UN-AUTHORIZED PERSON	101
5Y2O4	GIVE PAROLE/COUNTERSIGN DIFFERENT FROM AUTHORIZED	101
5Y2O5	FORCING SAFEGUARD	102
5Y2P	SPYING/ESPIONAGE/AIDING ENEMY	
5Y2P1	SPYING	106
5Y2P2	ESPIONAGE	106
5Y2P3	DISLOYAL STATEMENT	134
5Y2P4	AIDING THE ENEMY	104
5Y2P5	HARBORING OR PROTECTING ENEMY	104
5Y2P6	GIVING INTELLIGENCE TO ENEMY	104
5Y2P7	COMMUNICATING WITH ENEMY	104
5Y2P8	MISCONDUCT AS POW FOR FAVORABLE TREATMENT	105
5Y2P9	MISCONDUCT AS POW MALTREAT PRISONER	105
5Y2Q	LOOTING - PILLAGING	103
5Y3	RIOT	116
5Y4	BREACH OF PEACE	116
5Y5	PROVOKING SPEECH/GESTURES	117
5Z	CRIMINAL TERRORISM/TERRORISM ACTS	
5Z1	CRIMINAL TERRORISM TARGETED AGAINST PERSON	
5Z1A	TERRORIST THREATS AGAINST PERSONS	
5Z1A1	TERRORIST THREATS AGAINST PERSONS BY MAIL	134
5Z1A2	TERRORIST THREATS AGAINST PERSONS BY TELEPHONE	134
5Z1A3	TERRORIST THREATS AGAINST PERSONS IN PERSON	134
5Z1A4	TERRORIST THREATS AGAINST PERSONS BY COMBINATION OF THREATS IN PERSON	134
5Z1A5	TERRORIST THREATS AGAINST PERSONS THROUGH INTERMEDIARY	134
5Z1B	CRIMINAL TERRORISM AGAINST PERSONS INVOLVING EXPLOSIVE DEVICE	
5Z1B1	CRIMINAL TERRORISM AGAINST PERSONS INVOLVING TNT OR DYNAMITE	134
5Z1B2	CRIMINAL TERRORISM AGAINST PERSONS INVOLVING GASOLINE, FLAMMABLES, AND SO ON	134
5Z1B3	CRIMINAL TERRORISM AGAINST PERSONS INVOLVING OTHER EXPLOSIVE DEVICE	134
5Z1B4	CRIMINAL TERRORISM—DEVICE DISCOVERED BEFORE DETONATION	134
5Z1B5	CRIMINAL TERRORISM—DEVICE DISCOVERED AFTER DETONATION	134

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5Z2	TERRORIST THREATS TARGETED AGAINST EQUIPMENT	
5Z2A	TERRORIST THREATS AGAINST EQUIPMENT	
5Z2A1	TERRORIST THREATS AGAINST EQUIPMENT BY MAIL	134
5Z2A2	TERRORIST THREATS AGAINST EQUIPMENT BY TELEPHONE	134
5Z2A3	TERRORIST THREATS AGAINST EQUIPMENT IN PERSON	134
5Z2A4	TERRORIST THREATS AGAINST EQUIPMENT BY COMBINATION OF THREATS IN PERSON	134
5Z2A5	TERRORIST THREATS AGAINST EQUIPMENT THROUGH INTERMEDIARY	134
5Z2B	CRIMINAL TERRORISM AGAINST EQUIPMENT INVOLVING EXPLOSIVE DEVICE	
5Z2B1	CRIMINAL TERRORISM AGAINST EQUIPMENT INVOLVING TNT OR DYNAMITE	134
5Z2B2	CRIMINAL TERRORISM AGAINST EQUIP. INVOLVING GASOLINE, FLAMMABLES, AND SO ON	134
5Z2B3	CRIMINAL TERRORISM AGAINST EQUIPMENT INVOLVING OTHER EXPLOSIVE DEVICE	134
5Z2B4	CRIMINAL TERRORISM—DEVICE DISCOVERED BEFORE DETONATION	134
5Z2B5	CRIMINAL TERRORISM—DEVICE DISCOVERED AFTER DETONATION	134
5Z3	CRIMINAL TERRORISM TARGETED AGAINST FACILITIES	
5Z3A	TERRORIST THREAT AGAINST FACILITIES	
5Z3A1	TERRORIST THREATS AGAINST FACILITIES BY MAIL	134
5Z3A2	TERRORIST THREATS AGAINST FACILITIES BY TELEPHONE	134
5Z3A3	TERRORIST THREATS AGAINST FACILITIES IN PERSON	134
5Z3A4	TERRORIST THREATS AGAINST FAC. BY COMBINATION OF THREATS IN PERSON	134
5Z3A5	TERRORIST THREATS AGAINST FACILITIES THROUGH INTERMEDIARY	134
5Z3B	CRIMINAL TERRORISM AGAINST FACILITIES INVOLVING EXPLOSIVE DEVICE	
5Z3B1	CRIMINAL TERRORISM AGAINST MULTIPLE TARGETS INVOLVING TNT OR DYNAMITE	134
5Z3B2	CRIMINAL TERRORISM AGAINST MULTIPLE TARGETS INVOLVING GASOLINE, FLAMMABLES, AND SO ON	134
5Z3B3	CRIMINAL TERRORISM AGAINST MULTIPLE TARGETS INVOLVING OTHER EXPLOSIVE DEVICE	134
5Z3B4	CRIMINAL TERRORISM—DEVICE DISCOVERED BEFORE DETONATION	134
5Z3B5	CRIMINAL TERRORISM—DEVICE DISCOVERED AFTER DETONATION	134
5Z4	CRIMINAL TERRORISM AGAINST MULTIPLE TARGETS, PERSONS, OR EQUIPMENT	
5Z4A	TERRORIST THREATS AGAINST MULTIPLE TARGETS	

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
5Z4A1	TERRORIST THREATS AGAINST MULTIPLE TARGETS BY MAIL	134
5Z4A2	TERRORIST THREATS AGAINST MULTIPLE TARGETS BY TELEPHONE	134
5Z4A3	TERRORIST THREATS AGAINST MULTIPLE TARGETS IN PERSON	134
5Z4A4	TERRORIST THREATS AGAINST MULTIPLE TARGETS BY COMBINATION OF THREATS IN PERSON	134
5Z4A5	TERRORIST THREATS AGAINST MULTIPLE TARGETS THROUGH INTERMEDIARY	134
5Z4B	CRIMINAL TERRORISM AGAINST MULTIPLE TARGETS INVOLVING EXPLOSIVE	
5Z4B1	CRIMINAL TERRORISM AGAINST MULTIPLE TARGETS INVOLVING TNT OR DYNAMITE	134
5Z4B2	CRIMINAL TERRORISM AGAINST MULTIPLE TARGETS INVOLVING GASOLINE, FLAMMABLES, AND SO ON	134
5Z4B3	CRIMINAL TERRORISM AGAINST MULTIPLE TARGETS INVOLVING OTHER EXPLOSIVE DEVICE	134
5Z4B4	CRIMINAL TERRORISM—DEVICE DISCOVERED BEFORE DETONATION	134
5Z4B5	CRIMINAL TERRORISM—DEVICE DISCOVERED AFTER DETONATION	134
6	SEX CRIMES	
6A	CHILD MOLESTATION	
6A1	INDECENT ASSAULT ON A CHILD	134
6A2	INDECENT ACTS UPON A CHILD	134
6A3	ENTICING A CHILD TO COMMIT A LEWD ACT	134
6A4	EXHIBITIONISM OR LEWD GESTURES TOWARD A MINOR	134
6C	INDECENT ACTS (NOT INVOLVING SODOMY)	
6C1	INDECENT ASSAULT (NOT INVOLVING SODOMY)	134
6C2	INDECENT ACTS BETWEEN TWO OR MORE MALES (NOT INVOLVING SODOMY)	134
6C3	INDECENT ACTS BETWEEN TWO OR MORE FEMALES (NOT INVOLVING SODOMY)	134
6C4	INDECENT ACTS BETWEEN MALES & FEMALES (NOT INVOLVING SODOMY)	134
6C5	INDECENT ACTS BETWEEN ADULTS & MINORS (NOT INVOLVING SODOMY)	134
6D	PORNOGRAPHY	
6D1	PRODUCTION/PUBLICATION OF PORNOGRAPHY	
6D1A	PRODUCTION OR PUBLICATION OF PORNOGRAPHIC ART	134
6D1B	PRODUCTION OR PUBLICATION OF PORNOGRAPHIC LITERATURE	134
6D1C	PRODUCTION OR PUBLICATION OF PORNOGRAPHIC MOVIES	134
6D1D	PRODUCTION OR PUBLICATION OF PORNOGRAPHIC PHOTOGRAPHS	134
6D2	SMUGGLING/ILLEGAL TRANSPORT OF PORNOGRAPHY	

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
6D2A	SMUGGLING/ILLEGAL TRANSPORT OF PORNOGRAPHIC ART	134
6D2B	SMUGGLING/ILLEGAL TRANSPORT OF PORNOGRAPHIC LITERATURE	134
6D2C	SMUGGLING/ILLEGAL TRANSPORT OF PORNOGRAPHIC MOVIES	134
6D2D	SMUGGLING/ILLEGAL TRANSPORT OF PORNOGRAPHIC PHOTOGRAPHS	134
6D3	TRANSPORT OF PORNOGRAPHY (OTHER THAN SMUGGLING)	
6D3A	ILLEGAL TRANSPORT OF PORNOGRAPHIC ART (OTHER THAN SMUGGLING)	134
6D3B	ILLEGAL TRANSPORT OF PORNOGRAPHIC LITERATURE (OTHER THAN SMUGGLING)	134
6D3C	ILLEGAL TRANSPORT OF PORNOGRAPHIC MOVIES (OTHER THAN SMUGGLING)	134
6D3D	ILLEGAL TRANSPORT OF PORNOGRAPHIC PHOTOGRAPHS (OTHER THAN SMUGGLING)	134
6D4	INTRODUCTION OF PORNOGRAPHY INTO MAIL CHANNELS	
6D4A	INTRODUCTION OF PORNOGRAPHIC ART INTO MAIL CHANNELS	134
6D4B	INTRODUCTION OF PORNOGRAPHIC LITERATURE INTO MAIL CHANNELS	134
6D4C	INTRODUCTION OF PORNOGRAPHIC MOVIES INTO MAIL CHANNELS	134
6D4D	INTRODUCTION OF PORNOGRAPHIC PHOTOGRAPHS INTO MAIL CHANNELS	134
6D5	ILLEGAL SALE OF PORNOGRAPHY	
6D5A	ILLEGAL SALE OF PORNOGRAPHIC ART	134
6D5B	ILLEGAL SALE OF PORNOGRAPHIC LITERATURE	134
6D5C	ILLEGAL SALE OF PORNOGRAPHIC MOVIES	134
6D5D	ILLEGAL SALE OF PORNOGRAPHIC PHOTOGRAPHS	134
6D6	ILLEGAL EXHIBITION OF PORNOGRAPHY	
6D6A	ILLEGAL EXHIBITION OF PORNOGRAPHIC ART	134
6D6B	ILLEGAL EXHIBITION OF PORNOGRAPHIC LITERATURE	134
6D6C	ILLEGAL EXHIBITION OF PORNOGRAPHIC MOVIES	134
6D6D	ILLEGAL EXHIBITION OF PORNOGRAPHIC PHOTOGRAPHS	134
6D7	ILLEGAL POSSESSION OF PORNOGRAPHY	
6D7A	ILLEGAL POSSESSION OF PORNOGRAPHIC ART	134
6D7B	ILLEGAL POSSESSION OF PORNOGRAPHIC LITERATURE	134
6D7C	ILLEGAL POSSESSION OF PORNOGRAPHIC MOVIES	134
6D7D	ILLEGAL POSSESSION OF PORNOGRAPHIC PHOTOGRAPHS	134
6E	RAPE & CARNAL KNOWLEDGE	
6E1	RAPE	
6E1A	ASSAULT WITH INTENT TO RAPE	134

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
6E1A1	ATTEMPTED RAPE BY FORCE	120
6E1A2	ATTEMPTED RAPE BY FORCE USING A WEAPON	120
6E1A3	GROUP RAPE OF AN ADULT	120
6E1B	RAPE OF A CHILD	
6E1B1	RAPE OF A CHILD BY FORCE	120
6E1B2	RAPE OF A CHILD USING A WEAPON	120
6E1B3	GROUP RAPE OF A CHILD	120
6E1C	RAPE OF A FAMILY MEMBER WIFE	
6E1C1	RAPE OF A FAMILY MEMBER WIFE BY FORCE	120
6E1C2	RAPE OF A FAMILY MEMBER WIFE USING A WEAPON	120
6E1C3	GROUP RAPE OF A FAMILY MEMBER WIFE	120
6E1D	RAPE OF A FOREIGN NATIONAL	
6E1D1	RAPE OF A FOREIGN NATIONAL BY FORCE	120
6E1D2	RAPE OF A FOREIGN NATIONAL USING A WEAPON	120
6E1D3	GROUP RAPE OF A FOREIGN NATIONAL	120
6E1E	RAPE OF AN ENLISTED WOMAN	
6E1E1	RAPE OF AN ENLISTED WOMAN BY FORCE	120
6E1E2	RAPE OF AN ENLISTED WOMAN USING A WEAPON	120
6E1E3	GROUP RAPE OF AN ENLISTED WOMAN	120
6E1F	RAPE OF A FEMALE OFFICER	
6E1F1	RAPE OF A FEMALE OFFICER BY FORCE	120
6E1F2	RAPE OF A FEMALE OFFICER USING A WEAPON	120
6E1F3	GROUP RAPE OF A FEMALE OFFICER	120
6E1G	RAPE OF A FEMALE (OTHER)	
6E1G1	RAPE BY FORCE (OTHER)	120
6E1G2	RAPE BY FORCE USING A WEAPON (OTHER)	120
6E1G3	GROUP RAPE BY FORCE (OTHER)	120
6E2	CARNAL KNOWLEDGE	
6F	SODOMY	
6F1	ASSAULT WITH INTENT TO COMMIT SODOMY/ ATTEMPT TO COMMIT SODOMY	134
6F8	FORCED, NON-CONSENSUAL SODOMY	125
6F8A	FORCED, NON-CONSENSUAL SODOMY INVOLVING A VICTIM 16 YEARS OF AGE OR OLDER	125
6F8B	SODOMY INVOLVING A VICTIM UNDER THE AGE OF 16 (FORCED, NON-CONSENSUAL OR CONSENSUAL)	125
6F9	CONSENSUAL SODOMY INVOLVING PERSONS 16 YEARS OF AGE OR OLDER	125
6G	BESTIALITY	134
6H	EXHIBITIONISM	
6H1	INDECENT EXPOSURE	134
6J	INCEST	
6J1	INCEST - BY NATURAL PARENT	120
6J2	INCEST - BY NATURAL BROTHER	120

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
6J3	INCEST - BY NATURAL SISTER	120
6K	OBSCENE COMMUNICATION	
6K1	TRANSMITTING OBSCENE TELEPHONE CALLS	
6K1A	OBSCENE TELEPHONE CALLS TO OFF-POST NUMBERS	134
6K1B	OBSCENE TELEPHONE CALLS TO ON-POST QUARTERS	134
6K1C	OBSCENE TELEPHONE CALLS TO OTHER ON-POST TELEPHONE	134
6K2	OBSCENE VERBAL COMMUNICATIONS	134
6K3	INDECENT LANGUAGE TO CHILD UNDER 16	134
6K4	INDECENT LANGUAGE ALL OTHER	134
6L	TRANSVESTITISM	134
6M	VOYEURISM	134
6N	CRIMINAL ABORTION	
6N1	CRIMINAL ABORTION BY A MEMBER OF THE ARMED FORCES	134
6N2	CRIMINAL ABORTION UPON FEMALE MEMBER OF ARMED FORCES	134
6N3	CRIMINAL ABORTION UPON ARMED FORCES FAMILY MEMBER	134
6X	OTHER SEX OFFENSES	
6X1	CONSPIRACY TO COMMIT OTHER SEX OFFENSES	134
6X2	SOLICITATION TO COMMIT A SEX OFFENSE	134
6X3	OTHER SEX OFFENSES, ACCESSORY BEFORE THE FACT	77
6X4	OTHER SEX OFFENSES, ACCESSORY AFTER THE FACT	78
6X5	OBSTRUCTION OF JUSTICE	134
6Z	SEXUAL ASSAULT EVIDENCE KIT	
6Z1	SEXUAL ASSAULT EVIDENCE KIT RECEIVED	
6Z2	SEXUAL ASSAULT EVIDENCE KIT RELEASED TO INVESTIGATIVE AUTHORITIES	
6Z3	SEXUAL ASSAULT EVIDENCE KIT DESTROYED	
7	CRIMES AGAINST PROPERTY	
7A	ARSON	
7A1	AGGRAVATED ARSON	
7A1A	AGGRAVATED ARSON OF A DWELLING	126
7A1B	AGGRAVATED ARSON OF A BUILDING	126
7A1C	AGGRAVATED ARSON OF A BUILDING NOT A DWELLING	126
7A1D	AGGRAVATED ARSON TO COVER A CRIME	126
7A1E	AGGRAVATED ARSON FOR INSURANCE	126
7A2	SIMPLE ARSON	
7A2A	SIMPLE ARSON OF A DWELLING	126
7A2B	SIMPLE ARSON OF A BUILDING	126

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7A2C	SIMPLE ARSON OF A BUILDING NOT A DWELLING	126
7A2D	SIMPLE ARSON TO COVER A CRIME	126
7A2E	SIMPLE ARSON FOR INSURANCE	126
7B	BLACK–MARKET (CUSTOMS VIOLATIONS)	
7B1	BLACK–MARKET OF NAF MERCHANDISE	
7B1A	BLACK–MARKET OF ARMY/AIR FORCE EXCHANGE SERVICE (AAFES) MERCHANDISE	
7B1A1	UNLAWFUL TRANSFER OF AAFES MERCHANDISE	92
7B1A2	UNLAWFUL POSSESSION OF AAFES MERCHANDISE	92
7B1B	BLACK–MARKET OF OPEN MESS MERCHANDISE	
7B1B1	UNLAWFUL TRANSFER OF OPEN MESS MERCHANDISE	92
7B1B2	UNLAWFUL POSSESSION OF OPEN MESS MERCHANDISE	92
7B1C	BLACK–MARKET OF NAF PROPERTY (NOT 7B1A–7B1B)	
7B1C1	UNLAWFUL TRANSFER OF NAF PROPERTY	92
7B1C2	UNLAWFUL POSSESSION OF NAF PROPERTY	92
7B1D	BLACK–MARKET OF OTHER ITEMS (NOT GOVERNMENT OR NAF PROPERTY)	
7B1D1	UNLAWFUL TRANSFER OF OTHER ITEMS (NOT GOVERNMENT OR NAF PROPERTY)	108
7B1D2	UNLAWFUL POSSESSION OF OTHER ITEMS (NOT GOVERNMENT OR NAF PROPERTY)	108
7B2	BLACK–MARKET OF GOVERNMENT PROPERTY	
7B2A	UNLAWFUL TRANSFER OF GOVERNMENT PROPERTY	108
7B2B	UNLAWFUL POSSESSION OF GOVERNMENT PROPERTY	108
7B2C	BLACK–MARKETING OF ITEMS IMPORTED IN HOLD BAGGAGE OR HOUSEHOLD GOODS	
7B2C1	UNLAWFUL TRANSFER OF ITEMS IMPORTED IN HOLD BAGGAGE OR HOUSEHOLD GOODS	108
7B2C2	UNLAWFUL POSS. OF ITEMS IMPORTED IN HOLD BAGGAGE OR HOUSEHOLD GOODS	108
7B3	BLACK–MARKET OF COMMISSARY ITEMS	
7B3A	UNLAWFUL TRANSFER OF COMMISSARY ITEMS	92
7B3B	UNLAWFUL POSSESSION OF COMMISSARY ITEMS	92
7B4	BLACK–MARKET OF POL ITEMS	
7B4A	UNLAWFUL TRANSFER OF POL ITEMS	92
7B4B	UNLAWFUL POSSESSION OF POL ITEMS	92
7B5	BLACK–MARKET OF CLASS VI ITEMS	
7B5A	UNLAWFUL TRANSFER OF CLASS VI ITEMS	92
7B5B	UNLAWFUL POSSESSION OF CLASS VI ITEMS	92
7B6	MISUSE OF APO/FPO TO IMPORT FOR BLACK–MARKET	
7B6A	UNLAWFUL TRANSFER OF ITEMS IMPORTED THROUGH APO/FPO	92
7B6B	UNLAWFUL POSSESSION OF ITEMS IMPORTED THROUGH APO/FPO	92

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7B7	UNLAWFUL CURRENCY TRANSACTIONS	92
7B8	ORGANIZED BLACK-MARKET OPERATIONS	92
7B9	ORGANIZED CURRENCY MANIPULATION	92
7C	ILLEGAL ENTRY	
7C1	BURGLARY	
7C1A	BURGLARY OF A BARRACKS	129
7C1B	BURGLARY OF A FAMILY DWELLING	129
7C1C	BURGLARY OF A HOUSE TRAILER/MOBILE HOME	129
7C1D	ASSAULT WITH INTENT TO COMMIT BURGLARY	134
7C2	HOUSEBREAKING	
7C2A	HOUSEBREAKING OF A BARRACKS	130
7C2B	HOUSEBREAKING OF A FAMILY DWELLING	130
7C2C	HOUSEBREAKING OF A HOUSE TRAILER/MOBILE HOME	130
7C2D	HOUSEBREAKING OF A TENT	130
7C2E	HOUSEBREAKING OF A WAREHOUSE	130
7C2F	HOUSEBREAKING OF FINANCE OFFICE/BANKING FACILITY	130
7C2G	HOUSEBREAKING OF A DINING FACILITY (APPROPRIATED FUND)	130
7C2H	HOUSEBREAKING OF EXCHANGE FACILITIES	130
7C2J	HOUSEBREAKING OF A NAF ACTIVITIES (NOT EXCHANGE)	130
7C2K	HOUSEBREAKING OF AN ARMS STORAGE FACILITY	130
7C2L	HOUSEBREAKING OF A COMMISSARY/GROCERY STORE	130
7C2M	HOUSEBREAKING OF AN OFFICE FACILITY	130
7C2N	HOUSEBREAKING OF CLOTHING SALES STORE/DEPARTMENT STORE	130
7C2P	HOUSEBREAKING OF GASOLINE SALES/AUTO STORE/POL POINT	130
7C2Q	HOUSEBREAKING OF A BEVERAGE STORE OR TAVERN	130
7C2R	HOUSEBREAKING OF A HARDWARE STORE	130
7C2S	HOUSEBREAKING OF AN EDUCATIONAL FACILITY	130
7C2T	HOUSEBREAKING OF A UNIT SUPPLY FACILITY	130
7C2U	HOUSEBREAKING OF A COMPUTER FACILITY	130
7C2V	ASSAULT WITH INTENT TO COMMIT HOUSEBREAKING	134
7C2X	HOUSEBREAKING (OTHER FACILITY)	130
7C3	UNLAWFUL/FORCED ENTRY (INCLUDING AUTOMOBILES)	
7D	COUNTERFEITING	
7D1	MANUFACTURE/PRODUCTION COUNTERFEIT INSTRUMENTS	
7D1A	COUNTERFEITING U.S. GOVERNMENT BONDS	134
7D1B	COUNTERFEITING U.S. GOVERNMENT CURRENCY	134



**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7D1C	COUNTERFEITING DOCUMENTS	134
7D1D	COUNTERFEITING FOREIGN CURRENCY	134
7D1E	COUNTERFEITING MILITARY PAYMENT CERTIFICATES	134
7D1F	COUNTERFEITING PASSES (INSTALLATION & SECURITY)	134
7D1F1	MILITARY PASS, WRONGFUL MAKE/TAMPER/ALTER/COUNTERFEIT	134
7D1F2	MILITARY PASS, WRONGFUL SALE/GIFT/LOAN/DISPOSITION	134
7D1F3	MILITARY PASS, WRONGFUL USE OR POSSESSION	134
7D1F4	MILITARY PASS, ALL OTHER	134
7D1G	COUNTERFEITING RATION DOCUMENTS (EXCEPT POL ITEMS)	132
7D1H	COUNTERFEITING TRANSPORTATION CONTROL MOVEMENT DOCUMENTS	132
7D1J	COUNTERFEITING POL ITEM RATION DOCUMENTS	132
7D1K	COUNTERFEITING PAY & ALLOWANCES DOCUMENTS	132
7D1L	COUNTERFEITING COMMISSARY DOCUMENTS	132
7D1M	COUNTERFEITING PROCUREMENT DOCUMENTS	132
7D1N	COUNTERFEITING PROPERTY DISPOSAL DOCUMENTS	132
7D1P	COUNTERFEITING NAF DOCUMENTS (EXCEPT RATION CARDS)	132
7D2	TRAFFICKING IN COUNTERFEIT INSTRUMENTS	
7D2A	TRAFFICKING IN COUNTERFEIT INSTRUMENTS - U.S. GOVERNMENT BONDS	134
7D2B	TRAFFICKING IN COUNTERFEIT INSTRUMENTS - U.S. CURRENCY	134
7D2C	TRAFFICKING IN COUNTERFEIT INSTRUMENTS - DOCUMENTS	134
7D2D	TRAFFICKING IN COUNTERFEIT INSTRUMENTS - FOREIGN CURRENCY	134
7D2E	TRAFFICKING IN COUNTERFEIT INSTRUMENTS - MILITARY PAYMENT CERTIFICATES	134
7D2F	TRAFFICKING IN COUNTERFEIT INSTRUMENTS - INSTALLATION/SECURITY PASSES/BADGES	134
7D2G	TRAFFICKING IN COUNTERFEIT INSTRUMENTS - RATION DOCUMENTS (EXCEPT POL)	134
7D2H	TRAFFICKING IN COUNTERFEIT INSTRUMENTS - TRANSPORTATION CONTROL MOVEMENT DOCUMENTS	134
7D2J	TRAFFICKING IN COUNTERFEIT INSTRUMENTS - POL ITEM RATION DOCUMENTS	134
7D2K	TRAFFICKING IN COUNTERFEIT INSTRUMENTS - PAY & ALLOWANCES DOCUMENTS	134
7D2L	TRAFFICKING IN COUNTERFEIT INSTRUMENTS - COMMISSARY DOCUMENTS	134
7D2M	TRAFFICKING IN COUNTERFEIT INSTRUMENTS - PROCUREMENT DOCUMENTS	134
7D2N	TRAFFICKING IN COUNTERFEIT INSTRUMENTS - PROPERTY DISPOSAL DOCUMENTS	134

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7D2P	TRAFFICKING IN COUNTERFEIT INSTRUMENTS - NAF DOCUMENTS (NOT RATION CARDS)	134
7D3	PASSING COUNTERFEIT INSTRUMENTS - PASSING COUNTERFEIT INSTRUMENTS	
7D3A	PASSING COUNTERFEIT INSTRUMENTS - U.S. GOVERNMENT BONDS	134
7D3B	PASSING COUNTERFEIT INSTRUMENTS - U.S. CURRENCY	134
7D3C	PASSING COUNTERFEIT INSTRUMENTS - DOCUMENTS	134
7D3D	PASSING COUNTERFEIT INSTRUMENTS - FOREIGN CURRENCY	134
7D3E	PASSING COUNTERFEIT INSTRUMENTS - MILITARY PAYMENT CERTIFICATES	134
7D3F	PASSING COUNTERFEIT INSTRUMENTS - INSTALLATION/SECURITY PASSES/BADGES	134
7D3G	PASSING COUNTERFEIT INSTRUMENTS - RATION DOCUMENTS (EXCEPT POL)	134
7D3H	PASSING COUNTERFEIT INSTRUMENTS - TRANSPORTATION CONTROL MOVEMENT DOCUMENTS	134
7D3J	PASSING COUNTERFEIT INSTRUMENTS - POL ITEM RATION DOCUMENTS	134
7D3K	PASSING COUNTERFEIT INSTRUMENTS - PAY & ALLOWANCES DOCUMENTS	134
7D3L	PASSING COUNTERFEIT INSTRUMENTS - COMMISSARY DOCUMENTS	134
7D3M	PASSING COUNTERFEIT INSTRUMENTS - PROCUREMENT DOCUMENTS	134
7D3N	PASSING COUNTERFEIT INSTRUMENTS - PROPERTY DISPOSAL DOCUMENTS	134
7D3P	PASSING COUNTERFEIT INSTRUMENTS - NAF DOCUMENTS (NOT RATION CARDS)	134
7D4	POSSESSION OF COUNTERFEIT INSTRUMENTS	
7D4A	POSSESSION OF COUNTERFEIT U.S. GOVERNMENT BONDS	134
7D4B	POSSESSION OF COUNTERFEIT U.S. CURRENCY	134
7D4C	POSSESSION OF COUNTERFEIT DOCUMENTS	134
7D4D	POSSESSION OF COUNTERFEIT FOREIGN CURRENCY	134
7D4E	POSSESSION OF COUNTERFEIT MILITARY PAYMENT CERTIFICATES	134
7D4F	POSSESSION OF COUNTERFEIT INSTALLATION/SECURITY PASSES/BADGES	134
7D4G	POSSESSION OF COUNTERFEIT RATION DOCUMENTS (EXCEPT POL)	134
7D4H	POSSESSION OF COUNTERFEIT TRANSPORTATION CONTROL MOVEMENT DOCUMENTS	134
7D4J	POSSESSION OF COUNTERFEIT POL ITEM RATION DOCUMENTS	134
7D4K	POSSESSION OF COUNTERFEIT PAY & ALLOWANCES DOCUMENTS	134
7D4L	POSSESSION OF COUNTERFEIT COMMISSARY DOCUMENTS	134

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7D4M	POSSESSION OF COUNTERFEIT PROCUREMENT DOCUMENTS	134
7D4N	POSSESSION OF COUNTERFEIT PROPERTY DISPOSAL DOCUMENTS	134
7D4P	POSSESSION OF COUNTERFEIT NAF DOCUMENTS (NOT RATION CARDS)	134
7D5	USE COUNTERFEIT INSTRUMENTS WITH INTENT TO DECEIVE	
7D5A	USE OF COUNTERFEIT U.S. GOVERNMENT BONDS	134
7D5B	USE OF COUNTERFEIT U.S. CURRENCY TO DECEIVE OR DEFRAUD	134
7D5C	USE OF COUNTERFEIT DOCUMENTS TO DECEIVE OR DEFRAUD	123
7D5D	USE OF COUNTERFEIT FOREIGN CURRENCY TO DECEIVE OR DEFRAUD	134
7D5E	USE OF COUNTERFEIT MILITARY PAYMENT CERTIFICATES TO DECEIVE OR DEFRAUD	134
7D5F	USE OF COUNTERFEIT INSTALLATION/SECURITY PASSES/BADGES TO DECEIVE OR DEFRAUD	123
7D5G	USE OF COUNTERFEIT RATION DOCUMENT (EXCEPT POL ITEMS) TO DECEIVE OR DEFRAUD	123
7D5H	USE OF COUNTERFEIT TRANSPORTATION CONTROL MOVEMENT DOCUMENTS TO DECEIVE OR DEFRAUD	123
7D5J	USE OF COUNTERFEIT POL ITEM RATION DOCUMENTS TO DECEIVE OR DEFRAUD	123
7D5K	USE OF COUNTERFEIT PAY & ALLOWANCE DOCUMENTS TO DECEIVE OR DEFRAUD	123
7D5L	USE OF COUNTERFEIT COMMISSARY DOCUMENTS TO DECEIVE OR DEFRAUD	123
7D5M	USE OF COUNTERFEIT PROCUREMENT DOCUMENTS TO DECEIVE OR DEFRAUD	123
7D5N	USE OF COUNTERFEIT PROPERTY DISPOSAL DOCUMENTS TO DECEIVE OR DEFRAUD	123
7D5P	USE OF COUNTERFEIT NAF DOCUMENTS (EXCEPT RATION CARDS) TO DECEIVE OR DEFRAUD	123
7E	SMUGGLING (OTHER THAN NARCOTIC)	
7E1	SMUGGLING INTO THE UNITED STATES	
7E1A	SMUGGLING AMMUNITION/WEAPONS INTO THE UNITED STATES	134
7E1B	SMUGGLING CURRENCY INTO THE UNITED STATES	134
7E1C	SMUGGLING PRIVATELY OWNED FIREARMS INTO THE UNITED STATES	134
7E1D	SMUGGLING GOVERNMENT WEAPONS INTO THE UNITED STATES	134
7E1E	SMUGGLING HOSPITAL/MEDICAL SUPPLIES INTO THE UNITED STATES	134
7E1F	SMUGGLING LIQUOR INTO THE UNITED STATES	134
7E1G	SMUGGLING MILITARY PROPERTY INTO THE UNITED STATES	134
7E1H	SMUGGLING NAF MERCHANDISE INTO THE UNITED STATES	134

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7E1J	SMUGGLING WAR TROPHIES INTO THE UNITED STATES	134
7E1K	SMUGGLING COMMISSARY ITEMS INTO THE UNITED STATES	134
7E1L	SMUGGLING PROCUREMENT ITEMS INTO THE UNITED STATES	134
7E1M	SMUGGLING PROPERTY DISPOSAL ITEMS INTO THE UNITED STATES	134
7E2	SMUGGLING INTO EUROPE & BRITISH ISLES	
7E2A	SMUGGLING AMMUNITION/WEAPONS INTO EUROPE OR BRITISH ISLES	134
7E2B	SMUGGLING CURRENCY INTO EUROPE OR BRITISH ISLES	134
7E2C	SMUGGLING PRIVATELY OWNED FIREARMS INTO EUROPE OR BRITISH ISLES	134
7E2D	SMUGGLING GOVERNMENT WEAPONS INTO EUROPE OR BRITISH ISLES	134
7E2E	SMUGGLING HOSPITAL/MEDICAL SUPPLIES INTO EUROPE OR BRITISH ISLES	134
7E2F	SMUGGLING LIQUOR INTO EUROPE OR BRITISH ISLES	134
7E2G	SMUGGLING MILITARY PROPERTY INTO EUROPE OR BRITISH ISLES	134
7E2H	SMUGGLING NAF MERCHANDISE INTO EUROPE OR BRITISH ISLES	134
7E2J	SMUGGLING WAR TROPHIES INTO EUROPE OR BRITISH ISLES	134
7E2K	SMUGGLING COMMISSARY ITEMS INTO EUROPE OR BRITISH ISLES	134
7E2L	SMUGGLING PROCUREMENT ITEMS INTO EUROPE OR BRITISH ISLES	134
7E2M	SMUGGLING PROPERTY DISPOSAL ITEMS INTO EUROPE	134
7E3	SMUGGLING INTO CANADA & ALASKA	
7E3A	SMUGGLING AMMUNITION/WEAPONS INTO CANADA OR ALASKA	134
7E3B	SMUGGLING CURRENCY INTO CANADA OR ALASKA	134
7E3C	SMUGGLING PRIVATELY OWNED FIREARMS INTO CANADA OR ALASKA	134
7E3D	SMUGGLING GOVERNMENT WEAPONS INTO CANADA OR ALASKA	134
7E3E	SMUGGLING HOSPITAL/MEDICAL SUPPLIES INTO CANADA OR ALASKA	134
7E3F	SMUGGLING LIQUOR INTO CANADA OR ALASKA	134
7E3G	SMUGGLING MILITARY PROPERTY INTO CANADA OR ALASKA	134
7E3H	SMUGGLING NAF MERCHANDISE INTO CANADA OR ALASKA	134
7E3J	SMUGGLING WAR TROPHIES INTO CANADA OR ALASKA	134
7E3K	SMUGGLING COMMISSARY ITEMS INTO CANADA OR ALASKA	134

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7E3L	SMUGGLING PROCUREMENT ITEMS INTO CANADA OR ALASKA	134
7E3M	SMUGGLING PROPERTY DISPOSAL ITEMS INTO CANADA OR ALASKA	134
7E4	SMUGGLING INTO VIETNAM	
7E4A	SMUGGLING AMMUNITION/WEAPONS INTO VIETNAM	134
7E4B	SMUGGLING CURRENCY INTO VIETNAM	134
7E4C	SMUGGLING PRIVATELY OWNED FIREARMS INTO VIETNAM	134
7E4D	SMUGGLING GOVERNMENT WEAPONS INTO VIETNAM	134
7E4E	SMUGGLING HOSPITAL/MEDICAL SUPPLIES INTO VIETNAM	134
7E4F	SMUGGLING INTO VIETNAM - SMUGGLING LIQUOR INTO VIETNAM	134
7E4G	SMUGGLING INTO VIETNAM - SMUGGLING MILITARY PROPERTY INTO VIETNAM	134
7E4H	SMUGGLING INTO VIETNAM - SMUGGLING NAF MERCHANDISE INTO VIETNAM	134
7E4J	SMUGGLING INTO VIETNAM - SMUGGLING WAR TROPHIES INTO VIETNAM	134
7E4K	SMUGGLING INTO VIETNAM - SMUGGLING COMMISSARY ITEMS INTO VIETNAM	134
7E4L	SMUGGLING INTO VIETNAM - SMUGGLING PROCUREMENT ITEMS INTO VIETNAM	134
7E4M	SMUGGLING INTO VIETNAM - SMUGGLING PROPERTY DISPOSAL ITEMS INTO VIETNAM	134
7E5	SMUGGLING INTO KOREA	
7E5A	SMUGGLING AMMUNITION/WEAPONS INTO KOREA	134
7E5B	SMUGGLING CURRENCY INTO KOREA	134
7E5C	SMUGGLING PRIVATELY OWNED FIREARMS INTO KOREA	134
7E5D	SMUGGLING GOVERNMENT WEAPONS INTO KOREA	134
7E5E	SMUGGLING HOSPITAL/MEDICAL SUPPLIES INTO KOREA	134
7E5F	SMUGGLING LIQUOR INTO KOREA	134
7E5G	SMUGGLING MILITARY PROPERTY INTO KOREA	134
7E5H	SMUGGLING NAF MERCHANDISE INTO KOREA	134
7E5J	SMUGGLING WAR TROPHIES INTO KOREA	134
7E5K	SMUGGLING COMMISSARY ITEMS INTO KOREA	134
7E5L	SMUGGLING PROCUREMENT ITEMS INTO KOREA	134
7E5M	SMUGGLING PROPERTY DISPOSAL ITEMS INTO KOREA	134
7E6	SMUGGLING INTO THAILAND	
7E6A	SMUGGLING AMMUNITION/WEAPONS INTO THAILAND	134
7E6B	SMUGGLING CURRENCY INTO THAILAND	134
7E6C	SMUGGLING PRIVATELY OWNED FIREARMS INTO THAILAND	134
7E6D	SMUGGLING GOVERNMENT WEAPONS INTO THAILAND	134

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7E6E	SMUGGLING HOSPITAL/MEDICAL SUPPLIES INTO THAILAND	134
7E6F	SMUGGLING LIQUOR INTO THAILAND	134
7E6G	SMUGGLING MILITARY PROPERTY INTO THAILAND	134
7E6H	SMUGGLING NAF MERCHANDISE INTO THAILAND	134
7E6J	SMUGGLING WAR TROPHIES INTO THAILAND	134
7E6K	SMUGGLING COMMISSARY ITEMS INTO THAILAND	134
7E6L	SMUGGLING PROCUREMENT ITEMS INTO THAILAND	134
7E6M	SMUGGLING PROPERTY DISPOSAL ITEMS INTO THAILAND	134
7E7	SMUGGLING INTO PACIFIC (NOT VIETNAM, KOREA, THAILAND)	
7E7A	SMUGGLING AMMUNITION/WEAPONS INTO PACIFIC THEATER	134
7E7B	SMUGGLING CURRENCY INTO PACIFIC THEATER	134
7E7C	SMUGGLING PRIVATELY OWNED FIREARMS INTO PACIFIC THEATER	134
7E7D	SMUGGLING GOVERNMENT WEAPONS INTO PACIFIC THEATER	134
7E7E	SMUGGLING HOSPITAL, MEDICAL SUPPLIES INTO PACIFIC THEATER	134
7E7F	SMUGGLING LIQUOR INTO PACIFIC THEATER	134
7E7G	SMUGGLING MILITARY PROPERTY INTO PACIFIC THEATER	134
7E7H	SMUGGLING NAF MERCHANDISE INTO PACIFIC THEATER	134
7E7J	SMUGGLING WAR TROPHIES INTO PACIFIC THEATER	134
7E7K	SMUGGLING COMMISSARY ITEMS INTO PACIFIC THEATER	134
7E7L	SMUGGLING PROCUREMENT ITEMS INTO PACIFIC THEATER	134
7E7M	SMUGGLING PROPERTY DISPOSAL ITEMS INTO PACIFIC THEATER	134
7E8	SMUGGLING INTO SOUTH AMERICA & CARIBBEAN	
7E8A	SMUGGLING AMMUNITION/WEAPONS INTO SOUTH AMERICA OR CARIBBEAN	134
7E8B	SMUGGLING CURRENCY INTO SOUTH AMERICA OR CARIBBEAN	134
7E8C	SMUGGLING PRIVATELY OWNED FIREARMS INTO SOUTH AMERICA OR CARIBBEAN	134
7E8D	SMUGGLING GOVERNMENT WEAPONS INTO SOUTH AMERICA OR CARIBBEAN	134
7E8E	SMUGGLING HOSPITAL/MEDICAL SUPPLIES INTO SOUTH AMERICA OR CARIBBEAN	134
7E8F	SMUGGLING LIQUOR INTO SOUTH AMERICA OR CARIBBEAN	134
7E8G	SMUGGLING MILITARY PROPERTY INTO SOUTH AMERICA OR CARIBBEAN	134
7E8H	SMUGGLING NAF MERCHANDISE INTO SOUTH AMERICA OR CARIBBEAN	134

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7E8J	SMUGGLING WAR TROPHIES INTO SOUTH AMERICA OR CARIBBEAN	134
7E8K	SMUGGLING COMMISSARY ITEMS INTO SOUTH AMERICA OR CARIBBEAN	134
7E8L	SMUGGLING PROCUREMENT ITEMS INTO SOUTH AMERICA OR CARIBBEAN	134
7E8M	SMUGGLING PROPERTY DISPOSAL ITEMS INTO SOUTH AMERICA OR CARIBBEAN	134
7E9	SMUGGLING INTO OTHER FOREIGN COUNTRIES	
7E9A	SMUGGLING AMMUNITION/WEAPONS INTO OTHER COUNTRIES	134
7E9B	SMUGGLING CURRENCY INTO OTHER FOREIGN COUNTRIES	134
7E9C	SMUGGLING PRIVATELY OWNED FIREARMS INTO OTHER FOREIGN COUNTRIES	134
7E9D	SMUGGLING GOVERNMENT WEAPONS INTO OTHER FOREIGN COUNTRIES	134
7E9E	SMUGGLING HOSPITAL/MEDICAL SUPPLIES INTO OTHER FOREIGN COUNTRIES	134
7E9F	SMUGGLING LIQUOR INTO OTHER FOREIGN COUNTRIES	134
7E9G	SMUGGLING MILITARY PROPERTY INTO OTHER FOREIGN COUNTRIES	134
7E9H	SMUGGLING NAF MERCHANDISE INTO OTHER FOREIGN COUNTRIES	134
7E9J	SMUGGLING WAR TROPHIES INTO OTHER FOREIGN COUNTRIES	134
7E9K	SMUGGLING COMMISSARY ITEMS INTO OTHER FOREIGN COUNTRIES	134
7E9L	SMUGGLING PROCUREMENT ITEMS INTO OTHER FOREIGN COUNTRIES	134
7E9M	SMUGGLING PROPERTY DISPOSAL ITEMS INTO OTHER FOREIGN COUNTRIES	134
7F	LARCENY OF GOVERNMENT PROPERTY	
7F1	LARCENY OF GOVERNMENT PROPERTY (NOT FUNDS OR WEAPONS)	
7F1A	LARCENY OF GOVERNMENT PROPERTY (NOT POL, FUNDS, WEAPONS, PROPERTY DISPOSAL, PROCUREMENT, OR COMMISSARY PROPERTY)	
7F1A1	LARCENY OF GOVERNMENT PROPERTY \$500 AND OVER/NOT POL, FUNDS, WEAPONS, PROPERTY DISPOSAL, PROCUREMENT, OR COMMISSARY PROPERTY	121
7F1A2	LARCENY OF GOVERNMENT PROPERTY LESS THAN \$500/NOT POL, FUNDS, WEAPONS, PROPERTY DISPOSAL, PROCUREMENT, OR COMMISSARY PROPERTY	121
7F1B	LARCENY OF GOVERNMENT PROPERTY (PROPERTY DISPOSAL)	
7F1B1	LARCENY OF GOVERNMENT PROPERTY PROPERTY DISPOSAL/\$500 OR OVER	121
7F1B2	LARCENY OF GOVERNMENT PROPERTY PROPERTY DISPOSAL/LESS THAN \$500	121

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7F1C	LARCENY OF GOVERNMENT PROPERTY (PROCUREMENT)	
7F1C1	LARCENY OF GOVERNMENT PROPERTY PROCUREMENT/\$500 OR OVER	121
7F1C2	LARCENY OF GOVERNMENT PROPERTY PROCUREMENT/LESS THAN \$500	121
7F1D	LARCENY OF GOVERNMENT PROPERTY (POL ITEMS)	
7F1D1	LARCENY OF GOVERNMENT PROPERTY POL ITEMS/\$500 OR OVER	121
7F1D2	LARCENY OF GOVERNMENT PROPERTY POL ITEMS/LESS THAN \$500	121
7F1E	LARCENY OF GOVERNMENT PROPERTY (COMMISSARY ITEMS)	
7F1E1	LARCENY OF GOVERNMENT PROPERTY COMMISSARY ITEMS/\$500 OR OVER	121
7F1E2	LARCENY OF GOVERNMENT PROPERTY COMMISSARY ITEMS/LESS THAN \$500	121
7F1F	LARCENY OF GOVERNMENT PROPERTY INVOLVING THEFT OF COMPUTER TIME (USE ONLY WHEN OPERATIONAL TIME OF A COMPUTER IS STOLEN)	121
7F1G	LARCENY OF GOVERNMENT PROPERTY INVOLVING THEFT OF COMPUTER TIME (USE AS A SUPPLEMENTAL CODE TO OTHER OFFENSE CODES IN THIS CATEGORY)	121
7F2	LARCENY OF GOVERNMENT FUNDS	
7F2A	LARCENY OF GOVERNMENT FUNDS (OTHER THAN CHECK/NOT POL, PROPERTY DISPOSAL PROCUREMENT, OR COMMISSARY FUNDS)	
7F2A1	LARCENY OF GOVERNMENT FUNDS \$500 AND OVER/NOT POL, PROPERTY DISPOSAL, PROCUREMENT, OR COMMISSARY FUNDS	121
7F2A2	LARCENY OF GOVERNMENT FUNDS UNDER \$500/NOT POL, PROPERTY DISPOSAL, PROCUREMENT, OR COMMISSARY FUNDS	121
7F2B	LARCENY OF GOVERNMENT FUNDS (CHECK/NOT POL, PROPERTY DISPOSAL PROCUREMENT, OR COMMISSARY FUNDS)	
7F2B1	LARCENY OF GOVERNMENT FUNDS \$500 AND OVER/CHECK/NOT POL, PROPERTY DISPOSAL, PROCUREMENT, OR COMMISSARY FUNDS	121
7F2B2	LARCENY OF GOVERNMENT FUNDS UNDER \$500/CHECK/NOT POL, PROPERTY DISPOSAL, PROCUREMENT, OR COMMISSARY FUNDS	121
7F2C	LARCENY OF PROPERTY DISPOSAL FUNDS	
7F2C1	LARCENY OF PROPERTY DISPOSAL FUNDS \$500 OR OVER/OTHER THAN CHECK	121
7F2C2	LARCENY OF PROPERTY DISPOSAL FUNDS LESS THAN \$500/OTHER THAN CHECK	121
7F2C3	LARCENY OF PROPERTY DISPOSAL FUNDS \$500 OR OVER/CHECK	121
7F2C4	LARCENY OF PROPERTY DISPOSAL FUNDS LESS THAN \$500/CHECK	121
7F2D	LARCENY OF GOVERNMENT PROCUREMENT FUNDS	



**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7F2D1	LARCENY OF GOVERNMENT PROCUREMENT FUNDS \$500 OR OVER/OTHER THAN CHECK	121
7F2D2	LARCENY OF GOVERNMENT PROCUREMENT FUNDS LESS THAN \$500/OTHER THAN CHECK	121
7F2D3	LARCENY OF GOVERNMENT PROCUREMENT FUNDS \$500 OR OVER/CHECK	121
7F2D4	LARCENY OF GOVERNMENT PROCUREMENT FUNDS LESS THAN \$500/CHECK	121
7F2E	LARCENY OF GOVERNMENT POL FUNDS	
7F2E1	LARCENY OF GOVERNMENT POL FUNDS \$500 OR OVER/OTHER THAN CHECK	121
7F2E2	LARCENY OF GOVERNMENT POL FUNDS LESS THAN \$500/OTHER THAN CHECK	121
7F2E3	LARCENY OF GOVERNMENT POL FUNDS \$500 OR OVER/CHECK	121
7F2E4	LARCENY OF GOVERNMENT POL FUNDS LESS THAN \$500/CHECK	121
7F2F	LARCENY OF GOVERNMENT COMMISSARY FUNDS	
7F2F1	LARCENY OF GOVERNMENT COMMISSARY FUNDS \$500 OR OVER/OTHER THAN CHECK	121
7F2F2	LARCENY OF GOVERNMENT COMMISSARY FUNDS LESS THAN \$500/OTHER THAN CHECK	121
7F2F3	LARCENY OF GOVERNMENT COMMISSARY FUNDS \$500 OR OVER/CHECK	121
7F2F4	LARCENY OF GOVERNMENT COMMISSARY FUNDS LESS THAN \$500/CHECK	121
7F2G	LARCENY OF GOVERNMENT FUNDS INVOLVING USE OF A COMPUTER (USE AS A SUPPLEMENTAL CODE TO OTHER OFFENSE CODES IN THIS CATEGORY)	121
7F3	WRONGFUL APPROPRIATION OF GOVERNMENT PROPERTY	
7F3A	WRONGFUL APPROPRIATION OF GOVERNMENT PROPERTY (NOT PROCUREMENT, PROPERTY DISPOSAL, POL, OR COMMISSARY PROPERTY)	
7F3A1	WRONGFUL APPROPRIATION OF GOVERNMENT PROPERTY \$500 OR OVER/(NOT PROCUREMENT, PROPERTY DISPOSAL, POL, OR COMMISSARY PROPERTY)	121
7F3A2	WRONGFUL APPROPRIATION OF GOVERNMENT PROPERTY LESS THAN \$500/(NOT PROCUREMENT, PROPERTY DISPOSAL, POL, OR COMMISSARY PROPERTY)	121
7F3B	WRONGFUL APPROPRIATION OF PROPERTY (PROPERTY DISPOSAL)	
7F3B1	WRONGFUL APPROPRIATION OF PROPERTY (PROPERTY DISPOSAL) \$500 OR OVER/PROPERTY DISPOSAL	121
7F3B2	WRONGFUL APPROPRIATION OF PROPERTY (PROPERTY DISPOSAL) LESS THAN \$500/PROPERTY DISPOSAL	121
7F3C	WRONGFUL APPROPRIATION OF GOVERNMENT PROPERTY (PROPERTY PROCUREMENT)	
7F3C1	WRONGFUL APPROPRIATION OF GOVERNMENT PROPERTY (PROCUREMENT) \$500 OR OVER/PROCUREMENT	121

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7F3C2	WRONGFUL APPROPRIATION OF GOVERNMENT PROPERTY (PROCUREMENT) LESS THAN \$500/PROCUREMENT	121
7F3D	WRONGFUL APPROPRIATION OF GOVERNMENT VEHICLE	
7F3D1	WRONGFUL APPROPRIATION OF GOVERNMENT VEHICLE \$500 OR OVER	121
7F3D2	WRONGFUL APPROPRIATION OF GOVERNMENT VEHICLE LESS THAN \$500	121
7F3E	WRONGFUL APPROPRIATION OF GOVERNMENT PROPERTY (POL ITEMS)	
7F3E1	WRONGFUL APPROPRIATION OF GOVERNMENT PROPERTY (POL ITEMS) \$500 OR OVER/POL ITEMS	121
7F3E2	WRONGFUL APPROPRIATION OF GOVERNMENT PROPERTY (POL ITEMS) LESS THAN \$500/POL ITEMS	121
7F3F1	WRONGFUL APPROPRIATION OF GOVERNMENT PROPERTY (COMMISSARY) \$500 OR OVER/COMMISSARY	121
7F3F2	WRONGFUL APPROPRIATION OF GOVERNMENT PROPERTY (COMMISSARY) LESS THAN \$500/COMMISSARY	121
7F3G	WRONGFUL APPROPRIATION OF GOVERNMENT PROPERTY USING A COMPUTER	121
7F3H	WRONGFUL APPROPRIATION OF GOVERNMENT (ACTIVE ARMY) AIRCRAFT	
7F3H1	WRONGFUL APPROPRIATION OF GOVERNMENT (ACTIVE ARMY) AIRCRAFT ON-POST	121
7F3H2	WRONGFUL APPROPRIATION OF GOVERNMENT (ACTIVE ARMY) AIRCRAFT OFF-POST	121
7F3H3	WRONGFUL APPROPRIATION OF GOVERNMENT (ACTIVE ARMY) AIRCRAFT FIXED WING	121
7F3H4	WRONGFUL APPROPRIATION OF GOVERNMENT (ACTIVE ARMY) AIRCRAFT ROTARY	121
7F3H5	WRONGFUL APPROPRIATION OF GOVERNMENT (ACTIVE ARMY) AIRCRAFT COMPONENTS	121
7F3J	WRONGFUL APPROPRIATION OF GOVERNMENT (NATIONAL GUARD) AIRCRAFT	
7F3J1	WRONGFUL APPROPRIATION OF GOVT (NATIONAL GUARD) AIRCRAFT ON-POST	121
7F3J2	WRONGFUL APPROPRIATION OF GOVT (NATIONAL GUARD) AIRCRAFT OFF-POST	121
7F3J3	WRONGFUL APPROPRIATION OF GOVT (NATIONAL GUARD) AIRCRAFT FIXED WING	121
7F3J4	WRONGFUL APPROPRIATION OF GOVT (NATIONAL GUARD) AIRCRAFT ROTARY	121
7F3J5	WRONGFUL APPROPRIATION OF GOVT (NATIONAL GUARD) AIRCRAFT COMPONENTS	121
7F3K	WRONGFUL APPROPRIATION OF GOVT (ARMY RESERVE) AIRCRAFT	
7F3K1	WRONGFUL APPROPRIATION OF GOVT (ARMY RESERVE) AIRCRAFT ON-POST	121
7F3K2	WRONGFUL APPROPRIATION OF GOVT (ARMY RESERVE) AIRCRAFT OFF-POST	121

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7F3K3	WRONGFUL APPROPRIATION OF GOVT (ARMY RESERVE) AIRCRAFT FIXED WING	121
7F3K4	WRONGFUL APPROPRIATION OF GOVT (ARMY RESERVE) AIRCRAFT ROTARY	121
7F3K5	WRONGFUL APPROPRIATION OF GOVT (ARMY RESERVE) AIRCRAFT COMPONENTS	121
7F3L	WRONGFUL APPROPRIATION OF GOVT (ACTIVE ARMY) VEHICLES	
7F3L1	WRONGFUL APPROPRIATION OF GOVT (ACTIVE ARMY) VEHICLES ON-POST	121
7F3L2	WRONGFUL APPROPRIATION OF GOVT (ACTIVE ARMY) VEHICLES OFF-POST	121
7F3L3	WRONGFUL APPROPRIATION OF GOVT (ACTIVE ARMY) VEHICLES TACTICAL WHEELED	121
7F3L4	WRONGFUL APPROPRIATION OF GOVT (ACTIVE ARMY) VEHICLES TACTICAL TRACK	121
7F3L5	WRONGFUL APPROPRIATION OF GOVT (ACTIVE ARMY) VEHICLES COMPONENTS	121
7F3L6	WRONGFUL APPROPRIATION OF GOVT (ACTIVE ARMY) VEHICLES GSA/COMMERCIAL/RENTAL	121
7F3M	WRONGFUL APPROPRIATION OF GOVT (NATIONAL GUARD) VEHICLES	
7F3M1	WRONGFUL APPROPRIATION OF GOVT (NATIONAL GUARD) VEHICLES ON-POST	121
7F3M2	WRONGFUL APPROPRIATION OF GOVT (NATIONAL GUARD) VEHICLES OFF-POST	121
7F3M3	WRONGFUL APPROPRIATION OF GOVT (NAT'L GUARD) VEHICLES TACTICAL WHEELED	121
7F3M4	WRONGFUL APPROPRIATION OF GOVT (NATIONAL GUARD) VEHICLES TACTICAL TRACK	121
7F3M5	WRONGFUL APPROPRIATION OF GOVT (NATIONAL GUARD) VEHICLES COMPONENTS	121
7F3M6	WRONGFUL APPROPRIATION OF GOVT (NATIONAL GUARD) VEHICLES GSA/COMMERCIAL/RENTAL	121
7F3N	WRONGFUL APPROPRIATION OF GOVT (ARMY RESERVE) VEHICLES	
7F3N1	WRONGFUL APPROPRIATION OF GOVT (ARMY RESERVE) VEHICLES ON-POST	121
7F3N2	WRONGFUL APPROPRIATION OF GOVT (ARMY RESERVE) VEHICLES OFF-POST	121
7F3N3	WRONGFUL APPROPRIATION OF GOVT (ARMY RESERVE) VEHICLES TACTICAL WHEELED	121
7F3N4	WRONGFUL APPROPRIATION OF GOVT (ARMY RESERVE) VEHICLES TACTICAL TRACK	121
7F3N5	WRONGFUL APPROPRIATION OF GOVT (ARMY RESERVE) VEHICLES COMPONENTS	121
7F3N6	WRONGFUL APPROPRIATION OF GOVT (ARMY RESERVE) VEHICLES GSA/COMMERCIAL/RENTAL	121
7F4	WRONGFUL DISPOSITION OF GOVERNMENT PROPERTY	
7F4A	WRONGFUL DISPOSITION OF GOVERNMENT PROPERTY (NOT PROCUREMENT, PROPERTY DISPOSAL, POL, COMMISSARY PROPERTY, OR MOTOR VEHICLE)	

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7F4A1	WRONGFUL DISPOSITION OF GOVERNMENT PROPERTY \$500 OR OVER/NOT PROCUREMENT, PROPERTY DISPOSAL, POL, COMMISSARY, OR MOTOR VEHICLE	108
7F4A2	WRONGFUL DISPOSITION OF GOVERNMENT PROPERTY LESS THAN \$500/NOT PROCUREMENT, PROPERTY DISPOSAL, POL, COMMISSARY, OR MOTOR VEHICLE	108
7F4B	WRONGFUL DISPOSITION OF GOVT PROPERTY (PROPERTY DISPOSAL)	
7F4B1	WRONGFUL DISPOSITION OF GOVT PROPERTY \$500 OR OVER/PROPERTY DISPOSAL	108
7F4B2	WRONGFUL DISPOSITION OF GOVT PROPERTY LESS THAN \$500/PROPERTY DISPOSAL	108
7F4C	WRONGFUL DISPOSITION OF GOVT PROPERTY (PROCUREMENT)	
7F4C1	WRONGFUL DISPOSITION OF GOVT PROPERTY \$500 OR OVER/PROCUREMENT	108
7F4C2	WRONGFUL DISPOSITION OF GOVT PROPERTY LESS THAN \$500/PROCUREMENT	108
7F4D	WRONGFUL DISPOSITION OF GOVT PROPERTY (POL ITEMS)	
7F4D1	WRONGFUL DISPOSITION OF GOVT PROPERTY \$500 OR OVER/POL ITEMS	108
7F4D2	WRONGFUL DISPOSITION OF GOVT PROPERTY LESS THAN \$500/POL ITEMS	108
7F4E	WRONGFUL DISPOSITION OF GOVT PROPERTY (COMMISSARY PROPERTY)	
7F4E1	WRONGFUL DISPOSITION OF GOVT PROPERTY \$500 OR OVER/COMMISSARY PROPERTY	108
7F4E2	WRONGFUL DISPOSITION OF GOVT PROPERTY LESS THAN \$500/COMMISSARY PROPERTY	108
7F4F	WRONGFUL DISPOSITION OF GOVERNMENT VEHICLES	
7F4F1	WRONGFUL DISPOSITION OF GOVERNMENT VEHICLE \$500 OR OVER	108
7F4F2	WRONGFUL DISPOSITION OF GOVERNMENT VEHICLE LESS THAN \$500	108
7F4G	WRONGFUL DISPOSITION OF GOVERNMENT PROPERTY USING A COMPUTER	108
7F5	LARCENY OF NAF PROPERTY	
7F5A	LARCENY OF NAF PROPERTY OTHER THAN POL & NOT AAFES	
7F5A1	LARCENY OF NAF PROPERTY \$500 & OVER	121
7F5A2	LARCENY OF NAF PROPERTY LESS THAN \$500	121
7F5B	LARCENY OF AAFES PROPERTY (NOT INCLUDING POL)	
7F5B1	LARCENY OF AAFES PROPERTY \$500 & OVER	121
7F5B2	LARCENY OF AAFES PROPERTY LESS THAN \$500	121
7F5C	LARCENY OF NAF PROPERTY, POL ITEMS	
7F5C1	LARCENY OF NAF PROPERTY (POL ITEMS) \$500 & OVER	121

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7F5C2	LARCENY OF NAF PROPERTY (POL ITEMS) LESS THAN \$500	121
7F5D	LARCENY OF NAF PROPERTY - INVOLVING USE OF A COMPUTER	121
7F5E	LARCENY OF NON-APPROPRIATED FUNDS	
7F5E1	LARCENY OF NON APPROPRIATED FUNDS \$500 & OVER	121
7F5E2	LARCENY OF NON APPROPRIATED FUNDS LESS THAN \$500	121
7F5E3	LARCENY OF NON APPROPRIATED FUNDS BY CHECK, \$500 & OVER	121
7F5E4	LARCENY OF NON APPROPRIATED FUNDS BY CHECK, LESS THAN \$500	121
7F5E5	LARCENY OF AAFES \$500 & OVER	121
7F5E6	LARCENY OF AAFES FUNDS, LESS THAN \$500	121
7F5E7	LARCENY OF AAFES FUNDS BY CHECK, \$500 & OVER	121
7F5E8	LARCENY OF AAFES FUNDS BY CHECK, LESS THAN \$500	121
7F5F	LARCENY OF NAF PROPERTY - INVOLVING USE OF COMPUTER	121
7F6	WRONGFUL APPROPRIATION OF NAF PROPERTY	
7F6A	WRONGFUL APPROPRIATION OF NAF PROPERTY (NOT INCLUDING POL ITEMS/OTHER THAN AAFES)	
7F6A1	WRONGFUL APPROPRIATION OF NAF PROPERTY (NOT INCLUDING POL ITEMS/\$500 OR OVER/OTHER THAN AAFES)	121
7F6A2	WRONGFUL APPROPRIATION OF NAF PROPERTY (NOT INCLUDING POL ITEMS/LESS THAN \$500/OTHER THAN AAFES)	121
7F6B	WRONGFUL APPROPRIATION OF AAFES PROPERTY (NOT INCLUDING POL ITEMS)	
7F6B1	WRONGFUL APPROPRIATION OF AAFES PROPERTY NOT INCLUDING POL ITEMS/\$500 OR OVER	121
7F6B2	WRONGFUL APPROPRIATION OF AAFES PROPERTY NOT INCLUDING POL ITEMS/LESS THAN \$500	121
7F6C	WRONGFUL APPROPRIATION OF NAF PROPERTY (POL ITEMS)	
7F6C1	WRONGFUL APPROPRIATION OF NAF PROPERTY POL ITEMS/\$500 & OVER	121
7F6C2	WRONGFUL APPROPRIATION OF NAF PROPERTY POL ITEMS/LESS THAN \$500	121
7F6D	WRONGFUL APPROPRIATION OF NAF PROPERTY INVOLVING USE OF COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	121
7F7	WRONGFUL DISPOSITION OF NAF PROPERTY	
7F7A	WRONGFUL DISPOSITION OF NAF PROPERTY (NOT INCLUDING POL ITEMS/OTHER THAN AAFES)	
7F7A1	WRONGFUL DISPOSITION OF NAF PROPERTY (NOT INCLUDING POL ITEMS/\$500 OR OVER/OTHER THAN AAFES)	108
7F7A2	WRONGFUL DISPOSITION OF NAF PROPERTY (NOT INCLUDING POL ITEMS/LESS THAN \$500/OTHER THAN AAFES)	108

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7F7B	WRONGFUL DISPOSITION OF NAF PROPERTY (NOT INCLUDING POL ITEMS/AAFES)	
7F7B1	WRONGFUL DISPOSITION OF NAF PROPERTY (NOT INCLUDING POL ITEMS/\$500 OR MORE/AAFES)	108
7F7B2	WRONGFUL DISPOSITION OF NAF PROPERTY (NOT INCLUDING POL ITEMS/LESS THAN \$500/AAFES)	108
7F7C	WRONGFUL DISPOSITION OF NAF PROPERTY (POL ITEMS)	
7F7C1	WRONGFUL DISPOSITION OF NAF PROPERTY POL ITEMS/LESS THAN \$500	108
7F7C2	WRONGFUL DISPOSITION OF NAF PROPERTY POL ITEMS/\$500 & OVER	108
7F7D	WRONGFUL DISPOSITION OF NAF PROPERTY INVOLVING USE OF COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	108
7F8	LARCENY OF GOVERNMENT WEAPONS/MUNITIONS	
7F8A	LARCENY OF GOVERNMENT WEAPONS	
7F8A1	LARCENY OF GOVERNMENT WEAPONS \$500 & OVER	121
7F8A2	LARCENY OF GOVERNMENT WEAPONS LESS THAN \$500	121
7F8A3	LARCENY OF GOVERNMENT WEAPONS INVOLVING USE OF COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	121
7F8B	LARCENY OF GOVERNMENT MUNITIONS	
7F8B1	LARCENY OF GOVERNMENT MUNITIONS \$500 & OVER	121
7F8B2	LARCENY OF GOVERNMENT MUNITIONS LESS THAN \$500	121
7F8B3	LARCENY OF GOVERNMENT MUNITIONS INVOLVING USE OF COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	121
7F8C	LARCENY OF GOVERNMENT WEAPONS MUNITIONS PARTS	
7F8C1	LARCENY OF GOVERNMENT WEAPONS/MUNITIONS PARTS \$500 & OVER	121
7F8C2	LARCENY OF GOVERNMENT WEAPONS/MUNITIONS PARTS LESS THAN \$500	121
7F8C3	LARCENY OF GOVERNMENT WEAPONS/MUNITIONS PARTS INVOLVING USE OF COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	121
7F9	LARCENY OF GOVERNMENT MOTOR VEHICLES	
7F9A	LARCENY OF GOVERNMENT MOTOR VEHICLES \$500 & OVER	121
7F9B	LARCENY OF GOVERNMENT MOTOR VEHICLES LESS THAN \$500	121
7F9C	LARCENY OF GOVERNMENT MOTOR VEHICLES INVOLVING USE OF COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	121
7F9D	LARCENY OF GOVERNMENT (ACTIVE ARMY) AIRCRAFT	
7F9D1	LARCENY OF GOVERNMENT (ACTIVE ARMY) AIRCRAFT ON-POST	121

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7F9D2	LARCENY OF GOVERNMENT (ACTIVE ARMY) AIR-CRAFT OFF-POST	121
7F9D3	LARCENY OF GOVERNMENT (ACTIVE ARMY) AIR-CRAFT FIXED WING	121
7F9D4	LARCENY OF GOVERNMENT (ACTIVE ARMY) AIR-CRAFT ROTARY	121
7F9D5	LARCENY OF GOVERNMENT (ACTIVE ARMY) AIR-CRAFT COMPONENTS	121
7F9E	LARCENY OF GOVERNMENT (NATIONAL GUARD) AIR-CRAFT	
7F9E1	LARCENY OF GOVERNMENT (NATIONAL GUARD) AIR-CRAFT ON-POST	121
7F9E2	LARCENY OF GOVERNMENT (NATIONAL GUARD) AIR-CRAFT OFF-POST	121
7F9E3	LARCENY OF GOVERNMENT (NATIONAL GUARD) AIR-CRAFT FIXED WING	121
7F9E4	LARCENY OF GOVERNMENT (NATIONAL GUARD) AIR-CRAFT ROTARY	121
7F9E5	LARCENY OF GOVERNMENT (NATIONAL GUARD) AIR-CRAFT COMPONENTS	121
7F9F	LARCENY OF GOVERNMENT (ARMY RESERVE) AIR-CRAFT	
7F9F1	LARCENY OF GOVERNMENT (ARMY RESERVE) AIR-CRAFT ON-POST	121
7F9F2	LARCENY OF GOVERNMENT (ARMY RESERVE) AIR-CRAFT OFF-POST	121
7F9F3	LARCENY OF GOVERNMENT (ARMY RESERVE) AIR-CRAFT FIXED WING	121
7F9F4	LARCENY OF GOVERNMENT (ARMY RESERVE) AIR-CRAFT ROTARY	121
7F9F5	LARCENY OF GOVERNMENT (ARMY RESERVE) AIR-CRAFT COMPONENTS	121
7F9G	LARCENY OF GOVERNMENT (ACTIVE ARMY) VEHICLE	
7F9G1	LARCENY OF GOVERNMENT (ACTIVE ARMY) VEHICLE ON-POST	121
7F9G2	LARCENY OF GOVERNMENT (ACTIVE ARMY) VEHICLE OFF-POST	121
7F9G3	LARCENY OF GOVERNMENT (ACTIVE ARMY) VEHICLE TACTICAL WHEELED	121
7F9G4	LARCENY OF GOVERNMENT (ACTIVE ARMY) VEHICLE TACTICAL TRACKED	121
7F9G5	LARCENY OF GOVERNMENT (ACTIVE ARMY) VEHICLE COMPONENTS	121
7F9G6	LARCENY OF GOVERNMENT (ACTIVE ARMY) VEHICLE GSA/COMMERCIAL/RENTAL	121
7F9H	LARCENY OF GOVERNMENT (NATIONAL GUARD) VEHICLE	
7F9H1	LARCENY OF GOVERNMENT (NATIONAL GUARD) VEHICLE ON-POST	121
7F9H2	LARCENY OF GOVERNMENT (NATIONAL GUARD) VEHICLE OFF-POST	121
7F9H3	LARCENY OF GOVERNMENT (NATIONAL GUARD) VEHICLE TACTICAL WHEELED	121

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7F9H4	LARCENY OF GOVERNMENT (NATIONAL GUARD) VEHICLE TACTICAL TRACKED	121
7F9H5	LARCENY OF GOVERNMENT (NATIONAL GUARD) VEHICLE COMPONENTS	121
7F9H6	LARCENY OF GOVERNMENT (NATIONAL GUARD) VEHICLE GSA/COMMERCIAL/RENTAL	121
7F9J	LARCENY OF GOVERNMENT (ARMY RESERVE) VEHICLE	
7F9J1	LARCENY OF GOVERNMENT (ARMY RESERVE) VEHICLE ON-POST	121
7F9J2	LARCENY OF GOVERNMENT (ARMY RESERVE) VEHICLE OFF-POST	121
7F9J3	LARCENY OF GOVERNMENT (ARMY RESERVE) VEHICLE TACTICAL WHEELED	121
7F9J4	LARCENY OF GOVERNMENT (ARMY RESERVE) VEHICLE TACTICAL TRACKED	121
7F9J5	LARCENY OF GOVERNMENT (ARMY RESERVE) VEHICLE COMPONENTS	121
7F9J6	LARCENY OF GOVERNMENT (ARMY RESERVE) VEHICLE GSA/COMMERCIAL/RENTAL	121
7G	LARCENY OF PRIVATE PROPERTY/FUNDS	
7G1	LARCENY OF PRIVATE PROPERTY	
7G1A	LARCENY OF PRIVATE PROPERTY (NOT POL ITEMS, OR FUNDS, OR AUTOMOBILE, OR FROM TROOP BILLETTS)	
7G1A1	LARCENY OF PRIVATE PROPERTY \$500 & OVER/NOT POL ITEMS, OR FUNDS, OR AUTOMOBILE, OR FROM TROOP BILLETS	121
7G1A2	LARCENY OF PRIVATE PROPERTY LESS THAN \$500/NOT POL ITEMS, OR FUNDS, OR AUTOMOBILE, OR FROM TROOP BILLETS	121
7G1B	LARCENY OF PRIVATE PROPERTY (FROM TROOP BILLETS/NOT FUNDS OR AUTOMOBILE)	
7G1B1	LARCENY OF PRIVATE PROPERTY \$500 AND OVER/FROM TROOP BILLETS/NOT FUNDS OR AUTOMOBILE	121
7G1B2	LARCENY OF PRIVATE PROPERTY (LESS THAN \$500/FROM TROOP BILLETS/NOT FUNDS OR AUTOMOBILE)	121
7G1C	LARCENY OF PRIVATE PROPERTY (POL ITEMS)	
7G1C1	LARCENY OF PRIVATE PROPERTY \$500 OR MORE/POL ITEMS	121
7G1C2	LARCENY OF PRIVATE PROPERTY LESS THAN \$500/POL ITEMS	121
7G1D	LARCENY OF PRIVATE PROPERTY INVOLVING USE OF COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	121
7G2	LARCENY OF PRIVATE FUNDS	
7G2A	LARCENY OF PRIVATE FUNDS (NOT CHECKS OR FROM TROOP BILLETS)	
7G2A1	LARCENY OF PRIVATE FUNDS \$500 & OVER/NOT CHECKS OR FROM BILLETS	121
7G2A2	LARCENY OF PRIVATE FUNDS LESS THAN \$500/NOT CHECKS OR FROM BILLETS	121



**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7G2B	LARCENY OF PRIVATE FUNDS (FROM TROOP BILLETS/NOT CHECKS)	
7G2B1	LARCENY OF PRIVATE FUNDS \$500 & OVER/FROM TROOP BILLETS/NOT CHECKS	121
7G2B2	LARCENY OF PRIVATE FUNDS LESS THAN \$500/FROM TROOP BILLETS/NOT CHECKS	121
7G2C	LARCENY OF PRIVATE FUNDS INVOLVING USE OF COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	121
7G3	LARCENY OF PRIVATE MOTOR VEHICLE	
7G3A	LARCENY OF PRIVATE AUTOMOBILE, TRUCK, VAN, BOAT, OR AIRCRAFT (\$500 & OVER)	121
7G3B	LARCENY OF PRIVATE AUTOMOBILE, TRUCK, VAN, BOAT, OR AIRCRAFT (LESS THAN \$500)	121
7G3C	LARCENY OF PRIVATE MOTORCYCLE, MOTOR SCOOTER, OR MOPED (\$500 & OVER)	121
7G3D	LARCENY OF PRIVATE MOTORCYCLE, MOTOR SCOOTER, MOPED (LESS THAN \$500)	121
7G3E	LARCENY OF PRIVATE MOTOR VEHICLE INVOLVING USE OF COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	121
7G4	LARCENY OF PRIVATE FUNDS BY MEANS OF CHECK/ MAKING AND UTTERING A WORTHLESS CHECK	
7G4A	LARCENY OF PRIVATE FUNDS BY MEANS OF CHECK/ MAKING AND UTTERING A WORTHLESS CHECK \$500 & OVER	121
7G4B	LARCENY OF PRIVATE FUNDS BY MEANS OF CHECK/ MAKING AND UTTERING A WORTHLESS CHECK LESS THAN \$500	121
7G4C	LARCENY OF PRIVATE FUNDS BY MEANS OF CHECK/ MAKING AND UTTERING A WORTHLESS CHECK INVOLVING USE OF COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	121
7G5	WRONGFUL APPROPRIATION OF PRIVATE PROPERTY	
7G5A	WRONGFUL APPROPRIATION OF PRIVATE PROPERTY (NOT POL ITEMS AND NOT FROM TROOP BILLETS)	
7G5A1	WRONGFUL APPROPRIATION OF PRIVATE PROPERTY \$500 & OVER/NOT POL ITEMS AND NOT FROM TROOP BILLETS	121
7G5A2	WRONGFUL APPROPRIATION OF PRIVATE PROPERTY LESS THAN \$500/NOT POL ITEMS AND NOT FROM TROOP BILLETS	121
7G5B	WRONGFUL APPROPRIATION OF PRIVATE PROPERTY (FROM TROOP BILLETS)	
7G5B1	WRONGFUL APPROPRIATION OF PRIVATE PROPERTY \$500 & OVER FROM TROOP BILLETS	121
7G5B2	WRONGFUL APPROPRIATION OF PRIVATE PROPERTY LESS THAN \$500 FROM TROOP BILLETS	121
7G5C	WRONGFUL APPROPRIATION OF PRIVATE PROPERTY (POL ITEMS)	
7G5C1	WRONGFUL APPROPRIATION OF PRIVATE PROPERTY (POL ITEMS) \$500 & OVER	121
7G5C2	WRONGFUL APPROPRIATION OF PRIVATE PROPERTY (POL ITEMS) LESS THAN \$500	121

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7G5D	WRONGFUL APPROPRIATION OF PRIVATE PROPERTY INVOLVING USE OF COMPUTER (USE AS A SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	121
7G6	WRONGFUL APPROPRIATION OF PRIVATE MOTOR VEHICLE	
7G6A	WRONGFUL APPROPRIATION OF PRIVATE AUTOMOBILE, TRUCK, VAN, BOAT, OR AIRCRAFT (\$500 & OVER)	121
7G6B	WRONGFUL APPROPRIATION OF PRIVATE AUTOMOBILE, TRUCK, VAN, BOAT, OR AIRCRAFT (LESS THAN \$500)	121
7G6C	WRONGFUL APPROPRIATION OF PRIVATE MOTORCYCLE, MOTOR SCOOTER, MOPED (\$500 & OVER)	121
7G6D	WRONGFUL APPROPRIATION OF PRIVATE MOTORCYCLE, MOTOR SCOOTER, MOPED (LESS THAN \$500)	121
7G6E	WRONGFUL APPROPRIATION OF PRIVATE MOTOR VEHICLE INVOLVING USE OF COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	121
7G7	WRONGFUL DISPOSITION OF PRIVATE PROPERTY	
7G7A	WRONGFUL DISPOSITION OF PRIVATE PROPERTY (NOT FROM TROOP BILLETS)	
7G7A1	WRONGFUL DISPOSITION OF PRIVATE PROPERTY \$500 & OVER/NOT FROM TROOP BILLETS	109
7G7A2	WRONGFUL DISPOSITION OF PRIVATE PROPERTY LESS THAN \$500/NOT FROM TROOP BILLETS	109
7G7B	WRONGFUL DISPOSITION OF PRIVATE PROPERTY (FROM TROOP BILLETS)	
7G7B1	WRONGFUL DISPOSITION OF PRIVATE PROPERTY FROM TROOP BILLETS/\$500 AND OVER	109
7G7B2	WRONGFUL DISPOSITION OF PRIVATE PROPERTY FROM TROOP BILLETS/LESS THAN \$500	109
7G7C	WRONGFUL DISPOSITION INVOLVING USE OF COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	109
7H	POSTAL VIOLATIONS	
7H1	LARCENY OF OR FROM THE U.S. MAIL	134
7H2	OBSTRUCTING OR SECRETING U.S. MAIL	134
7H3	DESTRUCTION OF U.S. MAIL	134
7H4	DEPOSITING PROHIBITED MATTER IN U.S. MAIL	134
7H5	OTHER POSTAL VIOLATIONS	134
7H6	MAIL FRAUDS	
7H6A	OTHER POSTAL VIOLATIONS NOT INVOLVING MAIL FRAUD OF FINANCE, COMMISSARY, PROCUREMENT, AAFES, PDO, OR NAF ACTIVITY	134
7H6B	MAIL FRAUDS OF A FINANCE ACTIVITY	132
7H6C	MAIL FRAUDS OF A PERSONNEL ACTIVITY	132
7H6D	MAIL FRAUDS OF A COMMISSARY ACTIVITY	132
7H6E	MAIL FRAUDS OF A PROCUREMENT ACTIVITY	132
7H6F	MAIL FRAUDS OF AN AAFES ACTIVITY	132
7H6G	MAIL FRAUDS OF A NAF INSTRUMENTALITY	132

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7H6H	MAIL FRAUDS OF A PROPERTY DISPOSAL ACTIVITY	132
7H7	U.S. MAIL: DESTROY/STEAL/TAKE/OPEN	134
7H8	U.S. MAIL: DEPOSIT OBSCENITY	134
7H9	U.S. MAIL: ALL OTHER	134
7J	WRONGFUL DESTRUCTION	
7J1	WRONGFUL DESTRUCTION OF GOVERNMENT PROPERTY (NOT PAY AND ALLOWANCE DOCUMENTS OR COMMISSARY PROPERTY)	
7J1A	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ACTIVE ARMY) AIRCRAFT ON-POST	108
7J1A1	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ACTIVE ARMY) AIRCRAFT OFF-POST	108
7J1A2	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ACTIVE ARMY) AIRCRAFT FIXED WING	108
7J1A3	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ACTIVE ARMY) AIRCRAFT ROTARY	108
7J1A4	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ACTIVE ARMY) AIRCRAFT COMPONENTS	108
7J1B	WRONGFUL DESTRUCTION OF GOVT PROPERTY (NATL GUARD) AIRCRAFT ON-POST	108
7J1B1	WRONGFUL DESTRUCTION OF GOVT PROPERTY (NATL GUARD) AIRCRAFT OFF-POST	108
7J1B2	WRONGFUL DESTRUCTION OF GOVT PROPERTY (NATL GUARD) AIRCRAFT FIXED WING	108
7J1B3	WRONGFUL DESTRUCTION OF GOVT PROPERTY (NATL GUARD) AIRCRAFT ROTARY	108
7J1B4	WRONGFUL DESTRUCTION OF GOVT PROPERTY (NATL GUARD) AIRCRAFT COMPONENTS	108
7J1C	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ARMY RESERVE) AIRCRAFT ON-POST	108
7J1C1	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ARMY RESERVE) AIRCRAFT OFF-POST	108
7J1C2	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ARMY RESERVE) AIRCRAFT FIXED WING	108
7J1C3	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ARMY RESERVE) AIRCRAFT ROTARY	108
7J1C4	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ARMY RESERVE) AIRCRAFT COMPONENTS	108
7J1D	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ACTIVE ARMY) VEHICLE ON-POST	108
7J1D1	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ACTIVE ARMY) VEHICLE OFF-POST	108
7J1D2	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ACTIVE ARMY) VEHICLE TACTICAL WHEELED	108
7J1D3	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ACTIVE ARMY) VEHICLE TACTICAL TRACKED	108
7J1D4	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ACTIVE ARMY) VEHICLE GSA/COMMERCIAL/RENTAL	108
7J1D5	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ACTIVE ARMY) VEHICLE COMPONENTS	108
7J1E	WRONGFUL DESTRUCTION OF GOVT PROPERTY (NATL GUARD) VEHICLE ON-POST	108

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7J1E1	WRONGFUL DESTRUCTION OF GOVT PROPERTY (NATL GUARD) VEHICLE OFF-POST	108
7J1E2	WRONGFUL DESTRUCTION OF GOVT PROPERTY (NATL GUARD) VEHICLE TACTICAL WHEELED	108
7J1E3	WRONGFUL DESTRUCTION OF GOVT PROPERTY (NATL GUARD) VEHICLE TACTICAL TRACKED	108
7J1E4	WRONGFUL DESTRUCTION OF GOVT PROPERTY (NATIONAL GUARD) VEHICLE GSA/COMMERCIAL/RENTAL	108
7J1E5	WRONGFUL DESTRUCTION OF GOVT PROPERTY (NATL GUARD) VEHICLE COMPONENTS	108
7J1F	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ARMY RESERVE) VEHICLE ON-POST	108
7J1F1	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ARMY RESERVE) VEHICLE OFF-POST	108
7J1F2	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ARMY RESERVE) VEHICLE TACTICAL WHEELED	108
7J1F3	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ARMY RESERVE) VEHICLE TACTICAL TRACKED	108
7J1F4	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ARMY RESERVE) VEHICLE GSA/COMMERCIAL/RENTAL	108
7J1F5	WRONGFUL DESTRUCTION OF GOVT PROPERTY (ARMY RESERVE) VEHICLE COMPONENTS	108
7J2	WRONGFUL DAMAGING OF GOVERNMENT PROPERTY NOT COMMISSARY PROPERTY	108
7J3	LOSS OF GOVERNMENT PROPERTY THROUGH NEGLECT	108
7J4	WRONGFUL DESTRUCTION OF PRIVATE PROPERTY	109
7J5	WRONGFUL DAMAGING OF PRIVATE PROPERTY	109
7J6	WRONGFUL DESTRUCTION OF PAY & ALLOWANCE DOCUMENTS	108
7J7	WRONGFUL DESTRUCTION OF COMMISSARY PROPERTY	108
7J8	WRONGFUL DAMAGING OF COMMISSARY PROPERTY	108
7K	RECEIVING STOLEN PROPERTY	
7K1	RECEIVING STOLEN PROPERTY OTHER THAN POL OR DOCUMENTS, PROCUREMENT PROPERTY, PROPERTY DISPOSAL ITEMS, ITEMS, PAY DOCUMENTS, NAF, OR COMMISSARY PROPERTY	134
7K2	RECEIVING STOLEN PROPERTY/PROPERTY DISPOSAL	134
7K3	RECEIVING STOLEN PROPERTY PROCUREMENT	134
7K4	RECEIVING STOLEN PROPERTY POL ITEMS	134
7K5	RECEIVING STOLEN PROPERTY POL RATION DOCUMENTS	134
7K6	RECEIVING STOLEN PROPERTY PAY AND ALLOWANCE DOCUMENTS	134
7K7	RECEIVING STOLEN PROPERTY NAF PROPERTY	134
7K8	RECEIVING STOLEN PROPERTY COMMISSARY PROPERTY OR ITEMS	134
7K9	RECEIVING STOLEN PROPERTY INVOLVING THE USE OF COMPUTER (USE AS A SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	134
7L	FAILURE TO PAY JUST DEBT	134

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
7M	REGISTRATION VIOLATIONS	
7M1	REGISTRATION VIOLATIONS VEHICLE	134
7M2	REGISTRATION VIOLATIONS FISH/GAME	134
7M3	REGISTRATION VIOLATIONS OTHER	134
7N	ENVIRONMENTAL VIOLATIONS	
7N1	VIOLATION OF TOXIC SUBSTANCE ACT (15 USC 2605 SEC 6)	134
7N2	VIOLATION OF OSHA ASBESTOS ACT (29 USC 655/40 USC 3704)	134
7N3	VIOLATION OF WATER POLLUTION CONTROL ACT (33 USC 1251-1387)	134
7N4	VIOLATION OF SAFE DRINKING WATER (42 USC 300 SEC J-6)	134
7N5	VIOLATION OF NATIONAL ENVIRONMENTAL PROTECTION ACT (42 USC 4321-4370A)	134
7N6	VIOLATION OF HAZARDOUS WASTE CONTROL ACT (42 USC 6901-6991L)	134
7N7	VIOLATION OF MEDICAL WASTE TRACKING (42 USC 6901)	134
7N8	VIOLATION OF CLEAN AIR ACT (42 USC 7401-7626/7418)	134
7N9	VIOLATION OF COMPREHENSIVE ENVIRONMENTAL RESPONSE ACT	134
7Q	CAPTURED OR ABANDONED PROPERTY	
7Q1	WASTE OR SPOIL CAPTURED OR ABANDONED NON-MILITARY PROPERTY	109
7Q2	FAIL TO SECURE CAPTURED OR ABANDONED PROPERTY	103
7Q3	FAIL TO REPORT/TURN OVER CAPTURED OR ABANDONED PROPERTY	103
7Q4	DEALING IN CAPTURED OR ABANDONED PROPERTY	103
7R	FAILURE TO PREVENT SEIZURE OF CAPTURED OR ABANDONED PROPERTY	103
7X	OTHER CRIMES AGAINST PROPERTY	
7X1	SHOPLIFTING	121
7X2	CONSPIRACY TO COMMIT OTHER CRIMES AGAINST PROPERTY	134
7X3	SOLICITATION TO COMMIT OTHER CRIMES AGAINST PROPERTY	134
7X4	ACCESSORY BEFORE THE FACT TO COMMIT OTHER CRIMES AGAINST PROPERTY	77
7X5	ACCESSORY AFTER THE FACT TO COMMIT OTHER CRIMES AGAINST PROPERTY	78
7X6	OBSTRUCTION OF JUSTICE	134
8	FRAUD CRIMES	
8A	BRIBERY	
8A1	BRIBERY (OTHER THAN PROCUREMENT, PROPERTY DISPOSAL, PAY AND ALLOWANCE, AND COMMISSARY MATTERS)	
8A2	BRIBERY (PROPERTY DISPOSAL)	134

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
8A3A	BRIBERY (PROCUREMENT/REGARDING CONTRACT PROGRESS PAYMENTS)	134
8A3B	BRIBERY (PROCUREMENT/REGARDING REQUEST FOR PROPOSAL OR INVITATION FOR BID)	134
8A3C	BRIBERY (PROCUREMENT/REGARDING COST AND PRICE DATA)	134
8A3D	BRIBERY (PROCUREMENT/REGARDING CONTRACT NEGOTIATIONS)	134
8A3E	BRIBERY (PROCUREMENT/REGARDING DEFECTIVE MATERIALS)	134
8A3F	BRIBERY (PROCUREMENT/REGARDING RELEASE OF PROPRIETARY INFORMATION)	134
8A4	BRIBERY (PAY AND ALLOWANCE MATTERS)	134
8A5	BRIBERY (COMMISSARY MATTERS)	134
8A6	BRIBERY INVOLVING USE OF A COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	134
8A7	GRAFT	134
8B	CONFLICT OF INTEREST	
8B1	CONFLICT OF INTEREST (OTHER THAN PROCUREMENT, PROPERTY DISPOSAL, OR COMMISSARY MATTERS)	134
8B2	CONFLICT OF INTEREST (PROPERTY DISPOSAL)	134
8B3	CONFLICT OF INTEREST (PROCUREMENT)	134
8B3A	CONFLICT OF INTEREST REGARDING CONTRACT PROGRESS PAYMENTS	134
8B3B	CONFLICT OF INTEREST REGARDING REQUEST FOR PROPOSAL OR INVITATION FOR BID	134
8B3C	CONFLICT OF INTEREST REGARDING COST AND PRICE DATA	134
8B3D	CONFLICT OF INTEREST REGARDING CONTRACT NEGOTIATIONS	134
8B3E	CONFLICT OF INTEREST REGARDING DEFECTIVE MATERIALS	134
8B3F	CONFLICT OF INTEREST REGARDING RELEASE OF PROPRIETARY INFORMATION	134
8B4	CONFLICT OF INTEREST (COMMISSARY)	134
8B5	CONFLICT OF INTEREST INVOLVING USE OF A COMPUTER (USE AS A SUPPLEMENTAL CODE TO OTHER OFFENSE CODES IN THIS CATEGORY)	134
8C	DEPENDENCY ASSISTANCE FRAUD	
8C1	DEPENDENCY ASSISTANCE FRAUD INVOLVING FAMILY MEMBER ASSISTANCE	134
8C2	DEPENDENCY ASSISTANCE FRAUD INVOLVING USE OF A COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	134
8D	PERSONNEL ACTION FRAUD	
8D1	PERSONNEL ACTION FRAUD EFFECTING UNLAWFUL ENLISTMENT	84
8D2	PERSONNEL ACTION FRAUD EFFECTING UNLAWFUL SEPARATION	84

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
8D3	PERSONNEL ACTION FRAUD EFFECTING UNLAWFUL APPOINTMENT	84
8D4	PERSONNEL ACTION FRAUD EFFECTING ASSIGNMENT/TRANSFER	84
8D5	PERSONNEL ACTION FRAUD EFFECTING CIVILIAN PERSONNEL ACTIONS (EXCLUDING COMMISSARY CIVILIAN EMPLOYEES)	132
8D6	PERSONNEL ACTION FRAUD AFFECTING COMMISSARY EMPLOYEES AND ASSIGNED MILITARY PERSONNEL	
8D6A	PERSONNEL ACTION FRAUD AFFECTING CIVIL SERVICE PERSONNEL	132
8D6B	PERSONNEL ACTION FRAUD AFFECTING MILITARY PERSONNEL	132
8D6C	PERSONNEL ACTION FRAUD AFFECTING COMMISSARY CONTRACT PERSONNEL	132
8D6D	PERSONNEL ACTION FRAUD AFFECTING CIVILIAN BAG BOYS/GIRLS	132
8D7	PERSONNEL ACTION FRAUD INVOLVING USE OF A COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	132
8D8	FRAUDULENT ENLISTMENT, APPOINTMENT, OR SEPARATION	
8D8A	FRAUDULENT ENLISTMENT OR APPOINTMENT	83
8D8B	FRAUDULENT SEPERATION	83
8E	NAF FRAUD	
8E1	NAF FRAUD INVOLVING OFFICERS' OPEN MESS	132
8E2	NAF FRAUD INVOLVING NCO OPEN MESS	132
8E3	NAF FRAUD INVOLVING EM OPEN MESS	132
8E4	NAF FRAUD INVOLVING ROD & GUN CLUB	132
8E5	NAF FRAUD INVOLVING AAFES FACILITY	132
8E6	NAF FRAUD INVOLVING CENTRAL POST FUNDS	132
8E7	NAF FRAUD INVOLVING OTHER NAF ACTIVITY	132
8E8	NAF FRAUD INVOLVING USE OF A COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	132
8F	PAY & ALLOWANCE FRAUD	
8F1	COLLECTING UNAUTHORIZED TRAVEL PAY FOR FAMILY MEMBERS	132
8F2	COLLECTING DUPLICATE TRAVEL PAY	132
8F3	FRAUD INVOLVING TDY PAY	132
8F4	FRAUD INVOLVING PAY OTHER THAN TRAVEL OR TDY (MILITARY/CIVILIAN)	
8F4A	FRAUD INVOLVING BASE PAY (MILITARY/CIVILIAN)	132
8F4B	FRAUD INVOLVING QUARTERS, SUBSISTENCE AND COST OF LIVING ALLOWANCE (NOT INVOLVING USE OF A COMPUTER)	132
8F4C	FRAUD INVOLVING ENLISTMENT/REENLISTMENT BONUS	132
8F4D	FRAUD INVOLVING HOUSEHOLD GOODS MOVEMENT	132

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
8F5	FRAUD INVOLVING OTHER PAY & ALLOWANCE MATTERS	132
8F6	FRAUD PERTAINING TO PAY AND ALLOWANCE MATTERS INVOLVING USE OF A COMPUTER (USE AS SUPPLEMENTAL CODE TO OFFENSE CODES IN THIS CATEGORY)	132
8G	PROCUREMENT, SALVAGE, PROPERTY DISPOSAL FRAUD	
8G1	PROCUREMENT FRAUD	132
8G2	SALVAGE/PROPERTY DISPOSAL FRAUD	
8G2A	SALVAGE/PROPERTY DISPOSAL FRAUD INVOLVING A PRIME CONTRACTOR	132
8G2B	SALVAGE/PROPERTY DISPOSAL FRAUD INVOLVING A SUBCONTRACTOR	132
8G3	FRAUDS PERTAINING TO PROCUREMENT, SALVAGE, PROPERTY DISPOSAL MATTERS INVOLVING USE OF A COMPUTER (USE AS SUPPLEMENTAL CODE TO OTHER CODES IN THIS CATEGORY)	132
8H	FRAUD INVOLVING POL ITEMS AND/OR POL RATION DOCUMENTS	
8H1	FRAUD INVOLVING POL ITEMS (NOT RATION DOCUMENTS)	132
8H2	FRAUD INVOLVING POL RATION DOCUMENTS	132
8H3	FRAUD INVOLVING POL ITEMS/RATION DOCUMENTS (INVOLVING USE OF A COMPUTER)	132
8J	FRAUD PERTAINING TO MEDICAL TREATMENT	132
8K	ANTITRUST VIOLATIONS	
8K1	ANTITRUST VIOLATIONS NOT INVOLVING CONTRACTORS ASSOCIATED WITH A COMMISSARY, PROPERTY DISPOSAL ACTIVITY, OR NAF INSTRUMENTALITY	132
8K2	ANTITRUST VIOLATIONS INVOLVING COMMISSARY CONTRACTORS	132
8K3	ANTITRUST VIOLATIONS INVOLVING PROCUREMENT CONTRACTORS	132
8K4	ANTITRUST VIOLATIONS INVOLVING AAFES CONTRACTORS	132
8K5	ANTITRUST VIOLATIONS INVOLVING NAF CONTRACTORS	132
8K6	ANTITRUST VIOLATIONS INVOLVING PROPERTY DISPOSAL CONTRACTORS	132
8L	WIRE FRAUD	
8L1	WIRE FRAUD NOT INVOLVING A COMMISSARY, PROCUREMENT, AAFES, PROPERTY DISPOSAL ACTIVITY, OR NAF INSTRUMENTALITY	132
8L1A	WIRE FRAUD NOT INVOLVING A COMMISSARY, PROCUREMENT, AAFES, PROPERTY DISPOSAL ACTIVITY, OR NAF INSTRUMENTALITY WHICH INVOLVES A REQUEST FOR CONTRACT PROGRESS PAYMENT	132
8L1B	WIRE FRAUD NOT INVOLVING A COMMISSARY, PROCUREMENT, AAFES, PROPERTY DISPOSAL ACTIVITY, OR NAF INSTRUMENTALITY WHICH INVOLVES A REQUEST FOR BID INFORMATION	132



**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
8L1C	WIRE FRAUD NOT INVOLVING A COMMISSARY, PROCUREMENT, AAFES, PROPERTY DISPOSAL ACTIVITY, OR NAF INSTRUMENTALITY WHICH INVOLVES DISCLOSURE OF PRICE AND COST DATA	132
8L1D	WIRE FRAUD NOT INVOLVING A COMMISSARY, PROCUREMENT, AAFES, PROPERTY DISPOSAL ACTIVITY, OR NAF INSTRUMENTALITY WHICH INVOLVES CONTRACT NEGOTIATIONS	132
8L1E	WIRE FRAUD NOT INVOLVING A COMMISSARY, PROCUREMENT, AAFES, PROPERTY DISPOSAL ACTIVITY, OR NAF INSTRUMENTALITY WHICH INVOLVES THE USAGE OF DEFECTIVE MATERIALS	132
8L1F	WIRE FRAUD NOT INVOLVING A COMMISSARY, PROCUREMENT, AAFES, PROPERTY DISPOSAL ACTIVITY, OR NAF INSTRUMENTALITY WHICH INVOLVES THE RELEASE OF PROPRIETARY INFORMATION	132
8L2	WIRE FRAUD INVOLVING A COMMISSARY ACTIVITY	
8L2A	WIRE FRAUD INVOLVING A COMMISSARY ACTIVITY WHICH INVOLVES A REQUEST FOR CONTRACT PROGRESS PAYMENTS	132
8L2B	WIRE FRAUD INVOLVING A COMMISSARY ACTIVITY WHICH INVOLVES A REQUEST FOR PROPOSAL OR INVITATION FOR BID INFORMATION	132
8L2C	WIRE FRAUD INVOLVING A COMMISSARY ACTIVITY WHICH INVOLVES DISCLOSURE OF COST AND PRICE DATA	132
8L2D	WIRE FRAUD INVOLVING A COMMISSARY ACTIVITY WHICH INVOLVES CONTRACT NEGOTIATIONS	132
8L2E	WIRE FRAUD INVOLVING A COMMISSARY ACTIVITY WHICH INVOLVES THE USAGE OF DEFECTIVE MATERIALS	132
8L2F	WIRE FRAUD INVOLVING A COMMISSARY ACTIVITY WHICH INVOLVES THE RELEASE OF PROPRIETARY INFORMATION	132
8L3	WIRE FRAUD INVOLVING A PROCUREMENT ACTIVITY	
8L3A	WIRE FRAUD INVOLVING A PROCUREMENT ACTIVITY WHICH INVOLVES A REQUEST FOR CONTRACT PROGRESS PAYMENTS	132
8L3B	WIRE FRAUD INVOLVING A PROCUREMENT ACTIVITY WHICH INVOLVES A REQUEST FOR PROPOSAL OR INVITATION FOR BID INFORMATION	132
8L3C	WIRE FRAUD INVOLVING A PROCUREMENT ACTIVITY WHICH INVOLVES DISCLOSURE OF COST AND PRICE DATA	132
8L3D	WIRE FRAUD INVOLVING A PROCUREMENT ACTIVITY WHICH INVOLVES CONTRACT NEGOTIATIONS	132
8L3E	WIRE FRAUD INVOLVING A PROCUREMENT ACTIVITY WHICH INVOLVES THE USAGE OF DEFECTIVE MATERIALS	132
8L3F	WIRE FRAUD INVOLVING A PROCUREMENT ACTIVITY WHICH INVOLVES THE RELEASE OF PROPRIETARY INFORMATION	132
8L4	WIRE FRAUD INVOLVING AN AAFES ACTIVITY	
8L4A	WIRE FRAUD INVOLVING AN AAFES ACTIVITY WHICH INVOLVES A REQUEST FOR CONTRACT PROGRESS PAYMENTS	132

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
8L4B	WIRE FRAUD INVOLVING AN AAFES ACTIVITY WHICH INVOLVES A REQUEST FOR PROPOSAL OR INVITATION FOR BID INFORMATION	132
8L4C	WIRE FRAUD INVOLVING AN AAFES ACTIVITY WHICH INVOLVES DISCLOSURE OF COST AND PRICE DATA	132
8L4D	WIRE FRAUD INVOLVING AN AAFES ACTIVITY WHICH INVOLVES CONTRACT NEGOTIATIONS	132
8L4E	WIRE FRAUD INVOLVING AN AAFES ACTIVITY WHICH INVOLVES THE USAGE OF DEFECTIVE MATERIALS	132
8L4F	WIRE FRAUD INVOLVING AN AAFES ACTIVITY WHICH INVOLVES THE RELEASE OF PROPRIETARY INFORMATION	32
8L5	WIRE FRAUD INVOLVING A NAF INSTRUMENTALITY	
8L5A	WIRE FRAUD INVOLVING A NAF INSTRUMENTALITY WHICH INVOLVES A REQUEST FOR CONTRACT PROGRESS PAYMENTS	132
8L5B	WIRE FRAUD INVOLVING A NAF INSTRUMENTALITY WHICH INVOLVES A REQUEST FOR PROPOSAL OR INVITATION FOR BID INFORMATION	132
8L5C	WIRE FRAUD INVOLVING A NAF INSTRUMENTALITY WHICH INVOLVES DISCLOSURE OF COST AND PRICE DATA	132
8L5D	WIRE FRAUD INVOLVING A NAF INSTRUMENTALITY WHICH INVOLVES CONTRACT NEGOTIATIONS	132
8L5E	WIRE FRAUD INVOLVING A NAF INSTRUMENTALITY WHICH INVOLVES THE USAGE OF DEFECTIVE MATERIALS	132
8L5F	WIRE FRAUD INVOLVING A NAF INSTRUMENTALITY WHICH INVOLVES THE RELEASE OF PROPRIETARY INFORMATION	132
8L6	WIRE FRAUD INVOLVING A PROPERTY DISPOSAL ACTIVITY	
8L6A	WIRE FRAUD INVOLVING A PROPERTY DISPOSAL ACTIVITY WHICH INVOLVES A REQUEST FOR CONTRACT PROGRESS PAYMENTS	132
8L6B	WIRE FRAUD INVOLVING A PROPERTY DISPOSAL ACTIVITY WHICH INVOLVES A REQUEST FOR PROPOSAL OR INVITATION FOR BID INFORMATION	132
8L6C	WIRE FRAUD INVOLVING A PROPERTY DISPOSAL ACTIVITY WHICH INVOLVES DISCLOSURE OF COST AND PRICE DATA	132
8L6D	WIRE FRAUD INVOLVING A PROPERTY DISPOSAL ACTIVITY WHICH INVOLVES CONTRACT NEGOTIATIONS	132
8L6E	WIRE FRAUD INVOLVING A PROPERTY DISPOSAL ACTIVITY WHICH INVOLVES THE USAGE OF DEFECTIVE MATERIALS	132
8L6F	WIRE FRAUD INVOLVING A PROPERTY DISPOSAL ACTIVITY WHICH INVOLVES THE RELEASE OF PROPRIETARY INFORMATION	132
8L7	MAIL FRAUDS	
8M	PROCUREMENT FRAUD	
8M1	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION	
8M1A	PROCUREMENT FRAUD: PRODUCT SUBSTITUTION INVOLVING CIVIL WORKS PROJECTS	132

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
8M1B	PROCUREMENT FRAUD: PRODUCT SUBSTITUTION INVOLVING MILITARY CONSTRUCTION PROJECTS	132
8M1C	PROCUREMENT FRAUD: PRODUCT SUBSTITUTION INVOLVING MAINTENANCE	132
8M1D	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION OF AVIATION COMPONENTS	
8M1D1	PROCUREMENT FRAUD: PRODUCT SUBSTITUTION INVOLVING TACTICAL AVIATION COMPONENTS	132
8M1D2	PROCUREMENT FRAUD: PRODUCT SUBSTITUTION INVOLVING NON-TACTICAL AVIATION COMPONENTS	132
8M1E	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION IN VEHICLES	
8M1E1	PROCUREMENT FRAUD: PRODUCT SUBSTITUTION INVOLVING TACTICAL VEHICLES	132
8M1E2	PROCUREMENT FRAUD: PRODUCT SUBSTITUTION INVOLVING NON-TACTICAL VEHICLES	132
8M1E3	PROCUREMENT FRAUD: PRODUCT SUBSTITUTION INVOLVING ARMORED VEHICLES	132
8M1F	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION IN A MISSILE SYSTEM	132
8M1G	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION OF BIOLOGICAL AGENTS	132
8M1H	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION OF CHEMICAL AGENTS	132
8M1J	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION OF COMMUNICATIONS EQUIPMENT	132
8M1K	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION OF FIRE CONTROL SYSTEMS	132
8M1L	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION OF ARMAMENTS	
8M1L1	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION OF ARMAMENTS (LARGE BORE)	132
8M1L2	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION OF ARMAMENTS (SMALL BORE)	132
8M1M	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION OF COMPUTER SYSTEMS	132
8M1N	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION OF MUNITIONS	
8M1N1	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION OF CONVENTIONAL EXPLOSIVES	132
8M1N2	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION OF SMALL ARMS MUNITIONS	132
8M1N3	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION OF NUCLEAR MUNITIONS	132
8M1N4	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION OF BIOL. MUNITIONS	132
8M1N5	PROCUREMENT FRAUD INVOLVING PRODUCT SUBSTITUTION OF CHEMICAL MUNITIONS	132
8M2	PROCUREMENT FRAUD INVOLVING DEFECTIVE MATERIALS	132
8M3	PROCUREMENT FRAUD INVOLVING DEFECTIVE COST AND PRICE DATA	132

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
8M4	PROCUREMENT FRAUD INVOLVING COST MISCHARGING	132
8M5	PROCUREMENT FRAUD INVOLVING LABOR MISCHARGING	132
8M6	USED AS A SUPPLEMENTAL CODE FOR THE ABOVE OFFENSES IF THEY WERE COMMITTED BY A PRIME CONTRACTOR	132
8M7	USED AS A SUPPLEMENTAL CODE FOR THE ABOVE OFFENSES IF THEY WERE COMMITTED BY A SUB-CONTRACTOR	132
8M8	USED AS A SUPPLEMENTAL CODE FOR THE ABOVE OFFENSES IF THEY OCCUR AT A CONTRACTOR PLANT REPRESENTATIVE OFFICE (PRO)	132
8P	COMPUTER FRAUDS INVOLVING A FEDERAL INTEREST COMPUTER	
8P1	OBTAINING CLASSIFIED INFORMATION FROM A FEDERAL INTEREST COMPUTER	134
8P2	OBTAINING FINANCIAL OR CREDIT INFORMATION FROM A FEDERAL INTEREST COMPUTER	134
8P3	UNAUTHORIZED ACCESS THAT INTERFERES WITH OR AFFECTS THE OPERATION OF A FEDERAL INTEREST COMPUTER	134
8P4	ACCESSING A COMPUTER WITH INTENT TO DEFRAUD A FEDERAL INTEREST COMPUTER	134
8P5	ALTERING, DAMAGING, OR DESTRUCTION OF INFORMATION CAUSING A LOSS OF \$1000 OR MORE FROM A FEDERAL INTEREST COMPUTER	134
8P6	ALTERING, DAMAGING, OR DESTRUCTION OF MEDICAL INFORMATION IN A FEDERAL INTEREST COMPUTER	134
8P7	TRAFFICKING PASSWORDS AND OTHER ACCESS CODES FROM FEDERAL INTEREST COMPUTER	134
8P8	ATTEMPTED COMPUTER FRAUD: USED AS A SUPPLEMENTAL CODE FOR THE ABOVE OFFENSES	134
8Q	RESTRICTIONS ON-POST GOVERNMENT EMPLOYMENT	
8Q1	RECEIVING UNAUTHORIZED COMPENSATION IN CONNECTION WITH GOVT MATTERS	134
8Q2	GOVT EMPLOYEE ACTING AS AGENT FOR A PRIVATE INDIVIDUAL OR OTHER ENTITY	134
8Q3	POST EMPLOYMENT RESTRICTIONS ON FORMER OFFICERS AND EMPLOYEES	134
8Q4	UNAUTHORIZED RECEIPT OF DUAL COMPENSATION	134
8Q5	NEGOTIATING FOR EMPLOYMENT	134
8Q6	ACTS AFFECTING A PERSONAL FINANCIAL INTEREST	134
8Q7	RESTRICTIONS ON EMPLOYMENT FOR CERTAIN RETIRED MILITARY OFFICERS	134
8Q8	VIOLATION OF THE HARBORED AMENDMENT	134
8Q9	VIOLATION OF THE FEDERAL PROCUREMENT POLICY ACT	134
8R	WORKER'S COMPENSATION FRAUD	
8R1	FALSE STATEMENT TO OBTAIN FEDERAL EMPLOYEE'S COMPENSATION	134

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
8R2	RECEIVING FEDERAL EMPLOYEE'S COMPENSATION AFTER MARRIAGE	134
8R3	FALSE OR WITHHELD REPORT REGARDING FEDERAL EMPLOYEE'S COMPENSATION	134
8R4	FRAUDULENT RECEIPT OF WORKER'S COMPENSATION PAYMENTS	134
8S	MAKING, DRAWING, OR UTTERING A CHECK WITH INSUFFICIENT FUNDS	123a
8T	IDENTITY THEFT	134
8T1	FRAUDULENT USE OF ANOTHER'S IDENTITY FOR FINANCIAL GAIN	134
8T2	FRAUDULENT USE OF ANOTHER'S IDENTITY TO AVOID ARREST OR DETECTION	134
8T3	FRAUDULENT USE OF ANOTHER'S IDENTITY TO ATTAIN LEGAL IMMIGRATION STATUS	134
8T4	FRAUDULENT USE OF ANOTHER'S IDENTITY TO OBTAIN GOVERNMENT BENEFITS	134
8T5	OTHER FRAUDULENT USE OF ANOTHER'S IDENTITY	134
8U	BURNING WITH INTENT TO DEFRAUD	134
8X	OTHER FRAUD OFFENSES	
8X1	OTHER FRAUD OFFENSES INVOLVING USE OF A COMPUTER (SUPPLEMENTAL CODE)	134
8X2	CONSPIRACY TO COMMIT OTHER FRAUD OFFENSES	134
8X3	SOLICITATION TO COMMIT OTHER FRAUD OFFENSES	134
8X4	ACCESSORY BEFORE THE FACT TO OTHER FRAUD OFFENSES	77
8X5	ACCESSORY AFTER THE FACT TO OTHER FRAUD OFFENSES	78
8X6	OBSTRUCTION OF JUSTICE	134
8Y	FRAUDULENT ACTIVITY IN THE USE OF GOVERNMENT CREDIT CARDS	134
8Y1	FRAUDULENT USE OF THE U.S. GOVERNMENT CREDIT CARD	134
8Y2	FRAUDULENT USE OF THE U.S. GOVERNMENT TRAVEL CARD	134
9	SPECIAL INVESTIGATIVE ACTIVITIES	
9A	CRIME SURVEY	
9A1	CRIME ANALYSIS (CRIME TRENDS AT AN INSTALLATION)	
9A1A	CRIME ANALYSIS CRIMES AGAINST PERSONS	
9A1B	CRIME ANALYSIS CRIMES AGAINST PROPERTY	
9A1C	CRIME ANALYSIS GENERAL (COMBINATION OF CATEGORIES)	
9A1D	CRIME ANALYSIS OTHER	
9A1E	DRUG ASSESSMENTS	
9A2	CPS-LOGISTICAL DPDO, AMMUNITION PLANTS, AND SO ON	
9A3	CPS-INSTALLATION SUPPORT ACTIVITIES CLUBS, AND SO ON	
9A4	PERSONNEL SECURITY ASSESSMENTS	

**Table 4-1**  
**Offense code list—Continued**

Offense code	Primary description	Article
9B	INDUSTRIAL SURVEY INDUSTRIAL SURVEY	
9C	CIVIL LITIGATION	
9C1	FALSE CLAMS ACT (31 USC 3729)	
9C2	PROGRAM FRAUD CIVIL REMEDIES ACT (31 USC 3801)	
9D	MILITARY WORKING DOGS	
9D1	NARCOTICS/CONTRABAND DETECTOR DOG NARCOTICS/CONTRABAND DETECTOR DOG	
9D1A	DRUG DETECTION DOGS - MARIJUANA	
9D1B	DRUG DETECTION DOGS - HASHISH	
9D2	EXPLOSIVES DETECTOR DOG	
9D3	PATROL DOG	
9E	PHYSICAL SECURITY SURVEY	
9F	PROTECTIVE SERVICES	
9G	SCIENTIFIC EXAMINATIONS	
9G1	POLYGRAPH EXAMINATION	
9G2	CRIME LABORATORY ANALYSIS	
9G2A	CHEMISTRY	
9G2B	FINGERPRINTS	
9G2C	FIREARMS	
9G2D	DOCUMENTS	
9G2E	PHOTOGRAPHY	
9G2F	OTHER	
9G3	INVESTIGATIVE HYPNOSIS	
9H	CRIMINAL INFORMATION	
9J	EVIDENCE PROCESSING	
9J1	DOMESTIC VIOLENCE EVIDENCE	
9J1A	DOMESTIC VIOLENCE EVIDENCE COLLECTION	
9J1B	DOMESTIC VIOLENCE EVIDENCE RECEIVED	
9J1C	DOMESTIC VIOLENCE EVIDENCE RELEASED TO INVESTIGATIVE AUTHORITIES	
9J1D	DOMESTIC VIOLENCE EVIDENCE DESTROYED	
9K	VOLUNTARY DISCLOSURE INVESTIGATIONS	
9K1	VOLUNTARY DISCLOSURE INVESTIGATIONS INVOLVING A PRIME CONTRACT	
9K2	VOLUNTARY DISCLOSURE INVESTIGATIONS INVOLVING A SUBCONTRACTOR	
9L	QUI TAM INVESTIGATION	
9L1	QUI TAM INVESTIGATION - INVOLVING A PRIME CONTRACTOR	
9L2	QUI TAM INVESTIGATION - INVOLVING A SUBCONTRACTOR	
9M	TOP 100 DEFENSE CONTRACTOR INVESTIGATIONS	
9M1	PROCUREMENT: CONTRACT AWARDED TO A TOP 100 CONTRACTOR	
9M2	CONTRACT AWARDED TO A SUBSIDIARY OF A TOP 100	

**Table 4–1**  
**Offense code list—Continued**

Offense code	Primary description	Article
9N	PROTECTIVE ORDERS	
9N1	PROTECTIVE ORDER ISSUED	
9N1A	PROTECTIVE ORDER ISSUED - MILITARY	
9N1B	PROTECTIVE ORDER ISSUED - CIVILIAN	
9P	MISSING PERSONS	
9P1	MILITARY/SPONSOR	
9P1A	OFFICER	
9P1B	ENLISTED	
9P2	FAMILY MEMBER	
9P2A	SPOUSE	
9P2B	SON/STEP-SON	
9P2C	DAUGHTER/STEP-DAUGHTER	
9P2D	OTHER FAMILY MEMBER	
9P3	OTHER	
9Q	REGISTRATION OF CONVICTED MILITARY SEX OFFENDER	
9R	REVERSE DRUG OPERATION	
9T	UNIT AND INDIVIDUAL TRAINING	
9T1	UNIT TRAINING ACTIVITY	
9T2	INDIVIDUAL TRAINING	
9T3	BASIC TRAINING	
9W	ELECTRONIC SURVEILLANCE	

#### **4–5. Military police codes**

*a.* Military police codes (MPCs) identify individual PMOs/DESSs. The Director, USACRC will assign MPCs to PMOs/DESSs.

*b.* Requests for assignment of a MPC will be included in the planning phase of military operations, exercises, or missions when law enforcement operations are anticipated. The request for a MPC will be submitted as soon as circumstances permit, without jeopardizing the military operation to HQDA, PMG (DAPM–MPD–LE). Consistent with security precautions, IMCOM, ACOM, ASCC, and DRU will immediately inform HQDA, PMG (DAPM–MPD–LE) when assigned or attached MP units are notified for mobilization, relocation, activation, or inactivation.

*c.* When a MP unit is alerted for deployment to a location not in an existing PM/DES's operational area, the receiving combatant commander or FORSCOM will request assignment of an MPC number from HQDA, PMG (DAPM–MPD–LE) providing the area of operations does not have an existing MPC number. The receiving combatant commander or FORSCOM is further responsible for establishing an operational COPS System for the deployment.

#### **4–6. U.S. Army Crime Records Center control numbers**

*a.* Case numbers to support reporting requirements will be assigned directly to each installation via COPS. To ensure accuracy in reporting criminal incidents, USACRC control numbers will be used only one time and in sequence. Every MPR sent to the USACRC will have a USACRC control number reported. Violation of this policy could result in significant difficulties in tracing reports that require corrective action.

*b.* If during the calendar year IMCOM, ACOM, ASCC, or DRU reassigns control numbers from one installation to another, HQDA, PMG (DAPM–MPD–LE) will be notified. The Director USACRC will receive an information copy of such notification from IMCOM, ACOM, ASCC, or DRU's law enforcement operations office.

*c.* The USACRC control numbers will be issued along with each newly assigned MPC.

*d.* When the deploying unit will be located in an area where there is an existing PM activity/DES, the deploying unit will use the MPC number and USACRC control numbers of the host PM/DES.

#### **4-7. Reserve Component, U.S. Army Reserve, and Army National Guard Personnel**

*a.* When in a military duty status pursuant to official orders (Federal status for National Guard), Reserve and National Guard personnel will be reported as active duty. Otherwise, they will be reported as civilians.

*b.* The DA Form 3975 and DA Form 4833 will be forwarded directly to the appropriate Regional Readiness Command or the Soldier's division commander. A copy of the DA Form 3975 will also be forwarded to Chief, Army Reserve/Commander, USAR Command, AFRC-JAM, 1404 Deshler Street, Fort McPherson, GA 30330-1052. The forwarding correspondence will reflect this regulation as the authority to request disposition of the individual.

#### **4-8. DA Form 4833 (Commander's Report of Disciplinary or Administrative Action)**

*a. Use.* DA Form 4833 is used with DA Form 3975 to—

(1) Record actions taken against identified offenders.

(2) Report the disposition of offenses investigated by civilian law enforcement agencies.

*b. Preparation by the PM/DES.* The installation PM/DES initiates this critical document and is responsible for its distribution and establishing a suspense system to ensure timely response by commanders. Disposition reports are part of the reporting requirements within DA, DOD, and DOJ.

*c. Completion by the unit commander.* Company, troop, and battery level commanders are responsible and accountable for completing DA Form 4833 with supporting documentation in all cases investigated by MP, civilian detectives employed by the DA, and the PMO/DES. The battalion commander or the first lieutenant colonel in the chain of command is responsible and accountable for completing DA Form 4833 with support documentation (copies of Article 15s, court-martial orders, reprimands, and so on) for all USACIDC investigations. The commander will complete the DA Form 4833 within 45 days of receipt.

(1) Appropriate blocks will be checked and blanks annotated to indicate the following:

(a) Action taken (for example, judicial, non-judicial, or administrative). In the event the commander takes action against the Soldier for an offense other than the one listed on the DA Form 3975, the revised charge or offense will be specified in the "Remarks" section of the DA Form 4833.

(b) Sentence, punishment, or administrative action imposed.

(c) Should the commander take no action, the DA Form 4833 must be annotated to reflect that fact.

(2) If the commander cannot complete the DA Form 4833 within 45 days, a written memorandum is required to explain the circumstances. The delay will have an impact on other reporting requirements (for example, submitting fingerprint cards to the FBI).

*d. Procedures when subjects are reassigned.* When the subject of an offense is reassigned, the PM/DES will forward the DA Form 3975, DA Form 4833, and all pertinent attachments to the gaining installation PM/DES who must ensure that the new commander completes the document. Copies of the documents will be made and retained by the processing PMO/DES before returning the documents to the losing installation PM/DES for completion of automated entries and required reports.

*e. Report on subjects assigned to other installations.* When the DA Form 3975 involves a subject who is assigned to another installation, the initiating PM/DES will forward the original and two copies of DA Form 4833 to the PM/DES of the installation where the Soldier is permanently assigned. The procedures in 4-8d, above, will be followed for Soldiers assigned to other commands.

*f. Offenses not reportable to USACRC.* When the offense is not within a category reportable to USACRC, the original DA Form 4833 is retained by the PM/DES. Otherwise, the original is sent to the Director, USACRC for filing with the MPR.

*g. Civilian court proceedings.* If a Soldier is tried in a civilian court, and the PM/DES has initiated an MPR, the PM/DES must track the civilian trial and report the disposition on DA Form 4833 as appropriate. That portion of the signature block of DA Form 4833 that contains the word "Commanding" will be deleted and the word "Reporting" substituted. The PM/DES or other designated person will sign DA Form 4833 before forwarding it to USACRC.

*h. Dissemination to other agencies.* A copy of the completed DA Form 4833 reflecting offender disposition will also be provided to those agencies or offices that originally received a copy of DA Form 3975 when evidence is involved. The evidence custodian will also be informed of the disposition of the case. Action will then be initiated for final disposition of evidence retained for the case now completed.

*i. Review of offender disposition by the PM/DES.* On receipt of DA Form 4833 reflecting no action taken, the PM/DES will review the MPR. The review will include, but is not limited to the following:

(1) Determination of the adequacy of supporting documentation.

(2) Whether or not coordination with the supporting Staff Judge Advocate should have been sought prior to dispatch of the report to the commander for action.

(3) Identification of functions that warrant additional training of MP or security personnel (for example, search and seizure, evidence handling, or rights warning).

*j. Offender disposition summary reports.* The PMs/DESs will provide the supported commander (normally, the general courts-martial convening authority or other persons designated by such authority) summary data of offender



disposition as required or appropriate. Offender disposition summary data will reflect identified offenders on whom final disposition has been reported. This data will be provided in the format and at the frequency specified by the supported commander.

#### **4-9. Updating the Centralized Operating Police Suite Military Police Reporting System**

Installation PMs/DEs will establish standard operating procedures to ensure that every founded offense is reported into the COPS MPRS. Timely and accurate reporting is critical. If a case remains open, changes will be made as appropriate. This includes reporting additional witnesses and all aspects of the criminal report.

#### **4-10. Submission of criminal history data to the Criminal Justice Information System**

*a. General.* This paragraph establishes procedures for submitting criminal history data (fingerprint cards) to CJIS when the PM/DES has completed a criminal inquiry or investigation. The policy only applies to members of the Armed Forces and will be followed when a military member has been read charges and the commander initiates proceedings for—

(1) Field Grade Article 15, UCMJ initiation refers to a commander completing action to impose non-judicial punishment. Final disposition will be action on appeal by the next superior authority, expiration of the time limit to file an appeal, or the date the military member indicates that an appeal will not be submitted.

(2) A special or general courts-martial initiation refers to the referral of court-martial charges to a specified court by the convening authority or receipt by the commander of an accused Soldier's request for discharge in lieu of court-martial. Final disposition of military judicial proceedings will be action by the convening authority on the findings and sentence, or final approval of a discharge in lieu of court-martial. The procedures in this chapter meet administrative and technical requirements for submitting fingerprint cards and criminal history information to CJIS. No variances are authorized. Results of summary court-martial will not be reported to the FBI.

(3) In instances where final action is taken by a magistrate, the PM/DES will complete the DA Form 4833.

(4) The PMOs/DEs will submit fingerprint cards on subjects apprehended as a result of Drug Suppression Team investigations and operations unless the USACIDC is completing the investigative activity for a felony offense. In those cases, the USACIDC will complete the fingerprint report process.

*b. Procedures.* The following procedures must be followed when submitting criminal history data to CJIS.

(1) Standard FBI fingerprint cards will be used to submit criminal history data to CJIS. The FBI Form FD 249, (Suspect Fingerprint Card) will be used when a military member is a suspect or placed under apprehension for an offense listed in table 4-2, below. Two FD Form 249s will be completed. One will be retained in the PM file. The second will be sent to the Director, USACRC, and processed with the MPR as prescribed in this chapter. A third set of prints will also be taken on the FBI DOJ Form R-84 (Final Disposition Report). The FBI DOJ Form R-84 requires completion of the disposition portion and entering of the offenses on which the commander took action. Installation PMs are authorized to requisition the fingerprint cards by writing to FBI, J. Edgar Hoover Building, Personnel Division, Printing Unit, Room 1B973, 925 Pennsylvania Ave., NW, Washington, DC 20535-0001.

(2) Fingerprint cards will be submitted with the MPR to the Director, USACRC, ATTN: CICR-CR, 6010 6th Street, Fort Belvoir, VA 22060-5585 only when the commander has initiated judicial or non-judicial action amounting to a Field Grade Article 15 or greater. The Director, Crime Records Center (CRC) will forward the fingerprint card to CJIS. The USACRC is used as the central repository for criminal history information in the Army. They also respond to inquiries from CJIS, local, state, and other Federal law enforcement agencies.

(3) Submission of the MPR with the FD Form 249 to USACRC will normally occur upon a commander's initiation of judicial or non-judicial proceedings against a military member. If final disposition of the proceeding is anticipated within 60 days of command initiation of judicial or non-judicial proceedings, the FD Form 249 will be held and final disposition recorded on FD Form 249. The PMs and commanders must make every effort to comply with the 60 days reporting requirement to ensure that the FD Form 249 is used as the primary document to submit criminal history to CJIS. Approval of a discharge in lieu of court-martial will be recorded as a final disposition showing the nature and character of the discharge in unabbreviated English (for example, resignation in lieu of court-martial; other than honorable discharge) and will also be forwarded to USACRC.

(4) If the commander provides the DA Form 4833 after the 60th day, a letter of transmittal will be prepared by the PM forwarding the FBI DOJ Form R-84 with the DA Form 4833 to the USACRC within 5 days after disposition. Submission of fingerprint cards will not be delayed pending appellate actions. Dispositions that are exculpatory (for example, dismissal of charges, acquittal) will also be filed.

(5) The procedures for submitting fingerprint cards will remain in effect until automated systems are in place for submission of fingerprints electronically.

**Table 4–2**  
**List of offenses from the Uniform Code of Military Justice**

UCMJ ARTICLE	OFFENSE
78	Accessory after the fact (Offenses listed in this table)
80	Attempts (Offenses listed in this table)
81	Conspiracy (Offenses listed in this table)
82	Solicitation
85	Desertion
91	Striking or assaulting warrant, noncommissioned, or petty officer
94	Mutiny or sedition
95	Resistance, breach of arrest, and escape
106	Spies
106a	Espionage
107	False Official Statements
108	Military property of the United States, loss, damage, destruction, or wrongful disposition
109	Willfully destroying, damaging private property
111	Drunk driving
112a	Wrongful Use, possession, and so on, of controlled substance
116	Riot
118	Murder
119	Manslaughter
120	Rape and carnal knowledge
121	Larceny and wrongful appropriation
122	Robbery
123	Forgery
123a	Bad checks (in an amount over 100 dollars)
124	Maiming
125	Sodomy
126	Arson
127	Extortion
128	Assault
129	Burglary
130	Housebreaking
131	Perjury
132	Frauds against the United States
134	Assault, indecent assault with intent to commit murder, voluntary manslaughter, rape, robbery, sodomy, arson, burglary, or housebreaking
134	Assaulting a Federal officer in the performance of duties, bribery and graft, burning with intent to defraud, false pretenses, obtaining services under (value more than \$100), false swearing, firearm discharge, willfully, under such circumstances as to endanger human life, fleeing the scene of an accident, homicide, negligent, indecent acts or liberties with a child, false impersonation with intent to defraud, indecent exposure, indecent language (communicating to any child under the age of 16), indecent acts with another, kidnapping, mail (taking, opening, secreting, destroying, or stealing), mails: depositing or causing to be deposited obscene matters in)
134	Misprision of serious offense, obstructing justice, pandering and prostitution, perjury, subordination of; public record: altering, concealing, removing, mutilating, obliterating or destroying, seizure: destruction, removal or disposal of property to prevent; soliciting another to commit an offense (pertaining to crimes listed) stolen property: knowingly receiving, buying or concealing (value more than \$100); testify: wrongful refusal: threat or hoax; bomb threat: communicating; weapon: concealed, carrying

#### **4-11. Procedures for reporting absence without leave and desertion offenses**

##### *a. Absence without leave (AWOL) reporting procedures.*

(1) The commander will notify the installation PM/DES in writing within 24 hours after a Soldier has been reported AWOL.

(2) The PM/DES will initiate an information blotter entry.

(3) If the AWOL Soldier surrenders to the parent unit or returns to military control at another installation, the provisions of AR 630-10 will be followed.

(4) On receipt of written notification of the AWOL Soldier's return or upon apprehension, the PM/DES will initiate a reference blotter entry indicating the Soldier's return to military control and will prepare an initial DA Form 3975, reflecting the total period of unauthorized absence, and the DA Form 4833. Both of these documents will be forwarded through the field grade commander to the unit commander.

(5) The unit commander will report action taken on the DA Form 4833 no later than the assigned suspense date or provide a written memorandum to the PM/DES explaining the delay.

(6) An original DD Form 460 (Provisional Pass) is issued to the Soldier to facilitate their return to the parent unit. A DD Form 460 will not be required if the PM/DES elects to return the Soldier through a different means.

(7) If the Soldier is apprehended at or returns to an installation other than his or her parent installation DA Form 3975 and 4833 with a copy of DD Form 460 will be sent to the parent installation PM/DES. The parent installation PM/DES will initiate an information blotter entry reflecting the AWOL Soldier's return to military control. A DA Form 3975 and 4833 with an appropriate suspense will be sent through the field grade commander to the unit commander. On return of the completed DA Form 4833 from the unit commander, the original and one copy will be sent to the apprehending PM/DES. The parent installation PM/DES will retain a copy of DA Form 3975 and DA Form 4833.

##### *b. Desertion reporting procedures.*

(1) The unit commander must comply with the provisions of AR 630-10 when reporting a Soldier as a deserter.

(2) On receipt of the DD Form 553 (Deserter/Absentee Wanted by the Armed Forces), the PM/DES will—

(a) Initiate a DA Form 3975 and a blotter entry reflecting the Soldier's desertion status.

(b) Complete portions of DD Form 553 concerning the Soldier's driver's license and vehicle identification. In the remarks section, add other information known about the Soldier such as confirmed or suspected drug abuse; of violent acts; history of escapes; attempted escapes from custody; suicidal tendencies; suspicion of involvement in crimes of violence (for which a charge sheet has been prepared and forwarded); history of unauthorized absences; and any other information useful in the apprehension process or essential to protect the deserter or apprehending authorities.

(c) An MPR number and a USACRC control number will be assigned to the case and be included in the remarks section of the DD Form 553.

(d) The DD Form 553 must be returned to the unit commander within 24 hours.

(e) If the deserter surrenders to or is apprehended by the parent installation PM/DES, the PM/DES will telephonically verify the deserter's status with the USADIP. A reference blotter entry will be completed changing the Soldier's status from desertion to return to military control.

(f) If the deserter surrenders to or is apprehended by an installation not the parent installation, the PM/DES will telephonically verify the deserter's status with USADIP. An information MPR will be prepared, utilizing the CRC number from the original MPR prepared by the parent installation. A blotter entry will also be prepared.

(g) A DD Form 616 (Report of Return of Absentee) will be completed when deserters are apprehended or surrender to military authority. The USACRC control number assigned to the DD Form 553 will be included in the remarks section of the DD Form 616.

(h) Upon return of the deserter to military control, DA Forms 3975, 2804 (Crime Records Data Reference), fingerprint card and 4833 will be initiated. The MPR number and USACRC control number will be recorded on all four forms.

(i) The original DA Form 3975 and other pertinent documents will be sent to the Director, USACRC. The DA Form 4833 must include the commander's action taken, to include the Commander, Personnel Control Facility, or other commander who takes action based on the desertion charge.

#### **4-12. Vehicle Registration System**

The Vehicle Registration System (VRS) is a module within COPS. Use of VRS to register vehicles authorized access to Army installations is mandated in AR 190-5. Within VRS there are various tabs for registration of vehicles authorized access to an installation, to include personal data on the owner of the vehicle. There are also tabs for registering weapons, bicycles, and pets. Information on individuals barred entry to an installation is also maintained within VRS.

#### **4-13. Establishing memoranda of understanding**

*a.* Coordination between military law enforcement personnel and local civilian law enforcement personnel is essential to improve information sharing, especially concerning investigations, arrests, and prosecutions involving military personnel. The PMs/DESs or other law enforcement officials will seek to establish formal memoranda of

understanding (MOU) with their civilian counterparts to establish or improve the flow of information between their agencies, especially in instances involving military personnel. The MOUs can be used to clarify jurisdictional issues for the investigation of incidents, to define the mechanism whereby local law enforcement reports involving active duty Service members will be forwarded to the appropriate installation law enforcement office, to encourage the local law enforcement agency to refer victims of domestic violence to the installation Family Advocacy Office or victim advocate, and to foster cooperation and collaboration between the installation law enforcement agency and local civilian agencies.

*b.* MOUs should address the following issues:

- (1) A general statement of the purpose of the MOU.
- (2) An explanation of jurisdictional issues that affect respective responsibilities to and investigating incidents occurring on and off the installation. This section should also address jurisdictional issues when a civilian order of protection is violated on military property (see 10 USC 1561a).
- (3) Procedures for responding to incidents that occur on the installation involving a civilian alleged offender.
- (4) Procedures for transmitting incident/investigation reports and other law enforcement information involving active duty Service members from local civilian law enforcement agencies to the installation law enforcement office.
- (5) Procedures for transmitting civilian protection orders (CPOs) issued by civilian courts or magistrates involving active duty Service members from local law enforcement agencies to the installation law enforcement office.
- (6) Designation of the title of the installation law enforcement recipient of such information from the local law enforcement agency.
- (7) Procedures for transmitting military protection orders (MPOs) from the installation law enforcement office to the local civilian law enforcement agency with jurisdiction over the area in which the Service member resides.
- (8) Designation of the title of the local law enforcement agency recipient of domestic violence and CPO information from the installation law enforcement agency.
- (9) Respective responsibilities for providing information to victims regarding installation resources when either the victim or the alleged offender is an active duty Service member.
- (10) Sharing of information and facilities during the course of an investigation in accordance with the Privacy Act of 1974 (see 5 USC 552a(b)(7)).
- (11) Regular meetings between the local civilian law enforcement agency and the installation law enforcement office to review cases and MOU procedures.

#### **4-14. Lost, abandoned, or unclaimed property**

Personal property that comes into the possession, custody, or control of the Army and is unclaimed by the owner. Property is considered to be abandoned only after diligent effort has been made to determine and locate its owner, the heir, next of kin, or legal representative. A military person who is ordered overseas and is unable to dispose of their personal property should immediately notify their chain of command. The commander will appoint a board to rule on the disposition of the property. If a law enforcement agency takes custody of the property it will be tagged and a record made as shown in paragraph (a), below. A report will be made to the installation commander who will take action in accordance with DOD 4160.21-M, chapter 4, paragraph 40. Pending board action under DOD 4160.21-M, the law enforcement agency having physical custody is responsible for the safekeeping of seized property. The following procedures should be used:

- a.* Property will be tagged using DA Form 4002 (Evidence/Property Tag) or clearly identified by other means, inventoried, and made a matter of record. These records are kept by the custodian of the property.
- b.* Lost, abandoned, or unclaimed property will be kept in a room or container separate from one used to store property held as evidence. Records or logs of property not held as evidence will be separated from those pertaining to evidence. However, all property will be tagged, accounted for, and receipted for in a similar manner as evidence.
- c.* Property that has been properly identified through board action under DOD 4160.21-M as having an owner will be segregated and tagged with the name of that person.
- d.* Abandoned or unclaimed property will be held until its status can be determined. In many instances, lost property can be returned to the owner upon presentation of proof of ownership.
- e.* In all cases, a receipt should be obtained at time of release.

#### **4-15. Procedures for restricted/unrestricted reporting in sexual assault cases**

Active duty Soldiers, ARNG/ARNGUS, and USAR Soldiers who are subject to military jurisdiction under the UCMJ can elect either restricted or unrestricted reporting if they are the victim of a sexual assault. See AR 600-20 for further details.

- a.* Unrestricted reporting requires normal law enforcement reporting and investigative procedures.
- b.* Restricted reporting requires that law enforcement and criminal investigative organizations not be informed of a victim's identity and not initiate investigative procedures. The victim will provide sexual assault response coordinators (SARCs), medical treatment facility (MTF) personnel, or chaplains with specific items (clothing, bedding, and so on) that will be later used as evidence, should they decide to later report the incident to law enforcement. (SARCs, MTF

personnel and chaplains are neither required nor encouraged to collect evidence; however, circumstances will occur where evidence comes into their possession). In sexual assault cases additional forensic evidence may be collected using the “Sexual Assault Evidence Collection Kit,” (hereafter, “evidence kit”). Personnel from the MTF, SARC, or chaplain’s office releasing evidence to the PMO/DES will comply with AR 195–5. The Chaplain, SARC, MTF will have only temporary possession of the evidence and must immediately notify the installation PMO/DES to transfer custody of evidence. The evidence kit, other items such as clothing or bedding sheets, and any other articles provided by the MTF, SARC, or chaplain will be stored in the installation PM/DES evidence room separate from other evidence and property. The evidence kit, the other items such as clothing or bedding sheets, and any other items will be properly sealed and marked with the Restricted Reporting Control Number that is issued by the SARC. Procedures for handling evidence specified in AR 195–5 will be strictly followed.

c. Installation PMs/DESs will complete an information report in COPS for restricted reporting. Reports will be completed utilizing the offense code from the 6Z series. An entry will be made in the journal when the sexual assault evidence kit or property (clothing, bedding, and so on) is received. An entry will not be made in the blotter. Restricted reporting incidents are not reportable as SIRs. Property will be stored for one year and then scheduled/suspended for destruction, unless earlier released to investigative authorities. Thirty days prior to destruction of the property, a letter will be sent to the SARC by the PM/DES, advising the SARC that the property will be destroyed in 30 days, unless law enforcement personnel are notified by the SARC that the victim has elected unrestricted reporting. If the SARC notifies the PM/DES that the victim has not elected unrestricted reporting, clothing or other personal effects will be released to the SARC for return to the victim. The information report will be updated when the evidence is destroyed, returned to the SARC, or released to investigative authorities.

d. In the event that information about a sexual assault that was made under restricted reporting is disclosed to the commander from a source independent of the restricted reporting avenues, or to law enforcement from other sources, the commander will report the matter to law enforcement and law enforcement remains authorized to initiate its own independent investigation of the matter presented. Additionally, a victim’s disclosure of his/her sexual assault to persons outside the protective sphere of the persons covered by the restricted reporting policy will result in an investigation of the allegations.

#### **4–16. Procedures for restricted/unrestricted reporting in domestic violence cases**

Restricted reporting is a reporting option for adult victims of domestic abuse. For the purposes of this paragraph, restricted reporting is defined as allowing a victim of domestic abuse, who is eligible to receive military medical treatment, including civilians and contractors who are eligible to receive military healthcare outside the continental United States (OCONUS) on a reimbursable basis, the option of reporting an incident of domestic abuse to specified individuals without initiating the investigative process or notification to the victims or alleged offender’s commander. For the purposes of this paragraph, an adult is a Service member or a person who is not a Service member who has either attained the age of eighteen years of age or is married.

a. Unrestricted reporting requires normal law enforcement reporting and investigative procedures.

b. Restricted reporting requires that law enforcement and criminal investigative organizations not be informed of a victim’s identity and not initiate investigative procedures. The victim will provide the victim advocate, MTF personnel, or chaplains with specific items that will be later used as evidence, should they decide to later report the incident to law enforcement. (Victim advocates, MTF personnel, and chaplains are neither required nor encouraged to collect evidence; however, circumstances will occur where evidence comes into their possession). Victim advocates, MTF personnel, and chaplains will have only temporary possession of the evidence and must immediately notify the installation PMO/DES to transfer custody of evidence. These items will be stored in the installation PM/DES’s evidence room separate from other evidence and property. Procedures for handling evidence specified in AR 195–5, will be strictly adhered to.

c. Installation PMs/DESs will complete an information report in COPS for domestic violence restricted reporting. Reports will be completed utilizing the offense code from the 9J series. An entry will be made in the journal when the property is received. An entry will not be made in the blotter. Restricted reporting incidents are not reportable as SIRs. Property will be stored for one year and then scheduled/suspended for destruction, unless earlier released to investigative authorities. Thirty days prior to destruction of the property, a letter will be sent to the family advocacy program manager and the victim advocate by the PM/DES, advising the victim advocate that the property will be destroyed in 30 days, unless law enforcement personnel are notified by the victim advocate that the victim has elected unrestricted reporting. The information report will be updated when the evidence is destroyed or released to investigative authorities.

d. A victim’s disclosure of his/her domestic violence incident to persons outside the protective sphere could result in an investigation of the allegations.

#### **4–17. Domestic violence and protection orders**

a. Responding to incidents of spouse abuse requires a coordinated effort by law enforcement, medical, and social work personnel, to include sharing information and records as permitted by law and regulation. AR 608–18 contains additional information about domestic violence and protective orders.

*b.* Appendix B includes specific offense codes for domestic violence. All domestic violence incidents will be reported to the local PMO/DES. All reported domestic violence incidents will be entered into MPRS, utilizing DA Form 3975. These codes will be utilized in addition to any other offense code that will be appropriate for an incident. For example, a Soldier strikes his or her spouse. When entering the offense data into MPRS, both the offense code for assault (that is, 5C2B) and the offense code for spouse abuse (from the 5D6 series) will be entered.

*c.* An MPO is a written lawful order issued by a commander that orders a Soldier to avoid contact with his or her spouse or children. The commander should provide a written copy of the order within 24 hours of its issuance to the person with whom the member is ordered not to have contact and the installation law enforcement activity. Violations of an MPO must be reported on DA Form 3975, entered into COPS, and entered into NCIC. All protection orders will be entered into COPS. Law enforcement personnel will complete an information report in COPS whenever an MPO is issued. Violations of an MPO must also be reported on DA Form 3975, entered into COPS, and entered into NCIC. Violations of an MPO will be violations of Article 92, UCMJ.

*d.* A CPO is an order issued by a judge, magistrate or other authorized civilian official, ordering an individual to avoid contact with his or her spouse or children. Pursuant to the Armed Forces Domestic Security Act, a CPO has the same force and effect on a military installation as such order has within the jurisdiction of the court that issued the order. Law enforcement personnel will complete an information report in COPS whenever a CPO is issued that orders a Soldier to avoid contact with his or her spouse or children or orders an individual to avoid contact with his or her military spouse or family members. Violations of a CPO must be reported on DA Form 3975 and entered into COPS. Law enforcement personnel must also coordinate with civilian authorities to ensure they have made an NCIC entry.

## **Chapter 5**

### **Army Quarterly Trends and Analysis Report**

#### **5-1. General**

*a.* This chapter prescribes policies and procedures for the coordination and standardization of crime statistics reporting with HQDA. Crime statistical reports and trends provided to HQDA and other agencies and those related to special interests inquiries, the media, and the public must reflect uniformity in terminology, methods of presentation, and statistical portrayal to preclude misinterpretation of information.

*b.* Any report containing Armywide aggregate crime data or statistics addressed to the Secretary of the Army, Chief of Staff of the Army, or Vice Chief of Staff of the Army will be coordinated and cleared with HQDA, PMG (DAPM-MPD-LE). Correspondence and reports will be coordinated with HQDA, PMG (DAPM-MPD-LE) prior to release to any agency, activity, or individual.

*c.* HQDA staff agencies and ACOM, ASCC, and DRU authorized by regulation or statute to conduct independent investigations, audits, analyses, or inquiries need not coordinate reported information with HQDA, PMG (DAPM-MPD-LE) unless the information contains crime data for the Army as a whole. For example, reports submitted by USACIDC containing only USACIDC investigative data need not be coordinated with HQDA, PMG (DAPM-MPD-LE).

#### **5-2. Crime rate reporting**

*a.* The USACRC is the Army's collection point and analytic center for all Army aggregate crime data. Requests for Armywide crime data reports will be forwarded through HQDA, PMG (DAPM-MPD-LE) to the Director, USACRC. Replies will be routed back through HQDA PMG (DAPM-MPD-LE) where they will be coordinated, as appropriate, prior to release. Requests for USACIDC, IMCOM, ACOM, ASCC, DRU, or subordinate command specific crime data reports can be made directly to the specific command. Replies need not be coordinated with HQDA.

*b.* Requests for Army aggregate crime reports are limited to data collected and accessible through the Automated Criminal Investigation and Intelligence System and COPS.

*c.* Routine collection of IMCOM, ACOM, ASCC, DRU crime data, for use in Armywide database, will be limited to that data collected by the above systems. IMCOM, ACOM, ASCC, and DRU will determine internal data collection requirements.

*d.* All PM/DES crime data will be recorded and forwarded by installations through IMCOM, ACOM, ASCC, or DRU (as required) using the COPS System.

*e.* The Chief, Operations Division, PMG, will determine the requirements for routine publication of Army aggregate crime statistics in support of the Secretary of the Army and the Office of the Chief of Staff of the Army.

*f.* Normally, raw data will not be released without analysis on routine or non-routine requests. Comparison of command crime data is generally not reported and should be avoided. General categories of CONUS or OCONUS are appropriate.

## **Chapter 6**

### **Victim and Witness Assistance Procedures**

#### **6-1. General**

*a.* This chapter implements procedures to provide assistance to victims and witnesses of crimes that take place on Army installations and activities. The procedures in this chapter apply to—

- (1) Every victim and witness.
- (2) Violations of the UCMJ, including crimes assimilated under the Assimilative Crimes Act reported to or investigated by MP.
- (3) Foreign nationals employed or visiting on an Army installation OCONUS.

*b.* PM/DES personnel should refer to AR 27-10, chapter 18, for additional policy guidance on the Army Victim/Witness Program.

#### **6-2. Procedures**

*a.* As required by Federal law, Army personnel involved in the detection, investigation, and prosecution of crimes must ensure that victims and witnesses rights are protected. Victims rights include—

- (1) The right to be treated with fairness, dignity, and a respect for privacy.
- (2) The right to be reasonably protected from the accused offender.
- (3) The right to be notified of court proceedings.
- (4) The right to be present at all public court proceedings related to the offense, unless the court determines that testimony by the victim would be materially affected if the victim heard other testimony at trial, or for other good cause.
- (5) The right to confer with the attorney for the Government in the case.
- (6) The right to restitution, if appropriate.
- (7) The right to information regarding conviction, sentencing, imprisonment, and release of the offender from custody.

*b.* In keeping with the requirements listed above, PMs/DESs must ensure that—

- (1) All law enforcement personnel are provided copies of DD Form 2701 (Initial Information for Victims and Witnesses of Crime).
- (2) A victim witness coordinator is appointed in writing.
- (3) Statistics are collected and reported into COPS.
- (4) Coordination with the installation Staff Judge Advocate victim witness coordinator occurs to ensure that individuals are properly referred for information on restitution, administrative, and judicial proceedings.
- (5) Coordination with installation Family Advocacy Program's Victim Advocate occurs to support victims of spouse abuse. Victim Advocacy services include crisis intervention, assistance in securing medical treatment for injuries, information on legal rights and proceedings, and referral to military and civilian shelters and other resources available to victims.

#### **6-3. Notification**

*a.* In addition to providing crime victims and witnesses a DD Form 2701, law enforcement personnel must ensure that individuals are notified about—

- (1) Available military and civilian emergency medical care.
- (2) Social services, when necessary.
- (3) Procedures to contact the staff judge advocate victim/witness liaison office for additional assistance.

*b.* Investigating law enforcement personnel, such as MP investigators will—

- (1) Ensure that victims and witnesses have been offered a DD Form 2701. If not, investigating personnel will give the individual a copy.
- (2) Provide status on investigation of the crime to the extent that releasing such information does not jeopardize the investigation in coordination with the PM/DES victim witness coordinator.
- (3) Inform all victims and witnesses of the apprehension of a suspected offender, if requested.

#### **6-4. Statistical reporting requirements**

*a.* The DOD policies on victim witness assistance require reporting of statistics on the number of individuals who are notified of their rights. The DA Form 3975 provides for the collection of statistical information.

*b.* The COPS System supports automated reporting of statistics. HQDA, PMG (DAPM-MPD-LE) as the program manager will require periodic reports to meet unique requests for information.

*c.* It is possible that a victim or witness will initially decline a DD Form 2701. As the case progresses, the individual will request information. If a case is still open in the PMO/DES, the PM/DES victim witness coordinator will provide the DA Form 2701 to the individual and update the records. Once the case is referred to the Staff Judge Advocate or

law enforcement activity ceases, COPS will not be updated without prior coordination with the installation Staff Judge Advocate Office.

## **Chapter 7**

### **Related Military Police Forms**

#### **7-1. General**

*a.* This chapter establishes policies and procedures for the use of related MP forms. Other forms are referenced in this chapter to assist in meeting law enforcement requirements.

*b.* It also provides special instructions and distribution for each related form and prescribes accountability standards for DD Form 1408 (Armed Forces Traffic Ticket) and the CVB Form.

#### **7-2. DD Form 460 (Provisional pass)**

*a. General.* DD Form 460 will be used by the PM/DES to permit members of the Armed Forces to travel to assigned units under the following conditions:

(1) A person is apprehended for a violation not serious enough to warrant further custody, but the person is delayed to the extent that reporting to the assigned station within the time limit of existing orders is not possible.

(2) An absentee is returned to military control and an escort is not considered necessary in returning the Soldier to the unit of assignment.

(3) A Soldier's leave papers have been lost or destroyed.

(4) A Soldier is about to exceed the limits of an authorized leave or travel order.

*b. Special instructions.*

(1) The form is self-explanatory. Signature authorities will be prescribed by local policy.

(2) Refer to AR 190-9 and AR 630-10 for guidance on use of DD Form 460 in the AWOL and Deserter Apprehension Program.

*c. Distribution.*

(1) The original copy is provided to the individual.

(2) The first copy (green) is attached to the file copy of the DA Form 3975.

(3) The second copy (yellow) is attached to the action or information DA Form 3975, which is forwarded to the commander concerned.

#### **7-3. DD Form 553 (Deserter/absentee wanted by the Armed Forces)**

*a. General.* DD Form 553 is used to—

(1) Provide the unit commander a means of reporting cases of desertion to the USADIP and to the local PM/DES.

(2) Provide USADIP a means of requesting deserter apprehension assistance from Federal, state, and local law enforcement authorities.

*b. Special instructions.* The provisions of AR 630-10 and AR 190-9 must be reviewed and applied to each desertion case. AR 630-10 contains personnel management procedures that must be followed and AR 190-9 provides policy guidance on law enforcement procedures.

*c. Distribution.*

(1) Unit commanders will provide the original and one copy of DD Form 553 to the local PM/DES.

(2) Installation PMs/DESSs will comply with AR 630-10 and 190-9.

(3) Until the deserter is returned to military control, USADIP will maintain the active file.

#### **7-4. DD Form 616 (Report of return of absentee)**

*a. General.* DD Form 616 is used to advise USADIP, PMs/DESSs, and civil authorities of the return to military control of persons previously reported as deserters and to cancel DD Form 553 entered into the NCIC.

*b. Special instructions.* When a deserter is returned to military control, the PM/DES will complete the DD Form 616, per paragraph 4-11 of this regulation, and the provisions of AR 190-9.

*c. Distribution.*

(1) The PM/DES receiving custody of a deserter will forward one copy of the DD form 616 to USADIP and retain one copy in the inactive deserter file.

(2) The PMs/DESSs of other installations who received DD Form 553 from USADIP will retain a copy of DD Form 616 with the DD Form 553 in the inactive deserter file.



#### **7-5. DD Form 2708 (Receipt for prisoner or detained person)**

*a. General.* DD Form 2708 (Receipt for Inmate or Detained Person) is used to transfer custody of prisoners or apprehended persons who cannot be released on their own recognizance.

*b. Special instructions.* For law enforcement purposes, the form is self-explanatory. For confinement facility personnel, see AR 190-47.

*c. Distribution.*

- (1) The original is attached to the file copy of DA Form 3975.
- (2) A second copy is provided to the individual receiving custody.

#### **7-6. DD Form 1408 (Armed Forces traffic ticket)**

*a. General.* DD Form 1408 is used to report minor traffic violations not reported on the CVB Form or DA Form 3975.

*b. Special instructions.*

(1) A Privacy Act Statement will be required to obtain an individual's SSN. Chapter 2 of this regulation provides additional guidance.

(2) The front side will be prepared by the issuing law enforcement official.

(3) The rear of the yellow and pink copy is also prepared by the issuing law enforcement official.

(4) The issuing PM/DES will complete the rear of the white copy, to include the date, name, organization, "to" and "from" blocks, and will assign a suspense date.

(5) The receiving commander will complete the remainder of the rear of the white copy and return the form to the PM/DES.

(6) DD Form 1408 will be used as a warning notice. The warning block will be checked and the reason for the warning will be cited in the remarks section.

*c. Distribution.*

(1) The original (white copy) will be forwarded through local distribution to the commander concerned.

(2) The second copy (yellow) will be filed by the issuing PM/DES until the original is returned.

(3) The third copy (pink) will be presented to the violator.

#### **7-7. Central Violations Bureau Form (U.S. District Court Violation Notice)**

*a. General.* The CVB Form is an accountable form prepared by law enforcement personnel to report minor offenses to include violations of state traffic laws applicable to military reservations. This form is used only in conjunction with a magistrate court system. When used to cite military and DOD affiliated personnel for violations that are normally processed by mail, the appropriate commander will be informed. An information DA Form 3975, denoting in the appropriate blocks the date, time, place, and type of violation will be used to transmit a copy of the CVB Form to the commander or supervisor. The amount of money subject to forfeiture should also be included. Local policy will determine which offenses are reported to the district court or magistrate.

*b. Special instructions.*

(1) A Privacy Act Statement will be required to obtain an individual's SSN. Chapter 2 of this regulation provides additional guidance.

(2) Installation PMs/DEs must maintain liaison with their local U.S. Magistrate to determine accountability of the form and the referral of charges. The U.S. Magistrate inputs data from the CVB Form into the CVB. The provisions of chapter 4 of this regulation provide guidance on reporting offenses that will involve the use of the CVB Form.

*c. Distribution.* Distribution of the form will comply with chapter 4 of this regulation and the instructions printed on the form.

#### **7-8. DD Form 1920 (Alcohol Incident Report)**

*a. General.* DD Form 1920 (Alcohol Incident Report) is used to record the condition and behavior of individuals apprehended for offenses in which alcoholic influence is a factor.

*b. Special instructions.* This form will be prepared for all offenses in which alcohol is considered to have been a factor.

*c. Distribution.* DD Form 1920 will be an enclosure to the DA Form 3975.

#### **7-9. DA Form 2804 (Crime Records Data Reference Card)**

*a.* DA Form 2804 is used to provide identifying information on subjects of MPRs to USACRC.

*b.* One completed form will be submitted for each offender.

*c.* The original is forwarded with the DA Form 3975 to the USACRC.

*d.* If a supplement DA Form 3975 is prepared, a DA Form 2804 will be completed and submitted to the Director, USACRC. This is especially important when a report is changed from founded to unfounded.

*e.* The original is forwarded with the DA Form 3975 to the USACRC.

f. The copy is filed with the corresponding DA Form 3975 by the initiating PM/DES.

#### **7-10. DA Form 2823 (Sworn Statement)**

- a. DA Form 2823 (Sworn Statement) is used to record written statements of all persons related to MPRs.
- b. DA Form 3881 (Rights Warning Procedure/Waiver Certificate) (see para 7-11, below) must be prepared before a sworn statement is taken from a subject or suspect.
- c. One copy of the statement will be attached to each copy of the related DA Form 3975.

#### **7-11. DA Form 3881 (Rights Warning Procedure/Waiver Certificate)**

- a. *General.* DA Form 3881 is used to provide a standardized, legally sufficient, narrative rights warning for suspects or subjects.
- b. *Special instructions.* This form must accompany a DA Form 2823 when the individual is a subject or suspect in a MPR.
- c. *Distribution.* The DA Form 3881 must accompany each copy of the DA Form 2823. If a subject declines to be questioned, resulting in no DA Form 2823 being prepared, a copy of the DA Form 3881 will accompany each copy of the DA Form 3975.

#### **7-12. DA Form 3626 (Vehicle Registration/Driver Record)**

- a. *General.* DA Form 3626 (Vehicle Registration/Driver Record) will be used to—
  - (1) Provide privately owned vehicle registration information for installations with a vehicle registration program.
  - (2) Record traffic violation data on persons operating motor vehicles on Army installations.
- b. *Special instructions.* See AR 190-5 for complete instructions and administration of the traffic point System.
- c. *Distribution.* See AR 190-5.

#### **7-13. DA Form 3945 (Military Police Log)**

- a. *General.* DA Form 3945 (Military Police Radio Log) is used to record official MP radio transmissions not recorded by electronic means.
- b. *Special instructions.* This form is generally used as a 24-hour record of MP radio traffic reflecting patrol dispatches and calls for service.
- c. *Distribution.* No copies are required. The original is filed chronologically in the PMO/DES.

#### **7-14. DA Form 3946 (Military Police Traffic Accident Report)**

- a. *General.* DA Form 3946 is used to record details of motor vehicle traffic accidents.
- b. *Special instructions.*
  - (1) A Privacy Act Statement will be required (see chap 2).
  - (2) General instructions for completion of the form are included with the form.
- c. *Distribution.*
  - (1) DA Form 3975 is the transmittal document.
  - (2) The original DA Form 3946 is forwarded to the applicable commander.
  - (3) A copy is retained in the PM/DES's files.
  - (4) When appropriate, the original will be attached to the original DA Form 3975 and sent to USACRC. In such cases, the first copy will be retained by the PM/DES, and a reproduced copy will be sent to the commander.
  - (5) A copy will be provided to the installation safety office on accidents reported or investigated by MP which resulted in a fatality, personal injury, or estimated damage to Government property or privately owned vehicle in excess of \$1,000.

#### **7-15. DA Form 3997 (Military Police Desk Blotter)**

- a. *General.* DA Form 3997 is available for use when MP reporting is conducted using a manual system. The form provides a chronological record of MP activities developed from reports, complaints, information incidents, and related events. The COPS provides a chronological record output suitable for electronic transmission or print on plain paper when needed. This is the only authorized form used to record MP activities.
- b. *Special instructions.*
  - (1) Entries will not include the names of juvenile subjects, their parents, guardians, or sponsors. Entries will not list the name of any victim of sensitive incidents (for example, rape). When legitimate law enforcement requirements are met, the term "Protected Identity" will be entered where the name, SSN, and address are normally listed.
  - (2) The term "Restricted Entry" will replace the entire blotter entry for cases in which information concerning the matter should be controlled. Examples of restricted cases include all types of sex-related offenses and other cases deemed appropriate by local policy. Use of restricted entry is authorized to protect information related to on-going

police investigations, when publication could adversely impact the investigation or endanger the lives of law enforcement personnel or informants. The responsibility to provide timely and accurate information to commanders, the chain of command, and HQDA will be considered when entering names of subjects.

(3) The first page of the complete blotter and all extracts will include the following statement: "This blotter (or blotter extract) is a daily chronological record of police activity developed from reports, complaints, incidents, or information received and actions resulting therefrom. Entries contained in the blotter will not be completely accurate and are not adjudication's attesting to the guilt or innocence of any person." Blotters will be stamped "FOUO." Separate blotter pages or attachments containing protected identity entries will be filed with juvenile records.

*c. Distribution.* A complete blotter will generally be provided to the senior supported commander, Staff Judge Advocate, and USACIDC. Installation information security managers will be authorized by the commander to review the entire blotter for the purpose of submitting derogatory information reports to the Central Clearance Facility. Distribution should be limited to commanders or civilian supervisors of personnel who are the subjects or victims of a crime or accident. Supported commanders will also direct distribution of extracts to staff activities with responsibility for direct support to personnel involved in specified categories of crime or incidents. Examples would be distribution of traffic accident information to the safety officer; distribution of domestic violence reports to the Social Work Services Counselor; or alcohol related crimes to the Drug and Alcohol Abuse Program Coordinator.

#### **7-16. DA Form 4002 (Evidence/Property Tag)**

*a. General.* DA Form 4002 is used to identify property seized as evidence or held for safekeeping.

*b. Special instructions.* This form should remain attached to the property until final disposition has been determined.

*c. Distribution.* None.

#### **7-17. DA Form 4137 (Evidence/Property Custody Document)**

*a. General.* DA Form 4137 (Evidence/Property Custody Document) is used to maintain a chain of custody on seized, impounded, or retained property passed from one individual to another. This form is also used to record found property recovered by the MP.

*b. Special instructions.*

(1) See AR 195-5 for further guidance.

(2) The original will remain in the PM/DES's evidence room or lost and found files until final disposition of the related case.

*c. Distribution.*

(1) The original and first copy will remain attached to the property.

(2) The second copy will be attached to the related MPR.

(3) The third copy to the person releasing the property.

(4) The original will be filed with the DA Form 3975 when property not processed through the evidence or lost and found property room is released.

#### **7-18. Accountability of DD Form 1408 and the Central Violations Bureau Form**

DD Form 1408 and the CVB Form are accountable forms. The PMs/DESs will establish an accounting system to control these forms. An audit trail will be maintained from issue, to use, and eventual filing. All forms must be accounted for, including voided forms. Local policy will determine procedures for voiding forms and investigating missing forms.

## **Chapter 8**

### **Reportable Serious Incidents**

#### **8-1. Policy**

*a.* Incidents listed in paragraphs 8-2 and 8-3, below, are reportable to HQDA as category 1 and 2 serious incidents, respectively. The lists are not all inclusive. Commanders should report any incident that might concern HQDA as a serious incident, regardless of whether it is specifically listed in paragraphs 8-2 and 8-3, below. In cases of doubt, report the incident. In determining whether an incident is of concern to HQDA, the following factors should be considered:

(1) Severity of the incident.

(2) Potential for adverse publicity.

(3) Potential consequences of the incident.

(4) Whether or not the incident is reportable under other reporting systems.

(5) Effect of the incident on readiness or the perception of readiness.

*b.* Submission of an SIR will not be delayed due to incomplete information. All pertinent information known at the

time of SIR submission will be included. Additional required information will be provided in a subsequent add-on report.

*c.* Incidents listed in paragraphs 8–2 and 8–3, below, occurring on Army installations and facilities are clearly reportable. Such incidents occurring off the installation will be reportable based on the degree of Army interest and involvement. Any incident where a Soldier (or a command sponsored family member or DA civilian employee OCONUS) is the subject or victim of a serious incident is reportable no matter where it occurs. Incidents where a family member or DA civilian employee is the subject or victim of a similar incident off post in the U.S. is not reportable, absent other connections to the Army.

*d.* On occasion, HQDA, PMG will direct reporting of incidents or crimes that are not normally reportable. In these instances, the IMCOM region, ACOM, ASCC, DRU, and installation commanders will be notified by message of specific requirements and time periods for reporting.

*e.* All SIRs in which a Soldier is listed as a subject will state whether the Soldier has deployed within the past year.

*f.* The Army's policy regarding the release of protected health information to law enforcement officials for law enforcement purposes mirrors the policy found in DOD 6025.18–R, paragraph C7.6.

## **8–2. Category 1 reportable serious incidents**

Actual or alleged incidents involving the following:

*a.* On- and off-post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.

*b.* War crimes, including mistreatment of enemy prisoners of war, detainees, displaced persons, retained persons, or civilian internees; violations of the Geneva Conventions; and atrocities.

*c.* Requests by members of the Army for political asylum in foreign countries or indications of defection.

*d.* Terrorist activities, sabotage, and incidents, initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation or involve military personnel or property off an installation.

*e.* Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.

*f.* Incidents involving material damage that seriously degrade unit operational or training readiness.

*g.* Threats against Government weapons and ammunition.

*h.* Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the United States, Vice President of the United States, or other persons under U.S. Secret Service (USSS) protection.

*i.* Any other incident the commander determines to be of immediate concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

## **8–3. Category 2 reportable serious incidents**

Actual or alleged incidents involving the following:

*a.* Theft, suspected theft, wrongful appropriation, or willful destruction of Government property or appropriated funds valued at more than \$100,000.

*b.* Theft, suspected theft, negligence, or conflict of interest involving Government non-appropriated funds or property valued at more than \$100,000.

*c.* Racially or ethnically motivated criminal acts.

*d.* Loss, theft, wrongful disposition, willful destruction, or mismanagement of the following:

(1) Evidence.

(2) Sensitive items, other than arms and ammunition, identified by Controlled Inventory Item Code 1–6, 8, 9, Q, R, or Y (see AR 710–2).

(3) Controlled Cryptographic Items.

(4) Drugs identified in the Comprehensive Drug Abuse Prevention and Control Act of 1970 as Schedules I, II, III, IV, and V controlled substances. Schedule II - V drugs are Government-controlled medical substances and are identified as R and Q controlled medical items in the Federal Supply Catalog. Schedule I drugs, as identified in the Act, are only used by DOD for research, and are not available through the supply system.

(5) Any chemical agent, research chemical agent, or biological select agent or toxin.

*e.* Wrongful possession, manufacture, or distribution of controlled substances, to include narcotics, drugs, or marijuana in the quantities listed below:

(1) Cocaine, 100 grams or more.

(2) Marijuana, 1000 grams or more.

(3) Hashish, 1000 grams or more.

(4) Heroin, 100 grams or more.

(5) Methamphetamines or barbiturates, 100 grams or more.

(6) LSD, 6 grams or more.

(7) PCP, 100 grams or more.

- (8) For narcotics and dangerous drugs not listed, use quantities for like substances listed above.
- f.* Significant violations of Army standards of conduct, to include bribery, conflict of interest, graft, or acceptance of gratuities by Soldiers or DA or non-appropriated fund (NAF) employees.
- g.* Incidents involving prisoners or detainees of Army confinement or correctional facilities to include escape from confinement or custody, disturbances which require the use of force, wounding, or serious injury to a prisoner, and all prisoner deaths.
- h.* Theft, loss, suspected theft, unaccounted or recovered arms, ammunition, and explosives (AA&E) in the following quantities:
- (1) Any missile, rocket, mine, artillery, or mortar rounds.
  - (2) Any machine gun or automatic fire weapon.
  - (3) Any fragmentation, concussion, high explosive grenade, or other type of simulator or device containing explosive materials, including artillery or ground burst simulators.
  - (4) Any explosives, to include demolition explosives (for example, detonation cord, blocks of explosives (C-4), and so on).
  - (5) One or more semi-automatic or manually operated firearms.
  - (6) Five or more rounds of ammunition greater than .50 caliber.
  - (7) 1,000 or more rounds of .50 caliber or smaller ammunition.
- i.* Actual or attempted break-ins of arms rooms or storage areas for AA&E.
- j.* Armed robbery or attempted armed robbery of AA&E.
- k.* Any evidence of trafficking of AA&E, such as bartering for narcotics or any other thing of value, to include taking AA&E across international borders, regardless of the quantity of AA&E involved.
- l.* Aggravated arson.
- m.* Except for deaths occurring due to natural causes in medical treatment facilities, all deaths occurring on Army installations must be reported, including, but not limited to, homicides, suicides, and deaths resulting from traffic accidents, training accidents, fires, or other incidents. Additionally, deaths of family members that occur off the installation which are deemed to be criminal in nature will be reported. All deaths of Soldiers that occur off the installation will be reported. If the manner of death is unknown, the incident should be reported as "undetermined manner of death." The manner of death should be reported by add-on SIR as soon as determined. Whether the next of kin has been notified should be included in the SIR. Seatbelt and alcohol use should also be included in the SIR.
- n.* Kidnapping.
- o.* Major fires or natural disasters involving death, serious injury, property damage in excess of \$250,000 (see additional reporting requirements in AR 420-90), or damage that seriously degrades unit operational or training capabilities.
- p.* Group breaches of discipline involving 10 or more persons who collectively act to defy authority.
- q.* Training and troop movement accidents resulting in serious injury or death.
- r.* Maltreatment of Soldiers or DA civilians to include assaults, abuse, or exploitation where the offender has a trainer, supervisor, or cadre-trainee relationship with the victim, regardless of whether they are members of the same organization. Instances of consensual sex are not reportable unless other considerations such as sexual harassment or adverse publicity are involved.
- s.* Violations of Army policy as it pertains to monitoring and recording of conversations (see AR 190-30, AR 190-53, and AR 525-1), or acquisition and storage of non-affiliated U.S. person information (see AR 380-13).
- t.* Actual or alleged incidents of child abuse which takes place within an Army organizational setting or facility (for example, child development center, youth activities center, MTF, gymnasium, and so on) or an Army sponsored or sanctioned activity (for example, quarters-based family child care home, youth sports or recreation activities, field trips, and so on). This paragraph applies to incidents of child abuse occurring within the family unit which involve the use of a weapon (for example, a firearm, knife, or other devices which will cause serious bodily injury), the victim suffers a broken limb, is sexually abused, is choked or strangled, or is admitted to the hospital because of injuries incurred during the incident.
- u.* Serious child injury or death, not resulting from child abuse, while the child is in the Army's care at a non-medical facility (that is, child development center, quarters-based family child care home, youth activities center, and so on) or within an Army sponsored or sanctioned activity. This paragraph does not apply to sports injuries related to, or potentially inherent in, a youth activity or event.
- v.* Serious domestic violence incidents (unrestricted reporting only). This report will include whether the Soldier was deployed within the past year leading up to the incident.
- w.* Incidents involving firearms that cause injury or death.
- x.* Federal crimes reportable under AR 381-10, when they meet reporting criteria.
- y.* Any other incident that the commander determines to be of concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

#### **8-4. Installation Management Command regions, Army Command, Army Service Component Commands, and Direct Reporting Unit directed reporting criteria**

IMCOM regional directors, ACOM, ASCC, and DRU commanders will, by approved supplementation to this regulation, establish additional reporting criteria to be known as "Category 3." Means and format for reporting will be as prescribed by the IMCOM regions, ACOM, ASCC, and DRU commanders with the requirement that numbering sequences for category 3 reports will be separate from those used for reports to HQDA.

#### **8-5. Incidents not reportable by serious incident reports**

The events or incidents listed below are not normally reportable by SIRs, but will be reported through other channels.

- a. Those operational events reported according to Joint Chiefs of Staff Publication 6-0.
- b. Aircraft accidents and related mishaps, unless they meet other SIR criteria.
- c. Nuclear weapons accidents/incidents (NUCFLASH, BROKEN ARROW, BENT SPEAR, AND DULL SWORD).
- d. Nuclear reactor mishaps (FADED GIANT).
- e. Chemical agent accidents or incidents.
- f. Incidents involving foreign students.
- g. Requests from civil authorities for military support of civil disturbances or counter-terrorist operations.
- h. Incidents involving national security crimes and deliberate security compromises will be reported to the nearest Army counterintelligence office as required by AR 381-12.
- i. Incidents covered under Executive Order 12333, as implemented by DOD 5240.1-R.

### **Chapter 9**

#### **Serious Incident Report Reporting Procedures**

##### **9-1. Special handling of reports**

a. Reports submitted according to this regulation are law enforcement reports (see AR 25-55). They will be assigned a proper security classification according to AR 380-5 or marked with a minimum classification of FOUO according to AR 25-55. Reports or any information from them will be released according to AR 25-55 and this regulation. These two regulations implemented the 1974 Amendment to the FOIA (5 USC 552).

b. The Privacy Act of 1974 (5 USC 552a) applies to SIRs (see AR 340-21). Dissemination and use of SIRs will be restricted to persons who need the reports to perform their official duties.

##### **9-2. Time requirements and means of reporting**

a. *Category 1 serious incident.* Category 1 serious incidents will be reported by telephone to the Army Watch immediately upon discovery or notification at the installation level. The telephonic report will be in the format in figure 9-1. It will be followed by a written report, preferably by electronic mail or if electronic mail is not available, by electronic message, to PMG (DAPM-MPD-LE) and the Army Watch within 12 hours of discovery or notification. Facsimile will be used as a supplemental transmission.

b. *Category 2 serious incidents.* Category 2 serious incidents will be reported by electronic mail or if electronic mail is not available, by electronic message to PMG (DAPM-MPD-LE) and the Army Watch within 24 hours of discovery or notification at the installation level. Facsimile will be used to supplement the transmission. See figure 9-7 for electronic mail addresses, electronic message addresses and facsimile numbers.

##### **9-3. Types of serious incident reports and reporting formats**

There are three types of SIRs—

- a. SIR, original submission (see figs 9-1 and 9-4).
- b. SIR "add-on" submitted to provide information not available at the time of the original report or when more pertinent information, such as results of autopsy, identification of subject, and so on is developed, or in response to a request for more information from HQDA (see figs 9-2 and 9-5).
- c. SIR "correction," submitted at any time to correct an error in a previous report (see figures 9-3 and 9-6).

##### **9-4. Reporting incidents when reporting responsibility is transferred**

When reporting responsibility is transferred between commands—

- a. The first report submitted after an agreed transfer will contain the name and SIR number of the original submission and a statement added to the "Remarks" paragraph that reporting responsibility was transferred.
- b. The command and IMCOM region accepting SIR transfer will provide the relinquishing command an information copy of all future reports on the incident.

#### **9-5. Required information addressees on serious incident reports**

Commanders will ensure that information addressees are included on SIRs as follows:

- a.* For all SIRs, the reporting command's ACOM, ASCC, or DRU, the respective IMCOM region and the USACIDC.
- b.* If the incident involves personnel or equipment of another unit, installation, IMCOM region, ACOM, ASCC, or DRU installation or facility; that unit, installation, or facility and its respective higher headquarters will be information addressees.
- c.* If the incident involves ARNG/ARNGUS personnel, facilities, or equipment, the respective state Adjutant General and the National Guard Bureau will be information addressees.
- d.* If the incident involves USAR personnel, facilities, or equipment, the Commander, USARC, will be an information addressee.
- e.* If the incident involves MP personnel as the subject of a criminal offense or other misconduct, the Commandant, U.S. Army Military Police School, will be an information addressee.
- f.* If the incident involves threats to the President of the United States, other high Government officials, or anyone under the protection of the USSS, the USSS and Defense Intelligence Agency will be information addressees.
- g.* If the incident involves NAF personnel, resources, or property, child abuse or the injury or death of a child in an Army organizational setting or Army sponsored activity (see para 8-3*t* and *u*), or serious domestic violence (see para 8-3*v*), the Commander, U.S. Army Community and Family Support Center, will be an information addressee.
- h.* If the incident involves Federal crimes reportable under AR 381-10 and this regulation, include the Army General Counsel as a "To" addressee and HQDA Deputy Chief of Staff, G-2 (DAMI-CD) as an information addressee.

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This format is used with every method of reporting. Do not omit paragraphs or subparagraphs. If information is not known at the time of reporting, enter "unknown" where appropriate.

**Subject:** The SIR number. This number will always be a six-digit number. The first two digits will contain the last two digits of the calendar year in which the report is being prepared. The last four digits, beginning with 0001, are the sequential number for reports submitted to HQDA in that calendar year.

**Paragraph:**

1. Category: Indicate Category 1 or 2.

2. Type of incident. Indicate type of offense or incident, such as "suicide, murder, or undetermined death." If multiple offenses are involved, list in order of the most serious first. Do not add terms such as "suspected" or "alleged" or attempt to couch the incident in favorable terms.

3. Date and time. Enter date-time group when the incident occurred using local time. If exact time is unknown, enter "unknown" followed by a window of date-time groups in which the incident might have occurred.

4. Location. Enter specific type of structure, facility, or area and exact address or location where the incident occurred; for example, on-post, off-post, troop barracks, hospital ward, arms room, building number, open field, quarters address.

5. Other information.

a. Racial. Indicate by stating "yes" or "no" whether not the incident was motivated in whole or in part by race. If racial, explain circumstances fully in paragraph 8, Remarks. If race or ethnic factors are suspected, but not confirmed, report "yes."

b. Trainee involvement. Indicate by stating "yes" or "no" whether or not incident involved a trainee, or a student in the Army School System, as the victim. For such victim, indicate whether Active Army, ARNG, or USAR. Also, for ARNG or USAR victim, indicate initial active duty for training, annual training, or active duty for training status. Explain circumstances fully in paragraph 8, Remarks, if necessary.

6. Personnel involved. List data pertaining to subject and victim. If no identified subject and victim exist, state "none." Do not list "U.S. Government" as victim.

a. Subject: (1) Name: (last, first, middle).

(a) Rank or grade: For military, enter proper abbreviation of rank; for civilian employees, enter category and grade, that is, "WG6," "GS11," or "GM14"; for other civilians, including family members, enter "civilian."

(b) Social Security Number: Self-explanatory. For those who do not have an SSN, for example, foreign nationals, state "none."

(c) Race: Use appropriate terms from AR 680-29, in other words, "white," "black," "American Indian," and so forth.

(d) Sex: Self-explanatory.

(e) Age: Self-explanatory.

(f) Position: If military, enter duty assignment; if civilian employee, enter job title; if family member, enter relationship to sponsor, that is "family member-spouse." For other civilians, enter occupation.

(g) Security clearance: Enter "Top Secret," "Secret," or "Confidential," or "none," as appropriate.

(h) Unit and station of assignment: If military, enter the unit designation and address; if civilian employee, enter the organization name and address; if family member, enter the rank and name of followed by the home address; if other civilian, enter the home address.

(i) Duty status: If military, enter "on duty," "leave" or "absent without leave (AWOL)," as appropriate; for civilian employees, enter "on duty," "off duty," as appropriate. For other civilians, to include family members, enter "NA" (not applicable).

List additional subjects in consecutive paragraphs, such as, a(2), a(3), and so forth, and repeat all data elements in a(1)(a) through (i), above.

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**Figure 9-1. Format and instructions for preparing a serious incident report**

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b. Victim:

- (1) Name: (last, first, middle).
- (a) Rank or grade.
- (b) Social Security Number.
- (c) Race.
- (d) Sex.
- (e) Age.
- (f) Position.
- (g) Security clearance.
- (h) Unit and Station of Assignment.
- (i) Duty status.

List additional victims in consecutive paragraphs, such as, b(2), b(3), and so forth and repeat all data elements in b(1)(a) through (i), above. (Note: Identifying data is needed for subjects and victims only. Other persons related to the report such as witnesses or complainants can be included in paragraph 7 with brief descriptive data, such as, "LTC Tom Smith, CDR, 1-66TH INF BN, discovered. . .")

7. Summary of incident. Provide a brief, narrative summary of the incident. Tell the who, what, where, why, and how that is basic to law enforcement reporting. Include such information as estimated dollar loss, medical condition of victims, or disposition of offenders. Avoid jargon and trivial data that is not needed at HQDA level, such as, license numbers and colors of vehicles, or Military Police patrol designations. Do not include descriptions of subjects and victims provided in paragraph 6.

8. Remarks. Provide any additional information that helps explain the incident or comment on any impacts on the installation or actions taken because of the incident. Provide the corresponding military police report number and, if appropriate, the USACIDC report of investigation (ROI) number.

9. Publicity. Note the extent and type of news media coverage anticipated, that is, "National television coverage has occurred." or "Local print media inquiries have been received." This determination is best made by the Command public affairs office.

10. Commander reporting. Enter rank and full name of reporting commander.

11. Point of contact. Enter rank, name, defense switched network (DSN) telephone number, and e-mail address of person to call for additional information.

12. Downgrading instruction. Provide downgrading instructions for classified report or removal date of FOUO markings, as appropriate.

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**Figure 9-1. Format and instructions for preparing a serious incident report—Continued**

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**Subject:** Use the same number as the original SIR, followed by “add-on.”

**Paragraph:**

1. *Type of incident.* Repeat type of incident indicated on original SIR.
2. *Date and time.* Repeat date–time group of incident shown in original SIR.
3. *Additional information.* Provide information that supplements or adds to that provided in the original SIR or answers questions posed by higher headquarters. Repeat information only where necessary for clarity.
4. *Commander reporting.* Enter rank and full name of installation commander reporting.
5. *Point of contact.* Enter rank, name, and DSN telephone number of person to call for additional information.
6. *Downgrading of classified material.* Provide downgrading instructions for classified reports or the removal date of FOUO protective markings, as appropriate.

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**Figure 9–2. Format for add-on serious incident report**

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**Subject:** Use the same number as the original SIR followed by the word “correction.”

**Paragraph:**

1. *Type of incident.* Repeat type of incident shown in original SIR.
2. *Date and time.* Repeat date–time group of incident shown in original SIR.
3. *Correction.* Identify the erroneous data and give the correct information. If a correction is made to the SIR number, all reports following the correction report, if any, will refer to the SIR by the correct number.
4. *Commander reporting.* Self-explanatory.
5. *Point of contact.* Enter the rank, name, and DSN telephone number of person to call for additional information.
6. *Downgrading of classified material.* Provide downgrading instructions for classified reports or the removal date of FOUO protective markings, as appropriate.

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**Figure 9–3. Format for correction to serious incident report**

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From: CDRUSATC Ft Jackson SC//AHCP-PM//  
TO: DA WASH DC//DAMO-ODL  
armywtch@hqda-aoc.army.pentagon.mil  
Info: CDRUSACIDC WASH DC//CIOP-SA//  
CDRTRADOC Ft Monroe VA//ATPL//  
IMA Regional Office

Subj: SIR number 040002

1. Category 2.
2. Type of incident: murder
3. Date/time of incident: 212000 Feb 04 (est)
4. Location: subject's off-post residence, 2508 Lisbon Lane, Columbia, SC 12334.
5. Other information:
  - a. Racial: no
  - b. Trainee involvement: no
6. Personnel involved:
  - a. *Subject*
    - (1) Name: Barkey, James Paul
    - (a) Pay grade: CW2
    - (b) SSN: 123-45-6789
    - (c) Race: white
    - (d) Sex: male
    - (e) Age: 38
    - (f) Position: maintenance officer
    - (g) Security clearance: secret
    - (h) Unit and station of assignment: HHC, USAG, Ft Jackson SC
    - (i) Duty status: leave
    - (2) Name: Jensen, Joyce
    - (a) Pay grade: NAF 6
    - (b) SSN: 733-45-8888
    - (c) Race: other
    - (d) Sex: female
    - (e) Age: unknown
    - (f) Position: cocktail waitress
    - (g) Security clearance: none
    - (h) Unit and station of assignment: Ft Jackson Officers' Club, DPCA, Ft Jackson, SC
    - (i) Duty status: off-duty
  - b. *Victim*
    - (1) Name: Barkey, Mary Ann
    - (a) Pay grade: civilian
    - (b) SSN: 023-45-6780
    - (c) Race: American Indian
    - (d) Sex: female
    - (e) Age: 33
    - (f) Position: family member-spouse
    - (g) Security clearance: none
    - (h) Unit and station of assignment: CW2 James P. Barkey, 2508 Lisbon Lane, Columbia, SC 12334
    - (i) Duty status: NA
7. Summary of incident: CW2 Barkey and Jensen were seen by a neighbor entering CW2 Barkey's residence at approximately 1945 hrs (est), 21 Feb 04. After hearing yelling followed by gunshots, the neighbor called police. Police arrived at approximately 2015 hrs (est), and found M. Barkey on the kitchen floor dead of apparent gunshots. CW2 Barkey and Jensen remain at large.

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Figure 9-4. Sample serious incident report

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8. Remarks: Ft Jackson military police attempted to locate subject on-post at the request of local police. Military police report number is 00287-04-MPC053. CID ROI number is 0123-04-CID032-01234.
  9. Publicity: Local print and electronic media coverage anticipated.
  10. Commander reporting: MG A. Smith, commanding, Ft Jackson, SC.
  11. Point of contact: MSG Johnson, Ft Jackson PMO, DSN 821-2234, tjohnson@jackson.army.mil.
  12. Downgrading instructions: The FOUO protective markings may be removed on (date).

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**Figure 9-4. Sample serious incident report—Continued**

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From: CDRUSATC Ft Jackson SC//AHCP-PM//  
To: DA WASH DC//DAMO-ODL//  
armywtch@hqda-aoc.army.pentagon.mil  
Info: CDRUSACIDC WASH DC//CIOP-SO//  
CDR TRADOC Ft Monroe VA//ATPL//

Subj: SIR number 040002 add-on

1. Type of incident: murder
2. Date/time of incident: 212000 Feb 04 est
3. Additional information: CW2 Barkey and Jensen were arrested by civilian police at Jensen's residence at 1600 hrs (est), 21 Feb 04. A .38 caliber revolver, believed to be the murder weapon, was recovered from CW2 Barkey's vehicle. CW2 Barkey and Jensen remain in the Columbia county jail pending arraignment on 23 Feb 04. The preliminary results of the autopsy of M. Barkey indicate that she died of a gunshot to the front of her head, the manner of death was determined as murder.
4. Commander reporting: MG A. Smith, commanding, Ft Jackson, SC.
5. Point of contact: MSG Johnson, Ft Jackson PMO, DSN 821-2234.
6. Downgrading instructions: FOUO protective markings may be removed on (date).

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**Figure 9-5. Sample add-on serious incident report**

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From: CDR Ft Jackson SC//AHCP-PM//  
TO: DA WASH DC//DAMO-ODL//  
armywtch@hqda-aoc.army.pentagon.mil  
Info: CDRUSACIDC WASH DC//CIOP-SA//  
CDRTRADOC Ft Monroe VA//ATPL//

Subj: SIR number 040002—correction

1. Type of incident: murder
2. Date/time of incident: 212000 Feb 04 est
3. Correction: The SIR number is incorrect. The correct number for this and two previous reports is 040003.
4. Commander reporting: MG A. Smith, commanding, Ft Jackson, SC.
5. Point of contact: MSG Johnson, Ft Jackson PMO, DSN 821-2234.
6. Downgrading instructions: FOUO protective markings may be removed on (date).

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**Figure 9–6. Sample correction of serious incident report**

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Commonly used information addresses on SIRs are listed below.

**HQDA OPMG (DAPM-MPD):**

MSG: DA WASHINGTON DC//DAMO-ODL//  
E-MAIL: MPOPS@HQDA-AOC.ARMY.PENTAGON.MIL  
FAX: (703) 693-6580 DSN: 223-6580

**Army Watch**

MSG: armywtch@hqda-aoc.army.pentagon.mil

**IMCOM**

MSG: IMCOMOPSCENTER@hqda.army.mil  
FAX: (703) 602-1703 DSN: 332-1703

**USAREUR:**

MSG: CINCUSAREUR HEIDELBERG GE//AEAPM//  
FAX: 011-49-621-730-7324 DSN: 8-314-381-7324

**FORSCOM:**

MSG: CDR FORSCOM FT MCPHERSON GA//AFPM//  
FAX: (404) 464-5938 DSN: 367-5938

**USARPAC:**

MSG: CDRUSARPAC FT SHAFTER HI//APPM//  
FAX: (808) 438-9313 DSN: 315-9313

**EUSA:**

MSG: CDRUSAEIGHT SEOUL KOR//PMJ//  
FAX: 011-822-7918 DSN: 738-6290

**TRADOC:**

MSG: CDRTRADOC FT MONROE VA//ATTG-J  
FAX: (757) 788-3504 DSN 680-3504

**AMC:**

MSG: CDRAMC FORT BELVOIR VA//AMCOPS-CS//  
FAX: (703) 806-9280 DSN: 656-9280

**USAISC:**

MSG: CDRUSAISC FT HUACHUCA AZ//ASIS-S//  
FAX: (602) 538-8787 DSN: 879-8787

**SDDC:**

MSG: CDRMTMC FALLS CHURCH VA//MTSS//  
FAX: (703) 756-0547 DSN: 289-0547

**MEDCOM:**

MSG: CDRUSAMEDCOM FT SAM HOUSTON TX//MCOP-O-PM//  
FAX: (210) 221-6055 DSN 471-6055

**USACIDC:**

MSG: CDRUSACIDC FT BELVOIR VA//CIOP-ZA//  
FAX: (703) 806-0307

DIA: MSG: DIA WASHINGTON DC//OS-1/JSO//

USSS: MSG: U.S. SECRET SERVICE WASHINGTON DC

NGB: MSG: CNGB WASHINGTON DC//NGBZA//

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**Figure 9-7. Message addresses and facsimile numbers**

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USAR: MSG: CDRUSARC FT MCPHERSON GA//AFRC-CG//

USAMPS: MSG: COMDT MPSCH FT LEONARDWOOD MO//ATZN-MP-Z//

U.S. ARMY COMMUNITY AND FAMILY SUPPORT CENTER: MSG: CDRUSACFSC ALEXANDRIA  
VA//CFSC-FSC//

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Figure 9–7. Message addresses and facsimile numbers—Continued

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## Chapter 10

### U.S. Magistrate Court

#### 10–1. Relationship to Army

The U.S. Magistrate Court provides the DA with the means to process and dispose of certain categories of misdemeanors by mail or through appearance in magistrate court. The U.S. Magistrates and U.S. District Courts will, by local court rules, establish the payment of a fixed sum in lieu of court appearance in cases involving certain misdemeanors.

#### 10–2. U.S. Magistrate Court objectives

The U.S. Magistrate Court provides—

- a. Uniform procedures for the collection of fines, the forfeiture of collateral in lieu of fines, the forfeiture of collateral in lieu of appearance, the scheduling of mandatory hearings or voluntary hearings requested by defendants, and the keeping of records.
- b. A simple but sure method of accounting for fines, for collateral, and for violation notices issued.
- c. Convenience to the public.
- d. Enforcement of misdemeanors violation of laws on Army installations.

#### 10–3. Court appearances

a. Each court will determine, by local court rule, which offenses require mandatory appearances by violators. Installation PMs/DEs or other law enforcement officials will coordinate through installation staff judge advocates with local U.S. Magistrates or U.S. District Courts to secure a court-approved list of offenses requiring mandatory appearance before the local U.S. Magistrate.

b. Optional appearances will be requested by violators—

(1) *At the time a CVB Form is issued.* Law enforcement officials issuing the CVB Form will refer violators to the proper U.S. Magistrate if a hearing is requested by the violator.

(2) *By mail.* These violators include those who—

(a) Are not present at the time a CVB Form is issued (for example, for a parking violation).

(b) Subsequently volunteer to appear before the U.S. Magistrate rather than forfeit the collateral indicated on the CVB Form.

(c) Violators who use the mail-in procedure to request an optional appearance before a U.S. Magistrate must place check mark on the appropriate line. The violator will be notified by the clerk of the U.S. District Court of the time, date, and place to appear for the hearing.

#### 10–4. Central Violations Bureau

a. The Administrative Office of the U.S. Courts established the CVB for processing violation notices. Each U.S. District Court has a local rule or order that provides or authorizes a preset forfeiture of collateral amount for persons charged with certain petty offenses. Rules for processing misdemeanors and other petty offenses are promulgated under Rule 58 of the Federal Rules of Criminal Procedure and by the individual District Courts. The existence of the local

rules does not prevent law enforcement personnel from requesting the filing of a complaint against a defendant in lieu of issuing a violation notice. These procedures merely provide an alternative method for handling petty offense cases; a method which is usually more convenient for the law enforcement personnel, the defendant, and the court.

*b.* Even though the amount paid is stated to be a fine, it is actually a posting of collateral which is forfeited if the defendant pays and does not request an appearance before a U.S. magistrate judge. Acceptance of payment by the CVB terminates the proceeding. Local Federal rules and state law determine whether a moving violation will be reported as a conviction to the state Department of Motor Vehicles (DMV). There are certain offenses where forfeiture of collateral is not permitted. Those offenses require a mandatory appearance before a U.S. magistrate judge. Also, a defendant will request a hearing before a U.S. magistrate judge rather than paying the forfeiture of collateral and a hearing will be scheduled. The CVB or the U.S. magistrate judge will process these matters.

*c.* The U.S. Attorney is responsible for all prosecutions in the U.S. District Court and for coordinating law enforcement efforts. Generally, the U.S. Attorney delegates to the individual agencies authority to issue violation notices and to prosecute petty offenses initiated by violation notice. As an example, Judge Advocate Generals have generally been authorized by the U.S. Attorney to prosecute certain crimes in which the Army has an interest. These are commonly referred to as Special Assistant United States Attorneys.

## **Chapter 11**

### **Use of Central Violations Bureau Form**

#### **11-1. General**

*a.* The basis for initiating action by the U.S. Magistrate System is the CVB Form. The form is designed to provide legal notice of a violation. It also records information required by the U.S. District Court, law enforcement authorities, and, if appropriate, state DMVs. The form is a three-part form printed on chemically carbonized paper and pre-numbered in a series for accounting control. The form will be bound in books of 10 violation notices per book. Installation law enforcement agencies will be accountable for each CVB Form issued and for stock on-hand. Accountable records will be maintained in accordance with AR 25-400-2.

*b.* The PMs/DESSs or other law enforcement officials will coordinate through installation Staff Judge Advocates with the U.S. Magistrate of the judicial district in which the installation is located. Information listed below, as a minimum, must be obtained from the U.S. Magistrate before referral of violators to the U.S. Magistrate or U.S. District Court.

(1) A list of misdemeanors for which the mail-in procedure is authorized and the amount of collateral for each offense. The district court address will be pre-stamped (using a locally procured stamp) on the violator's copy of the CVB Form by the issuing authority.

(2) A list of misdemeanors requiring mandatory appearance by the violator before the U.S. Magistrate. The magistrate's name and location and the dates and times of appearance will be cited when scheduling a violator to appear before the U.S. Magistrate.

*c.* The Statement of Probable Cause and the Promise to Appear will be used in compliance with installation staff judge advocate and U.S. Magistrate or U.S. District Court policies and instructions. The Statement of Probable Cause printed on the back of the original CVB Form and is required to support the issuance of a summons or an arrest warrant. The promise to appear, printed with instructions to the violator on the inner flap of the envelope, is optional and some U.S. Magistrates or U.S. District Courts will elect not to use it.

#### **11-2. Important guidelines for issuing the Central Violations Bureau Form**

The following is a list of important guidelines for the preparation of the CVB Form:

- a.* Complete the violation notice legibly. Printing is preferred.
- b.* Ensure the CVB location code is on every violation notice.
- c.* Mail violation notices to the CVB within three days of being issued to the defendant.
- d.* Only one offense will be cited per violation notice.
- e.* Ensure the proper forfeiture schedule is used for the appropriate U.S. District Court.
- f.* Do not indicate the fine amount on mandatory appearance violations.
- g.* Verify that the Charlotte, North Carolina lockbox address (Central Violations Bureau, P.O. Box 70939, Charlotte, NC 28272-0939) appears on the defendant's copy to ensure proper mailing.

#### **11-3. Issue and disposition procedures**

*a.* Information entered on CVB Form is dependent on—

- (1) The type of violation (standing, moving traffic violation, or non-traffic offense).
- (2) Whether the violation cited requires the mandatory appearance of the violator before a U.S. Magistrate.

*b.* A standardized violation notice initiates a petty offense case in a U.S. District Court. It is a multipart document



designed to provide legal notice to the defendant and to provide the court and the agency with necessary information for processing.

c. Each Federal law enforcement agency is responsible for providing its personnel with violation notices. Each agency is also responsible for accounting for all violation notices.

d. The violation notice is a three-part form which is distributed as follows:

(1) White (original) copy is mailed to: CVB, P.O. Box 780549, San Antonio, Texas 78278-0549.

(2) Pink copy is kept by the issuing agency. The CVB recommends five years in accordance with records retention guidelines.

(3) Ivory (cardboard) copy is given to the defendant at the time of issuance or upon arrest, placed on the defendant's vehicle, or mailed to the defendant by the issuing agency. This copy should contain the address of the Charlotte, North Carolina lockbox facility on the front of the envelope. This copy informs the defendant of the charges as well as detailed instruction on how to pay the collateral or plead not guilty and appear in court. The instructions also advise the defendant of the potential consequences for failure to appear or pay, including notifying the state DMV, which will affect their driving privileges and/or registration. The citation also serves as an envelope for mailing forfeiture of collateral payment to the lockbox facility. The issuing agency should ensure the back of this copy contains the address of the lockbox facility. The issuing officer must complete certain items on the violation notice in order to provide the CVB with all necessary information for the U.S. Magistrate Judge.

#### **11-4. Fines, collateral, and nonpayment delinquencies**

Army law enforcement agencies will—

a. Not accept or otherwise collect any fines or collateral or keep records of fines or collateral paid or not paid.

b. Take no action concerning nonpayment delinquencies except where warrants are issued for the violator by the proper court authorities.

#### **11-5. Notification to commanders and supervisors**

When the CVB Form is used to cite military personnel and DOD-affiliated employees for misdemeanors, the violator's unit commander or supervisor will be advised as follows:

a. When the CVB Form is used to cite military personnel and DOD-affiliated employees for mandatory appearance type violations, an information copy of DA Form 3975 will be provided to the violator's unit commander or supervisor. The DA Form 3975 will denote the date, time, location, type of violation and where the violator is scheduled to appear before the U.S. Magistrate. The DA Form 3975 will be entered in COPS. DA Form 4833 will be generated and used to report action taken by the commander or supervisor.

b. When the CVB Form is used to cite military personnel and DOD-affiliated employees for violations that are disposed of by mail, the commander or supervisor will be advised by use of the DA Form 3975. The DA Form 3975 will be entered in COPS. DA Form 4833 will be generated and used to report action taken by the commander or supervisor.

#### **11-6. Use of statement of probable cause**

In compliance with guidelines issued by the Administrative Office of the U.S. Courts, the reverse side of the violation notice provides the statement of probable cause. This is required by Rule 58(d)(3) of the Federal Rules of Criminal Procedure to support the issuance of a summons or arrest warrant. The statement of probable cause will be printed on the reverse side of the original violation notice, on all copies of the violation notice, or as a separate form. Upon receipt of the probable cause statement by the issuing officer and a finding of sufficient probable cause by the U.S. Magistrate Judge, bench warrants forwarded by the CVB to the U.S. Magistrate Judge will then be signed, dated, and issued. If the statement of probable cause has been properly completed by law enforcement personnel, the U.S. Magistrate Judge can then issue the bench warrant.

#### **11-7. Mandatory appearance**

Certain offenses require a mandatory appearance before a U.S. Magistrate Judge. When preparing such a violation notice, law enforcement personnel will check the box indicating mandatory appearance. The place and time box of the court appearance will not be completed, unless the CVB or the court authorizes the court date and times to be written on the violation notice. The CVB will notify the defendant of this information by mailing to the defendant a notice to appear (NTA) letter. The CVB will either promptly forward the violation notice to the designated U.S. Magistrate Judge to schedule or CVB will schedule the court appearance. If law enforcement personnel check the box indicating mandatory appearance, then the box indicating a collateral fine will be left blank.

#### **11-8. Submitting mandatory hearing violations**

In most districts, mandatory appearance violation notices are transmitted to CVB in the same manner as optional appearances. Other districts require mandatory appearance violations be mailed directly to the U.S. Magistrate Judge's

office. If the hearing date and time has not been preassigned, it is the responsibility of the U.S. Magistrate Judge's staff to notify the defendant and the agency of the date.

#### **11-9. Submitting violation notices to the Central Violations Bureau**

Agencies should submit violation notices within three days in person or by mail. If practical, violation notices should be forwarded to the CVB the same day the violation notices are issued. Transmittal sheets are not required by CVB, but can be used if the agency so desires. If an agency requires a receipt for the notices, they should include the transmittal sheet and a self-addressed, pre-stamped envelope. The transmittal sheet will be stamped "received," and returned to the agency. This merely acknowledges receipt of the violation notices.

#### **11-10. Agency requests to dismiss or void a violation notice**

*a.* If a violation notice has been issued in error, it will be voided in one of two ways. If the agency is still in possession of all copies, void the notice and record that action. If the violation notice has already been placed on a vehicle, given to the defendant, or has been forwarded to the CVB, the notice can only be dismissed by the U.S. Magistrate Judge for that district.

*b.* A written statement signed by the supervisor or chief law enforcement officer from an agency requesting a violation notice or notices be dismissed or voided must be forwarded to the CVB via mail or e-mailed to the following address: cvb@cvb.uscourts.gov. The mailing address is: CVB, P.O. Box 780549, San Antonio, TX 78278-0549. The CVB will enter a request for void into the database and forward it to the magistrate judge with a CVB transmittal letter. Upon reviewing the request from the agency, the U.S. Magistrate Judge will either approve or deny dismissal.

(1) To approve the dismissal or void, the U.S. Magistrate Judge will check the block "Dismissal Approved," date, sign, and forward the order to the CVB. The CVB will enter the disposition code NA (Agency Requested Dismissal) into the system and file all related paperwork.

(2) To deny the dismissal or void, the U.S. Magistrate Judge will check the block "Further Action to Be Taken," date, sign, and forward the order to the CVB. The CVB will then contact the agency and inform them of any additional information or action ordered by the U.S. Magistrate Judge.

*c.* If an information MPR was initiated, the report should be updated in COPS to reflect that the CVB Form was dismissed or voided.

#### **11-11. Request for dismissal or void by the defendant**

When a defendant mails evidence to the CVB concerning the offense, (proof of insurance, registration, and so on), or correspondence addressed to the U.S. Magistrate Judge directly, the information is entered into the computer and forwarded to the U.S. Magistrate Judge attached with the docket package. In some instances, a citation or citations will have already been forwarded to the court. These cases will be attached to a CVB transmittal letter and forwarded to the U.S. Magistrate Judge.

*a.* To approve the dismissal or void, the U.S. Magistrate Judge will check the block "Dismissal Approved," date, sign, and forward the order to the CVB. The CVB will enter the disposition code NH (Violator Request) into the system and file all related paperwork.

*b.* To deny the dismissal or void, the U.S. Magistrate Judge will check the block "Further Action to Be Taken," date, sign, and forward the order to the CVB. The CVB will then contact the agency and inform them of any additional information or action ordered by the U.S. Magistrate Judge.

#### **11-12. Violation notices issued to unattended vehicles**

Violation notices will be issued to unattended motor vehicles. If at all possible, the issuing agency must ascertain the defendant's name and address before the violation notice is forwarded to CVB. Violation notices without a complete mailing address will be returned to the agency for further action.

#### **11-13. U.S. Magistrate Judge Docket Report**

The NTA letters are mailed to defendants approximately four weeks before the court date to allow for a response from the defendant and to allow the defendant to forfeit collateral. If the CVB does not hear from the defendant, a computer generated Docket Sheet and Judgment Order is automatically produced 14 days before the court date. Warrants, suspensions, and images of the original violation notice are then forwarded to the U.S. Magistrate Judge with the Docket Sheet and Judgment Order, which lists the violation number, CVB location code, and the defendant's name and address. The violations are listed in alphabetical order according to the defendant's last name. The Docket Sheet and Judgment Order has additional space for the U.S. Magistrate Judge's courtroom deputy to complete at the time of the hearing. Once the hearing is held, the information will be entered on the Docket Sheet and Judgment Order and returned to CVB.

#### **11-14. Request to agency for a better address**

The CVB requests agencies mail all original citations within three working days of issuance. Violation notices without full name and address information should not be mailed, unless payment has been received by CVB. Violation notices

received at the CVB without a complete mailing address will be returned to the agency for further action. If a violation notice is entered without a valid address or returned to the CVB as undeliverable a request for a better address will be generated. If the agency obtains a better address for these violations, please notify CVB. Failure to receive better addresses from the issuing agency within 15 days from the date of this list will result in the voidance or dismissal of these violations.

#### **11–15. Undeliverable warning letters referred to U.S. Magistrate Judge**

Sixteen days after the transmittal "Request to Agency for Better Address" has been printed and forwarded to the agency, and no response has been received, an "Undeliverable Warning Letters Referred to U.S. Magistrate Judge" transmittal will be produced by the CVB. This transmittal will have images of the original violation notices attached and will be forwarded to the U.S. Magistrate Judge. The U.S. Magistrate Judge has two options—

*a.* To approve dismissal for lack of a better address the U.S. magistrate judge will check the block "Dismissal Approved," date, sign and return the transmittal to the CVB. The CVB will enter the disposition code NM (Dismissal Without Prejudice) into the System and file all related paperwork. Agencies will be notified of the disposition by issuance of the "OPEN/CLOSED INDEX" monthly report.

*b.* To deny dismissal for lack of a better address, the U.S. Magistrate Judge will check the block "Further Action to be Taken," date, sign, and return the transmittal to the CVB with instruction on any action to be taken by the CVB or issuing agency.

#### **11–16. Notice to appear letters**

*a.* The NTA letters are mailed to defendants four weeks prior to the court date. The NTA letter lists the citation number, location code, date of offense, amount that will be forfeited in lieu of going to court (if the offense committed requires a mandatory appearance, the NTA will read "MANDATORY APPEARANCE REQUIRED"), the date the NTA letter was mailed, the offense, place of offense, and any special instructions the court wishes the defendant to know. The NTA letter will notify the defendant of the location, date and time of hearing. Each NTA letter contains a postage paid business reply envelope. In the event the offense was an "Optional Appearance," the defendant has the opportunity of paying the citation prior to the court date.

*b.* Defendants have the option of calling to obtain their court date from the automated voice case information system at the CVB. A selection on the automated answering system allows them to enter their violation number, and after doing so, the recording will repeat the court date and time. Should the defendants have any questions, an operator will assist them.

#### **11–17. Warrant**

This is a three-part form produced by CVB. The warrant reflects the defendant's name and address, the violation number, the date the violation notice was issued, and the offense. If the court date has passed and the defendant has failed to appear, the U.S. Magistrate Judge will issue a warrant. The Notice Before Arrest is mailed by the U.S. Marshal to the defendant upon receipt of the warrant from the U.S. Magistrate Judge.

#### **11–18. Suspension notices**

If legislation in a state allows acceptance of a Federal citation from the CVB by the state DMV, a defendant who does not pay the forfeiture of collateral amount and does not appear before the U.S. Magistrate Judge on the scheduled court date will have their state drivers license suspended. The CVB will produce a suspension notice to mail to the court together with the final docket. The suspension process normally takes the place of the warrant process. If the court decides to issue the suspension, then the court is responsible for mailing a copy to the defendant and to the DMV, and for retaining a copy for the court's records. If the defendant pays the forfeiture of collateral amount after receiving notice of the suspension, the court should submit a withdrawal of the suspension to the state DMV.

#### **11–19. Agency notification**

When the U.S. Magistrate Judge docket is produced by the CVB, a report (Magistrate Referred Listing) of violations is e-mailed to all agencies which have citations on the upcoming docket.

#### **11–20. Hearing types**

All petty offense violations are either an optional court appearance (O) or a mandatory court appearance (M). The optional violation notice allows for a predetermined forfeiture of collateral amount to be paid which will close the violation notice. The hearing type is listed on the Petty Offense Docket between the violation number and the defendant's name. Optional is designated as an "O." A mandatory appearance will be shown as an "M." If the officer fails to write the forfeiture amount on the violation notice, CVB will automatically enter "M" for mandatory appearance. The court will choose to change hearing types from mandatory to optional and indicate the dollar amount that will be forfeited on the docket.

#### **11-21. Forfeiture of collateral on a court docket**

Once the docket, images of the violation notice(s) and warrant(s) have been mailed to the court, the CVB will e-mail the court if a payment has been made on a violation notice on the docket. All payments received by CVB are processed daily. Therefore, the CVB will notify the court of any payments received on the docket the next working day.

#### **11-22. Payment by credit card**

The CVB can accept payment by Visa, MasterCard, Discover, and American Express for fines to minimize deferred or installment payments for petty offense fines. The U.S. Magistrate Judge courtroom deputy will also provide the defendant with a credit card form to complete. The defendant should mail the completed form to the CVB lockbox facility in Charlotte. Please ensure all fields have been completed. A daytime phone number should be used when applicable. The CVB will process the credit card payment when received. If the credit card company denies the use of the card, the CVB will notify the defendant that the charge was denied.

#### **11-23. Payroll deductions**

If a court services a military installation, payroll deductions will be used. This allows the fine assessed to be deducted from the defendant's payroll check and deposited to the U.S. Treasury. The proper forms will be provided by the Military Financial Section. Upon receipt of the docket with a disposition code of "PR" or "TR," the CVB will close the case.

#### **11-24. Citations on the docket to be reset**

In some cases, additional time is required by the court or the defendant to prepare for the case. The citation will then be reset. The CVB will initially set the cases for the first hearing; thereafter, the court is responsible for all resets. Resets will be placed on a blank AO-254A form (this is a docket that is maintained by CVB staff members) or added to the next CVB docket. Notification to the defendant of the reset must be made by the court.

#### **11-25. Agency monthly reports**

The Agency Open Index Report is e-mailed monthly to each agency. It lists all pending violation notices. It will also indicate if the violation notice has been set for a hearing. In the form of a two-letter code it shows what, if any, action has occurred on the violation notice. It is the responsibility of each agency to notify the CVB of any changes in personnel. The agency should provide a name, e-mail address, phone, and fax number for each point of contact. The Agency Closed Index Report is e-mailed monthly to the agencies and is similar to the Agency Open Index Report. It lists all violations closed the previous month, the date the violation was disposed of, and in the form of a two letter-code which indicates the disposition of the case. These reports provide an excellent means of comparing agency records with those of the CVB. Agencies should contact the CVB if there are any discrepancies between the reports.

#### **11-26. Waiver of venue for plea and sentence**

Pursuant to Federal Regulation Criminal Procedure 58(c)(2), a defendant will state in writing a wish to plead guilty or nolo contendere to waive venue and trial in the district where the violation is pending and consent to disposition of the case in a district in which that defendant is present. Unless the defendant thereafter pleads not guilty, the prosecution will be had as if venue were in such district. Notice of the same will be given to the magistrate judge in the district where the violation was originally commenced. The defendant's statement of a desire to plead guilty or nolo contendere is not admissible against the defendant. The original Rule 58(c)(2) request is then forwarded to the court which currently has jurisdiction of the case for transfer. The magistrate judge signs the request and returns the file and the Rule 58 to the requesting court. A copy of the signed order should be mailed to the CVB. Upon receipt of the original documents, the receiving court will set the case for the next available docket.

#### **11-27. Intra-district transfer**

When a violation notice is transferred from one U.S. magistrate judge to another in the same district, the notice and any other paperwork is mailed directly from the present U.S. magistrate judge to the receiving U.S. magistrate judge. The CVB is notified in writing of this intra-district transfer so system records can correctly reflect the U.S. Magistrate Judge assigned to the case.

#### **11-28. Voice Case Information System**

The Voice Case Information System (VCIS) is available by calling CVB's main number at 1-800-827-2982. The VCIS provides case information over the telephone 24 hours per day. Defendants, agencies, and courts can verify if a payment has been received or a date a citation has been scheduled.

#### **11-29. Central Violations Bureau database search option through e-mail**

The CVB has an e-mail program that can be used instead of calling VCIS. It is superior to the VCIS telephone functionality in a number of ways. There is no limit to the number of citations that can be checked and it is able to retrieve the information in less time. There is more information available via e-mail. The response will be via e-mail so

the information can be kept electronically for your records. Simply list the citations in an e-mail and send it to [search@cvb.uscourts.gov](mailto:search@cvb.uscourts.gov). To use the system, do the following:

*a. Compose an e-mail to [search@cvb.uscourts.gov](mailto:search@cvb.uscourts.gov).* The subject of the e-mail does not matter. The return e-mail will have the same subject as you enter. It is suggested to use something you will recognize.

*b. Create a list of citations.* The list should start with a line containing the word “start” followed by one citation per line. After the last citation add a line containing the word “end”. For example—

(1) Start.

(2) A1234567.

(3) B2345678.

(4) C3456.

(5) End.

(6) In this example, searches for citation numbers A1234567, B2345678, and C3456 will be performed against the CVB database.

*c. Send your message.*

*d. Wait for a reply.* The reply should return to you within a few minutes of submission.

### **11–30. Disposition of personnel subject to the Uniform Code of Military Justice**

Personnel subject to the UCMJ who pay a fine or forfeit collateral or whose cases are disposed of in accordance with this regulation will not be punished under the provisions of the UCMJ for the same violation. Installation commanders should establish policies on how to refer Army personnel to the U.S. Magistrate for disposition when the violator’s conduct constitutes a misdemeanor within the magistrate’s jurisdiction and is also a violation of the UCMJ. Such policies must be consistent with directives of higher headquarters and coordinated through installation Staff Judge Advocates and with local U.S. magistrates or U.S. District Courts.

### **11–31. Disposition of juvenile offenders**

Juveniles are not subject to the jurisdiction of U.S. magistrates or U.S. District Courts without a certification by the U.S. Attorney General that the state juvenile court lacks jurisdiction, refuses to assume jurisdiction, or does not have adequate programs and services available (18 USC 5032). Therefore, coordination should be made with local juvenile authorities concerning the disposition of offenses committed by juveniles on Army installations. Coordination will also be made with the appropriate Juvenile Disciplinary Advisory Council, which will also have the authority to dispose of offenses committed by juveniles.

## **Chapter 12 Game Enforcement**

### **12–1. General**

Game enforcement is part of the Fish and Wildlife Management Program that enforces Federal, state, and installation fish and wildlife laws and regulations in support of conservation, environmental protection, and safety policies. (See AR 200–3 and DA Pam 420–7, chapter 4, for the overall fish and wildlife management program.)

### **12–2. Areas under exclusive Federal jurisdiction**

On installations or facilities or parts of them over which exclusive Federal jurisdiction exists, the laws of the state relative to fish and game concerning the bag limits and other related measures are operative only as Federal laws pursuant to 10 USC 2671 and are enforceable by Federal officials including military police. A state official will exercise authority as both a state and Federal official. A state game warden will also be a Deputy U.S. Game Marshal and thereby would be authorized to enforce Federal law.

### **12–3. Concurrent jurisdiction**

State game laws will be enforced by either Federal or state officials where concurrent jurisdiction exists.

### **12–4. Referral to U.S. Magistrate**

Federal and state law violations that apply to military reservations under the provision of 18 USC 13 will be referred to the U.S. magistrate in accordance with the provision of this regulation and established local procedures, using the CVB Form. The MPRs will be completed in accordance with chapter 4 of this regulation, and entered into COPS.

**Table 12–1**  
**Common Hunting, Fishing, Trapping, Environmental Protection, and Safety Violations**

Hunting, fishing, or trapping without the proper license or permit.
Hunting, fishing, or trapping out of regulatory season.
Hunting, fishing, or trapping in a closed or unauthorized area.
Hunting, fishing, or trapping by unauthorized methods.
Hunting, fishing, or trapping with unauthorized equipment.
Violations of hunting, fishing, or trapping, taking, or possession (bag) limits.
Trespassing.
Littering.
Polluting waterways.
Violation of U.S. Coast Guard regulations.
Transporting a loaded firearm in a vehicle.
Possession of illegally taken fish or game.
Violation of assimilated state hunting, fishing, or trapping laws.
Violation of provisions of the Lacey Act, 16 USC 3372, as amended. This act prohibits, among other things, importing, exporting, transporting, selling, receiving, or acquiring any fish, wildlife, or plant taken or possessed in violation of any state, Federal, or foreign law, treaty, or regulation. It also requires the marking and labeling of containers or packages containing fish or wildlife transported in interstate commerce.
Violation of the Migratory Bird Treaty Act, 16 USC 703, as amended. This act provides that, except as permitted by regulations, it is unlawful to pursue, hunt, take, capture, kill, possess, offer for sale, sell, offer to barter, offer to purchase, purchase, exchange, deliver for shipment, or cause to be exported any migratory birds or their parts or nests.
Violation of the Migratory Bird Hunting and Conservation Stamp Act, 16 USC 718, as amended. This act requires persons over the age of 16 taking migratory waterfowl to carry a Federal migratory bird hunting and conservation stamp validated by the person's signature written in ink across the stamp.
Violation of the Bald Eagle Protection Act, 16 USC 668, as amended. This act provides that persons will not take, possess, sell, purchase, barter, transport, export, or import Bald or Golden Eagles, or their parts, nests, or eggs, except by permit issued by authority for the Secretary of the Interior.

## **Chapter 13**

### **National Crime Information Center Policy**

#### **13–1. Authority**

The authority for Army law enforcement agencies to access CJIS, NCIC, and NLETS is based on this regulation, user agreements between the installation law enforcement activity and the respective state CTA, and issuance of an Originating Agency Identifier (ORI). All transactions must be according to the standards of this regulation, the NCIC Operating Manual, state user manuals, and state user agreements. In instances where there will be a conflict in standards, the strictest policy interpretation will apply.

#### **13–2. Standards**

The following standards must be followed in operating terminals:

- a. The NCIC use is limited to authorized criminal justice purposes that is, stolen vehicle checks or wants and warrants).
- b. Dissemination of information is based on an official need to know.
- c. Only trained and authorized personnel will operate terminals.
- d. An Army agency queried over the NCIC must respond within 10 minutes.
- e. Required NCIC and state written documentation must be prepared and retained for audit by the NCIC or state CTA.
- f. Army law enforcement agencies will not use DOJ. Joint Automated Book System accounts to directly interface with CJIS.
- g. Only personnel in the Latent Print Division of the USACIL will submit or receive IAFIS transactions involving latent finger or palm prints.

### **13-3. Authorized access**

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

## **Chapter 14**

### **National Crime Information Center Procedures**

#### **14-1. Requesting an originating agency identifier**

- a.* To be considered for participation and assignment of an ORI, an activity must meet the standards of the NCIC and the state CTA.
- b.* Requests for participation are initiated by the PM/DES and submitted to the garrison commander; requests are then forwarded through the regional IMCOM office or ACOM, ASCC, DRU commander. The regional IMCOM office will forward their requests to the HQDA IMCOM and to the Director, USACRC for a decision. The ACOM, ASCC, and DRU commanders will forward their request to the Director, USACRC for a decision. The Director, USACRC, will disapprove requests that do not meet the criteria of this regulation, NCIC or state eligibility requirements. See figure 14-1, below, for an example of a request for an ORI.

---

*(Office Symbol)* *(Letterhead)* *(Date)*

MEMORANDUM THRU

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

SUBJECT: Request for Originating Agency Identifier (ORI)

1. Request an ORI number be assigned to the provost marshal office on this installation.
2. This request meets the criteria of AR 190-27, Army Participation in the National Crime Information Center (NCIC). The ORI number will be used to enter records into and query the NCIC, with the exception of the Interstate Identification Index file.
3. Funding for leasing or purchasing equipment for connection to the State Control Terminal Agency (CTA) is available. On approval of this request, a users agreement will be signed with the CTA. Use of the ORI will be limited to criminal justice purposes.

*(Garrison Commander Signature)*

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Figure 14-1. Sample Request for ORI

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## **14-2. Suspension or revocation**

- a.* The NCIC and state CTAs have the authority to suspend or revoke an Army terminal's access to files when operating policies are not correctly followed.
- b.* Notification of serious violations, suspension, or revocation from the use of NCIC and state terminals and NCIC files will be immediately reported directly to the Director, USACRC, Federal Service Coordinator by the most expeditious means. The Federal Service Coordinator will review the circumstances and effect immediate coordination to resolve issues.
- c.* When notified of a serious violation, the installation PM/DES will take corrective action required by the NCIC or state CTA.

## **14-3. Entry**

- a.* Entry messages place a new record in the NCIC using the ORI assigned to the agency. Procedures for entering a new record are explained in each file of the NCIC Operating Manual.
  - (1) The PMs/DESS within the continental United States, Alaska, and Hawaii will enter stolen or missing . Government property valued at \$500 or more and having a unique manufacturer assigned serial number. All Government or privately owned weapons reported lost, stolen, or recovered will be entered into the NCIC gun file, regardless of value.
  - (2) Director, USACRC, enters stolen property and gun reports for PM/DES offices in overseas areas.
- b.* Law enforcement activities not located on an Army installation or having access to a terminal will enter into a written agreement with an installation PM/DES to have the installation provost marshal office enter records and act as the ORI holder. Figure 14-2, below, is an example of an ORI holder agreement.

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### ***Holder of Record Agreement***

This agreement made this 3rd Day of January 2004, by and between the Army Corps of Engineers, Northwestern District, owner of record and Office of the Provost Marshal, Fort Lewis, WA., holder of record, is entered into for the purpose of making the holder of record responsible for entering and maintaining records in the NCIC/Washington State system for the owner of record, under the following conditions.

1. The holder of record will be responsible for updating and canceling all records maintained in the NCIC/Washington State system for the owner of record.
2. The holder of record will comply with all NCIC requirements.
3. The holder of record will remove all records from the file belonging to the owner of record, in compliance with NCIC requirements.
4. The holder of record will validate any record of the owner of record in accordance with Washington State requirements.
5. The owner of record will notify the holder of record immediately when any record affected by this agreement is to be canceled, cleared or modified.
6. The owner of record will provide complete supporting documentation to the holder of record prior to requesting any entries be made.

This agreement will remain in effect as long as:

1. The holder of record is a member of the NCIC/Washington state system.
2. The owner of record does not become a NCIC/Washington state system member.

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**Figure 14–2. Sample ORI holder agreement**

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The agency head of either agency shall give 30 days notice, to the other in writing, of its intent to withdraw from this agreement. Should the agencies withdraw from this agreement, the holder of the record will remove all records for the owner of record from the files and notify the owner of record, in writing, that this has been accomplished. The state will be sent a copy of this notice.

In witness wherefore, the parties signatory hereto have executed this agreement as of the day and year first above written in accordance with the authority granted them by law and have provided a copy of the same to the Department of State Police.

Howard Ward  
TYPED NAME  
Owner of Record

Benjamin Roth  
TYPED NAME  
Holder of Record

Ward's Signature  
Signature

Roth's Signature  
Signature

INSERT STATE TERMINAL AGENCY  
Control Terminal Agency

---

Figure 14–2. Sample ORI holder agreement—Continued

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#### **14-4. Modification**

Modification messages are used to add, delete, or change a portion of data that is part of the NCIC entry. An entering agency will modify a record while it is in an active status following file procedures in the NCIC Operating Manual.

#### **14-5. Cancellation**

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

#### **14-6. Validation**

The NCIC periodically prepares a listing of records on file for validation by system users. Each state CTA and Federal Service Coordinator receives a letter explaining the records on the validation list, the order in which records are listed, and general procedures for validating the records. Army participants must validate their records and respond to the state CTA. Failure to comply with validation procedures could result in the record being deleted or administrative action taken against the entering agency.

#### **14-7. Army participation in Criminal Justice Information System**

*a.* The FBI CJIS Division includes the NCIC, UCR, fingerprint identification that includes the IAFIS and the NIBRS.

*b.* The PM/DES procedures for submitting data to the UCR, IAFIS, and NIBRS are explained paragraph 4-10.

*c.* The purchase of IAFIS equipment must be coordinated and approved by the Installation Management Agency, or the ACOM, ASCC, DRU commanders, and Director, USACRC. This will ensure that all IAFIS devices are compatible and ensure that the Director, USACRC, properly submits all fingerprint submissions to IAFIS and the criminal history file of the NCIC.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 25–55**

The Department of the Army Freedom of Information Act Program (Cited in paras 2–1, 2–2, 2–5, 3–1, 3–3, 3–4, 3–8, 9–1.)

#### **AR 25–400–2**

The Army Records Information Management System (ARIMS) (Cited in paras 1–4, 2–1, 2–5, 11–1.)

#### **AR 27–10**

Military Justice (Cited in paras 2–7, 6–1.)

#### **AR 190–9**

Absentee Deserter Apprehension Program and Surrender of Military Personnel to Civilian Law Enforcement Agencies (Cited in paras 7–2, 17–3, 17–4.)

#### **AR 195–2**

Criminal Investigation Activities (Cited in paras 2–6, 3–3.)

#### **AR 200–3**

Natural Resources - Land, Forest, and Wildlife Management (Cited in para 12–1.)

#### **AR 340–21**

The Army Privacy Program (Cited in paras 2–1, 2–2, 2–3, 2–6, 3–1, 3–3, 3–5, 3–6, 3–7, 3–8, 9–1.)

#### **AR 360–1**

The Army Public Affairs Program (Cited in para 3–3.)

#### **AR 380–5**

Department of the Army Information Security Program (Cited in paras 2–2, 9–1.)

#### **AR 380–10**

Foreign Disclosure and Contacts with Foreign Representatives (Cited in para 3–8.)

#### **AR 380–13**

Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations (Cited in paras 2–5, 8–3.)

#### **AR 381–10**

U.S. Army Intelligence Activities (Cited in paras 8–3, 10–5.)

#### **AR 600–20**

Army Command Policy (Cited in para 4–15.)

#### **AR 600–37**

Unfavorable Information (Cited in para 3–3.)

#### **AR 600–85**

Army Substance Abuse Program (ASAP) (Cited in para 3–3.)

#### **AR 608–18**

The Army Family Advocacy Program (Cited in para 4–17.)

#### **AR 630–10**

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings (Cited in paras 4–11, 7–2, 7–3.)

**AR 710–2**

Supply Policy Below the National Level (Cited in para 8–3.)

**DOD 4160.21–M**

Defense Materiel Disposition Manual (Cited in para 4–14.)

**DOD 6025.18**

DOD Health Information Privacy Regulation (Cited in para 8–1.)

**DA Pam 420–7**

Natural Resources - Land, Forest, and Wildlife Management (Cited in para 12–1.)

**National Crime Information Center Operating Manual**

National Crime Information Center Operating Manual. (This manual may be obtained from the FBI, Washington, DC, 20535.) (Cited in paras 1–1, 13–1, 14–1.)

**Section II**

**Related Publications**

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

**AR 15–1**

Boards, Commissions, and Committees—Committees Management

**AR 20–1**

Inspector General Activities and Procedures

**AR 25–11**

Record Communications and the Privacy Communications System

**AR 27–20**

Claims

**AR 27–40**

Litigation

**AR 40–61**

Medical Logistics Policies

**AR 40–66**

Medical Record Administration and Health Care Documentation

**AR 190–5/OPNAV 1200.5D/AFI 31–218(I)/MCO 5110.1D/DLAR 5720.1**

Motor Vehicle Traffic Supervision

**AR 190–11**

Physical Security of Arms, Ammunition, and Explosives

**AR 190–30**

Military Police Investigations

**AR 190–47**

The Army Corrections System

**AR 190–53**

Interception of Wire and Oral Communications for Law Enforcement Purposes

**AR 195–5**

Evidence Procedures

**AR 381-12**

Subversion and Espionage Directed Against the U.S. Army

**AR 420-90**

Fire and Emergency Services

**AR 525-1**

The Department of the Army Command and Control System (DACCS)

**AR 600-85**

Army Substance Abuse Program (ASAP)

**DOD 5240.1-R**

Procedures governing the activities of DOD intelligence components that affect United States persons

**DODD 5240.1**

DOD intelligence activities

**DODD 7730.47**

Defense Incident-Based Reporting System (DIBRS)

**DODI 1030.2**

Victim and Witness Assistance Procedures

**DODI 1325.7**

Administration of Military Correctional Facilities and Clemency and Parole Authority

**Executive Order 12333**

United States Intelligence Activities

**Federal Rules of Criminal Procedure, Rule 58**

Petty Offenses and Other Misdemeanors

**FM 19-10**

The Military Police Law and Order Operations

**Joint Chiefs of Staff Publication 6-0**

Joint Communications System

**Public Law 106-65**

Defense Authorization Act for Fiscal Year 2000

**Public Law 108-375**

Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005

**Uniform Code of Military Justice, Article 15**

Commanding officer's non-judicial punishment

**Uniform Code of Military Justice, Article 92**

Failure to obey order or regulation

**5 USC 552**

The Freedom of Information Act

**5 USC 552a**

The Privacy Act

**10 USC 1561a**

Civilian orders of protection: force and effect on military installations

**10 USC 2671**

Military reservations and facilities: hunting, fishing, and trapping

**15 USC 2605**

Toxic Substance Control Act

**16 USC 668**

The Bald Eagle Protection Act

**16 USC 703**

The Migratory Bird Treaty Act

**16 USC 718**

The Migratory Bird Hunting Stamp Act

**16 USC 3372**

The Lacey Act

**18 USC 13**

Laws of states adopted for areas within Federal jurisdiction

**18 USC 922**

The Brady Handgun Violence Prevention Act

**18 USC 1382**

Entering military, naval, or Coast Guard property

**18 USC 5032**

Delinquency proceedings in district courts; transfer for criminal proceedings

**28 USC 534**

The Uniform Federal Crime Reporting Act

**29 USC 655**

Occupational Health and Safety Administration Asbestos Act

**33 USC 1251**

Water Pollution Control Act

**42 USC 300f et seq**

Safe Drinking Water Act

**42 USC 4321**

National Environmental Policy Act

**42 USC 6901**

Hazardous Waste Control Act

**42 USC 7401**

Clean Air Act

**42 USC 9601**

Comprehensive Environmental Response, Compensation, and Liability Act

**42 USC 10601**

The Victim Rights and Restitution Act

**Section III**

**Prescribed Forms**

Except where otherwise indicated below, the following forms are available as follows: DA Forms are available on the



APD Web site (<http://www.apd.army.mil>); DD Forms are available from the OSD Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>).

**DA Form 2823**

Sworn Statement (Prescribed in paras 7–10, 7–11.)

**DA Form 3945**

Military Police Radio Log (Prescribed in para 7–13.)

**DA Form 3946**

Military Police Traffic Accident Report (Prescribed in paras 4–2, 7–14.)

**DA Form 3975**

Military Police Report (Prescribed in paras 3–6, 4–1, 4–2, 4–3, 6–4, 7–6, 7–7, 7–8.)

**DA Form 3975–1**

Military Police Report - Additional Offenses (Prescribed in para 1–1.)

**DA Form 3975–2**

Military Police Report - Additional Subjects (Prescribed in para 1–1.)

**DA Form 3975–3**

Military Police Report - Additional Victims (Prescribed in para 1–1.)

**DA Form 3975–4**

Military Police Report - Additional Persons Related to Report (Prescribed in para 1–1.)

**DA Form 3975–5**

Military Police Report - Additional Property (Prescribed in para 1–1.)

**DA Form 3997**

Military Police Desk Blotter (Prescribed in para 3–3.)

**DA Form 4833**

Commander's Report of Disciplinary or Administrative Action (Prescribed in paras 4–7, 4–8.)

**DD Form 460**

Provisional Pass (Prescribed in paras 4–11, 7–2.)

**DD Form 2701**

Initial Information for Victims and Witnesses of Crime (Prescribed in paras 6–3, 6–4.)

**FBI Form FD 249**

Suspect Fingerprint Card (Obtain directly from FBI) (Prescribed in para 4–10.)

**FBI (DOJ) Form R–84**

Final Disposition Report (Obtain directly from FBI) (Prescribed in para 4–10.)

**Section IV**

**Referenced Forms**

**DA Form 1602**

Civilian Identification (Available through normal forms supply channels.)

**DA Form 2804**

Crime Records Data Reference

**DA Form 3626**

Vehicle Registration/Driver Record

**DA Form 3881**

Rights Warning Procedure/Waiver Certificate

**DA Form 4002**

Evidence/Property Tag (Available through normal forms supply channels.)

**DA Form 4137**

Evidence/Property Custody Document

**DD Form 2A or DD Form 2 (ACT)**

Armed Forces of the United States Geneva Convention Identification Card

**DD Form 2A (RES) or DD Form 2 (RES)**

Armed Forces of the United States Geneva Convention Identification (Reserve)

**DD Form 2 (RET)**

United States Uniformed Services Identification Card (Retired)

**DD Form 553**

Deserter/Absentee Wanted by the Armed Forces

**DD Form 616**

Report of Return of Absentee

**DD Form 1173**

Uniformed Services Identification and Privilege Card (Available through normal forms supply channels.)

**DD Form 1408**

Armed Forces Traffic Ticket (Available through normal forms supply channels.)

**DD Form 1920**

Alcoholic Influence Report

**DD Form 2708 (Available through normal forms supply channels)**

Receipt for Inmate or Detained Person

**Central Violations Bureau (CVB) Form**

United States District Court Violation Notice (Obtain directly from the CVB at <http://www.cvb.uscourts.gov/>.)

**Appendix B****General Instructions for Completing DA Form 3975**

This appendix provides block-by-block instructions for completing a MPR utilizing DA Form 3975.

**B-1. Generating a DA Form 3975 electronically in COPS**

A DA Form 3975 must be completed for every founded criminal incident. A founded incident, even without a known subject, must be reported using the DA Form 3975 into the COPS MPRS module. The word “unknown” will be entered if there is an unidentified subject.

**B-2. Other forms**

If additional space is needed DA Form 3975-1 will be used to report additional offenses. DA Form 3975-3 will be used to report additional subjects. A DA Form 3975-2 will be used to report additional victims. DA Form 3975-4 will be used to report additional persons related to the MPR. A DA Form 3975-5 will be used to report additional property. The MPRs with unknown subjects will also be reported into MPRS. The word “unknown” will be entered for each subject.

*a. DA Form 3975 — general information.*

(1) *MPR number.* The first set of numbers is the sequence number of the report. For example, 00001. The second set is the year, 00001-03, and the third set is the MPC number assigned to the reporting PMO/DES. The completed incident number will appear as 00001-03-MPC032.

(2) *Date block.* Enter the date (YYYY/MM/DD) the report is signed.

(3) *ORI number*. Do not use the NCIC ORI number assigned to the PMO/DES. Identify the civilian city or county closest to the installation. Enter the first seven characters of the NCIC ORI for that city or county. The last two characters for every MPR will be DM. For example, a criminal incident occurring on Fort Hood will use the first seven characters of the NCIC ORI assigned to the sheriff or police department in Killeen, TX. The letters DM will be added at the end to identify the MPR as a Federal report completed by the PMO/DES. ORI numbers can be obtained from the state control terminal agency, a query on the NCIC terminal, or calling the local law enforcement agency.

(4) *USACRC control number*. Reports that are prepared for local PM/DES use are assigned local numbers. Local reports are not sent to the CRC. Reports that must be sent to USACRC and reported to NIBRS must have a CRC Number. The first group is the year, 03-XXXXXX-XXXX-XX, followed by the installation MPcode (that is, 03-MPC002), and the USACRC case number. USACRC numbers will only be used once and are assigned to installation PMs/DESs by the ACOM, ASCC, or DRU or IMCOM region. The report number will now read 03-MPC002-4000C. The final number will include the most serious offense code that was investigated and found to have occurred.

(5) *THRU*: Enter the address of the intermediate commander.

(6) *TO*: Enter the address for the commander of the Soldier(s) or civilian supervisor identified as the subject of the MPR.

(7) *FROM*: Enter the address of the PMO/DES completing the MPR.

*b. Section I — administrative.*

(1) *Report type*. Multiple blocks will be checked. The information block is used to document PM/DES activity that does not get reported to a commander or the USACRC. It is retained only within the PMO/DES. The traffic report block is checked for motor vehicle incidents or to forward traffic accident reports to commanders. The military offense block is checked for violations of the UCMJ and is only used for military subjects in the MPR. The criminal block is checked to identify criminal incidents under the UCMJ or crimes falling within the Assimilated Crimes Act. The complaint box is checked to identify the MPR as documenting that a complaint on some criminal action was received.

(2) *Status*. The initial report block is checked to document that the MPR requires additional follow-up action. The supplemental block is checked if the MPR has been closed and additional information must be added to the MPR. The commander's action block is checked to forward the MPR to the commander for action and report back to the provost marshal office on the action taken.

(3) *Evaluation*. Mark the appropriate selection when completing the MPR. There will be circumstances when an unfounded case will be processed once it is started.

(4) *Complaint date*. Enter the year (YYYY), month (MM), and day (DD) the complaint was received in the PMO/DES.

(5) *Complaint time*. Enter time the complaint was received in the PMO/DES (24-hr).

(6) *Complaint received by*. Check the block showing how the individual making the complaint contacted the PMO/DES.

(7) *Clearance reason*. Check a block when circumstances establish that further investigation will not take place.

(8) *Exceptional clearance date*. Enter the year (YYYY), month (MM), and day (DD), the MPR is cleared.

(9) *MP action*. Check the block for the section within the PMO/DES or another agency that will receive the MPR for some type of action. Use the "other" block to enter agencies and offices not listed (that is, mental hygiene).

(10) *Date referred*. Enter the year (YYYY), month (MM), and day (DD) the MPR is referred to another agency.

(11) *Involvement*. Check the appropriate block if law enforcement involvement was required for a situation listed. This is both an administrative and Federal statute requirement to help identify gang activity, hate crime, bias, domestic violence, and extremist activity.

*c. Section II — offense.*

(1) *Offense number*. Enter a one (1) to report the most serious offense first. Use DA Form 3975-1 to report additional offenses going from the most serious to the least serious.

(2) *Subject number*. Involvement. NIBRS requires the matching of subjects to offenses. Use the appropriate subject number from block 1a on Section III. Use DA Form 3975-2 to report additional subjects.

(3) *Victim number*. Involvement. NIBRS requires the matching of victims to offenses. Use the appropriate victim number from block 1a on Section IV. Use DA Form 3975-3 to report additional victims.

(4) *NIBRS location code*. Use the table at the bottom of page 1 DA Form 3975, NIBRS location codes, to complete this block of information.

(5) *Attempted/completed*. Place a mark in the appropriate box for the offense. If two offenses were committed and one was completed and the other only attempted, then a separate offense form must be used for each offense.

(6) *Offense data same for all offense codes*. This block is used if there is more than one offense code used in the MPR. Place a check mark for yes if all of the related information to the offense is the same for all of the offense codes. For example, two Soldiers are apprehended for larceny and destruction of Government property. All of the NIBRS data is the same for both offenses, with both offenses occurring at the same location. Both offense codes can be placed in block 1g, with the most serious code placed at the top of the block.

(7) *Offense code(s)*. Enter the offense code(s) starting with the most serious. Multiple offense codes will only be listed here if all of the related offense data is the same for all offenses. For example, a shoplifting occurred at the PX and during the chase of the subject, one of the MPs was assaulted three blocks away by the subject using a chain. The aggravated assault code would be listed on the offense continuation sheet (DA Form 3975-1). The continuation sheet is used because the locations of the two offenses are different, a weapon was used in only one of the offenses and aggravated assault/homicide circumstances are involved in only one of the offenses.

(8) *Offense description(s)*. Enter the best description of the criminal offense that took place. For example, simple assault. This description can be obtained from the offense code table 4-1.

(9) *Offense location address*. Enter the location where each offense listed in block 1g occurred. Be specific using street addresses, room numbers, and so on.

(10) *Begin date*. Enter the year (YYYY), month (MM), and date (DD) each offense began.

(11) *Begin time*. Enter the approximate time each offense began. Use the 24-hour clock (that is, 1800, 1730, 0800).

(12) *End date*. Enter the year (YYYY), month (MM), and date (DD) each offense in block 1a was completed.

(13) *End time*. Enter the approximate time each offense was completed. Use the 24-hour clock (that is, 1800, 1730, 0800).

(14) *Type criminal activity*. Check up to three blocks in this section that describes the type of activity the subject(s) was involved with. Use only for counterfeiting, forgery, stolen property, drug/narcotic violations, drug equipment, gambling equipment, pornography/obscene material, and weapons violations.

(15) *Offense statutory basis*. Check the appropriate box to identify the criminal code that was violated. All military offenses (AWOL, Desertion, Fail to Obey Lawful General Order, and so on) are checked as UCMJ violations. If state, local, or Assimilated Crimes Act violations are reported check the state, local, or Federal block. When there is a death and there is no criminal offense, mark the non-criminal block. Use the foreign block for any criminal offense that is referred to authorities of the foreign host government.

(16) *Offender used*. Check up to three for each offense to identify if an offender is suspected of using drugs or alcohol before the criminal incident. Check the computer block only if a computer or computer equipment was used to commit the criminal act.

(17) *Type weapon/force used*. Check up to three for each offense to identify the type weapon, if any, that was used by the subject and whether it was fully automatic.

(18) *For burglary and housebreaking only*. Enter the number of buildings that were entered and check the block to identify whether force was used to gain entry.

(19) *Aggravated assault/homicide circumstances*. Only check one block. These blocks are checked only when investigation shows that an assault or homicide occurred. Reporting of the time for each offense is a requirement for the FBI. Check up to two for each aggravated assault/homicide victim. Traffic fatalities, accidental deaths, and deaths of victims due to their negligence are not reported as negligent manslaughter.

(20) *Additional justifiable homicide circumstances*. Only check one block. This section is used in the event that the subject attempts to evade apprehension, there is an assault by the subject against law enforcement personnel, the subject assaults non-law enforcement individuals, or the subject is killed by law enforcement personnel.

(21) *Bias motivation*. Check the block "yes" only if the criminal incident occurred as a result of a bias item listed in Section IV, part 5.

*d. Section III — subject.*

(1) *Subject number*. Enter the number of the subject starting with one for the first subject. Use DA Form 3975-2 for additional subjects beyond the first one.

(2) *Name*. Enter the subject's last, first, and full middle name. IF the subject only has a middle initial, record the middle initial followed by the letters in parenthesis (IO). If the subject has no middle name or initial, enter the letters NMN. The suffix (Jr., Sr., I, II, or III) will also be entered.

(3) *SSN/foreign national number/alien registration number*. Enter the subject's SSN. If the subject is a foreign national, enter a unique number from official Government identification according to local policy. If no Government identification is available, enter the subject's last name followed by the date of birth (DOB) in DOD format without spaces (that is, kramer620416).

(4) *Protected identity*. Place a check mark if the subject falls within protected identity. Protected identity includes victims of rape, and juvenile offenders. This block relates to how a subject's information will appear in the blotter.

(5) *Category*. Check only one block to show the status of the individual at the time of offense. Check the Service for military subjects if the individual is a member of an Armed Service. Check civil service, contractor, or other Government employee when the subject is a civilian employed by the Government in some capacity. Check the retired military block if that is their only connection to the military.

(6) *DOB*. Enter the year (YYYY), month (MM), and day of birth (DD) for the subject.

(7) *Place of birth (POB)*. Enter the subject's city, state, and country of birth.

(8) *Grade*. Enter the grade for the military (that is, E-6) and civilian subjects (GS-12, WB-07). For contractors,

enter the abbreviation CONT. For family members, enter the letters F/W (wife), F/H (husband), F/S (son), and F/D (daughter).

- (9) *Home telephone.* Enter the subject's home telephone number to include the area code.
- (10) *Work telephone.* Enter the subject's duty or place of business telephone number in this block to include the area code.
- (11) *Nickname/alias.* Enter up to three nicknames and alias used by the subject. If none, leave blank.
- (12) *Citizenship.* Check the appropriate block for U.S. and so forth. If the subject is a resident of a foreign country, enter the full name of the country. If the subject is a naturalized U.S. citizen, do not enter a foreign country.
- (13) *Component.* Check the appropriate block to report the military component in which the subject serves.
- (14) *Driver's license number.* Enter the subject's driver's license number.
- (15) *License.* Check the appropriate issuing authority (foreign, international, state, or other (fill in)). The other block will not be completed for military license or a category not listed.
- (16) *Organization, unit identification code (UIC), and address.* Enter the subject's organization or unit UIC. The COPS system administrators add UIC's to the MPRS UIC table. Individual users cannot manually enter a UIC into MPRS. Include complete military address for the unit. Leave blank if the subject has no affiliation with the Government.
- (17) *Installation/city.* Enter the installation/city where military and civilian subjects are assigned or employed.
- (18) *State/country.* Enter the authorized abbreviation for the state and country where military and civilian subjects are assigned or employed.
- (19) *ZIP/APO.* Enter the zip code or APO where military and civilian subjects are assigned or employed.
- (20) *Unit telephone.* Enter the unit telephone number if different from work number entered in Section III, subject block 1j. Unit orderly room or commander's phone number is preferable. Leave blank if the individual has no connection to the military.
- (21) *Residence address.* Use the physical address of the room, house number, building number, and street name. Do not enter post box addresses unless absolutely necessary.
- (22) *Installation/city.* Enter the installation or city for the residence address from block 3a.
- (23) *State/country.* Enter the authorized abbreviation for the state and country where military and civilian subjects reside.
- (24) *ZIP/APO.* Enter the zip code or APO for the residence address listed in block 3a. Omit APO if the individual has no connection to the military.
- (25) *Hair color.* Check the appropriate block for hair color of the subject. If there is an unusual color use the "other" block to report the color.
- (26) *Eye color.* Self-explanatory.
- (27) *Complexion.* Check the appropriate block to report skin complexion.
- (28) *Age range.* For unidentified subjects, estimate the age range (that is, 25–30 and so on).
- (29) *Height.* Enter the subject's height in feet and inches. For unknown subjects, enter an estimate.
- (30) *Weight.* Enter the subject's weight in pounds. For unknown subjects, enter estimated weight range.
- (31) *Juvenile.* Check this block if a subject is less than 18 years of age, who is not a military member, spouse of a military member, or otherwise having been declared to have reached their majority at the time of the offense.
- (32) *Sex/gender.* Self-explanatory.
- (33) *Race.* Check the appropriate race block. Hispanic individuals will be marked as white, black, or unknown, with a subsequent selection of Hispanic in block 8, ethnicity. These race codes are mandated by the DOJ for UCRs.
- (34) *Ethnicity.* Check the appropriate block.
- (35) *Identifying marks and location.* Write out a description of any scars, marks, tattoos, and their location on the subject's body.
- (36) *How dressed.* Write out a description of the clothing the subject was wearing at the time of offense.
- (37) *Offender disposition.* Write whether the offender was released to their commander, parent/guardian, or another law enforcement agency.
- (38) *Security clearance.* Check the appropriate block. Check the other block and write the type of clearance if it cannot be determined whether the individual has a security clearance.
- (39) *Marital status.* Check the appropriate block.
- (40) *Subject armed with.* Check up to two types for weapons the subject was armed with. If the subject was armed with more than two weapons, check the block for the weapon that was most lethal (that is, select rifles before handguns, and automatic and semi-automatic before manual). Circle (F) for fully automatic, (M) for manual, (S) for semi-automatic, or (U) for unknown.
- (41) *Subject involvement.* Place a check mark in the primary role the subject played in the activity that resulted in their becoming a subject of the criminal activity.

(42) *Apprehension type*. Check the block that describes the law enforcement agency that apprehended the subject or “surrender” if the subject reported to the PMO/DES or his commander.

(43) *Apprehension date*. Enter the year (YYYY), month (MM), and date (DD) the subject was apprehended.

(44) *Apprehending PMO/DES*. Enter the MPC for the apprehending PMO/DES. For civilian agencies, enter their ORI, if known.

(45) *Detention type*. Check the block that describes the type facility where the individual was first confined. Check non-uniformed block when the offender is a member of the Armed Services and is ordered detained in a detention cell or pretrial confinement.

(46) *How dressed*. Write a description of the clothing the subject was wearing at the time of apprehension.

(47) *Disposition of person under 18 years*. Check the “handled internally” block when the juvenile is released to the custody of their parents/guardians. Check the referred to other agency block when the juvenile is released to civilian authorities/agency. Write the organization that took custody of the juvenile (that is, civilian law enforcement agency and hospital). For Soldiers, enter that they were returned to their unit.

(48) *FBI Form FD 249 submitted*. This block is checked when a suspect has been identified and charges have been preferred under the UCMJ.

(49) *FBI Form R-84 submitted*. This block is checked ONLY when a FBI Form FD 249 has been previously submitted.

(50) *Alcohol involvement*. This block is checked if there is reasonable suspicion that the subject consumed alcohol prior to or during the commission of the offense.

(51) *Blood alcohol count*. Place the blood alcohol count that resulted from testing.

(52) *Illness/injury*. Describe any illness or injury the subject suffered due to the use of alcohol.

(53) *Alcohol/drug involvement remarks*. Describe any particular information concerning the use of alcohol or drugs by the subject.

(54) *Chemical test type*. Self-explanatory.

(55) *Drug involvement*. This block is checked if there is reasonable suspicion that the subject used or consumed drugs prior to or during the commission of the offense.

(56) *Chemical test results*. Enter the name of the drug test and the amount of chemicals found in the specimen.

(57) *Drug detection by the other law enforcement means*. Place a check mark in the appropriate block.

*e. Section IV — victim.*

(1) *Victim number*. Enter the number of the victim starting with one for the first victim. Use DA Form 3975-3 for additional victims beyond the first one.

(2) *Name*. Enter the victim’s last, first, and full middle name. If the victim only has a middle initial, record the middle initial followed by the letters in parenthesis (IO). If the victim has no middle name or initial, enter the letters NMN. The suffix (Jr., Sr., I, II, or III) will also be entered.

(3) *SSN/foreign national number/alien registration number*. Enter the victim’s SSN. If the victim is a foreign national, enter a unique number from official Government identification according to local policy. If no Government identification is available, enter the victim’s last name followed by the DOB in DOD format without spaces (that is, kramer620416).

(4) *Protected identity*. Place a check mark if the victim’s identity is protected.

(5) *Category*. Check only one block to show the status of the individual at the time of offense. Check the Service for military victims if the individual is a member of an Armed Service. Check civil service, contractor, or other government employee when the victim is a civilian employed by the Government in some capacity. Check the retired military block if that is their only connection to the military.

(6) *DOB*. Enter the year (YYYY), month (MM), and day of birth (DD) for the victim.

(7) *POB*. Enter victim’s city, state, and country of birth.

(8) *Grade*. Enter the grade for the military and civilian victims.

(9) *Home telephone*. Enter the victim’s home telephone number to include the area code.

(10) *Work telephone*. Enter the victim’s duty or place of business telephone number in this block to include the area code.

(11) *Nickname/alias*. Enter up to three nicknames and alias used by the victim. If none, leave blank.

(12) *Citizenship*. Check the appropriate block for U.S. and so forth. If the victim is a resident of a foreign country enter the full name of the country. If the victim is a naturalized U.S. citizen do not enter a foreign country.

(13) *Component*. Check the appropriate block to report the military component in which the victim serves.

(14) *Driver’s license number*. Enter the victim’s driver’s license number.

(15) *License*. Check the appropriate issuing authority (foreign, international, state, or other (fill in)). The other block will not be completed for military license or a category not listed.

(16) *Organization, UIC, and address*. Enter the victim’s organization or unit UIC. The COPS system administrators

add UIC's to the MPRS UIC table. Individual users cannot manually enter a UIC into MPRS. Include complete military address for the unit. Leave blank if the victim has no affiliation with the Government.

(17) *Installation/city*. Enter the installation/city where military and civilian victims are assigned or employed.

(18) *State/country*. Enter the authorized abbreviation for the state and country where military and civilian victims are assigned or employed.

(19) *ZIP/APO*. Enter the zip code or APO where military and civilian victims are assigned or employed.

(20) *Unit telephone*. Enter the unit telephone number if different from work number entered in Section III, victim block 1j. Unit orderly room or commander's phone number is preferable. Leave blank if the individual has no connection to the military.

(21) *Residence address*. Use the physical address of the room, house number, building number and street name. Do not enter post box addresses unless absolutely necessary.

(22) *Installation/city*. Enter the installation or city for the residence address from block 3a.

(23) *State/country*. Enter the authorized abbreviation for the state and country where military and civilian victims reside.

(24) *ZIP/APO*. Enter the zip code or APO for the residence address listed in block 3a. Omit APO if the individual has no connection to the military.

(25) *Type of victim*. Check the box that describes the victim.

(26) *Sex*. Check the block for the appropriate sex of the victim. This block is only marked for human victims and marked unknown when the sex of the victim cannot be determined.

(27) *Age*. Enter the appropriate age range when the age of the victim cannot be determined.

(28) *Race*. Check the appropriate race block. Hispanic individuals will be marked as white, black, or unknown, with a subsequent selection of Hispanic in block 4e ethnicity. These race codes are mandated by the DOJ for UCRs.

(29) *Ethnicity*. This block is only marked for human victims.

(30) *Bias motivation*. Check the appropriate block if the victim was targeted for one of the anti reasons listed.

(31) *Relationship of victim to offender*. Check blocks that best describe any connection between the victim and the offender. Multiple blocks can be checked. Enter the subject number to the left of the appropriate block describing the relationship to the victim if there is more than one subject.

(32) *Victim involvement*. Victims will play a criminal role in activity that resulted in their becoming a victim of the criminal activity. Check the "accessory" block to show that the victim assisted in the criminal activity. Check the "conspiracy" block if the victim took part in planning the crime(s). Check the "principal" block when the victim was directly involved in the criminal activity. Check the "solicit" block when the victim asked other individuals to assist in the criminal activity.

(33) *Injury type*. Check up to 5 categories to describe the injuries sustained by the victim based upon initial observation by law enforcement personnel. A major injury is identified by injuries that require hospitalization for 24 hours or more as part of a medical treatment regimen. A minor injury is checked when an individual is treated and released. The blocks provide types of common injuries.

(34) *Victim/witness rights notification*. Check the appropriate block to identify if the individual was notified of their rights under the victim/witness rights protection program.

(35) *Victim declined DD Form 2701*. If DD Form 2701 was not issued, check whether the victim declined receipt or none was required to be provided.

*f. Section V — persons related to report.*

(1) *Persons related to report number*. Enter the number of the person related to the report starting with one for the first person. Use DA Form 3975-4 for additional persons beyond the first one.

(2) *Status*. Check the appropriate block that describes the person related to the report (that is, witness). If civilian law enforcement or MP personnel are involved, only items 1a, 1b, 1c, 1d, and 2a need to be completed.

(3) *Name*. Enter the individual's last, first, and full middle name. If the individual only has a middle initial, record the middle initial followed by the letters in parenthesis (IO). If the individual has no middle name or initial, enter the letters NMN. The suffix (Jr., Sr., I, II, or III) will also be entered.

(4) *SSN/foreign national number/alien registration number*. Enter the victim's SSN. If the victim is a foreign national, enter a unique number from official Government identification according to local policy. If no Government identification is available, enter the victim's last name followed by the DOB in DOD format without spaces (that is, kramer620416).

(5) *Citizenship*. Check the appropriate block for U.S. and so forth. If the individual is a resident of a foreign country, enter the full name of the country. If the individual is a naturalized U.S. citizen, do not enter a foreign country.

(6) *Category*. Check only one block to show the status of the individual at the time of offense. Check the Service for military victims if the individual is a member of an Armed Service. Check civil service, contractor, or other government employee when the individual is a civilian employed by the Government in some capacity. If the individual is retired from the military, check the retired military block if that is their only connection to the military.

- (7) *DOB*. Enter the year (YYYY), month (MM), and day of birth (DD) for the individual.
  - (8) *POB*. Enter individual's city, state, and country of birth.
  - (9) *Grade*. Enter the grade for the military and civilian individuals.
  - (10) *Home telephone*. Enter the individual's home telephone number to include the area code.
  - (11) *Work telephone*. Enter the individual's duty or place of business telephone number in this block to include the area code.
  - (12) *Nickname/alias*. Enter up to three nicknames and alias used by the individual. If none, leave blank.
  - (13) *Component*. Check the appropriate block to report the military component in which the individual serves.
  - (14) *Driver's license number*. Enter the individual's driver's license number.
  - (15) *License*. Check the appropriate issuing authority (foreign, international, state, or other (fill in)). The other block will not be completed for military license or a category not listed.
  - (16) *Organization, UIC, and address*. Enter the individual's organization or unit UIC. The COPS system administrators add UIC's to the MPRS UIC table. Individual users cannot manually enter a UIC into MPRS. Include complete military address for the unit. Leave blank if the individual has no affiliation with the Government.
  - (17) *Installation/city*. Enter the installation/city where military and civilian individuals are assigned or employed.
  - (18) *State/country*. Enter the authorized abbreviation for the state and country where military and civilian individuals are assigned or employed.
  - (19) *ZIP/APO*. Enter the zip code or APO where military and civilian individuals are assigned or employed.
  - (20) *Unit telephone*. Enter the unit telephone number if different from work number entered in Section III, persons related to report, block 1k. Unit orderly room or commander's phone number is preferable. Leave blank if the individual has no connection to the military.
  - (21) *Residence address*. Use the physical address of the room, house number, building number, and street name. Do not enter post box addresses unless absolutely necessary.
  - (22) *Installation/city*. Enter the installation or city for the residence address from block 3a.
  - (23) *State/country*. Enter the authorized abbreviation for the state and country where military and civilian individuals reside.
  - (24) *ZIP/APO*. Enter the zip code or APO for the residence address listed in block 3a. Omit APO if the individual has no connection to the military.
  - (25) *Victim/witness rights notification*. Check the appropriate block to identify if the individual was notified of their rights under the Victim/Witness Rights Protection Program.
  - (26) *Victim declined DD Form 2701*. If DD Form 2701 was not issued, check whether the individual declined receipt or none was required to be provided.
  - (27) *Number of victims and witnesses notified with DD Form 2701*. Enter the total number of victims and witnesses notified with DD Form 2701 who were involved in the MPR.
- g. Section VI — property*. General instructions. Enter a separate property information segment for each type of property. Example #1: Three items of property are stolen during a larceny (a bike, a tennis racket, and a VCR) and subsequently two are recovered. Three property information segments would be filled out. Two on page 4 of the DA Form 3975 and one on DA Form 3975-5, property continuation form. Example #2: A shoplifter is apprehended trying to steal 7 music CD's found in her purse. Only one property information segment has to be filled out.
- (1) *Item number*. Enter sequential numbers for each property segment completed starting with one.
  - (2) *Code*. Enter in the correct property description code from the property description code table on page 4 of DA Form 3975.
  - (3) *Quantity*. Enter a numerical value for the quantity of property being listed.
  - (4) *Value*. Enter the approximate or actual dollar value if available for each item. Use whole dollars. The value entered for each property description should be the total value of the property loss for all of the victims in the incident. If the value is unknown, enter one dollar (\$1.00). If more than ten types of property are involved, the values of the ten most valuable properties are to be entered. When drugs or narcotics are involved in other types of crime. Their value is to be entered.
  - (5) *Description*. Enter a written description of the property. Include the make, model, color, and identifying marks. Be as descriptive as possible.
  - (6) *Serial number*. Enter the serial number for each item.
  - (7) *Date recovered*. Enter the year (YYYY), month (MM), and day (DD) the property was recovered.
  - (8) *Date returned*. Enter the year (YYYY), month (MM), and day (DD) the property was returned.
  - (9) *Security*. Check the appropriate block to describe safekeeping the property at the time it was stolen.
  - (10) *Property ownership*. Check the box that describes the owner of the property.
  - (11) *Property loss type*. Check all types that apply to the property.
- h. Section VII — narrative*.
- (1) *Description*. Complete a written description on the events and people that resulted in the MPR being prepared.



(2) The narrative must answer the questions who, when, where, how, and why concerning the criminal events and the individuals involved (subject, victim, witness, other persons) as well as property.

## **Appendix C**

### **Management Control Checklist**

#### **C-1. Function**

The function covered by this checklist is the administration of the Law Enforcement Reporting System, use of the CVB Form, the SIR System, and use of the NCIC.

#### **C-2. Purpose**

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

#### **C-3. Instructions**

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years.

#### **C-4. Test questions**

- a.* Are law enforcement and PMO administrative personnel trained in the use of COPS?
- b.* Are procedures in place to ensure that release of law enforcement information is done in accordance with the FOIA, the Privacy Act, and this regulation?
- c.* Are procedures in place to ensure that police intelligence information is purged as required by this regulation?
- d.* Does the system administrator for COPS maintain control and accountability of personnel using the system?
- e.* Are procedures in place to ensure reports of commander's action taken are returned to the PMO in a timely manner?
- f.* Are both military and civilian protection orders being entered into COPS?
- g.* Are PMs/DEs reporting incidents that occur off the installation in their geographic areas in accordance with table 1-1?
- h.* Are thefts, suspected thefts, wrongful appropriation, or willful destruction of Government property or appropriated funds valued at more than \$100,000 being reported as a category 2 SIR?
- i.* Are category 1 serious incidents being reported to HQDA within 12 hours of discovery or notification at the installation level?
- j.* Are "add-on" SIRs being completed to provide information not available at the time of the original report?
- k.* Are category 2 serious incidents being reported to HQDA within 24 hours of discovery or notification at the installation level?
- l.* Are law enforcement personnel issuing a separate CVB Forms for each offense or violation?
- m.* Are procedures in place to ensure that each CVB Form is accounted for?
- n.* Are procedures in place to ensure that each CVB Form is completed properly, in accordance with CVB procedures?
- o.* Are procedures in place to ensure that all violations issued on CVB Form are entered into COPS?
- p.* Are procedures in place to ensure that the release of law enforcement information is being handled in accordance with the FOIA, the Privacy Act, and chapter 3 of this regulation?
- q.* Are installation PMs/DEs appointing terminal coordinators?
- r.* Are terminal coordinators ensuring that NCIC use is limited to authorized criminal justice purposes?
- s.* Are only trained personnel allowed to operate terminals?
- t.* Are requests for participation initiated by the PM/DES and submitted to the garrison commander?
- u.* Are notification of serious violations, suspension, or revocation from the use of NCIC and state terminals and NCIC files immediately reported to the Director, USACRC, Federal Service Coordinator by the most expeditious means?
- v.* Are all Government or privately owned weapons reported lost, stolen, or recovered entered into the NCIC gun file, regardless of value?

**C-5. Suppression**

No previous management control evaluation checklist exists for this program.

**C-6. Comments**

Help to make this a better tool for evaluating management controls. Submit comments to: HQDA, PMG (DAPM-MPD-LE), 2800 Army Pentagon, Washington, DC 20318-2800.

## **Glossary**

### **Section I Abbreviations**

#### **AA&E**

arms, ammunition, and explosives

#### **AARA**

access and amendment refusal authority

#### **ACOM**

Army Command

#### **AFIS**

Automated Fingerprint Identification System

#### **AMC**

U.S. Army Materiel Command

#### **ANSI/NIST**

American National Standards Institute/National Institute of Standards and Technology

#### **APO**

Army Post Office

#### **AR**

Army regulation

#### **ARIMS**

Army Records Information Management System

#### **ARNG**

Army National Guard

#### **ARNGUS**

Army National Guard of the United States

#### **ASCC**

Army Service Component Command

#### **AWOL**

absence without leave

#### **CAC**

common access card

#### **CD**

compact disk

#### **CJIS**

Criminal Justice Information System

#### **CONUS**

continental United States

#### **COPS**

Centralized Operations Police Suite

#### **CPO**

civilian protection orders

**CRC**

Crime Records Center

**CTA**

Control Terminal Agency

**CTO**

control terminal officer

**CVB**

Central Violations Bureau

**DA**

Department of the Army

**DCII**

Defense Central Investigations Index

**DES**

Directorate of Emergency Services

**DIBRS**

Defense Incident-Based Reporting System

**DMV**

Department of Motor Vehicles

**DNA**

deoxyribonucleic acid

**DOB**

date of birth

**DOD**

Department of Defense

**DODD**

Department of Defense directive

**DODI**

Department of Defense instruction

**DOJ**

Department of Justice

**DRU**

Direct Reporting Unit

**FM**

field manual

**FBI**

Federal Bureau of Investigation

**FOIA**

Freedom of Information Act

**FORSCOM**

U.S. Army Forces Command

**FOUO**

for official use only

**HQDA**

Headquarters, Department of the Army

**IAFIS**

Integrated Automated Fingerprint Identification System

**IASO**

information assurance security officer

**IDA**

initial denial authority

**IMCOM**

U.S. Army Installation Management Command

**MEDCOM**

U.S. Army Medical Command

**MOU**

memorandum of understanding

**MP**

military police

**MPC**

military police code

**MPR**

Military Police Report

**MPRS**

Military Police Reporting System

**MTF**

medical treatment facility

**NAF**

non-appropriated fund

**NCIC**

National Crime Information Center

**NIBRS**

National Incident Based Reporting System

**NLETS**

National Law Enforcement Telecommunications Systems

**NTA**

notice to appear

**OCONUS**

outside the continental United States

**ORI**

originating agency identifier

**PM**

provost marshal

**PMG (DAPM–MPD–LE)**

Headquarters, Department of the Army, Office of the Provost Marshal General, Military Police Division, Law Enforcement Branch

**PMO**

Provost Marshal Office

**QMO**

qualifying military offense

**SARC**

sexual assault response coordinator

**SDDC**

Military Surface Deployment and Distribution Command

**SIR**

Serious Incident Report

**SSN**

social security number

**TALON**

threat and local observation notice

**UIC**

unit identification code

**USACE**

U.S. Army Corps of Engineers

**USACIDC**

U.S. Army Criminal Investigation Command

**USACIL**

U.S. Army Criminal Information Laboratory

**USACRC**

U.S. Army Crime Records Center

**USADIP**

U.S. Army Deserter Information Point

**UCMJ**

Uniform Code of Military Justice

**UCR**

Uniform Crime Report

**USAR**

U.S. Army Reserve

**U.S.**

United States

**USC**

United States Code

**USSS**

United States Secret Service

**VCIS**

Voice Case Information System

**VRS**

Vehicle Registration System

**Section II****Terms****Adult offender**

A criminal offender who has attained the age of 18, or who, although under the age of 18, was a member of the military at the time of the offense. This will include juveniles who are prosecuted as adult offenders.

**Anti-bias**

A crime against an individual or organization based upon race, ethnic background, religious or sexual orientation. (See also hate crime).

**Army interest**

Incidents or offenses of interest to the Army because Army personnel are involved, the Army is a victim of the offense, or other substantive ties to the Army or DOD exist.

**Barred or expelled person**

A person against whom administrative action has been imposed by the installation commander to preclude future entry or continued presence on the installation.

**Blotter extract**

A single or series of entries removed from the chronological form of the full MP blotter, and reflecting the relevant information required by the specific recipient of the extract.

**Bomb threats**

Communication by any means specifically threatening to use a bomb to attack against U.S. forces, facilities, or missions.

**Category 1 serious incident**

A serious incident that is of immediate concern to HQDA. Incidents that must be reported to HQDA as Category 1 serious incidents are listed in chapter 8, paragraph 8-2.

**Category 2 serious incident**

A serious incident that is of concern to HQDA. Incidents that must be reported to HQDA as Category 2 serious incidents are listed in chapter 8, paragraph 8-3.

**Category 3 serious incident**

An incident that is of concern to the IMCOM region, ACOM, ASCC, or DRU (see chapter 8 paragraph 8-4), any incident that must be reported to the IMCOM region, ACOM, ASCC, or DRU as a category 3 serious incident according to an approved IMCOM region, ACOM, ASCC, or DRU supplement to this regulation. Establishment of category 3 serious incidents is neither required nor reportable to HQDA.

**Collateral**

Payment of a fixed sum in lieu of appearance in court.

**Control Terminal Agency**

A state criminal justice agency on the NCIC System providing statewide service to criminal justice users with respect to NCIC data.

**Controlled cryptographic items**

Controlled cryptographic items are described as secure telecommunications or information handling equipment, associated cryptographic components, or other hardware items, which perform a critical communication security function.

**Controlled inventory item code**

Controlled inventory item codes are items that require quarterly inventory with characteristics that require special identification accounting, security, or handling to ensure their safeguard. These items are considered controlled items that require a high degree of protection and control, because of statutory requirements, or regulations; high-value, highly technical, or hazardous items; small arms, ammunition, explosives, demolition material, night vision devices, and navigation systems.

**Criminal history file**

Information collected by criminal justice agencies on individuals consisting of descriptions of an individual, notations of arrest, detentions, indictments on serious criminal charges, and any disposition. The term does not include identification information such as fingerprints.

**Criminal investigation**

An investigation of a criminal incident, offense, or allegation conducted by law enforcement personnel

**Criminal justice**

Pertaining to the enforcement of criminal laws, including efforts to prevent, control, or reduce crime, or to identify, apprehend, and prosecute criminal offenders.

**Criminal offense**

Any act or omission defined and prohibited as a criminal act by the UCMJ, the USC, state and local codes, foreign law, or international law or treaty. For juveniles, this term refers to acts which, if committed by an adult, would be subject to criminal penalties.

**Dangerous drugs**

Nonnarcotic drugs that are habit forming or have a potential for abuse because of their stimulant, depressant, or hallucinogenic effect, as determined by the Secretary of Health and Human Services or the Attorney General of the United States.

**Disclosure**

The furnishing of information about an individual, by any means, to an organization, Government agency, or to an individual who is not the subject of the record, the subject's designated agent, or legal guardian.

**Elicitation**

Any attempts to obtain security-related or military-specific information by anyone who does not have the appropriate security clearance and the need-to-know. Elicitation attempts will be made by mail, fax, telephone, by computer, or in person.

**Family member**

Includes those individuals for whom the Service member provides medical, financial, and logistical (for example, housing, food, and clothing) support. This includes, but is not limited to, the spouse, children under the age of 18, elderly adults, and persons with disabilities.

**Founded offense**

An offense adequately substantiated by police investigation as a violation of the UCMJ, the USC, state and local codes, foreign law, international law or treaty, regulation, or other competent policy. Determination that an offense is founded is a law enforcement decision based on probable cause supported by corroborating evidence and is not dependent on final adjudication.

**Gang**

A group of individuals whose acts of crime are committed against the public at large as well as other groups. A gang usually has in common one or more of the following traits: geographic area of residence, race, or ethnic background. They have a defined hierarchy that controls the general activities of its members.

**Hate crime**

Crimes directed against persons, places of worship, organizations (and their establishments where individuals gather), because of their race, ethnic background, religious, or sexual orientation.



**Informant**

A person who agrees to confidentially collect or provide recurring information of law enforcement value to police agencies.

**Initiating Provost Marshal/Director of Emergency Services**

The PM/DES who first records a complaint, initiates police actions, and subsequently initiates a MPR on a criminal offense or incident.

**Investigative jurisdiction**

Jurisdiction with responsibility to investigate criminal offenses based on geographical boundaries or the category of the offense.

**Juvenile**

A subject of an incident who is under the age of 18, who was not a military member, spouse of a military member, or otherwise having been declared to have reached their majority at the time of an offense.

**Law enforcement activity**

An activity engaged in the enforcement of criminal laws to prevent, control and reduce crime, and apprehend criminals.

**Live scan**

An electronic finger and/or palm print capturing system.

**Military offense**

Any offense unique to the military. Examples are AWOL, desertion, and uniform violations.

**Military police**

Any type of DOD, Army, contracted, or contractor police or security forces responsible for performing law enforcement or security on Army installations.

**Misdemeanor**

Any offense not punishable by death or imprisonment for a term exceeding 1 year. Included are violations of those provisions of state laws made applicable to military reservations by 18 USC 13.

**Multiple offenses**

Two or more offenses occurring within the same reported incident (for example, murder, rape, and robbery of a single victim).

**Non-Specific Threats**

Threats received by any means, which contain a specific time, location, or area for an attack against U.S. forces, facilities, or missions. This includes, but is not limited to, any event or incident, or series of events or incidents, which in and of themselves will indicate the potential for a threat to U.S. forces, facilities, or mission, regardless of whether the threat posed is deliberately targeted or collateral.

**Name check**

Procedure to determine the existence of prior civilian or military criminal records on an individual.

**National Crime Information Center**

A nationwide computerized information System established as a service to all criminal justice agencies.

**National Law Enforcement Telecommunications Systems**

Computer-controlled message switching network linking local, state, and Federal criminal justice agencies together for the purpose of information exchange.

**Offender (same as subject)**

Person identified and reported by law enforcement officials as the person who committed an offense. Determination that a person committed an offense is based on probable cause supported by corroborating evidence.

**Offender disposition**

The result of actions taken by commanders, supervisors, and military or civil courts to dispose of founded offenses. These actions will be judicial, non-judicial, or administrative.

**Officer**

Any Army installation law enforcement agent, either military or civilian, who is authorized to issue CVB Forms, (including Statement of Probable Cause and, if appropriate, Promise to Appear portions of the CVB Form).

**Originating agency identifier**

An identifier assigned by the FBI to an agency meeting the criteria for participation in the NCIC.

**Originating law enforcement agency**

Military or civilian law enforcement activity where a criminal incident was originally reported or investigated.

**Personal information**

Information about an individual that is intimate or private to the individual, as distinguished from information concerning the person's official functions or public life.

**Petty offense**

Minor misdemeanors that are not punishable by imprisonment for more than 6 months or a fine of more than \$500.

**Pledge of confidentiality**

Promise not to disclose to an unauthorized person or agency information provided by an individual in confidence.

**Police intelligence**

Information compiled in an effort to anticipate, prevent, or monitor possible or potential criminal activity directed at or affecting the Army, or Army personnel.

**Protected identity**

A term used in preparation of DA Form 3997, to replace the name and personal data of certain individuals. This term is often used in sensitive cases such as rape or incest.

**Provost Marshal/Director of Emergency Services**

The senior officer, military or civilian directly responsible for law enforcement and security, regardless of the individual's position or title (for example, security officer, security director, and security manager). This individual must occupy a position that involves the administration of criminal justice.

**Records custodian**

Person charged with responsibility for proper processing, storage, safekeeping, and disposition of records containing personal information relevant to criminal investigations.

**Repetitive activities**

Any activities that meet one of the other criteria listed in chapters 2 through 5 and have occurred two or more times or the same activity by the same person and/or vehicle, within a one month period.

**Restricted entry**

A term used in preparation of DA Form 3997 to replace a blotter entry for which dissemination of any information concerning the incident is controlled or restricted.

**Serious domestic violence**

Any incident of domestic violence where a weapon (such as a firearm, knife or motor vehicle) is involved; the victim suffers a broken limb, is injured during pregnancy, is sexually abused, is choked or strangled or is admitted to the hospital because of injuries incurred during the incident; domestic violence incidents where a violation of a protective order (military or civilian) has occurred.

**Serious incident**

Any actual or alleged incident, accident, misconduct, or act, primarily criminal in nature, that, because of its nature, gravity, potential for adverse publicity, or potential consequences warrants timely notice to HQDA.

**Serious Incident Report**

A formal notification to HQDA of a serious incident as prescribed by this regulation.

**Subject (same as offender)**

Person identified and reported by law enforcement officials as the person who committed an offense. Determination that a person committed an offense is based on probable cause supported by corroborating evidence.

**Surveillance**

Any reported possible activity in which an attempt to record information or to use unusual means to monitor activities is observed. Such attempts will include use of cameras (either still or video), note taking, annotated maps or drawings, hand-drawn maps or diagrams, use of binoculars or other vision-enhancing devices, or any reports from host nation security forces of possible surveillance of U.S. assets.

**Suspicious activities/incidents**

Any activity/incident that does not specifically fit into one of the other six categories in Chapter 2–5 yet is believed to represent a force protection threat.

**Tests of security**

Any attempts to measure security reaction times or strengths; any attempts to test or to penetrate physical security barriers or procedures; any attempts to acquire or duplicate uniforms, badges, passes, or other security related documents.

**Unfounded offense**

A criminal complaint in which a determination is made that a criminal offense was not committed or did not occur. This determination is based on police investigation and not on court-martial findings, civil court verdicts, or command determinations.

**User agreement**

A document describing operating policies and responsibilities between an installation PM/DES and a state CTA.

**Victim**

A person who has suffered direct physical, emotional, or pecuniary harm as a result of the commission of a crime. When a victim is under 18 years of age, incompetent, incapacitated, or deceased, the term includes a spouse, legal guardian, parent, child, sibling, another family member, or another person designated by the court or the component responsible official or designee

**Witness**

A person who has information or evidence about a crime, and provides that knowledge to a DOD component about an offense in the investigative jurisdiction of a DOD component. When the witness is a minor, the term includes a family member or legal guardian.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

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