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# **Threat Screening Center**

## **File - U//LES**

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# 1 INTRODUCTION

## 1.1 BACKGROUND

Based upon Homeland Security Presidential Directive-6 signed in September 2003, the Threat Screening Center (TSC) was established to consolidate the Federal Government's approach to terrorism screening and to provide for the appropriate and lawful use of terrorist information in the overall screening process. The TSC has since received additional authorization from the Attorney General to receive, store, maintain, and disseminate identification records concerning other national security threat actors.

## 1.2 CRITERIA FOR ENTRY

The TSC alone has the authority to enter and update a record for an individual in the TSC File. Documentation (electronic or hard copy) must be on file to support an entry in the TSC File.

## 1.3 MESSAGE KEY (MKE) CODES

| Message                             | MKE                                                                   | Translation                                                                                                                              |
|-------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Entry                               | EGMT                                                                  | POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION<br>POSSIBLE PERSON OF INTEREST - CAUTION<br>POSSIBLE NATIONAL SECURITY THREAT - CAUTION |
| Modify                              | MGM                                                                   |                                                                                                                                          |
| Cancel                              | XGM                                                                   |                                                                                                                                          |
| Inquiry                             | QGM<br>QW<br>QWA<br>QWE<br>QWF<br>QWS<br>ZW<br>QWB<br>QWI<br>QV<br>ZV |                                                                                                                                          |
| Entry of Supplemental Record        | EGMN                                                                  |                                                                                                                                          |
| Cancellation of supplemental record | XGMN                                                                  |                                                                                                                                          |

## 1.4 RECORD RETENTION PERIOD

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

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

## 1.5 VALIDATION

TSC records will be validated monthly using a file generated by the TSC. The TSC will modify each record to include the name of validator in the Name of Validator (VLN) Field within 90 days from the date the validation file was created by the TSC. The FBI's Criminal Justice Information Services Division will provide the TSC with a yearly report of active NCIC TSC File records that were not validated during the

previous validation cycle. The TSC must validate these records within 90 days of receiving the report. Records that are not validated will be removed from the NCIC System.

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

## 1.6 MESSAGE FIELD CODES (MFCs) AND EDITS

| Code | Field              | Edits                                                                                                 |
|------|--------------------|-------------------------------------------------------------------------------------------------------|
| DOP  | Date of Purge      | Must contain NONEXP.                                                                                  |
| ECR  | Criteria for Entry | Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> . |

The Gang File chapter contains other pertinent message field codes and edits.

## 1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

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

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

## 2 ENTRY

The TSC is the only agency authorized to enter and maintain records for an individual in the TSC File.

## 3 MODIFICATION

The TSC is the only agency authorized to modify a record for an individual in the TSC File.

## 4 CANCELLATION

The TSC is the only agency authorized to cancel a record for an individual in the TSC File.

## 5 INQUIRY

### 5.1 TSC FILE INQUIRY

When an agency transmits an NCIC wanted person inquiry, the data in the TSC File will be searched in addition to all other NCIC person files (except the Unidentified Person File). TSC File records are also returned in response to a QGM transaction. As a part of a positive TSC File response, the receiving agency is advised that the subject cannot be arrested or detained solely upon the basis of the information provided. The receiving agency is also advised to contact the TSC using the toll-free telephone number located in both the response and the caveat. As a result of an inquiry, a hit may be generated on a Threat Screening Center File record. Additional details can be found in the Gang File chapter.

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

## 5.2 EXAMPLE OF AN INQUIRY

1N01HEADER.QW.MD1012400.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19960213

### Negative Response:

1L01HEADER MD1012400  
NO NCIC WANT DOB/19960213 NAM/SMITH, JOHN SEX/M RAC/W

### Positive Response:

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

### Handling Code 1 Records

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

\*\*\*WARNING - APPROACH WITH CAUTION\*\*\*

\*\*\*DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE\*\*\*

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

MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION  
CONTACT THE THREAT SCREENING CENTER XXX-XXX-XXXX  
ORI/DCTSC0800 NAM/SMITH, JOHN SEX/M RAC/W  
DOB/19960213  
GNG/DMST XTMST\*DFBI SGP/HANDLING CODE 1\*DFBI  
ECR/A DOP/20240725 OCA/17US001  
NOA/N  
DNA/N  
ORI IS FBI THREAT SCREENING CENTER - TSC XXX-XXX-XXXX  
NIC/T000000104 DTE/20190725 1244 EDT DLU/20190725 1244 EDT

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

THIS INDIVIDUAL IS ASSOCIATED WITH TERRORISM AND IS THE SUBJECT OF AN ARREST WARRANT, ALTHOUGH THE WARRANT MAY NOT BE RETRIEVABLE VIA THE SEARCHED IDENTIFIERS. IF AN ARREST WARRANT FOR THE INDIVIDUAL IS RETURNED IN YOUR SEARCH OF NCIC, DETAIN THE INDIVIDUAL PURSUANT TO YOUR DEPARTMENT'S PROCEDURES FOR HANDLING AN OUTSTANDING WARRANT, AND IMMEDIATELY CONTACT THE FBI'S TSC AT XXX-XXX-XXXX FOR ADDITIONAL DIRECTION.

IF AN ARREST WARRANT FOR THE INDIVIDUAL IS NOT RETURNED, USE CAUTION AND IMMEDIATELY CONTACT THE TSC AT XXX-XXX-XXXX FOR ADDITIONAL DIRECTION WITHOUT OTHERWISE EXTENDING THE SCOPE OR DURATION OF THE ENCOUNTER.

\*\*\*LEGAL NOTICE: UNAUTHORIZED DISCLOSURE IS PROHIBITED. THE INFORMATION IN THIS NOTICE BELONGS TO THE TSC AND IS PROVIDED TO YOUR AGENCY FOR OFFICER SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY. USG ATTORNEY GENERAL AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING OR PROCESS. CONTACT THE TSC TO OBTAIN SUCH AUTHORIZATION.\*\*\*

## Handling Code 2 Records

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

\*\*\*WARNING - APPROACH WITH CAUTION\*\*\*

\*\*\*DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE\*\*\*

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

MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION  
CONTACT THE THREAT SCREENING CENTER XXX-XXX-XXXX  
ORI/DCTSC0300 NAM/SMITH,JOHN SEX/M RAC/W  
DOB/19960213  
GNG/DMST XTMST\*DFBI SGP/HANDLING CODE 2\*DFBI  
ECR/A DOP/20240725 OCA/17US002  
DNA/N  
ORI IS FBI THREAT SCREENING CENTER - TSC XXX-XXX-XXXX  
NIC/T000000308 DTE/20190725 1244 EDT DLU/20190725 1244 EDT

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

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

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN DETERMINING IF THIS INDIVIDUAL IS ON THE TERRORIST WATCHLIST AND WITH GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER.

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## Handling Code 3 Records

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

\*\*\*WARNING - APPROACH WITH CAUTION\*\*\*

\*\*\*DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE\*\*\*

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

MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION  
CONTACT THE THREAT SCREENING CENTER XXX-XXX-XXXX  
ORI/DCTSC1000 NAM/SMITH,JOHN SEX/M RAC/W  
DOB/19960213  
GNG/DMST XTMST\*DFBI SGP/HANDLING CODE 3\*DFBI  
ECR/A DOP/20240725 OCA/17US003  
NOA/N  
DNA/N  
ORI IS FBI THREAT SCREENING CENTER - TSC XXX-XXX-XXXX  
NIC/T000000512 DTE/20190725 1244 EDT DLU/20190725 1244 EDT

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN DETERMINING IF THIS INDIVIDUAL IS ON THE TERRORIST WATCHLIST AND WITH GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER.

\*\*\*LEGAL NOTICE: UNAUTHORIZED DISCLOSURE IS PROHIBITED. THE INFORMATION IN THIS NOTICE BELONGS TO THE TSC AND IS PROVIDED TO YOUR AGENCY FOR OFFICER SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY. USG ATTORNEY GENERAL AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING OR PROCESS. CONTACT THE TSC TO OBTAIN SUCH AUTHORIZATION.\*\*\*

### Handling Code 4 Records

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

\*\*\*DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE\*\*\*

\*\*\*DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE A PERSON OF INTEREST\*\*\*

MKE/POSSIBLE PERSON OF INTEREST - CAUTION  
CONTACT THE FBI XXX-XXX-XXXX  
ORI/DCTSC0300 NAM/SMITH,JOHN SEX/M RAC/W  
DOB/19960213  
GNG/POS PER INT\*DFBI SGP/HANDLING CODE 4\*DFBI  
ECR/A DOP/20240725 OCA/17US004  
DNA/N  
ORI IS FBI THREAT SCREENING CENTER - TSC XXX-XXX-XXXX  
NIC/T000000920 DTE/20190725 1244 EDT DLU/20190725 1244 EDT

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN DETERMINING IF THIS INDIVIDUAL IS A PERSON OF INTEREST AND WITH GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE FBI IMMEDIATELY THEREAFTER.

\*\*\*LEGAL NOTICE: UNAUTHORIZED DISCLOSURE IS PROHIBITED. THE INFORMATION IN THIS NOTICE BELONGS TO THE FBI AND IS PROVIDED TO YOUR AGENCY FOR OFFICER SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY. USG ATTORNEY GENERAL AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING OR PROCESS. CONTACT THE FBI TO OBTAIN SUCH AUTHORIZATION.\*\*\*

### Handling Code 5 Records

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

\*\*\*WARNING - APPROACH WITH CAUTION\*\*\*

\*\*\*DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE\*\*\*

\*\*\*DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE OF INTEREST FOR TIES TO TRANSNATIONAL ORGANIZED CRIME (TOC)\*\*\*

MKE/POSSIBLE NATIONAL SECURITY THREAT - CAUTION  
ORI/DCTSC5000 NAM/SMITH,JOHN SEX/M RAC/W  
DOB/19960213  
GNG/NAT SEC THREAT\*T0C SGP/HANDLING CODE 5\*FBI  
ECR/A DOP/20240725 OCA/17US005  
NOA/N

DNA/N  
ORI IS FBI THREAT SCREENING CENTER - TSC XXX-XXX-XXXX  
NIC/T000001107 DTE/20190725 1244 EDT DLU/20190725 1244 EDT

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN DETERMINING IF THIS INDIVIDUAL HAS TIES TO TRANSNATIONAL ORGANIZED CRIME AND WITH GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER.

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### 5.3 REQUIREMENTS FOR INQUIRY

- Inquiries of TSC File records may be made through the QGM message key, as well as the procedures used to search the Wanted Person File. Complete details can be found in the Gang File and Wanted Person File chapters.
- In a positive wanted person inquiry response, Wanted Person and Foreign Fugitive File records will appear first, followed by Extreme Risk Protection Order, Missing Person, Gang, TSC, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files.
- As part of a positive TSC File record, the receiving agency is advised that the person in question cannot be arrested or detained solely upon the basis of the information provided. A caveat at the beginning of the record response emphasizes to record recipients that they should contact the TSC.

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

### 5.4 ADDITIONAL GUIDELINES FOR INQUIRY

- When only one numeric identifier is used in an inquiry, the response(s) will include the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include the record(s) on file with that Social Security number, even though there may be other records on file for the same individual that do not contain that particular number.
- Following a positive response to an inquiry with limited personal descriptors, an agency should make a second inquiry using all identifiers contained in the response record(s). The second inquiry should ensure the receipt of all records that could possibly pertain to the person in question.

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

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

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

## **5.5 INQUIRY USING VEHICULAR DATA**

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

## **5.6 PROCEDURES FOR HANDLING A HIT**

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

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

## **6 LOCATE**

There are no locate procedures for the TSC File.

## **7 CLEAR**

There are no clear procedures for the TSC File.

## **8 SUPPLEMENTAL RECORDS**

The TSC is the only agency authorized to enter or cancel a supplemental record for an individual in the TSC File. The supplemental record procedures are the same as those for Gang File records which are detailed in the Gang File chapter.