



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 5580.1C
PSL
12 Nov 04

MARINE CORPS ORDER 5580.1C

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS PARTICIPATION IN THE FEDERAL BUREAU OF
INVESTIGATION (FBI) NATIONAL CRIME INFORMATION CENTER
(NCIC) SYSTEM

Ref: (a) NCIC Operational Manual
(b) NCIC-1 Manual for Administration
(c) SECNAVINST 5520.3B

Encl: (1) Marine Corps User Identification Codes

1. Purpose. To establish policy and procedures relative to the use and access to the FBI's NCIC System.

2. Cancellation. MCO 5580.1B.

3. Background

a. The NCIC is a computerized information system established for use by local, state, and Federal law enforcement agencies. The Marine Corps participates in the NCIC under the guidelines established by reference (a). Services available to users include the ability to access and extract information on wanted persons, stolen vehicles, license plates, guns, stolen identifiable articles, and the Interstate Identification Index (III).

b. The NCIC operates under a shared management concept between the FBI and using agencies. A single point is identified as the Control Terminal Agency (CTA) for each state. Users in the state access the NCIC through that state agency. Installation provost marshals must access the NCIC through the respective state of residence.

c. When the Marine Corps began using the NCIC System, all Marine Corps installations with provost marshal activities were assigned an Originating Agency Identifier (ORI) code by the FBI. The enclosure has been updated to reflect the needs of the Marine Corps.

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distribution is unlimited.

d. Entry of information into any NCIC file will be made by the investigative agency having jurisdiction over an offense under investigation. This will be accomplished by the Naval Criminal Investigative Service (NCIS) located on Marine Corps installations.

e. Access to the Computerized Criminal History, the III, is no longer restricted to the CMC (MHC). Local Marine Corps provost marshal offices are authorized to conduct III inquiries when:

(1) The official duties of the provost marshal office are connected with the administration of criminal justice (III purpose code "C"). The administration of criminal justice means performance of any of the following activities: detection, apprehension, detention, pre-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons of criminal offenders and site security. "Detection" is typically specific to an individual and is interpreted narrowly. The "administration of criminal justice" starts after a crime has occurred. Site security is a criminal justice function for the purpose of conducting random background checks for contractor personnel as well as visitors for access to military facilities, government buildings, federal facilities, airports, shipyards, and nuclear facilities. Any name check into the interstate identification index of this nature must be followed up by fingerprint submission through established law enforcement channels.

(2) Acting in accordance with their responsibilities as the chief law enforcement officer for the purpose of obtaining a criminal history background on prospective handgun purchasers for their respective installation(s) (III purpose code "F").

(3) For criminal justice employment purposes, a current employee or applicant is specifically assigned to the provost marshal office or the provost marshal office clearly has documented management control over the individual (III purpose code "J").

f. Per reference (b), NCIS field offices will provide NCIC access and services for command law enforcement units, (i.e., Criminal Investigative Division) provided the requested action is in compliance with FBI, Criminal Justice Information Services, NCIC, and III policies.

4. Definitions

a. Control Terminal Agency (CTA) A CTA is a state or territorial criminal justice agency on the NCIC System providing statewide (or equivalent) service to its criminal justice users with respect to NCIC data. Only those agencies with direct telecommunications lines to the NCIC may be control terminal agencies, and are held responsible for records entered through those lines. There will be no more than one CTA per state or territory.

b. Originating Agency Identifier (ORI) An ORI is a character identifier assigned by the NCIC to an agency, which has met the established qualifying criteria for ORI assignment to identify the agency in transactions on the NCIC System. The assignment of an ORI to an agency is not a guarantee of access to the NCIC System. The ultimate decision regarding who may access NCIC lies with the CTA.

c. Terminal Area Coordinator (TAC) The TAC and the agency will be responsible for monitoring system use, enforcing system discipline, and assuring that the NCIC operating procedures are followed by users of the respective NCIC telecommunications lines as well as other duties as outlines by this Order. When a new TAC is designated, the CTA head will notify the NCIC within 10 days of appointment.

d. National Law Enforcement Telecommunication System (NLETS) The NLETS provides the vehicle for nationwide exchange of criminal justice information through databases or stations not contained within the NCIC. The NLETS is controlled by state law enforcement agencies whereas the NCIC is controlled by the Department of Justice through the FBI.

5. Responsibility

a. The NCIS is the Federal Service Coordinator (FSC) for the Marine Corps and is responsible to the FBI for all records entered by the Marine Corps as required by reference (c).

b. The NCIS, as the FSC, is also responsible for records validation, quality control, dissemination of manuals and other NCIC publications, security, user training, audits, and any problems concerning system use. Installation provost marshals must access NCIC through the host state and abide by the state standards. The NCIS is responsible for Marine Corps use of the NCIC System and requesting the assignment of ORIs.

6. Action

a. The CMC (MHC) will designate a TAC in writing. The TAC will monitor system use, enforce system discipline, and assure that the NCIC operating procedures are followed by all Deserter Information Point (DIP) users.

b. The DIP will enter all information concerning Marine Corps deserters and escaped prisoners into the NCIC.

7. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.


JAN HULY
Deputy Commandant
Plans, Policies and Operations

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MARINE CORPS USER IDENTIFICATION CODES

Corrections Branch (MHC)
USMC00000
Headquarters, U.S. Marine Corps
Washington, DC 20380-1775

Provost Marshal
AZMC00100
Marine Corps Air Station
Yuma, AZ 85369-5001

Provost Marshal
CAMC00100
Marine Corps Base
Camp Pendleton, CA 92055-5001

Provost Marshal
CAMC00200
Marine Corps Air-Ground Combat Center
Twentynine Palms, CA 92278-5001

Provost Marshal
CAMC00400
Marine Corps Recruit Depot
Western Recruiting Region
San Diego, CA 92140-5001

Provost Marshal
CAMC00700
Marine Corps Logistics Base
Barstow, CA 92311-5001

Provost Marshal
CAMC01100
Marine Corps Air Station
Miramar
San Diego, CA

Provost Marshal
GAMC00100
Marine Corps Logistics Base
Albany, GA 31704-5001

ENCLOSURE (1)

MCO 5580.1C
12 Nov 04

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Marine Corps Base Hawaii
Kaneohe Bay, HI 96863-3002

Provost Marshal
HIMC00200
Marine Corps Base Hawaii
Box 64126
Camp H. M. Smith, HI 96861-4126

Provost Marshal
Marine Corps Base Camp Smedley D. Butler
JAMC00100
Okinawa
FPO AP 96373

Provost Marshal
JAMC00200
Marine Corps Air Station
Iwakuni
FPO AP 96310-1828

Provost Marshal
NCMC00100
Marine Corps Base
Camp Lejeune, NC 28542-5001

Provost Marshal
NCMC00200
Marine Corps Air Station
Cherry Point, NS 28533-6001

Provost Marshal
NCMC00300
Marine Corps Air Station (H)
New River
Jacksonville, NC 28542-5001

Provost Marshal
SCMC00100
Marine Corps Recruit Depot
Eastern Recruiting Region
Parris Island, SC 29905-5001

ENCLOSURE (1)

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Provost Marshal
SCMC00200
Marine Corps Air Station
Beaufort, SC 29902-5001

Provost Marshal
VAMC00100
Marine Corps Combat Development Command
Quantico, VA 22134-5030

Provost Marshal
VAMC00200
Headquarters Battalion
Henderson Hall
Headquarters, U.S. Marine Corps
Arlington, VA 22214-5000

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