



# Department of Defense MANUAL

**NUMBER** 7730.47-M, Volume 1

December 7, 2010

Incorporating Change 3, Effective September 18, 2020

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USD(I&S)

**SUBJECT:** Defense Incident-Based Reporting System (DIBRS): Data Segments and Elements

**References:** See Enclosure 1

## 1. PURPOSE

a. Manual. This Manual is composed of several volumes, each containing its own purpose, and reissues DoD 7730.47-M (Reference (a)). The purpose of the overall Manual, in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (b)), is to implement the policy in DoD Instruction (DoDI) 7730.47 (Reference (c)) and to assign responsibilities and prescribe procedures for managing the DIBRS.

b. Volume. This Volume:

(1) Prescribes the reporting data elements needed to comply with Federal criminal incident reporting pursuant to the note to section 534 of title 28, United States Code (U.S.C.) (also known and hereafter referred to as “The Uniform Federal Crime Reporting Act of 1988, as amended” (Reference (d))) and the note to section 922 of title 18, U.S.C. (also known and hereafter referred to as “The Brady Handgun Violence Prevention Act of 1993, as amended” (Reference (e))).

(2) Incorporates and cancels Under Secretary of Defense for Personnel and Readiness (USD(P&R)) Memorandums (References (f) and (g)) and Deputy Under Secretary of Defense for Program Integration Memorandum (Reference (h)).

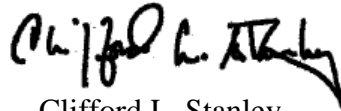
(3) Continues to require maintenance of:

(a) A central database on incidents of domestic violence involving members of the Military Services pursuant to section 1562 of title 10, U.S.C. (Reference (i)) and DoDI 6400.01 (Reference (j)).

(b) A central repository of criminal incident data to enhance DoD effectiveness in responding to executive, legislative, and ad hoc requests for statistical information relating to criminal and other high-interest incidents.

2. APPLICABILITY. This Volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense (IG DoD), the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the “DoD Components”).
3. POLICY. DIBRS policy is set forth in section 4 of Reference (c).
4. RESPONSIBILITIES. See Enclosure 2.
5. PROCEDURES. See Enclosures 3 through 5.
6. INFORMATION REQUIREMENTS. The information requirements of Enclosures 3 through 5 have been assigned Report Control Symbol DD-P&R(M)1973 in accordance with DoD Manual 8910.01 (Reference (k)).
7. RELEASABILITY. **Cleared for public release**. This Volume is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.
8. SUMMARY OF CHANGE 3. This administrative change updates:
  - a. The title of the Under Secretary of Defense for Intelligence to the Under Secretary of Defense for Intelligence and Security in accordance with Public Law 116-92 (Reference (l)).
  - b. Administrative changes in accordance with current standards of the Office of the Chief Management Officer of the Department of Defense.

9. EFFECTIVE DATE. This Volume is effective December 7, 2010.



Clifford L. Stanley  
Under Secretary of Defense for  
Personnel and Readiness

Enclosures

1. References
  2. Responsibilities
  3. General Procedures
  4. Segment Formats
  5. Data Submission Procedures
- Glossary

TABLE OF CONTENTS

ENCLOSURE 1. REFERENCES .....5

ENCLOSURE 2. RESPONSIBILITIES .....7

    USD(P&R).....7

    IG DoD.....7

    HEADS OF THE DoD COMPONENTS WITH LAW ENFORCEMENT ORGANIZATIONS .....8

    SECRETARIES OF THE MILITARY DEPARTMENTS.....8

ENCLOSURE 3. GENERAL PROCEDURES .....9

    INTRODUCTION .....9

    REPORTING PROCESS OVERVIEW .....12

ENCLOSURE 4. SEGMENT FORMATS .....16

    DISCIPLINARY INCIDENTS.....16

    DoD DATABASE OF DOMESTIC VIOLENCE INCIDENTS .....18

    OTHER REPORTABLE INCIDENTS .....19

    ADMINISTRATIVE SEGMENT .....19

    OFFENSE SEGMENT .....22

    PROPERTY SEGMENT .....27

    VICTIM SEGMENT .....32

    OFFENDER/ARRESTEE SEGMENT.....38

    COMMANDER’S REPORT OF ACTION TAKEN SEGMENT.....46

    RESULTS OF TRIAL SEGMENT.....52

    CORRECTIONS SEGMENT.....65

ENCLOSURE 5. DATA SUBMISSION PROCEDURES.....73

    INFORMATION REQUIREMENTS.....73

    SUBMISSION INSTRUCTIONS .....74

    CORRECTION OF RECORDS .....74

    AUTHORIZED RELEASE OF INDIVIDUAL INFORMATION .....75

    AUTHORIZED RELEASE OF STATISTICAL INFORMATION.....75

    UNAUTHORIZED ACCESS.....76

    DATABASE CHANGE MANAGEMENT.....76

    TESTING PROCEDURES FOR UNMATCHED SEGMENTS .....76

    DIBRS PII SHELF-LIFE .....76

GLOSSARY .....78

    ABBREVIATIONS AND ACRONYMS .....78

    DEFINITIONS.....78

TABLES

    1. Administrative Segment.....21

    2. Offense Segment .....23

    3. Property Segment.....30

    4. Victim Segment .....34

    5. Offender/Arrestee Segment .....41

    6. Commander’s Report of Action Taken Segment.....48

    7. Results of Trial Segment.....55

    8. Corrections Segment .....68

    9. PII Shelf Life.....77

ENCLOSURE 1

REFERENCES

- (a) DoD 7730.47-M, “Manual for Defense Incident-Based Reporting System,” July 25, 2003 (hereby cancelled)
- (b) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (c) DoD Instruction 7730.47, “Defense Incident-Based Reporting System (DIBRS),” January 23, 2014, as amended
- (d) Note to section 534 of title 28, United States Code, as amended (also known as “The Uniform Federal Crime Reporting Act of 1988, as amended”)
- (e) Section 13<sup>1</sup> and note to section 922<sup>2</sup> of title 18, United States Code, as amended
- (f) Under Secretary of Defense for Personnel and Readiness Memorandum, “Working Agreement on Implementing the Defense Incident-Based Reporting System (DIBRS) for Criminal and Related Offenses within the Department of Defense,” September 9, 1994 (hereby cancelled)
- (g) Under Secretary of Defense for Personnel and Readiness Memorandum, “Establishment of DoD Database on Domestic Violence and Procedures for Submitting Domestic Violence Data,” June 8, 2000 (hereby cancelled)
- (h) Deputy Under Secretary of Defense for Program Integration Memorandum, “DIBRS Personal Identifier Data (PID) Shelf Life Recommendation,” March 15, 2001 (hereby cancelled)
- (i) Chapter 47 and section 1562 of title 10, United States Code
- (j) DoD Instruction 6400.01, “Family Advocacy Program (FAP),” May 1, 2019
- (k) DoD Manual 8910.01, “DoD Information Collections Manual,” June 30, 2014, as amended
- (l) Public Law 116-92, “National Defense Authorization Act for Fiscal Year 2020,” December 20, 2019
- (m) DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
- (n) Section 803 of Public Law 110-53, “Implementing Recommendations of the 9/11 Commission Act of 2007,” August 3, 2007
- (o) Section 10601 of title 42, United States Code (also known as “The Victims Rights and Restitution Act of 1990, as amended”)
- (p) Federal Bureau of Investigation, “Uniform Crime Reporting Handbook,” National Incident-Based Reporting System Edition, August 2002<sup>3</sup>
- (q) DoD Instruction 1030.2, “Victim and Witness Assistance Procedures,” June 4, 2004
- (r) DoD Manual 6025.18, “Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DOD Health Care Programs,” March 13, 2019
- (s) Manual for Courts-Martial, United States, 2008 Edition
- (t) DoD Directive 1325.04, “Confinement of Military Prisoners and Administration of Military Correctional Programs and Facilities,” August 17, 2001
- (u) Federal Information Processing Standard 10-4, “Countries, Dependencies, Areas of Special Sovereignty, and Their Principal Administrative Divisions,” April 1995
- (v) Section 14071 of title 42, United States Code

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<sup>1</sup> Also known as “The Assimilative Crimes Act of 1948, as amended.”

<sup>2</sup> Also known as “The Brady Handgun Violence Prevention Act of 1993, as amended.”

<sup>3</sup> Copies can be obtained by writing to the Communications Unit, Criminal Justice Information Services Division, FBI, Module 3, 1000 Custer Hollow Road, Clarksburg, WV 26306-0154.

- (w) DoD Instruction 8910.01, "Information Collection and Reporting," May 19, 2014, as amended
- (x) DoD Instruction 8320.02, "Sharing Data, Information, and Technology (IT) Services in the Department of Defense," August 5, 2013, as amended
- (y) Page 56062 of Volume 72, Federal Register, October 2, 2007
- (z) DoD Directive 5400.07, "DoD Freedom of Information Act (FOIA) Program," April 5, 2019

ENCLOSURE 2

RESPONSIBILITIES

1. USD(P&R). The USD(P&R) shall:

a. Develop overall DoD DIBRS policy and monitor DoD Component compliance with Reference (c).

b. Provide functional guidance to the Heads of the DoD Components in the discharge of their responsibilities pursuant to this Volume and Reference (c).

c. Oversee the functions of the Defense Manpower Data Center (DMDC) and ensure that DMDC:

(1) Formulates a data collection mechanism to:

(a) Track and report DIBRS information through the life cycle of a criminal incident.

(b) Report National Incident-Based Reporting System (NIBRS) data to the Federal Bureau of Investigation (FBI).

(2) Operates and maintains the DIBRS, to include providing computer support, software development, quality control, inquiry capability, and administrative support.

(3) Provides technical assistance to the DoD Components in the development of software necessary to implement this Volume and Reference (c).

(4) Maintains the DIBRS database in accordance with DoD 5400.11-R and section 803 of Public Law 110-53 (References (m) and (n)), subject to the provision that disclosure of DIBRS information containing personal identifying information (PII) within the Department of Defense is limited solely to DMDC use for official statistical analysis and record verification, and outside the Department of Defense is limited solely to that necessary to comply with The Brady Handgun Violence Prevention Act of 1993, as amended.

(5) Ensures that disseminations of DIBRS information within and outside the Department of Defense containing PII receive equal consideration of the need for the disclosure and any adverse impacts the release might have upon that individual's privacy and civil liberties.

d. Establish and provide the Chair for the DIBRS Council, consisting of functional representatives from each of the DoD Components.

2. IG DoD. The IG DoD shall develop investigative policy and perform appropriate oversight reviews of the reporting of disciplinary incident data by the Defense Criminal Investigative



Organizations (DCIOs). This shall not substitute for the routine managerial oversight of the program provided by the DCIOs, the Office of the USD(P&R) (OUSD(P&R)), the Heads of the DoD Components, or the Component responsible officials.

3. HEADS OF THE DoD COMPONENTS WITH LAW ENFORCEMENT

ORGANIZATIONS. The Heads of the DoD Components with law enforcement organizations shall:

a. Ensure compliance with this Volume and Reference (c) and establish policies and procedures to implement and maintain DIBRS reporting within their respective Components.

b. Designate a Component responsible official to coordinate, implement, and manage the DIBRS within their respective Components, and to report monthly to DMDC as set forth in paragraph 2.b. of Enclosure 3 of this Volume.

c. Designate a functional responsible official for each DIBRS functional area for which their respective Components have reporting requirements to coordinate all reporting for their Components in the designated functional area, and to provide representation to the DIBRS Council.

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

e. Train personnel to comply with this Volume and Reference (c).

f. Report, pursuant to Reference (c), on each person under their jurisdiction who is the subject of a reportable incident.

g. Ensure that any database created pursuant to the requirements of Reference (c) is maintained in accordance with Reference (c) and subject to the restrictions on disclosure set forth in References (m) and (n).

4. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments, in addition to the responsibilities in section 3 of this enclosure, shall:

a. Designate specific reporting responsibilities for their respective Service members who are assigned to the Combatant Commands.

b. Report cases concerning their respective Service members that are handled by a Combatant Command.

ENCLOSURE 3

GENERAL PROCEDURES

1. INTRODUCTION

a. DIBRS Overview

(1) The DIBRS is designed to meet the data repository needs involved in reporting on overall law enforcement activities and statistics within the Department of Defense, as mandated by Congress, including:

(a) NIBRS requirements mandated by The Uniform Federal Crime Reporting Act of 1988, as amended.

(b) Victim and witness notifications mandated by section 10601 of title 42, U.S.C. (also known and hereafter referred to as “The Victim’s Rights and Restitution Act of 1990, as amended” (Reference (o))).

(c) Case dispositions mandated by The Brady Handgun Violence Prevention Act of 1993, as amended.

(d) Establishment of a central database on domestic violence incidents mandated by Reference (i).

(e) Recurring requests for overall DoD law enforcement data.

(2) The areas with reporting responsibility are:

(a) Law Enforcement. General police operations, such as those conducted by the Service military police and civilian police and similar operations, as well as by Defense Agency civilian police.

(b) Criminal Investigations. Investigations conducted by the Air Force Office of Special Investigations, the Naval Criminal Investigative Service, the Army Criminal Investigation Command, the Defense Criminal Investigative Service, or other criminal investigative organizations within the Department of Defense.

(c) Command Actions. Case dispositions resulting from command authority or referral for judicial action.

(d) Judicial Functions. Proceedings conducted through military legal offices and courts responsible for prosecuting DoD offenders.

(e) Corrections. Actions conducted at military correctional facilities and by persons responsible for DoD employees convicted of a crime and sentenced to imprisonment.

b. NIBRS Overview. Since the inception of the Uniform Crime Reporting (UCR) Program in 1930, the FBI has been collecting crime data dealing with offenses and arrests from approximately 16,000 county, State, and Federal law enforcement agencies. The FBI uses the data to develop a reliable set of criminal statistics for law enforcement agencies throughout the country to use in their administration, operation, and management.

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

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

c. Victim-Witness Act. Pursuant to The Victims Rights and Restitution Act of 1990, as amended, victims and selected witnesses must be notified of their rights at certain phases of the case, from the time of initial contact by law enforcement through the investigation phase, prosecution phase, and, if the case results in confinement, the change in confinement status. The confinement authority must advise the victim or witness of an inmate's status, to include length of sentence, anticipated earliest release date, place of confinement, the possibility of transfer, the possibility of parole or clemency, release from confinement, escape, and death. DoDI 1030.2 (Reference (q)) requires the use of DD Form 2705, "Victim/Witness Notification of Inmate Status," for this purpose. (DD Form 2705 is available on the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2500-2999.htm>.) The DIBRS requires that the number of victim-witness notifications be reported to DMDC in accordance with The Victim's Rights and Restitution Act of 1990, as amended.

d. Brady Act. The DIBRS shall be used to centralize the collection of information that is reportable by the DoD Components pursuant to The Brady Handgun Violence Prevention Act of 1993, which requires the Department of Defense to report these eight categories to the FBI for purposes of prohibiting firearm purchases:

(1) Persons who have been convicted in any court of a crime punishable by imprisonment for a term exceeding 1 year.

- (2) Persons who are fugitives from justice.
- (3) Persons who are unlawful users of, or addicted to, any controlled substance.
- (4) Persons who have been adjudicated as mental defectives or who have been committed to a mental institution.
- (5) Persons who have been discharged from the U.S. Armed Forces under dishonorable conditions.
- (6) Persons who, having been citizens of the United States, have renounced their U.S. citizenship.
- (7) Persons convicted in any court of a misdemeanor crime of domestic violence.
- (8) Persons who are under indictment or information for a crime punishable by imprisonment for a term exceeding 1 year.

e. Database on Domestic Violence. Reference (i) requires the Department of Defense to establish a central database of information on incidents of domestic violence involving members of the Military Services. The Military Departments must maintain and report annually any information received on:

- (1) Each domestic violence incident reported to a commander, a law enforcement authority of the Military Services, or a family advocacy program of the Department of Defense.
- (2) The number of those incidents that involve evidence determined sufficient for supporting disciplinary action and, for each such incident, a description of the allegations and the action taken by command authorities in the incident.
- (3) The number of those incidents that involve evidence determined insufficient for supporting disciplinary action and, for each such case, a description of the allegation.

f. General Crime Reporting

(1) In addition to meeting the mandatory statutory requirements, the Department of Defense must ensure a common interface between the functional areas that make up overall DoD law enforcement. Specifically, the Military Services and OSD have been faced with increasing requests from Congress, the Department of Justice, and other agencies for statistical data on criminal offenses and other high-interest issues including suicide, fraternization, drug abuse, homosexual misconduct, sexual assault, and sexual harassment. These requests necessitate improvements in the ability of the Department of Defense to track a crime or incident through the law enforcement, criminal investigation, command action, judicial, and corrections phases.

(2) The DIBRS shall:

(a) Allow the Department of Defense to respond to requests based on a standard data system that can track a criminal incident from initial allegation to final disposition.

(b) Allow the Department of Defense to account for cases that are processed administratively through separation or other actions.

(c) Provide the flexibility to track non-criminal incidents or incidents that are hard to identify from the name of the offense, which is often the case with sexual harassment.

(d) Ensure that overall law enforcement data compilations using inputs from the various functional areas are based on consistent data definitions and data collection requirements.

(e) Enable the DoD Components and organizations involved in law enforcement to transfer information electronically between the functional areas.

(f) Ensure data is collected, maintained, used, and disseminated in accordance with References (m) and (n).

## 2. REPORTING PROCESS OVERVIEW

a. To satisfy the requirements of this Volume, a DIBRS incident report shall be initiated for each reportable incident, as defined in Reference (c), by the lead investigative agency or, in those cases initiated without law enforcement or investigative involvement, by the commander of the Service member involved. The DIBRS is primarily a reporting system covering active duty military personnel; however, civilians fall within the reporting requirements of DoD law enforcement organizations pursuant to the NIBRS reporting requirement.

(1) The nature of reportable incidents shall be captured and tabulated through the use of the specific coding provided in Enclosure 2 to Volume 2 of this Manual. Reporting activities shall:

(a) For incidents involving civilian offenders for which there is a NIBRS reporting requirement, use the appropriate NIBRS code in Enclosure 2 to Volume 2.

(b) For incidents involving active duty military offenders pursuant to chapter 47 of Reference (i) (also known and hereafter referred to as “The Uniform Code of Military Justice (UCMJ)”), use the UCMJ codes in Enclosure 2 to Volume 2.

(c) For suicide incidents, use the special non-criminal fatality code assigned in Enclosure 2 to Volume 2.

(2) In addition to specific offense codes, each incident shall be assigned a unique number to facilitate tracking incidents and cases across functional lines. The law enforcement agency or command originally reporting the incident shall use its identification number (FBI Location Number and Incident Number) from initiation of DIBRS reporting through final resolution.

b. Each month, each of the DoD Components shall report new and updated information to the activity designated by their Component to act as the central collection point for the functional reporting area (functional consolidating activity). The DoD Components may choose to set up Component-wide repositories. Either the functional consolidating activity or the Component-wide repository shall send monthly submissions to DMDC to build the DIBRS database. DMDC shall provide a DoD response to the reporting requirements of NIBRS, as well as answer recurring requests for criminal incident data. DMDC shall use DIBRS data to comply with the requirements of NIBRS; References (m), (n), and (o); and general statistical reporting, including judicial, non-judicial, and administrative dispositions of incidents.

c. No organization shall submit PII to DMDC that could jeopardize or compromise any ongoing investigation. In addition, PII shall not be reported on any reportable incident without a “probable cause” determination that there are reasonable grounds to believe that an offense has been committed and that the person to be identified as the offender committed it. The developments involving the offender that shall be construed as the equivalent of a probable cause determination, and that shall trigger the requirement to report PII as Arrestee/Offender data, are:

- (1) Apprehension.
- (2) Taking into custody.
- (3) Ordering into pretrial confinement.
- (4) Preferral of charges.
- (5) Imposition of non-judicial punishment.
- (6) Approval of separation from the Service.
- (7) Conviction by civilian court.

d. Functional areas with DIBRS reporting responsibilities are:

(1) Law Enforcement. Military law enforcement agencies in most cases shall be responsible for initiating the reporting process. The DIBRS reporting process shall be triggered when law enforcement officials respond to a credible report of a criminal incident. Law enforcement officials shall collect information necessary to fulfill reporting responsibilities, including the data required by NIBRS. If the crime is determined to be outside the jurisdiction of the law enforcement organization, the DIBRS reporting responsibility shall be passed to the appropriate agency, such as the DCIO or other criminal investigative organizations within the

Department of Defense, the FBI, or the local authority that has accepted investigative jurisdiction of the case. The responsible DoD Component shall determine whether the case is reportable to NIBRS based on guidance provided in this Volume. The functional responsible official shall implement procedures to consolidate and forward monthly DoD Component-wide data to DMDC.

(2) Criminal Investigations. Two areas involved in the DIBRS that fall within the criminal investigations area of responsibility are NIBRS and the reporting requirements of Reference (n). If the investigation is initiated by or referred to a criminal investigative organization and that organization assumes the lead investigative role, it also assumes DIBRS reporting responsibility. The investigative organization must coordinate with referring agencies to ensure the NIBRS reporting responsibility is clearly understood. The functional responsible official shall implement procedures to establish a functional consolidating activity and forward monthly DoD Component-wide data to DMDC. A DIBRS incident report shall be considered cleared for purposes of NIBRS reporting upon apprehension, arrest, or an equivalent stage in the investigative process.

(3) Command Actions

(a) Investigative agencies shall normally refer cases involving military offenders to the responsible commander for appropriate action. In these cases, a DIBRS entry for the incident should be initiated by the law enforcement activity with the lead investigative responsibility. The commander may refer the case to staff agencies, dispose of the case pursuant to administrative or non-judicial authority, or refer the case to court-martial or to an appropriate convening authority for ultimate disposition. Once the action is complete, the commander taking final action on the case shall report the final disposition action to the functional consolidating activity. If the case is forwarded to another convening authority for action, the commander assuming jurisdiction over the case shall be responsible for forwarding appropriate DIBRS identifying information.

(b) In some instances, commanders shall be required to initiate DIBRS reporting when a military law enforcement activity is not involved. Commanders must ensure there are reasonable grounds to believe an offense has been committed and that the person to be identified as the offender committed it. Referral of charges, imposition of non-judicial punishment, approval of separation from the Service, and conviction by a civilian court are all examples of reasonable grounds. Commanders shall ensure that reporting responsibilities and requirements as prescribed in this Volume are met in these cases.

(c) When PII is used in support of the DIBRS, appropriate safeguards should be utilized to ensure compliance with References (m) and (n). It is appropriate to include administrative, physical, and technical safeguards that ensure that PII is protected throughout all stages of collection, maintenance, use, and dissemination.

(d) Whenever initiating, processing, submitting, or reviewing incidents for DIBRS reporting, reporting officials must ensure that steps are taken to safeguard the civil liberties of the alleged offender and other individuals whose PII is included in the report.

(e) When DoD Military Treatment Facilities disclose protected health information (PHI) in support of the DIBRS, such disclosures shall comply with the requirements of DoD Manual 6025.18 (Reference (r)). When PHI is received by non-DoD Military Treatment Facilities it is then considered to be PII and thereafter subject to the requirements of References (m) and (n).

(4) Judicial Functions. The two areas involved in the DIBRS that fall in the judge advocate area of responsibility are the reporting requirements of Reference (n) and the results of the trial reporting required by Manual of Courts-Martial (Reference (s)), Rule of Court-Martial 1101. Judicial function officials shall report the results of the trial and the identifying information for offenders qualifying pursuant to The Brady Handgun Violence Prevention Act of 1993, as amended. Legal organizations with DIBRS reporting responsibilities shall forward data to the functional consolidating activity on a monthly basis. The functional consolidating activity shall forward data to DMDC on a monthly basis.

(5) Corrections. Confinement facility officials are responsible for entering DIBRS data on prisoners confined in the facility, regardless of the member's branch of Service. The Army, as the Executive Agent for Level III Corrections pursuant to DoDD 1325.04 (Reference (t)), shall be responsible for updating DIBRS entries for those military prisoners transferred from Army facilities to the Federal Bureau of Prisons. DIBRS reporting shall document significant changes in the confinement status and release from confinement. Correctional facilities shall also report data concerning victim and witness notifications and entries documenting that sex offender registration processing has been completed if required by the appropriate officials involved in the case. Confinement facilities shall submit DIBRS data reports to a DoD Component central confinement repository on a monthly basis. Data gathered from the monthly submission of these reports shall be consolidated to complete confinement and victim and witness assistance reports currently prepared for the Department of Defense, the Congress, and the Department of Justice.



ENCLOSURE 4

SEGMENT FORMATS

1. DISCIPLINARY INCIDENTS

a. General

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

(2) The NIBRS requirement is comprised of six segments (i.e., Administrative, Offense, Property, Victim, Offender, and Arrestee) and 53 data elements. For military personnel on ACTIVE DUTY ONLY, the DIBRS adds a Commander's Action Segment, Results of Trial Segment, and Corrections Segment. Data elements required for The Brady Handgun Violence Prevention Act of 1993, as amended, and References (i) and (n) reporting requirements are contained throughout all segments. Reporting requirements for civilian offenders are only those required by NIBRS; therefore only the segments described in paragraph 1.b. of this enclosure should be submitted for civilians.

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

b. NIBRS Reporting

(1) The FBI compiles detailed reports on two types of offenses, Group A and Group B. (See Table 9 in Volume 2.) The two groups are based on the amount of reporting required to be forwarded to the FBI for each group. Initial Group "A" Incident Reports will contain an Administrative Segment, Offense Segment(s), Property Segment(s) (if applicable), Victim Segment(s), and Offender Segment(s), to include "unknown" values in the Offender Segment if information is unknown or unavailable. One or more Arrestee Segments may also be included if arrests were made by the time the initial report was submitted. However, in most cases, arrests will be made after the initial report, and the Arrestee Segments will be submitted as updates to the initial report. Offenses listed as Group B should be reported on arrest and consist of the Administrative Segment and an Arrestee Segment for each arrestee.

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

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

(4) If a group of offenders is acting in concert at the same time and place (as defined in the Glossary), all of the offenders in the incident are considered to have committed all of the offenses in the incident. If one or more of the offenders did not act in concert, then there is more than one incident involved. Normally, the offenses must have occurred during unbroken time duration and at the same or adjoining locations(s). However, incidents can also be comprised of offenses that, by their nature, involve continuing criminal activity by the same offender(s) at different times and places, as long as the activity is deemed to constitute a single criminal transaction.

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

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

(5) To be certain that data are not reported more than once by overlapping jurisdictions, these guidelines have been developed for NIBRS reporting:

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

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

(c) Federal agencies report offenses within their investigative jurisdictions if they are not being reported by a local or State law enforcement agency.

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

(e) When two or more Federal agencies are involved in the investigation of the same offense and there is no written or oral agreement defining their roles, the Federal agency having “lead” or “primary” investigative jurisdiction shall report the incident. If there is uncertainty as to which is the lead or primary agency, the agencies should agree on which agency shall report the offense.

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

(g) Likewise, the recovery of property is reported only by the agency that first reported it missing and stolen, regardless of whom or what agency recovered it.

c. Non-NIBRS Reporting

(1) Some incidents may trigger DIBRS, but not NIBRS, reporting (e.g., the UCMJ offenses listed in Enclosure 2 to Volume 2 that do not have NIBRS codes, or Category B offenses when there is no arrest). In addition, reportable disciplinary incidents for which only Category B reporting for NIBRS is triggered, AND active duty military members are the offenders, have additional DIBRS reporting requirements. In all these instances, the Administrative, Offense, Property, Victim, Offender, Arrestee, Commander’s Action, Results of Trial, and Corrections Segments, as applicable, must still be submitted.

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

2. DoD DATABASE OF DOMESTIC VIOLENCE INCIDENTS

a. Pursuant to Reference (i), each domestic violence incident reported to a commander, a law enforcement authority of the Military Services, or a family advocacy program of the Department of Defense shall be reported. Reporting requirements include the number of those incidents that involve evidence determined sufficient for supporting disciplinary action and, for each such incident:

(1) A description of the substantiated allegations and the action taken by command authorities in the incident.

(2) The number of those incidents that involve evidence determined insufficient for supporting disciplinary action and, for each such case, a description of the allegation.

b. The database required by Reference (i) shall be a DIBRS subset comprised of data elements from seven segments (i.e., Administrative, Offense, Property, Victim,

Offender/Arrestee, Commander's Action, and Results of Trial Segments). DMDC shall match Family Advocacy Program data, as defined in Reference (j), with DIBRS data submitted according to this Volume to satisfy reportable information requirements.

c. Pursuant to References (m) and (n), all appropriate administrative, physical, and technical safeguards will be used to prevent system access by unauthorized individuals.

### 3. OTHER REPORTABLE INCIDENTS

a. "Not a crime" offenses, incidences of non-criminal fatalities such as suicide of active duty military members, and offenses pursuant to section 13 of Reference (e) (also known as "The Assimilative Crimes Act of 1948, as amended") require submission of the Administrative, Offense Segment, Offender/Arrestee Segment, Victim Segment (if applicable), and Property Segment (if applicable).

b. Instances in which a person is adjudged a mental defective or committed to a mental institution are reportable pursuant to The Brady Handgun Violence Prevention Act of 1993, as amended.

### 4. ADMINISTRATIVE SEGMENT

a. The Administrative Segment contains administrative information that is applicable to the entire incident report (e.g., the identifying number assigned to the incident and the date and hour the incident occurred). A single Administrative Segment is to be submitted for each reported incident. Specific information on each data element is included in the Data Element Dictionary, Enclosure 3 to Volume 2. The Administrative Segment data layout is displayed in Table 1.

b. Data elements used in the Administrative Segment are:

(1) FBI Location Number. (The FBI calls this the "Originating Agency Identifier" (or "ORI") Number.)

(2) Incident Number.

(3) Segment Type.

(4) Report Type.

(5) Reportable to NIBRS.

(6) Incident/Report Occurred Date Category.

(7) Incident/Report Occurred Begin Date/Hour.

(8) Incident/Report Occurred End Date/Hour.

(9) Incident Clearance Reason.

(10) Exceptional Clearance Date.

(11) Number of Victims Notified (DD Form 2701, "Initial Information for Victims and Witnesses of Crime," available at <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2500-2999.htm>).

(12) Number of Witnesses Notified (DD Form 2701).

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

d. For purposes of making entries in Field 11 of the Administrative Segment, "Incident Clearance Reason," these developments shall be equivalent to an arrest (leading to block marked "X"):

(1) Apprehending or taking the accused into custody.

(2) Ordering the accused into pretrial confinement.

(3) Preferring charges.

(4) Initiating non-judicial punishment proceedings.

(5) Initiating administrative separation based on commission of criminal offenses.

(6) Any other circumstances in which these three criteria are met:

(a) Investigation clearly and definitively establishes the identity of an offender.

(b) Probable cause exists to support prosecuting the offender.

(c) Location of the offender is known.

Table 1. Administrative Segment

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
1	FBI Location Number	TEXT	1	9	Derived: Organization- Designator Source Assigned Identifier
2	Incident Number	TEXT	10	12	Derived: Organization- Designator Source Assigned Identifier; Situation Identifier
3	Segment Type	M	22	1	No Standard
4	Report Type	A=ADD M=MODIFY D=DELETE	23	1	No Standard
5	Reportable to NIBRS	Y=Yes N=No	24	1	No Standard
6	Incident/Report Occurred Date Category	I=Incident R=Report	25	1	
7	Incident/Report Occurred Begin Date	YYYYMMDD	26	8	Situation-Schedule- Component Date
8	Incident/Report Occurred Begin Time	9999	34	4	Situation-Schedule- Component Time
9	Incident/Report Occurred End Date	YYYYMMDD	38	8	Situation-Schedule- Component Date
10	Incident/Report Occurred End Time	9999	46	4	Situation-Schedule- Component Time
11	Incident Clearance Reason	U=Unfounded X=Arrest or Arrest Equivalent A=Death of Offender B=Prosecution Declined C=Extradition Declined D=Victim Refused to Cooperate E=Juvenile, No Custody	50	1	Examination-Closure- Reason Code
12	Exceptional Clearance Date	YYYYMMDD	51	8	Examination-Closure Reason Effective Date
13	Number of Victims Notified (DD Form 2701)	999	59	3	Derived
14	Number of Witnesses Notified	999	62	3	Derived

## 5. OFFENSE SEGMENT

a. The Offense Segment is used to identify and describe the types of offenses involved in the incident (e.g., arson, prostitution).

(1) An offense segment is submitted for each of the (up to) 10 most serious (as determined by the reporting agency) offenses in the incident. Only one offense segment is to be submitted for each reported offense identifier even though there may have been more than one victim of the crime. At least one offense segment must be submitted for each incident report. Example: In the same incident, the offender assaulted two persons by threatening them with a handgun.

(a) Only one Offense Segment should be submitted with “aggravated assault” entered as the offense identifier.

(b) Two victim segments should also be submitted that are linked to this Offense Segment by entering the appropriate offense code into “Victim Connected to Offense Information.”

(2) The Offense Segment data layout is displayed in Table 2.

b. Data elements used in the Offense Segment are:

(1) Header Elements. While FBI Location Number, Incident Number, Segment Type, and Report Type are part of the Administrative Segment, they are repeated in all other segments for the purpose of linking those segments to the Administrative Segment.

(2) Offense Code Information (Offense Statutory Basis + Offense Result + Offense Identifier).

(3) Offender(s) Suspected of Using Alcohol.

(4) Offender(s) Suspected of Using Drugs.

(5) Offender(s) Suspected of Using Computer Equipment.

(6) Location of Offense.

(7) On Military Service Installation.

(8) U.S. State or Possession.

(9) Offense Location Country Code.

(10) Number of Premises Entered.

- (11) Method of Entry.
- (12) Type of Criminal Activity.
- (13) Type Weapon/Force Used.
- (14) Gun Category.
- (15) Bias Motivation.

c. This segment is prepared by the lead agency. This agency shall retain the update responsibility for quality control.

Table 2. Offense Segment

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



Table 2. Offense Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
22	Location of Offense	01=Air/Bus/Train Terminal 02=Bank/Savings and Loan (includes other financial institutions, credit union) 03=Bar/Night Club/ Officer Club/NCO Club 04=Church/Synagogue/ Temple (includes other religious buildings) 05=Commercial/Office Building 06=Construction Site 07=Convenience Store, Shoppette 08=Department/Discount Store, Exchange 09=Drug Store/Doctor's Office/Hospital, Clinic (includes medical supply companies and buildings) 10=Field/Woods, Training Area 11=Government/Public Building 12=Grocery/Supermarket, Commissary 13=Highway/Road/Alley/Street/Sidewalk 14=Hotel/Motel/Etc. (includes other civilian or military temporary lodging) 15=Jail/Prison/Penitentiary/Corrections Facility 16=Lake/Waterway/Beach/Ocean 17=Liquor Store, Class VI 18=Parking Lot/Drop Lot/Garage/Motor Pool 19=Rental Storage Facility (includes any mini-storage or self-storage buildings) 20=Residence/Home/Quarter/Barrack/BOQ/BEQ (includes apartments, condominiums, and nursing homes, residential driveways, and/or residential yards)	35	2	Derived: Facility Category Code

Table 2. Offense Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
22, Continued	Location of Offense	21=Restaurant, Dining Facility (includes cafeteria) 22=School/College (includes university) 23=Service/Gas Station 24=Concessionaire/Specialty Store 25=Other/Unknown 26=Recreation Area/Park 27=Training Center/Service School 28=On-Board Ship 37=Abandoned/Condemned Structure 38=Amusement Park 39=Arena/Stadium/Fairgrounds/Coliseum 40=ATM Machine Separate from Bank (if located at a banking facility, use 02=Bank/Savings and Loan) 41=Auto Dealership New/Used 42=Camp/Campground 43=Cargo Container 44=Daycare Facility (child or adult care such as senior center) 45=Dock/Wharf/Freight/Modal Terminal 46=Farm Facility 47=Gambling Facility/Casino/Race Track 48=Industrial Site 49=Military Installation 50=Park/Playground 51=Rest Area 52=School-College/University (includes community colleges and trade schools) 53=School-Elementary/Secondary 54=Shelter-Mission/Homeless 55=Shopping Mall (includes strip malls) 56=Tribal Lands	35	2	Derived: Facility Category Code
23	On Military Service Installation	Y=Yes N=No	37	1	Organization-Facility-Usage Code

Table 2. Offense Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
24	U.S. State or Possessions	See Table 12 in Volume 2	38	2	State Code
192	Offense Location Country Code	See Federal Information Processing Standard 10-4 (Reference (u))	40	2	Country Code
25	Number of Premises Entered	99	42	2	No Standard
26	Method of Entry	F=Forced N=Not forced	44	1	Offense Name
"TYPE OF CRIMINAL ACTIVITY," "TYPE OF WEAPON OR FORCE USED," AND "GUN CATEGORY" OCCUR THREE TIMES					
27	Type of Criminal Activity 1 of 3	B=Buying/Receiving C=Cultivating/Manufacturing D=Distributing/Selling E=Exploiting Children O=Operating/Promoting/ Assisting T=Transporting/Importing U=Using/Consuming P=Possessing/Concealing G=Gangs J=Juvenile Gang N=None/Unknown (no known gang affiliation)	45, 49, 53	1	Offense Classification Code
28	Type Weapon/Force Used 1 of 3	11=Firearm (type not stated) 12=Handgun 13=Rifle 14=Shotgun 15=Other Fire Arms 20=Knife/Cutting Instrument 30=Blunt Object 35=Motor Vehicle 40=Personal Weapons 50=Poison 60=Explosives 65=Fire/Incendiary 70=Narcotics/Drugs 85=Asphyxiation 90=Other 95=Unknown 99=None	46, 50, 54	2	Person-Situation- Material Reason Code
29	Gun Category 1 of 3	A=Fully Automatic M=Manual S=Semiautomatic	48, 52, 56	1	Gun Category Code
30	Bias Motivation	AV=Anti-White AH=Anti-Black AD=Anti-Arab AM=Anti-Hispanic AC=Anti-American Indian AB=Anti-Alaskan AE=Anti-Asian	57	2	Legal-Event-Bias- Motivation Code  DMDC shall translate Standard Codes to FBI coding specifications

Table 2. Offense Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
30, Continued	Bias Motivation	AT=Anti-Pacific Islander AR=Anti-Multi-Racial Group AO=Anti-Jewish AI=Anti-Catholic AN=Anti-Islamic (Moslem) AU=Anti-Protestant AS=Anti-Multi-Religious Group AW=Anti-Homosexual AA= Anti-Agnostic AQ=Anti-Male Homosexual AK=Anti-Female Homosexual AL=Anti-Heterosexual AG=Anti-Bisexual AX=Unknown Bias AY=Anti-Other Religions AZ=Anti-Other Ethnicity BA=Anti-Mental Disability BB=Anti-Physical Disability NB=None (no bias)	57	2	Legal-Event-Bias-Motivation Code  DMDC shall translate Standard Codes to FBI coding specifications
112	Sexual-Harassment Related	Y=Yes N=No	59	1	Derived: Legal-Event Type Code; Legal-Event Offense Reason Code; Offense Name; Offense Type Code

## 6. PROPERTY SEGMENT

a. Property Segments are used to describe the type, value, and quantity of property involved in the incident. The Property Segment data layout is displayed in Table 3.

b. The Property Segment is to be submitted for each type of property loss (e.g., burned, stolen).

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

- (1) Kidnapping/Abduction.
- (2) Robbery.
- (3) Arson.
- (4) Extortion/Blackmail.

- (5) Burglary/Breaking and Entering.
- (6) Pocket-Picking.
- (7) Purse-Snatching.
- (8) Shoplifting.
- (9) Theft from Building.
- (10) Theft from Coin-Operated Machine or Device.
- (11) Theft from Motor Vehicle.
- (12) Theft of Motor Vehicle Parts or Accessories.
- (13) All Other Larceny.
- (14) Motor Vehicle Theft.
- (15) Counterfeiting/Forgery.
- (16) False Pretenses/Swindle/Confidence Game.
- (17) Credit Card/Automatic Teller Machine Fraud.
- (18) Impersonation.
- (19) Welfare Fraud.
- (20) Wire Fraud.
- (21) Embezzlement.
- (22) Destruction/Damage/Vandalism of Property.
- (23) Drug/Narcotic Violations.
- (24) Betting/Wagering.
- (25) Operating/Promoting/Assisting Gambling.
- (26) Gambling Equipment Violations.
- (27) Sports Tampering.

(28) Bribery.

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

- (1) Header Elements.
- (2) Property Loss By.
- (3) Property Description.
- (4) Date Recovered.
- (5) Date Returned.
- (6) Quantity.
- (7) Value of Property.
- (8) Ownership.
- (9) Secured/Unsecured.
- (10) Drug Code.
- (11) Estimated Drug Quantity.
- (12) Type Drug Measure.

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

f. This segment is prepared by the lead agency. This agency shall retain the update responsibility for quality control.

Table 3. Property Segment

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
1	FBI Location Number		1	9	Derived: Organization- Designator Source Assigned Identifier
2	Incident Number		10	12	Derived: Organization- Designator Source Assigned Identifier; Situation Identifier
3	Segment Type	P	22	1	No Standard
4	Report Type	A=ADD M=MODIFY D=DELETE	23	1	No Standard
31	Property Loss By	1=No Property Loss 2=Burned 3=Counterfeited/Forged 4=Damaged/Destroyed/ Vandalized 5=Recovered 6=Seized 7=Stolen 8=Unknown	24	1	Derived: Situation- Material Reason Code; Situation- Facility Reason Code
32	Property Description 1 of 10	See Table 13 in Volume 2	25, 63, 101, 139, 177, 215, 253, 291, 329, 367	2	
33	Date Recovered 1 of 10	YYYYMMDD	27, 65, 103, 141, 179, 217, 255, 293, 331, 369	8	Situation-Material Reason Date (Situation-Material Reason Code= Recovered)
34	Date Returned 1 of 10	YYYYMMDD	35, 73, 111, 149, 187, 225, 263, 301, 339, 377	8	Situation-Material Reason Date (Situation-Material Reason Code= Returned)

Table 3. Property Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
35	Quantity 1 of 10	999999999	43, 81, 119, 157, 195, 233, 271, 309, 347, 385	9	No Standard
36	Value of Property 1 of 10	999999999	52, 90, 128, 166, 204, 242, 280, 318, 356, 394	9	No Standard
37	Ownership 1 of 10	A=U.S. Federal Government B=U.S. State Government C=U.S. City Government D=U.S. County Government E=Foreign Government F=Private Sector	61, 99, 137, 175, 213, 251, 289, 327, 365, 403	1	Derived: Organization Category Code; Local-Government- Organization Type Code
38	Secured/Unsecured 1 of 10	S=Secured U=Unsecured	62, 100, 138, 176, 214, 252, 290, 328, 366, 404	1	
"DRUG CODE," "ESTIMATED DRUG QUANTITY," AND "TYPE DRUG MEASURE" OCCUR FOUR TIMES					
39	Drug Code 1 of 4	A='Crack' Cocaine B=Cocaine C=Hashish D=Heroin E=Marijuana F=Morphine G=Opium H=Other Narcotics I=LSD	405, 420, 435, 450	1	Derived: Drug Code Drug Classification Code



Table 3. Property Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
39, Continued		J=PCP K=Other Hallucinogens L=Amphetamines/ Methamphetamines M=Other Stimulants N=Barbiturates O=Other Depressants P=Other Drugs Q=Steroids U=Unknown Type Drug X=Greater Than 4	405, 420, 435, 450	1	Derived: Drug Code Drug Classification Code
40	Estimated Drug Quantity 1 of 4	99999999.999	406, 421, 436, 451	12	Materiel Weight
41	Type Drug Measure 1 of 4	GM=Gram KG=Kilogram OZ=Ounce LB=Pound ML=Milliliter LT=Liter FO=Fluid Ounce GL=Gallon DU=Dosage Unit NP=Number of Plants XX=Not Reported	418, 433, 448, 463	2	No Standard

## 7. VICTIM SEGMENT

a. Victim Segments are used to describe the victims involved in the incident (e.g., their age, sex, race). A separate Victim Segment is to be submitted for each of the (up to 999) victims involved in the incident. There must be at least one Victim Segment in each incident report, except when a Group B offense is being reported. (See Table 9 in Volume 2.) The Victim Segment data layout is displayed in Table 4.

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

- (1) Header Elements.
- (2) Victim (Sequence) Identifier.
- (3) Victim Connected to Offense Code Information (Offense Statutory Basis + Offense Result + Offense Identifier + Involvement).
- (4) Victim Type.

- (5) Pay plan.
- (6) Grade.
- (7) Service.
- (8) Component.
- (9) Age (of Victim).
- (10) Sex.
- (11) Federal Civil Servant.
- (12) Military Service Retiree.
- (13) Federal Contractor.
- (14) Military Service Family Member.
- (15) Race (of Victim).
- (16) Ethnicity (of Victim).
- (17) Aggravated Assault/Homicide Circumstances.
- (18) Additional Justifiable Homicide Circumstances.
- (19) Injury Type.
- (20) Offender Identifier(s) Related to this Victim.
- (21) Relationship(s) of Victim to Offender(s).

c. This segment is prepared by the lead agency. This agency shall retain the update responsibility for quality control.

Table 4. Victim Segment

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
1	FBI Location Number		1	9	Derived: Organization- Designator Source Assigned Identifier
2	Incident Number		10	12	Derived: Organization- Designator Source Assigned Identifier; Situation Identifier
3	Segment Type	V	22	1	No Standard
4	Report Type	A=ADD M=MODIFY D=DELETE	23	1	No Standard
42	Victim Identifier	999	24	3	Person-Designator Identifier
"VICTIM CONNECTED TO OFFENSE STATUTORY BASIS," "OFFENSE IDENTIFIER," "OFFENSE RESULT," AND "INVOLVEMENT" OCCUR 10 TIMES					
43, 15	Victim Connected to Offense Statutory Basis 1 of 10	A=UCMJ B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-UCMJ	27, 36, 45, 54, 63, 72, 81, 90, 99, 108	1	Derived: Offense Statutory Basis Code; Organization- Guidance Reason Code
43, 16	Victim Connected to Offense Identifiers 1 of 10	See Enclosure 2 to Volume 2	28, 37, 46, 55, 64, 73, 82, 91, 100, 109	6	Offense Identifier
43, 17	Victim Connected to Offense Result 1 of 10	A=Attempted C=Completed	34, 43, 52, 61, 70, 79, 88, 97, 106, 115	1	Offense Name

Table 4. Victim Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
43, 18	Victim Connected to Involvement 1 of 10	P=Principal A=Accessory C=Conspiracy S=Solicit	35, 44, 53, 62, 71, 80, 89, 98, 107, 116	1	Derived: Person-Situation Role Category Code; Offense Type Code
44	Victim Type	I=Individual B=Business F=Financial G=Government R=Religious Organization S=Society/Public	117	1	Offense Victim Type Code
45			118	9	Blank Field
46	Pay Plan	EM=Enlisted WM=Warrant Officer OM=Commissioned Officer CM=Cadet/Midshipman GS/GM=General Schedule ES=Senior Executive Service WG=Wage Grade/Other YA=Standard Professional/ Analytical YB=Standard Technical/ Support YC=Standard Supervisor/ Manager YP=Standard Student YD=Scientific and Engineering – Professional YE=Scientific and Engineering Technical/Support YF=Scientific and Engineering Supervisor/Manager YG=Medical Physician/ Dentist YH=Medical Professional YI=Medical Technical/ Support YJ=Medical Supervisor/ Manager YK=Investigative and Protective Service – Investigative	127	2	Pay-Plan Code

Table 4. Victim Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
46, Continued	Pay Plan	YL=Investigative and Protective Service – Fire Protection YM=Investigative and Protective Service – Police/Security Guard YN=Invest and Protective Service – Supervisor/ Manager	127	2	Pay-Plan Code
47	Grade	01=Grade 1 through 15=Grade 15	129	2	Pay-Plan-Grade Ordinal Identifier
48	Service	A=Army N=Navy F=Air Force M=Marine Corps C=Coast Guard O=NOAA H=Public Health D=DoD	131	1	Uniformed-Service Organization Code
49	Component	R=Regular V=Reserve G=National Guard	132	1	Uniformed-Service-Organization-Component-Type Code
50 A	Age (*Low Range)	NN=Under 24 Hours NB=1-6 Days Old BB=7-364 Days Old 01-98=Years Old 99=Over 98 Years Old 00=Unknown	133	2	Person-Situation Observation Age Code
50 B	Age (High Range Only)	01-98=Years Old 99=Over 98 Years Old	135	2	
51	Sex	M=Male F=Female I=Indeterminate U=Unknown	137	1	Sex-Category Code
52	Federal Civil Servant	C=Civil Service	138	1	Personnel Resource Type Code
53	Military Service Retiree	G=Military Service Retiree	139	1	Separation Category Code
54	Federal Contractor	J=Contractor	140	1	Person Organization Person Role Code
55	Military Services Family Member	F=Family Member	141	1	Person-Association Reason Code
56	Race (Victim)	A=American Indian B=Asian/Pacific Islander C=Black D=White M=Mixed U=Unknown	142	1	Race Code

Table 4. Victim Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
57	Ethnicity (Victim)	H=Hispanic N=Not Hispanic U=Unknown	143	1	Ethnicity Code
"AGGRAVATED ASSAULT/HOMICIDE CIRCUMSTANCES" OCCURS TWO TIMES					
58	Aggravated Assault/ Homicide Circumstances 1 of 2	01=Argument 02=Assault on Law Enforcement Officer 03=Drug Dealing 04=Gangland 05=Juvenile Gang 06=Domestic Quarrel 07=Mercy Killing 08=Other Felony Involved 09=Other 10=Unknown 20=Criminal Killed by Private Citizen 21=Criminal Killed by Police Officer 30=Child Playing with Weapon 31=Gun-Cleaning Accident 32=Hunting Accident 33=Other Negligent Weapon Handling 34=Other Negligent Killings	144, 147	2	Legal-Event Context Code
"ADDITIONAL JUSTIFIABLE/HOMICIDE CIRCUMSTANCES" OCCURS TWO TIMES					
59	Additional Justifiable Homicide Circumstances 1 of 2	A=Criminal Attacked Police Officer and that Officer Killed Criminal B=Criminal Attacked Police Officer and Criminal Killed by Another Police Officer C=Criminal Attacked a Civilian D=Criminal Attempted Flight from a Crime E=Criminal Killed in Commission of a crime F=Criminal Resisted Arrest G=Unable to Determine	146, 149	1	Derived: Legal- Event Context Code; Legal-Event- Context Description Text
"INJURY TYPE" OCCURS FIVE TIMES					
60	Injury Type 1 of 5	B=Apparent Broken Bones I=Possible Internal Injury L=Severe Laceration M=Apparent Minor Injury O=Other Major Injury T=Loss of Teeth U=Unconsciousness	150, 151, 152, 153, 154	1	Derived: Eyewitness- Observation Description Text; Eyewitness- Observation Type Code; Person-

Table 4. Victim Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
					Situation Role Code
"OFFENDER IDENTIFIER" AND "RELATIONSHIP OF VICTIM TO OFFENDER" OCCUR 10 TIMES					
61	Offender Identifiers Related to this Victim 1 of 10	99	155, 159, 163, 167, 171, 175, 179, 183, 187, 191	2	Person-Designator Identifier
62	Relationship of Victim to Offender 1 of 10	AA=Spouse AB=Child AC=Sibling AD=Parent AE=Parent-in-Law AF=Stepchild AG=Grandparent AH=Stepparent AK=Grandchild AV=Stepsibling AZ=Friend BA=Neighbor BB=Common-Law Spouse BC=Acquaintance BD=Baby-Sitter (the baby) BE=Love Interest BF=Child of Love Interest BH=Former Spouse BL=Homosexual Relationship BN=Extended Family Member BY=Employee BZ=Employer BX=Stranger CA=Otherwise Known CB=Relationship Unknown VO=Offender	157, 161, 165, 169, 173, 177, 181, 185, 189, 193	2	Person-Association Reason Code; Person-Situation-Role Code

## 8. OFFENDER/ARRESTEE SEGMENT

a. The Offender/Arrestee Segment is used to describe the offenders in the incident (e.g., their age, sex, race). An Offender/Arrestee Segment is to be submitted for each of the (up to 99) offenders involved in the incident. There must be at least one offender in each incident report. For non-criminal fatalities, supply information on the victim. There are several categories in the Offender/Arrestee Segment. The Offender, Subject, and Suspect categories require a subset of

the segment. The Arrestee category uses all the data elements. If NOTHING is known about the offender(s) (i.e., no one saw the offender(s) and there were no suspects, so even the number of offenders is unknown), then "00" is to be entered into Offender Identifier and all other elements are to be left blank. PII shall be submitted only upon a probable-cause determination that there are reasonable grounds to believe an offense has been committed and that the person to be identified as the offender committed it. Subparagraphs 2.c.(1) through 2.c.(7) of this enclosure list the developments involving the offender that shall be construed as the equivalent of a probable cause determination, and that shall trigger the requirement to report PII as Arrestee/Offender data. The Offender/Arrestee Segment data layout is displayed in Table 5.

(1) Category – Offender/Subject/Suspect. This category uses only some of the data elements in the Offender/Arrestee Segment. They are:

- (a) Header Elements.
- (b) Category (Suspect, Subject, Offender).
- (c) Offender/Arrestee (Sequence) Identifier. (This number remains with the offender if he or she is arrested and continues THROUGHOUT administrative, non-judicial, or judicial punishment reporting.)
- (d) Name (Last, First, Middle Name, Alias (First, Last)).
- (e) Grade.
- (f) Service.
- (g) Component.
- (h) Social Security Number (SSN)/Alien Registration (Designator Type Code, SSN or Alien Registration).
- (i) Date of Birth.
- (j) Place of Birth.
- (k) Age/Age Range (of Offender/Arrestee).
- (l) Drivers License Source and Number.
- (m) Personnel Status (Federal Civil Servant, Military Service Retiree, Federal Contractor, Military Service Family Member).
- (n) Unit Identification Code (UIC).
- (o) Race (of Offender/Arrestee).



- (p) Ethnicity (of Offender/Arrestee).
- (q) Sex (of Offender/Arrestee).
- (r) Identifying Marks (Type, Location, Description).
- (s) Height.
- (t) Weight.

(2) Category – Arrestee Segment. This category is used to report the apprehension of the persons who committed the crimes reported. Even though Military Service personnel would not use the term “arrestee” to refer to someone apprehended, the name of this segment was left “Arrestee” in keeping with NIBRS terminology. An Arrestee Segment is to be submitted for each of the (up to 99) arrestees who were involved in the incident. If there were no arrestees, this segment should NOT be submitted. The Arrestee Segment describes the arrestee (e.g., his or her age, sex, race) and the circumstances of the arrest. Many of the data elements used to describe the suspect or offender are repeated for the arrestee. They are grouped in subparagraphs 8.a.(2)(a) through 8.a.(2)(o) as Suspect Offender Elements. It is essential that complete information be provided in the Arrestee Segment (AA/AE) because the information in the Arrestee Segment shall be used to update any existing Offender Segment (AC) for the same Offender/Arrestee Identifier. The data elements used in the Arrestee Segment are:

- (a) Header Elements.
- (b) Category (Arrestee).
- (c) Offender/Arrestee (Sequence). Identifier. (A new Offender Identifier may be added if an additional arrestee is found, but it is essential that the ORIGINAL Offender Identifier be used to associate the offender and the arrestee records.)
- (d) Suspect Offender Elements. (Any field may be updated except the OFFENDER IDENTIFIER).
- (e) Armed With.
- (f) Gun Category.
- (g) Arrest or Citation Number.
- (h) Arrest or Apprehension Date.
- (i) Arrest Type.
- (j) Arresting Organization UIC.

(k) Multiple Incidents Cleared.

(l) Arrest Offense Code Information (Offense Statutory Basis + Offense Result + Offense Identifier + Involvement).

(m) Detention Type.

(n) Disposition of Person Under 18.

b. If a Group B arrest results in the clearance of a previously submitted Group A incident report, the reporting agency should submit an Arrestee Segment as an update to the previously submitted Group A Incident Report rather than a Group B Arrest Report. The Group B Offense Identifier is to be entered into the Arrest Offense Identifier of the Arrestee Segment. Example: The subject was arrested for Driving Under the Influence (DUI), a Group B Offense. It was determined that he was wanted for a previously reported robbery, a Group A Offense. Instead of submitting a Group B Arrest Report, an Arrestee Segment should be submitted as an update to the Group A Incident Report, with the Offense Identifier for DUI entered as the Arrest Offense Identifier.

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

Table 5. Offender/Arrestee Segment

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
1	FBI Location Number		1	9	Derived: Organization- Designator Source Assigned Identifier
2	Incident Number		10	12	Derived: Organization- Designator Source Assigned Identifier; Situation Identifier
63	Category	AC=Suspect/Offender AA=Arrestee AJ=Subject/Suicide AB=Business or Enterprise AE=Arrest Equivalent	22	2	Person-Situation Role Code
64	Offender Identifier	99	24	2	Person-Designator Identifier
4	Report Type	A=ADD M=MODIFY D=DELETE	26	1	No Standard
65	Name	Last	27	21	Name (Person-Name Category=s)
66	Name	First	48	14	Name (Person-Name Category=f)

Table 5. Offender/Arrestee Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
67	Name	Middle Name	62	14	Name (Person-Name Category=m)
68	Name	Cadency (Jr., Sr., III)	76	4	Name (Person-Name Category=c)
69	Name	Alias (Last)	80	21	Name (Person-Name Usage Code=a)
69	Name	Alias (First)	101	14	Name (Person-Name Usage Code=a)
46	Pay Plan	EM=Enlisted WM=Warrant Officer OM=Commissioned Officer CM=Cadet/Midshipman GS/GM=General Schedule ES=Senior Executive Service WG=Wage Grade/Other YA=Standard Professional/ Analytical YB=Standard Technical/ Support YC=Standard Supervisor/ Manager YP=Standard Student YD=Scientific and Engineering – Professional YE=Scientific and Engineering Technical/ Support YF=Scientific and Engineering Supervisor/ Manager YG=Medical Physician/Dentist YH=Medical Professional YI=Medical Technical/Support YJ=Medical Supervisor/ Manager YK=Investigative and Protective Service – Investigative YL=Investigative and Protective Service – Fire Protection YM=Investigative and Protective Service – Police/Security Guard YN=Investigative and Protective Service – Supervisor/Manager	115	2	Pay-Plan Code
47	Grade	01=Grade 1 through 15=Grade 15	117	2	Pay-Plan-Grade Ordinal Identifier

Table 5. Offender/Arrestee Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
48	Service	A=Army N=Navy F=Air Force M=Marine Corps C=Coast Guard O=NOAA H=Public Health D=DoD	119	1	Uniformed-Service Organization Code
49	Component	R=Regular V=Reserve G=National Guard	120	1	Uniformed-Service-Organization-Component-Type Code
70	SSN/Alien Registration Designator	S=SSN R=Alien Registration I=Foreign Country Identification Card Number N=Non-Existent/Unknown		1	Person-Designator Type Code
71	SSN/Alien Registration	999999999	122	9	Person-Designator Identifier (Person-Designator Type Code=s/r)
72	Date of Birth	YYYYMMDD	131	8	Person Birth Date
73	City of Birth	TEXT	139	20	City Code
74	State of Birth	See Table 12 in Volume 2	159	2	State Code
75	Country of Birth	See Reference (s)	161	3	Country Code
76	Age (*Low Range)	01-98=Years Old 99=Over 98 Years Old 00=Unknown	164	2	Eyewitness-Observation Description Text
76	Age (High Range Only)	01-98=Years Old 99=Over 98 Years Old	166	2	Eyewitness-Observation Description Text
45			168	9	Blank Field
77	Drivers License Number	TEXT	177	15	Person-Designator Identifier (Person-Designator Type Code=D)
78	Drivers License Source	IT=International FR=Foreign See Table 12 in Volume 2	192	2	State Code
52	Federal Civil Servant	C=Civil Service	194	1	Personnel-Resource Type Code
53	Military Service Retiree	G=Military Service Retiree	195	1	Separation Category Code
54	Federal Contractor	J=Contractor	196	1	Person Organization Person Role Code
55	Military Service Family Member	F=Family Member	197	1	Person-Association Reason Code
79	Offender's UIC	TEXT	198	8	Organization-Designator Source Assigned Identifier

Table 5. Offender/Arrestee Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
56	Race (Offender)	A=American Indian B=Asian/Pacific Islander C=Black D=White M=Mixed U=Unknown	206	1	Race Code
57	Ethnicity (Offender)	H=Hispanic N=Not Hispanic U=Unknown	207	1	Ethnicity Code
51	Sex	M=Male F=Female I=Indeterminate U=Unknown	208	1	Sex-Category Code
80	Identifying Mark Type	A=Tattoo B=Scar C=Mark	209	1	Body-Part-Marking-Observation Type Code
81	Identifying Mark Location	AAA=Left Eye AAB=Right Eye AAC=Face AAD=Scalp AAE=Teeth Set AAF=Left Hand AAG=Right Hand AAH=Left Foot AAI=Right Foot AAJ=Left Upper Leg AAK=Right Upper Leg AAL=Left Upper Arm AAM=Right Upper Arm AAN=Right Shoulder AAO=Left Shoulder AAP=Right Hip AAQ=Left Hip AAR=Abdomen AAS=Chest AAT=Back AAU=Neck AAV=Buttocks AAW=Right Lower Leg AAX=Left Lower Leg AAZ=Right Lower Arm AAZ=Left Lower Arm ABA=Right Wrist ABB=Left Wrist ABC=Right Ankle ABD=Left Ankle	210	3	Body-Part Observation Type Code
82	Identifying Mark Description	TEXT	213	30	Body-Part-Marking-Observation Text
83	Height	99	243	2	Eyewitness-Observation Description Text

Table 5. Offender/Arrestee Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
84	Weight	999	245	3	Eyewitness-Observation Description Text
"ARMED WITH" AND "GUN CATEGORY" OCCUR TWO TIMES					
85	Armed With 1 of 2	01=Unarmed 11=Firearm (type not stated) 12=Handgun 13=Rifle 14=Shotgun 15=Other Firearm 16=Lethal Cutting Instrument 17=Club/Blackjack/Brass Knuckles	248, 251	2	Derived: Durable-Materiel-Item Type Code; Gun Type Code; Law-Enforcement-Event Type Code; Person-Situation-Material-Reason Code; Person-Situation Role Code
86	Gun Category 1 of 2	A=Fully Automatic M=Manual S=Semiautomatic	250, 253	1	Gun Category Code
87	Arrest/Citation Number		254	12	Situation Identifier
88	Arrest/Apprehension Date	YYYYMMDD	266	8	Situation-Schedule-Component Date
89	Arrest Type	O=On-View Arrest S=Summons T=Taken into Custody	274	1	Derived: Apprehension-Event Basis Code; Situation-Document Reason Code
90	Arresting Organization UIC		275	8	Organization-Designator Source Assigned Identifier
91	Multiple Incidents Cleared	C=First Record of Multiple M=Multiple N=Not Applicable	283	1	No Standard
92, 15	Arrest Offense Statutory Basis	A=UCMJ B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-UCMJ	284	1	Derived: Offense Statutory Basis Code; Organization-Guidance Reason Code
92, 16	Arrest Offense Identifier	See Enclosure 2 to Volume 2	285	6	Offense Identifier (Offender Offense Reason=Arrested)
92, 17	Arrest Offense Result	A=Attempted C=Completed	291	1	Offense Name
92, 18	Arrest Involvement	P=Principal A=Accessory C=Conspiracy S=Solicit	292	1	
93	Detention Type	N=Non-Military Service U=Military Service	293	1	Organization Classification Code
94	Disposition of Person Under 18	H=Handled within Department R=Referred to Other	294	1	Derived: Evaluation-Result

Table 5. Offender/Arrestee Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
		Authorities			Text; Person Birth Date

## 9. COMMANDER'S REPORT OF ACTION TAKEN SEGMENT

a. The Commander's Action Segment records the actions of the commander as a result of the incident. A separate segment is submitted for each person referred to the commander for action. Cases initiated by the commander that have not triggered previous DIBRS reporting requirements, such as positive drug tests, may be submitted as one incident. The DoD Components shall develop procedures for submitting appropriate Administrative, Offense, and Arrestee Segments to complete the incident report. The Commander's Report of Action Taken Segment data layout is displayed in Table 6.

b. Data elements used in the Commander's Action Segment are:

- (1) Header Elements.
- (2) Offender (Sequence) Identifier.
- (3) Offender Name (Last, First, Middle Name).
- (4) SSN/Alien Registration.
- (5) Referral Date.
- (6) Referral Agency.
- (7) Referral Agency Response Date.
- (8) Action Taken Type.
- (9) Non-Judicial Type.
- (10) Action Initiation Date.
- (11) Action Appealed Date.
- (12) Action Completed Date.
- (13) Sanction Type.
- (14) On Record.
- (15) Sanction Form.

- (16) Sanction Amount.
  - (17) Sanction Days.
  - (18) Grades Reduced.
  - (19) Sentence Suspended.
  - (20) Discharge Type.
  - (21) Offense Committed Information (Offense Statutory Basis + Offense Identifier + Offense Result + Involvement).
  - (22) Sexual-Harassment Related.
  - (23) Judicial Action Type.
  - (24) Civilian Criminal Court Disposition.
  - (25) Civilian Criminal Offense Category.
  - (26) Civilian Court Location Zip Code.
  - (27) Civilian Court Location Country Code.
- c. This segment shall be prepared as specified by the functional responsible official. The notification sent to the commander shall include instructions on how to report the results.



Table 6. Commander's Report of Action Taken Segment

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
1	FBI Location Number		1	9	Derived: Organization- Designator Source Assigned Identifier
2	Incident Number		10	12	Derived: Organization- Designator Source Assigned Identifier; Situation Identifier
3	Segment Type	D	22	1	No Standard
4	Report Type	A=ADD M=MODIFY D=DELETE	23	1	No Standard
64	Offender Identifier	99	24	2	Person Designator Identifier
65	Name	Last	26	21	Name (Person-Name Category=s)
66	Name	First	47	14	Name (Person-Name Category=f)
67	Name	Middle Name	61	14	Name (Person-Name Category=m)
71	SSN/Alien Registration	999999999	75	9	Person-Designator Identifier (Person- Designator Type Code=s)
"REFERRAL DATE," "REFERRAL AGENCY," AND "REFERRAL AGENCY RESPONSE DATE" OCCUR SEVEN TIMES					
95	Referral Date 1 of 7	YYYYMMDD	84, 101, 118, 135, 152, 169, 186	8	Evaluation-Result Date
96	Referral Agency 1 of 7	F=Family Advocacy E=Equal Opportunity M=Mental Health D=Drug/Alcohol Abuse Office L=Legal Office R=Relief Agency S=Special Referral	92, 109, 126, 143, 160, 177, 194	1	Organization-Name Text
97	Referral Agency Response Date 1 of 7	YYYYMMDD	93, 110, 127, 144, 161, 178, 195	8	Administrative-Event Date

Table 6. Commander's Report of Action Taken Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
98	Action Taken Type	A=No Action Taken B=Administrative C=Non-Judicial D=Judicial	203	1	Proceeding Type Code
99	Non-Judicial Type	F=Field Grade (O4 and Above) C=Company Grade, (O3 and Below) S=Summarized P=Principal Assistant O=Officer Exercising General Court-Martial Jurisdiction G=Flag Officer	204	1	Evaluation-Result Text
"SANCTION TYPE," "ON RECORD," "SANCTION FORM," "SANCTION AMOUNT," "SANCTION DAYS," "SUSPENDED," AND "GRADES REDUCED" OCCUR 10 TIMES					
100	Sanction Type 1 of 10	AA=Withholding of Privileges AB=Adverse Performance Evaluation AC=Mandatory Reassignment AD=Transfer AE=Adverse Record Entries AF=Denial of Reenlistment or Continuation AG=Withholding of Promotion AH=Delay of Promotion AI=Reduction in Grade AJ=Clearance Revocation AK=Control Roster AL=Promotion Revocation AM=Resignation AN=Retirement AO=Transfer to Inactive Reserve Status AP=Administrative Separation AQ=Retirement at Lower Grade AR=Military Occupational Specialty Reclassification AS=Counseling AT=Non-Punitive Admonition, (Reprimand, Censure) AU=Fines AV=Extra Duty	205, 249, 293, 337, 381, 425, 469, 513, 557, 601	2	Derived: Administrative-Event Category Code; Administrative-Event Subject Code; Administrative-Event Type Code; Administrative-Event-Evaluation Reason Code; Administrative-Sentence Type Code

Table 6. Commander's Report of Action Taken Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
		AW=Restricted AX=Correctional Custody AY=Administrative Separation in Lieu of Trial			
101	Action Initiation Date 1 of 10	YYYYMMDD	207, 251, 295, 339, 383, 427, 471, 515, 559, 603	8	Examination- Schedule-Component Date
102	Action Appealed Date 1 of 10	YYYYMMDD	215, 259, 303, 347, 391, 435, 479, 523, 567, 611	8	Examination- Schedule-Component Date
103	Action Completion Date 1 of 10	YYYYMMDD	223, 267, 311, 355, 399, 443, 487, 531, 575, 619	8	Examination- Schedule-Component Date
104	On Record 1 of 10	Y=Yes N=No	231, 275, 319, 363, 407, 451, 495, 539, 583, 627	1	
105	Sanction Form 1 of 10	O=Oral W=Written	232, 276, 320, 364, 408, 452,	1	

Table 6. Commander's Report of Action Taken Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
			496, 540, 584, 628		
106	Sanction Amount 1 of 10	999999999	233, 277, 321, 365, 409, 453, 497, 541, 585, 629	9	Monetary- Remuneration- Sentence Amount
107	Sanction Days 1 of 10	99999	242, 286, 330, 374, 418, 462, 506, 550, 594, 638	5	Derived: Fixed- Term-Confinement- Sentence Duration Quantity; Community- Service-Sentence Duration Quantity
108	Grades Reduced 1 of 10	9	247, 291, 335, 379, 423, 467, 511, 555, 599, 643	1	Derived: Evaluation-Result Text; Pay-Plan- Grade Ordinal Identifier; Sentence Type Code
109	Sanction Suspended 1 of 10	Y=Yes N=No V=Vacation of Suspended Sanction	248, 292, 336, 380, 424, 468, 512, 556, 600, 644	1	Confinement- Sanction Condition Code
110	Discharge Type	HO=Honorable UH=Under Honorable Conditions (General Discharge) UN=Uncharacterized UO=Under Other than Honorable Conditions	645	2	Separation- Characterization Code

Table 6. Commander's Report of Action Taken Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
111, 15	Offense Statutory Basis	A=UCMJ B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-UCMJ	647	1	Derived: Offense Statutory Basis Code; Organization-Guidance Reason Code
111, 16	Offense Committed Code	See Enclosure 2 to Volume 2	648	6	Offense Identifier
111, 17	Offense Result	A=Attempted C=Completed	654	1	Offense Name
111, 18	Involvement	P=Principal A=Accessory C=Conspiracy S=Solicit	655	1	Derived: Person-Situation Role Category Code; Offense Type Code
112	Sexual-Harassment Related	Y=Yes N=No	656	1	Derived: Legal-Event Type Code; Legal-Event Offense Reason Code; Offense Name; Offense Type Code
113	Judicial Action Type	A=Referred to Court-Martial B=Remanded to Civilian Criminal Court	657	1	
114	Civilian Criminal Court Disposition	G=Guilty N=Not Guilty D=Deferred C=Nolo Contendere	658	1	Derived: Examination-Evaluation Reason Code; Verdict Code
115	Civilian Criminal Offense Category	F=Felony M=Misdemeanor	659	1	Offense Category Code
116	Civilian Court Location Zip Code	99999999	660	9	Postal-Region Code
117	Civilian Court Location Country Code	See Reference (s)	669	2	Country Code

## 10. RESULTS OF TRIAL SEGMENT

a. The Results of Trial Segment records the actions of the court-martial as a result of the incident. Several segments are submitted for each arrestee sent to trial. A separate segment is sent by each Finding and Sentence Report/Review Authority level. A separate segment shall be sent by the same Finding and Sentence Report/Review Authority level if the incident is handled by the same authority on more than one occasion (e.g., the clemency and parole authority may submit multiple reports). The Findings and Sentence Report/Review Date is used to distinguish between the reports. The Results of Trial Segment data layout is displayed in Table 7.

b. Data elements used in the Results of Trial Segment are:

- (1) Header Elements.
- (2) Offender (Sequence) Identifier.
- (3) Findings and Sentence Report/Review Authority Code.
- (4) Findings and Sentence Report/Review Date.
- (5) Offender Name (Last, First, Middle Name).
- (6) SSN/Alien Registration.
- (7) Court Type.
- (8) Location of Court-Martial UIC.
- (9) Promulgating Order Number.
- (10) Promulgating Order Date.
- (11) Convening Authority UIC.
- (12) Forum.
- (13) Conditions of Pretrial Agreement.
- (14) Exceptional Trial Clearance.
- (15) Charge Number.
- (16) Charge Offense Information.
- (17) Offense Description.
- (18) Specification Number.
- (19) Plea.
- (20) Lesser Included Offense Code (Plea).
- (21) Findings.
- (22) Lesser Included Offense Code (Finding).

- (23) Date Adjudged.
- (24) Sentence Suspended.
- (25) Sentence Amount.
- (26) Sentence Days.
- (27) Grades Reduced.
- (28) Sentence Type.
- (29) Discharge Type.
- (30) Pretrial Confinement Days.
- (31) Judiciary Ordered Credit Days.
- (32) Confinement Deferred Date (Begin and End).
- (33) Number of Pretrial Victims Notified.
- (34) Number of Pretrial Witnesses Notified.
- (35) Number of Post-Trial Victims Notified.
- (36) Number of Post-Trial Witnesses Notified.
- (37) Number of Victims Electing to be Notified.
- (38) Number of Witnesses Electing to be Notified.

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

Table 7. Results of Trial Segment

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
1	FBI Location Number		1	9	Derived: Organization- Designator Source Assigned Identifier
2	Incident Number		10	12	Derived: Organization- Designator Source Assigned Identifier; Situation Identifier
3	Segment Type	T	22	1	No Standard
4	Report Type	A=ADD M=MODIFY D=DELETE	23	1	No Standard
64	Offender Identifier	99	24	2	No Standard
118	Findings and Sentence Report Review Authority Code	A=Service Secretary B=Court-Martial Report Authority C=Convening Authority D=Clemency and Parole E=Judge Advocate General F=Service Court of Criminal Appeal G=Court of Appeals for the Military Services H=Supreme Court I=Civil Court J=Law Enforcement	26	1	Derived: Administrative- Proceeding Type Code; Judicial- Organization Jurisdictional Level Code; Judicial- Organization- Authority Case Category Code; Trial Type Code
119	Findings and Sentence Report/Review Date	YYYYMMDD	27	8	Document Date
65	Name	Last	35	21	Name (Person-Name Category=s)
66	Name	First	56	14	Name (Person-Name Category=f)
67	Name	Middle Name	70	14	Name (Person-Name Category=m)
71	SSN/Alien Registration	999999999	84	9	Person-Designator Identifier (Person- Designator Type Code=s)
120	Court Type Code	SCM=Summary Court-Martial SPCM=Bad Conduct Discharge Special Court-Martial GCM=General Court-Martial	93	4	Court-Martial Type Code
121	Location of Court-Martial UIC	TEXT	97	8	Organization- Designator Source Assigned Identifier
122	Promulgating Order Number		105	10	Examination Identifier



Table 7. Results of Trial Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
123	Promulgating Order Date	YYYYMMDD	115	8	Examination Schedule Component Date
124	Convening Authority UIC	TEXT	123	8	Organization-Designator Source Assigned Identifier
125	Forum	J=Judge Alone O=Officer Members Only E=Enlisted and Officer Member	131	1	Court-Martial Forum Type Code
126	Conditions of Pretrial Agreement 1 of 9	M=Military Judge Only N=Non-Capital R=Restitution L=Referral to Lower Court T=Testimony C=Confinement Limitation F=Forfeiture Limitation G=Reduction in Grade Limitation A=Allotment to Family V=Allotment to Victim D=Deferment of Confinement S=Special Terms	132, 133, 134, 135, 136, 137, 138, 139, 140	1	Derived: Court-Martial Forum Type Code; Pretrial-Agreement Type Code; Sentence-Pretrial-Agreement Type Code; Judicial-Proceeding Type Code; Examination-Agreement Reason Code
127	Exceptional Trial Clearance	A=Charges Withdrawn C=Victim/Witness Refused to Cooperate D=Other Legal Ban B=Unfound	141	1	
"CHARGE NUMBER," "OFFENSE STATUTORY BASIS," "OFFENSE IDENTIFIER," "OFFENSE RESULT," "INVOLVEMENT OFFENSE DESCRIPTION SPECIFICATION NUMBER," "PLEA," "LESSER INCLUDED OFFENSE CODE (PLEA)," "FINDINGS," AND "LESSER INCLUDED OFFENSE (FINDINGS)" OCCUR 20 TIMES					
128	Charge Number 1 of 20	99	142, 195, 248, 301, 354, 407, 460, 513, 566, 619, 672, 725, 778, 831, 884, 937, 990, 1043,	2	Offense Identifier

Table 7. Results of Trial Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
			1096, 1149		
129, 15	Offense Statutory Basis 1 of 20	A=UCMJ B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-UCMJ	144, 197, 250, 303, 356, 409, 462, 515, 568, 621, 674, 727, 780, 833, 886, 939, 992, 1045, 1098, 1151	1	Derived: Offense Statutory Basis Code; Organization- Guidance Reason Code
129, 16	Charge Offense Identifier 1 of 20	See Enclosure 2 to Volume 2	145, 198, 251, 304, 357, 410, 463, 516, 569, 622, 675, 728, 781, 834, 887, 940, 993, 1046, 1099, 1152	6	Charge Offense Identifier
129, 17	Offense Result 1 of 20	A=Attempted C=Completed	151, 204, 257, 310, 363, 416, 469, 522, 575,	1	Offense Name

Table 7. Results of Trial Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
			628, 681,		
129, 17, Continued	Offense Result 1 of 20	A=Attempted C=Completed	734, 787, 840, 893, 946, 999, 1052, 1105, 1158	1	Offense Name
129, 8	Involvement 1 of 20	P=Principal A=Accessory C=Conspiracy S=Solicit	152, 205, 258, 311, 364, 417, 470, 523, 576, 629, 682, 735, 788, 841, 894, 947, 1000, 1053, 1106, 1159	1	Derived: Person-Situation Role Category Code; Offense Type Code
130	Offense Description 1 of 20	TEXT	153, 206, 259, 312, 365, 418, 471, 524, 577, 630, 683, 736, 789, 842, 895, 948, 1001, 1054, 1107, 1160	20	Offense Description Text

Table 7. Results of Trial Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
131	Specification Number 1 of 20	99	173, 226, 279, 332, 385, 438, 491, 544, 597, 650, 703, 756, 809, 862, 915, 968, 1021, 1074, 1127, 1180	2	Document Identifier
132	Plea 1 of 20	G=Guilty N=Not Guilty L=Lesser Included Offense R=Not Guilty by Reason of Insanity	175, 228, 281, 334, 387, 440, 493, 546, 599, 652, 705, 758, 811, 864, 917, 970, 1023, 1076, 1129, 1182	1	Examination- Situation-Offense Specification Plea Code
133, 15	Lesser Included Offense Offense Statutory Basis (Plea) 1 of 20	A=UCMJ B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-UCMJ	176, 229, 282, 335, 388, 441, 494, 547, 600, 653, 706,	1	Derived: Offense Statutory Basis Code; Organization- Guidance Reason Code

Table 7. Results of Trial Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
133, 15, Continued	Lesser Included Offense Offense Statutory Basis (Plea) 1 of 20	A=UCMJ B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-UCMJ	759, 812, 865, 918, 971, 1024, 1077, 1130, 1183	1	Derived: Offense Statutory Basis Code; Organization- Guidance Reason Code
133, 16	Lesser Included Offense Offense Code (Plea) 1 of 20	See Enclosure 2 to Volume 2	177, 230, 283, 336, 389, 442, 495, 548, 601, 654, 707, 760, 813, 866, 919, 972, 1025, 1078, 1131, 1184	6	Offense Identifier
133, 17	Lesser Included Offense Offense Result (Plea) 1 of 20	A=Attempted C=Completed	183, 236, 289, 342, 395, 448, 501, 554, 607, 660, 713, 766, 819, 872, 925, 978, 1031, 1084, 1137, 1190	1	Offense Name

Table 7. Results of Trial Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
133, 18	Lesser Included Offense Involvement (Plea) 1 of 20	P=Principal A=Accessory C=Conspiracy S=Solicit	184, 237, 290, 343, 396, 449, 502, 555, 608, 661, 714, 767, 820, 873, 926, 979, 1032, 1085, 1138, 1191	1	Derived: Person-Situation Role Category Code; Offense Type Code
135	Findings 1 of 20	G=Guilty N=Not Guilty L=Lesser Included Offense R=Not Guilty by Reason of Insanity	185, 238, 291, 344, 397, 450, 503, 556, 609, 662, 715, 768, 821, 874, 927, 980, 1033, 1086, 1139, 1192	1	Derived: Verdict Code; Person- Examination-Role Code; Offense- Association Reason Code
136, 15	Lesser Included Offense Offense Statutory Basis (Finding) 1 of 20	A=UCMJ B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-UCMJ	186, 239, 292, 345, 398, 451, 504, 557, 610, 663, 716,	1	Derived: Offense Statutory Basis Code; Organization- Guidance Reason Code

Table 7. Results of Trial Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
136, 15, Continued	Lesser Included Offense Offense Statutory Basis (Finding) 1 of 20	A=UCMJ B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, Non-UCMJ	769, 822, 875, 928, 981, 1034, 1087, 1140, 1193	1	Derived: Offense Statutory Basis Code; Organization- Guidance Reason Code
136, 16	Lesser Included Offense Offense Code (Finding) 1 of 20	See Enclosure 2 to Volume 2	187, 240, 293, 346, 399, 452, 505, 558, 611, 664, 717, 770, 823, 876, 929, 982, 1035, 1088, 1141, 1194	6	Offense Identifier
136, 17	Lesser Included Offense Offense Result (Finding) 1 of 20	A=Attempted C=Completed	193, 246, 299, 352, 405, 458, 511, 564, 617, 670, 723, 776, 829, 882, 935, 988, 1041, 1094, 1147, 1200	1	Offense Name

Table 7. Results of Trial Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
136, 18	Lesser Included Offense Involvement (Finding) 1 of 20	P=Principal A=Accessory C=Conspiracy S=Solicit	194, 247, 300, 353, 406, 459, 512, 565, 618, 671, 724, 777, 830, 883, 936, 989, 1042, 1095, 1148, 1201	1	Derived: Person-Situation Role Category Code; Offense Type Code
138	Date Adjudged	YYYYMMDD	1202	8	Evaluation-Schedule- Component Date
"SENTENCE SUSPENDED," "SENTENCE AMOUNT," "SENTENCE DAYS," "SENTENCE GRADES REDUCED," "SENTENCE TYPE," AND "SENTENCE DAYS DEFERRED" OCCUR NINE TIMES					
139	Sentence Suspended 1 of 9	Y=Yes N=No V=Vacation of Suspended Sentence	1210, 1233, 1256, 1279, 1302, 1325, 1348, 1371, 1394	1	Confinement- Sentence Condition Code
140	Sentence Amount 1 of 10	9999999999	1211, 1234, 1257, 1280, 1303, 1326, 1349, 1372, 1395	10	Monetary- Remuneration- Sentence Amount
141	Sentence Days 1 of 9	99999	1221, 1244, 1267, 1290, 1313, 1336, 1359, 1382, 1405	5	Derived: Fixed-Term- Confinement- Sentence Duration Quantity; Community- Service-Sentence Duration Amount



Table 7. Results of Trial Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
142	Sentence Grades Reduced 1 of 9	9	1226, 1249, 1272, 1295, 1318, 1341, 1364, 1387, 1410	1	Derived: Sentence Type Code; Pay-Plan- Grade Ordinal Identifier; Evaluation- Result Text
143	Sentence Type 1 of 9	A=No Punishment B=Reprimand C=Restriction D=Hard Labor Without Confinement E=Specified Confinement F=Confinement for Life G=Specified Forfeitures H=Total Forfeitures I=Fines J=Reduction in Grade L=Discharge/Dismissal M=Death	1227, 1250, 1273, 1296, 1319, 1342, 1365, 1388, 1411	1	Derived: Sentence Type Code; Administrative- Event-Evaluation Reason Code; Administrative- Event Type Code
193	Sentence Days Deferred 1 of 9	99999	1228, 1251, 1274, 1297, 1320, 1343, 1366, 1389, 1412	5	Deferred- Confinement- Sentence Deferment Quantity
144	Discharge Type 1 of 9	BC=Bad Conduct Discharge DI=Dishonorable Discharge DS=Dismissal NA=Not Applicable	1417	2	Separation- Characterization Code
145	Pretrial Confinement Days	999	1419	3	Derived: Person-Facility Begin Date; Person Facility End Date; Person Facility Reason Code
146	Judicially Ordered Credit Days	9999	1422	4	Reduced-Fixed- Term-Confinement- Sentence Duration Reduction Quantity
147	Confinement Deferred Begin Date	YYYYMMDD	1426	8	Derived: Confinement- Sentence Condition Code; Evaluation- Result Date

Table 7. Results of Trial Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD NAME
148	Confinement Deferred End Date	YYYYMMDD	1434	8	Derived: Confinement-Sentence Condition Code; Confinement-Sentence Deferment Quantity
149	Number of Pretrial Victims Notified (DD Form 2702)	999	1442	3	Derived: Person-Situation-Role Code; Person-Document-Representation-Reason Code
150	Number of Pretrial Witnesses Notified (DD Form 2702)	999	1445	3	Derived: Person-Situation-Role Code; Person-Document-Representation-Reason Code
151	Number of Post-Trial Victims Notified (DD Form 2703)	999	1448	3	Derived: Person-Situation-Role Code; Person-Document-Representation-Reason Code
152	Number of Post-Trial Witnesses Notified (DD Form 2703)	999	1451	3	Derived: Person-Situation-Role Code; Person-Document-Representation-Reason Code
153	Number of Victims Electing to be Notified (DD Form 2704)	999	1454	3	Derived: Person-Situation-Role Code; Person-Administrative-Event Role Code
154	Number of Witnesses Electing to be Notified (DD Form 2704)	999	1457	3	Derived: Person-Situation-Role Code; Person-Administrative-Event Role Code

## 11. CORRECTIONS SEGMENT

a. The Corrections Segment records the actions of the corrections facility as a result of the incident. It also provides the information required for the Department of Defense to comply with section 14071 of title 42, U.S.C. (Reference (v)). The Corrections Segment data layout is displayed in Table 8.

b. Data elements used in the Corrections Segment are:

- (1) Header Elements.
- (2) Report Date.
- (3) Report Time.
- (4) Offender (Sequence) Identifier.
- (5) Offender Name (Last, First, Middle Name, Cadency, Maiden Name, Alias).
- (6) SSN/Alien Registration.
- (7) Service.
- (8) Date of Birth.
- (9) Confinement Facility UIC.
- (10) Gang Name.
- (11) Gang Location (City, State).
- (12) Cult/Extremist Name.
- (13) Cult/Extremist Location (City, State).
- (14) Pretrial Confinement Begin Date.
- (15) Pretrial Confinement End Date.
- (16) Pretrial Controlling Offense Information (Offense Statutory Basis + Offense Identifier + Offense Result + Involvement).
- (17) Post-Trial Confinement Date.
- (18) Confinement Reason Gained.
- (19) Post-Trial Controlling Offense Information (Offense Statutory Basis + Offense Identifier + Offense Result + Involvement).
- (20) Losing Confinement Facility UIC.
- (21) Date Adjudged.

- (22) Minimum Release Date.
- (23) Full-Term Release Date.
- (24) Clemency Eligibility Date.
- (25) Parole Eligibility Date.
- (26) Release Date.
- (27) Release Reason.
- (28) Release Agency Name.
- (29) Release Location Zip Code.
- (30) Fatality Reason.
- (31) Fatality-Associated FBI Location Number.
- (32) Fatality-Associated Incident Number.
- (33) Escapee Returned to Custody Date.
- (34) Federal Bureau of Prisons Transfer Facility Code.
- (35) Military Transfer Facility UIC.
- (36) Number of Victims Electing Notification.
- (37) Number of Witnesses Electing Notification.
- (38) Notification Begin Date.
- (39) Notification Reason.
- (40) Number of Victims Terminating Notification.
- (41) Number of Witnesses Terminating Notification.
- (42) Sex Offender Processing Required.
- (43) Date Notification of Release Provided to State.
- (44) Date Prisoner Notified of State Registration.

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

Table 8. Corrections Segment

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD
1	FBI Location Number		1	9	Derived: Organization- Designator Source Assigned Identifier
2	Incident Number		10	12	Derived: Organization- Designator Source Assigned Identifier; Situation Identifier
3	Segment Type	R	22	1	No Standard
4	Report Type	A=ADD M=MODIFY D=DELETE	23	1	No Standard
155	Report Date	YYYYMMDD	24	8	
156	Report Time		32	4	Document Time
64	Offender Identifier	99	36	2	Person Designator Identifier
65	Name	Last	38	21	Name (Person-Name Category=s)
66	Name	First	59	14	Name (Person-Name Category=f)
67	Name	Middle Name	73	14	Name (Person-Name Category=m)
68	Name	Cadency (Jr., Sr., III)	87	4	Name (Person-Name Category=c)
157	Name	Maiden	91	21	Name (Person-Name Usage Code=m)
69	Name	Alias (Last)	112	21	Name (Person-Name Usage Code=a)
69	Name	Alias (First)	133	14	Name (Person-Name Usage Code=a)
71	SSN/Alien Registration	99999999	147	9	Person-Designator Identifier (Person- Designator Type Code=s)
48	Service	A=Army N=Navy F=Air Force M=Marine Corps C=Coast Guard D=DoD	156	1	Uniformed-Service Organization Code

Table 8. Corrections Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD
72	Date of Birth	YYYYMMDD	157	8	Person Birth Date
158	Confinement Facility UIC		165	8	Organization-Designator Source Assigned Identifier
159	Gang Name	TEXT	173	20	Organization Name Text
160	Gang Location City	TEXT	193	20	City Name
161	Gang Location State	TEXT See Table 12 in Volume 2	213	2	State Code
162	Cult/Extremist Name	TEXT	215	20	Organization Name Text
163	Cult/Extremist Location City	TEXT	235	20	City Name
164	Cult/Extremist Location State	TEXT See Table 12 in Volume 2	255	2	State Code
165	Pretrial Confinement Begin Date	YYYYMMDD	257	8	Person-Facility Begin Date
166	Pretrial Confinement End Date	YYYYMMDD	265	8	Person-Facility End Date
167, 15	Pretrial Controlling Offense Statutory Basis	A=UCMJ B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, UCMJ	273	1	Derived: Offense Statutory Basis Code; Organization-Guidance Reason Code
167, 16	Pretrial Controlling Offense Identifier	See Enclosure 2 to Volume 2	274	6	Offense Identifier
167, 17	Pretrial Controlling Offense Result	A=Attempted C=Completed	280	1	Offense Name
167, 18	Pretrial Controlling Offense Involvement	P=Principal A=Accessory C=Conspiracy S=Solicit	281	1	Derived: Person-Situation Role Category Code; Offense Type Code
168	Post-Trial Confinement Date	YYYYMMDD	282	8	Person-Facility Begin Date
169	Confinement Reason Gained	A=New Sentence B=Parole Revocation C=Returned Escapee D=Transfer E=Vacated Suspension F=Pretrial Confinement	290	1	Confinement Circumstance Code
170, 15	Post-Trial Controlling Offense Statutory Basis	A=UCMJ B=Non-Criminal Fatality (High Interest) C=State D=Local E=Foreign F=Federal, UCMJ	291	1	Derived: Offense Statutory Basis Code; Organization-Guidance Reason Code
170, 16	Post-Trial Controlling Offense Identifier	See Enclosure 2 to Volume 2	292	6	Offense Identifier

Table 8. Corrections Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD
170, 17	Post-Trial Controlling Offense Offense Result	A=Attempted C=Completed	298	1	Offense Name
170, 18	Post-Trial Controlling Offense Involvement	P=Principal A=Accessory C=Conspiracy S=Solicit	299	1	Derived: Person-Situation Role Category Code; Offense Type Code
171	Losing Confinement Facility UIC		300	8	Organization- Designator Source Assigned Identifier
138	Date Adjudged	YYYYMMDD	308	8	Evaluation-Schedule- Component Date
172	Minimum Release Date	YYYYMMDD	316	8	Derived: Fixed-Term- Confinement-Sentence Duration Quantity; Judicial-Proceeding Type Code; Person- Facility Begin Date
173	Full-Term Release Date	YYYYMMDD	324	8	Derived: Fixed-Term- Confinement-Sentence Duration Quantity; Judicial-Proceeding Type Code; Person- Facility Begin Date; Unconditional-Release- Confinement Type Code
174	Clemency Eligibility Date	YYYYMMDD	332	8	Person-Examination- Type-Reason Begin Date
175	Parole Eligibility Date	YYYYMMDD	340	8	Person-Examination- Type-Reason Begin Date
176	Release Date	YYYYMMDD	348	8	Person-Facility End Date
177	Release Reason	A=Appellate D=Death T=Transfer E=Escape C=Clemency O=Overturned X=Expiration of Sentence P=Parole R=Returned to Duty I=Investigative Officer's Release L=Emergency Leave M=Magistrate's Release	356	1	Derived: Conditional-Release- Confinement Type Code; Confinement Termination Type Code; Unconditional- Release-Confinement Type Code
178	Release Agency Name	TEXT	357	20	Organization Name Text

Table 8. Corrections Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD
179	Release Location Zip Code	999999999	377	9	Postal-Region Code
180	Fatality Reason	E=Execution N=Natural Causes/Illness S=Suicide H=Homicide A=Accident	386	1	Derived: Confinement Termination Type Code
181	Fatality-Associated FBI Location Number		387	9	Derived: Organization- Designator Source Assigned Identifier; Situation Identifier
182	Fatality-Associated Incident Number		396	12	Derived: Organization- Designator Source Assigned Identifier; Situation Identifier
183	Escapee Returned to Custody Date	YYYYMMDD	408	8	Person-Facility Begin Date; Confinement Circumstance Code
184	Federal Bureau of Prisons Transfer Facility Code	See Table 14 in Volume 2	416	3	Derived: Facility Name; Organization-Name Text
185	Military Transfer Facility UIC		419	8	Organization- Designator Source Assigned Identifier
186	Number of Victims Electing Notification	99	427	2	Derived: Administrative-Event Subject Code; Administrative-Event Type Code; Person- Situation Role Code
187	Number of Witnesses Electing Notification	99	429	2	Derived: Administrative-Event Subject Code; Administrative-Event Type Code; Person- Situation Role Code
188	Notification Begin Date	YYYYMMDD	431	8	Person-Document- Representation- Reason Begin Date



Table 8. Corrections Segment, Continued

FIELD NUMBER	FIELD NAME	DOMAIN	RECORD POSITION	SIZE	STANDARD
189	Notification Reason	A=Parole Eligibility Date B=Clemency Eligibility Date C=Parole Hearing D=Clemency Hearing E=Transfer F=Escape G=Returned Escapee H=Release I=Initial Contact	439	1	Derived: Person-Examination-Type-Reason Code; Confinement Termination Type Code; Confinement Circumstance Code
190	Number of Victims Terminating Notification	99	440	2	Derived: Administrative-Event Category Code; Administrative-Event Subject Code
191	Number of Witnesses Terminating Notification	99	442	2	Derived: Administrative-Event Category Code; Administrative-Event Subject Code
194	Sex Offender Processing Required	Y=Yes N=No See Table 10 in Volume 2 for allowable codes	444	1	No Standard
195	Date Notification of Release Provided to State	YYYYMMDD	445	8	
196	Date Prisoner Notified of State Registration	YYYYMMDD	453	8	

ENCLOSURE 5

DATA SUBMISSION PROCEDURES

1. INFORMATION REQUIREMENTS

a. DMDC shall collect data directly from each Service in an automated format using the standard definitions and automated media submission formats specified in this Manual.

b. The Military Services and Defense Agencies with criminal incident record management systems shall collect, prepare, store, and submit data to DMDC in accordance with References (m) and (n) and DoDIs 8910.01 and 8320.02 (References (w) and (x)).

c. All DIBRS data submitters shall use DoD standard data elements and codes where applicable. When source files contain codes different from the standard, conversion to the DoD standard is the responsibility of the submitting organization.

d. All DIBRS data submitters shall report automated data through separate files, as specified in section 2 of this enclosure, and formatted and coded as specified in Tables 1 through 8 of this Volume.

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

(2) All DIBRS data submitters shall prepare reports using the specified reporting procedures and submit them 15 workdays after the end of each month.

(3) DMDC shall return submissions containing errors with appropriate error notification to the submitting agency. The submitting agency shall make the appropriate corrections and resubmit the report within 30 days. Data submitted to DMDC is edited in accordance with the requirements specified in both volumes of this Manual. In addition, if data element 5, REPORTABLE TO NIBRS, is "Y," additional edit checks are performed in accordance with the FBI requirements specified in Volumes 1 to 4 of Reference (o). All errors shall be returned to the submitting agency with full explanations and descriptions. All data submission errors shall be tracked to completion. Corrections for each type of error are varied; however, DMDC shall provide these three general classes of messages to submitters with full explanation statements:

(a) Data Prevented Load. Errors are so profound that the segment is prevented from being processed by the DIBRS system. Examples include segments submitted for which an Administrative Segment does not exist, or a segment submitted without all key fields reported. In all cases, "Data Prevented Load" errors mean the segment was rejected by the DIBRS system. A new "add" record should be submitted to correct this type of error.

(b) Data Not Reportable. Errors are generated when any of DIBRS or NIBRS (as appropriate) edit checks indicate a code is not correct or a logical check is marked invalid in accordance with the reporting instructions. The submitted data fields are ACCEPTED as submitted; however, the incident may not be reported to NIBRS until the submitting agency corrects all errors that make the transaction marked invalid for submission. To correct the data, the submitting agency must resubmit segment information either as a “modify” or as a “delete,” followed by an “add” if the segment was originally accepted. Numerous types of actions required may be contained in the full explanation returned to the submitting agency. DMDC shall submit any segments needed to correct or add the NIBRS incident.

(c) “Warning: Data Shall Be Re-Coded at Report Time.” DMDC shall provide this warning to the submitting agencies whenever a code submitted in accordance with the DIBRS must be re-coded to submit to NIBRS. No correction is required when this warning is received.

2. SUBMISSION INSTRUCTIONS. The DIBRS data submitting agencies shall:

a. Coordinate file-naming conventions and security of data with DMDC before the initial transmission of data via the Defense Information Systems Network or a comparable data network. Submitting organizations are responsible for the accuracy and completeness of each electronic data transfer.

b. Right-justify numeric data with leading zeros; left-justify alpha data with trailing blanks.

c. For file transmission, use blanks for null, inapplicable, and unavailable data unless another code is specified.

d. Provide a record count.

e. Mail to:

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

3. CORRECTION OF RECORDS

a. Individual written requests for correction of DIBRS records may be addressed to the address in paragraph 2.e. of this enclosure for action and response. DMDC shall be responsible for providing all responses, both interim and final, as appropriate, to individuals requesting corrections.

b. Requests for correction of DIBRS records shall be handled according to these procedures:

(1) Upon receipt of the request, DMDC shall verify with the relevant Component responsible official that the DIBRS record is consistent with the DoD Component records.

(2) If the DIBRS record is inconsistent with the DoD Component records, DMDC shall forward the request for correction of records to the Component responsible official for investigation and validation. The Component responsible official shall submit corrected records to DMDC as soon as the investigation is complete. DMDC shall submit corrections as specified by NIBRS reporting procedures or by the reporting procedures set forth in The Brady Handgun Violence Prevention Act of 1993, as amended.

(3) At the request of the FBI, DMDC shall verify within 3 workdays whether a DIBRS record is consistent with FBI records. If the DIBRS record is inconsistent with FBI records, DMDC shall forward the matter to the Component responsible official for investigation and validation.

#### 4. AUTHORIZED RELEASE OF INDIVIDUAL INFORMATION

a. Pursuant to the DIBRS system of records notice at Page 56062 of Volume 72, Federal Register (Reference (y)), requests from individuals for information about themselves shall be forwarded to and processed by the Privacy Act Officer at:

Office of Freedom of Information  
Washington Headquarters Services  
1155 Defense Pentagon  
Washington, DC 20301-1155

b. All other requests for information about individuals shall be forwarded for action to the individual's sponsoring DoD Component. Pursuant to Reference (c) and subparagraph 1.c.(4) of Enclosure 2, disclosure of DIBRS information containing PII within the Department of Defense is limited solely to DMDC use for official statistical analysis and record verification, and outside the Department of Defense solely to the FBI to satisfy the reporting requirements of The Brady Handgun Violence Prevention Act of 1993, as amended.

5. AUTHORIZED RELEASE OF STATISTICAL INFORMATION. DMDC shall extract a quarterly compendium of statistical information and circulate it to the DoD Components for review. PII shall not be released as a part of the extract nor shall any information that is identifying by circumstance. Once the DoD Components have reviewed the extract without objection, DMDC shall release the information in response to legitimate inquiries. In the case of a request for statistical information not included in the quarterly compendium, DMDC shall coordinate each new analysis with any concerned DoD Component prior to release.

6. UNAUTHORIZED ACCESS. DMDC stores input data files in a controlled access area located in the U.S. Naval Postgraduate School in Monterey, California. DMDC stores data files in the secure DMDC facility at 400 Gigling Road in Seaside, California. Badge authorization is required for entry into these facilities. Additionally, a limited number of users have access to the Oracle database. At all times, the data are under the control of the DMDC DIBRS Database Administrator. All DMDC personal computers are within the secure DMDC facility. Detailed information on DMDC security procedures is available on request from the DIBRS Project Officer at the address in paragraph 2.e. of this enclosure.

7. DATABASE CHANGE MANAGEMENT. Changes to this Manual should be submitted to the DIBRS Council Configuration Management Subcommittee, which is managed by DMDC. Change requests may be sent to DMDC at the address in paragraph 2.e. of this enclosure. This committee meets at least once a year to consider the impact of suggested changes on each submitting agency. Changes resulting from new legislation or additional requirements shall be presented to this subcommittee for consideration. The subcommittee shall advise the OUSD(P&R) on implementation schedules.

8. TESTING PROCEDURES FOR UNMATCHED SEGMENTS. During implementation testing, if it is not possible to submit the adjudication segments of Commander's Action, Results of Trial, and Corrections as part of a complete incident (e.g., the reporting responsibility is split across functional areas with different submission capabilities), records not corresponding to existing incidents must be submitted as a separate file and designated with a file name containing X (Commander's Action), Y (Results of Trial), and Z (Corrections), respectively. These files shall be processed and reported on as test data only. The data cannot and shall not remain part of the DIBRS database and shall not be used for any external reporting outside DMDC.

9. DIBRS PII SHELF-LIFE

a. PII is reported to the DIBRS in accordance with paragraph 2.c. of Enclosure 3 of this Volume. Offense categories govern the length of time PII remains in the DIBRS database (shelf-life) for a given incident in order to:

(1) Provide DIBRS database managers the tools (PII) they need for quality control, insuring that individuals and incidents are matched across DIBRS segments and time of submission.

(2) Mitigate concerns related to the DoD Privacy Program in Reference (m) and the DoD Freedom of Information Act Program in DoDD 5400.07 (Reference (z)) by limiting the time PII resides in the database based on the class of crime, statutory reporting requirements, and Service punishment policy.

(3) Match DIBRS procedures, as a criminal database, with those of the Services that do not carry an individual's criminal record forward.

b. Offense categories and corresponding PII shelf life are displayed in Table 9.

Table 9. PII Shelf Life

OFFENSE CATEGORY	PII SHELF LIFE
Offenses reportable pursuant to Brady* or involving sex offender registration	99 years from entry into database
Class A offenses (other than those disposed of by UCMJ Article 15 administrative sanction) not reportable by the Department of Defense pursuant to Brady* or involving sex offender registration	5 years from entry into database or term of confinement, whichever is longer
Military offenses (for which there is no NIBRS equivalent) not reportable by the Department of Defense pursuant to Brady* and for which confinement of more than 1 year or death is adjudged by a court-martial	5 years from entry into database or term of confinement, whichever is longer
Class B offenses (other than those disposed of by UCMJ Article 15 administrative sanction) not reportable by the Department of Defense pursuant to Brady* or involving sex offender registration	3 years from entry into database or term of confinement, whichever is longer
Military offenses (other than those disposed of by UCMJ Article 15 administrative sanction and for which there is no NIBRS equivalent) not reportable by the Department of Defense pursuant to Brady*	3 years from entry into database
Offenses disposed of by UCMJ Article 15 or by administrative sanctions and not reportable by the Department of Defense pursuant to Brady* or involving sex offender registration	6 months from entry into database
Acquittals, set-aside actions, and unfounded allegations	Immediate removal
*The Brady Handgun Violence Prevention Act of 1993, as amended	

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DCIO	Defense Criminal Investigative Organization
DIBRS	Defense Incident-Based Reporting System
DMDC	Defense Manpower Data Center
DoDD	DoD directive
DoDI	DoD instruction
FBI	Federal Bureau of Investigation
IG DoD	Inspector General of the Department of Defense
NIBRS	National Incident-Based Reporting System
OUSD(P&R)	Office of the Under Secretary of Defense for Personnel and Readiness
PHI	protected health information
PII	personal identifying information
SSN	Social Security number
UCMJ	Uniform Code of Military Justice
UCR	uniform crime reporting
UIC	unit identification code
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this Volume.

acting in concert. Indicates that all of the offenders who actually commit or assist in the commission of a crime(s) at the same time and place are aware of and consent to the commission of the crime(s), or, if non-consenting, their actions assist in the commission of the offense(s).

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

bias crime. A criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias against a race, religion, ethnic or national origin, sexual orientation, or disability group. Also known as a "hate crime." Even if the offender was

mistaken in his or her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

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

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

central repository. The DoD Component facility designated to receive Service inputs of incident data from functional consolidating activities and to report this data to other Federal agencies. DMDC is the DoD Central Repository.

Component responsible official. The person designated by the Head of each DoD Component primarily responsible in the Component for coordinating, implementing, and managing the reporting system established by Reference (c).

credible information. Information disclosed or obtained that, considering the source and nature of the information and the totality of the circumstances, is sufficiently believable to indicate criminal activity has occurred and would cause a reasonable person under similar circumstances to pursue the facts of the case further.

criminal offense against a victim who is a minor. Any criminal offense that consists of, or that consists of an attempt to commit:

Kidnapping of a minor, except by a parent.

False imprisonment of a minor, except by a parent.

Criminal sexual conduct toward a minor.

Solicitation of a minor to engage in sexual conduct.

Use of a minor in a sexual performance.

Solicitation of a minor to practice prostitution.

Carnal knowledge of a minor.

A conduct that by its nature is a sexual offense against a minor.

DIBRS. The incident-based system used to report criminal and specifically identified incidents from initial law enforcement response to offender release from confinement. It includes provisions to comply with The Brady Handgun Violence Prevention Act of 1993, as amended, and References (b) and (f).



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

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

domestic violence. The use, attempted use, or threatened use of force or violence that constitutes a UCMJ offense against a person of the opposite sex, or the violation of a lawful order issued for the protection of a person of the opposite sex, who is:

A current or former spouse.

A person with whom the abuser shares a child in common.

A current or former intimate partner with whom the abuser shares or has shared a domicile.

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

fraternization offense. Any criminal offense pursuant to Article 133 or 134 of the UCMJ consisting of fraternization or entering into an unprofessional relationship, or any criminal offense based on violation of a punitive regulation or a lawful general order, in violation of Article 92 of the UCMJ, involving fraternization or entering into an unprofessional relationship.

functional consolidating activity. The activity designated by a DoD Component to receive reports of incidents from one or more functional reporting areas, consolidate them, and report to a DoD Component central repository or to DMDC.

functional responsible official. The person designated by the Head of each DoD Component who has primary responsibility for coordinating the implementation of the incident reporting system within the designated functional area (law enforcement, criminal investigation, judicial functions, and corrections) in the Component.

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

hate crime. See “bias crime.”

hate group. An organization whose primary purpose is to promote animosity, hostility, and malice against persons of a race, religion, ethnic or national origin, sexual orientation, or disability group that differs from that of the members of the organization (e.g., the Ku Klux Klan, American Nazi Party).

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

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

incident. For NIBRS reporting purposes, one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place.

lead agency. The agency or organization whose agent or agents are first involved with an incident or to whom an incident is referred for investigation. When two or more agencies are involved, the NIBRS jurisdictional guidelines in subparagraph 1.b.(5) of Enclosure 4 should be used to designate the lead agency. If the lead agency designated pursuant to NIBRS guidelines is a non-DoD law enforcement agency, a “Not Reportable to NIBRS” incident report should be provided to the DIBRS by the lead DoD agency.

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

minor. A child under the age of 16 years.

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

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

reportable incident. An incident requiring the submission of specified data elements pursuant to Reference (c). Reportable incidents include:

Disciplinary incidents.

Incidents reportable by the DoD Components pursuant to Reference (d).

Incidents reportable by the DoD Components pursuant to Reference (n).

A UCMJ criminal incident investigated by a military law enforcement organization pursuant to the receipt of credible information.

A criminal incident involving fraternization, sexual harassment, a sex-related offense, a criminal offense against a victim who is a minor, or a hate or bias crime that is investigated by a

commander, military officer, or civilian in a supervisory position pursuant to the receipt of credible information.

A criminal incident not investigated by a military law enforcement organization that is referred to court-martial and that serves as the basis for the imposition of non-judicial punishment or results in an administrative discharge. A DIBRS incident report is required when an administrative discharge is based primarily on the commission of a criminal offense, such as discharge in lieu of court-martial, separation for misconduct, and separation based on civilian conviction.

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

Incidents of domestic violence reportable by the DoD Components pursuant to section 1562 of Reference (i).

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

Incidents that are the subject of counterintelligence investigations. These incidents shall not trigger DIBRS reporting requirements until a NIBRS-reportable arrest occurs or UCMJ charges UCMJ are preferred.

same time and place. Indicates that the time interval between offenses and the distance between the locations where they occurred are insignificant.

secured property. Property that is in a container-type structure or upon the body of a person.

sex-related offense. Any criminal offense that consists of sexual misconduct, including these offenses: rape, rape of a child, aggravated sexual assault, aggravated sexual assault of a child, aggravated sexual abuse of a child, aggravated sexual contact, aggravated sexual contact with a child, abusive sexual contact with a child, indecent liberty with a child, abusive sexual contact, indecent act, forcible pandering, wrongful sexual contact, indecent exposure, and sodomy; conduct prejudicial to good order and discipline involving any sexually violent offense; or an attempt, conspiracy, or solicitation to commit any of the foregoing.

sexual harassment. A form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job or career.

Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

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

spouse abuse. Includes assault, battery, threat to injure or kill, other act of force or violence, or emotional maltreatment inflicted on a partner in a lawful marriage when one of the partners is a Service member or is employed by the Department of Defense and is eligible for treatment in a Medical Treatment Facility. A spouse under 18 years of age shall be treated in this category pursuant to Reference (d).

unfounded. A complaint that is determined through investigation to be false or baseless. In other words, no crime occurred. If the investigation shows that no offense occurred nor was attempted, procedures dictate that the reported offense must be coded “unfounded.” The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with prosecution, or the failure to make an arrest DOES NOT unfound a legitimate offense.