

Oregon NIST Requirements

***** NOTE *** All requirements for WIN-EFTS must be maintained, unless otherwise noted**

Type 1

1.04	TOT	Type of Transaction	R	Any allowed value, however only the following generate an Oregon CCH entry: CAR, CNA, MAP, NFUF
1.07	DAI	Destination Agency ORI	R	Must be 'OROSBI000'
1.08	ORI	Origination Agency ORI	R	This is the ORI of the Agency- that takes the subject's fingerprints. Must be a value contained in the current OSP <i>Oregon ORI Table</i> ***NOTE*** OSP-ISS sends an updated copy of this table to all agencies quarterly.
1.09	TCN	Transaction Control #	R	This will contain the fingerprint control number (FPN) used by Oregon CCH The format for this number is described in Appendix G

Type 2

2.016	SOC	Social Security Number	O	First four social security numbers are entered here. All extras go in field 2.909.
2.017	MNU	Misc Id Numbers	O	First four Misc Id Numbers are entered here. All extras go in field 2.909.
2.018	NAM	Name	R	Format must be LAST,FIRST MIDDLE SUFFIX and no more than 30 characters Only letters, No punctuation characters except a hyphen in the last name and a comma after it. This name will be used in the Oregon CCH
2.019	AKA	Alias	O	Format must be LAST,FIRST MIDDLE SUFFIX and no more than 30 characters Only letters, No punctuation characters except a hyphen in the last name and a comma after it. These AKA's will be entered in the Oregon CCH
2.026	SMT	Scars, Marks & Tatoos	O	Enter the first 10 SMT's here. Also see field 2.921. Criminal Cards Only.
2.037	RFP	Reason Fingerprinted	C(1)	Applicant cards only. Must be a valid Reason as expressed in Appendix H
2.038	DPR	Date Printed	R	Required for both Applicant and Criminal Cards
2.047	ASL	Arrest Segment Literal	C(2)	The data in this field must be duplicated in field 2.936
	1		r	Optional Date of Offense
	2		r	Arrest Offense Literal. This should contain the following: ORS - Literal - Severity - NCIC Code Must be a value contained in the <i>Oregon Revised Statutes Table</i>
2.051	CSL	Court Segment Literal		This field is NOT ALLOWED in the State of Oregon Oregon is an NFF State and therefore does not send dispositions to the FBI
2.067	IMA	Image Capture Equip	R	The equipment used to capture the fingerprints or palm prints
	1	Make	r	The maker of the capture equipment. Eight characters maximum.
	2	Model	r	The model of the capture equipment. Eight characters maximum.
	3	Serial	r	In Oregon this will be a unique string describing the agency's specific device and placement of the equipment. This value will be provided by OSP-ISS and in coordination with AFIS vendor
2.975		Contributing Agency Name	R	This is the Name of the Contributing Agency from the OSP <i>Oregon ORI Table</i> corresponding to the ORI contained in 2.073.

Appendix P - Oregon NIST Requirements

2.073		CRI	Controlling Agency ORI	R	This is the ORI of the agency that is in control of this subjects record. It will be entered into Oregon's CCH. It must contain a valid ORI as shown in the current OSP <i>Oregon ORI Table</i> . For Criminal Cards this would be the ORI of the arresting agency. For applicant cards, the agency requesting the background check. ***NOTE 2 *** OSP-ISS sends an updated copy of this table to all agencies quarterly.
2.479		ACCT-W	WIN Accounting	C(1)	This field is used to tie a Livescan Transaction to an existing customer in the Regulatory Unit of ISS for billing purposes.
	1			r	This is the code used for Oregon CCH entry of Reason Fingerprinted, when applicable. It is used only with specific Applicant Transactions. See Appendix H.
	2			r	This field is used to store the Account Billing code associated with a Reason For Fingerprinting. Required on all Applicant Cards.
2.480		OTP-W	Official Taking Prints	R	The name and number of the person that took the fingerprints
	1		Official's Name	r	
	2		Type of ID Number	r	
	3		Id Number	r	
2.481		TSP-W	Time Subject Printed	R	This is the time that subjects fingerprints were taken Format must be HHMMSS, where, HH - two digit hour in 24 hour format; MM - two digiti minute; SS - two digit seconds
2.483		REC-W	WIN Record Type	R	This field contains the version of the Oregon Spec followed during creation of the NIST Packet Format must be VRR, where, V - the spec version number; RR - the two digit revision number of the spec
2.908		NAM-J	JTF Names	R	All of the names for the individual. The first name should be their legal name and all others should be aliases. All names in fields 2.018 and 2.019 should be duplicated here, but since this field allows for more then 30 characters, the agency should enter the complete names. These are the names that will be printed on the hard copy of the card.
2.909		MNU-J	JTF Misc Id Numbers	O	Enter any MNU's that have not been entered in fields 2.016 and 2.017 and 2.910.
	1		MNU Type	r	This is the type MNU. Example: If it is an EXTRA social security number the value must be SOC .
	2		MNU Number	r	This is the actual MNU
2.910		DLN-J	JTF Drivers Lic Number	O	DLN currently not used in LEDS; however will be passed to AFIS and FBI. It will be printed on hard card using MNU field when no other MNU submitted.
2.921		SMT-J	JTF - Scars, Marks & Tat	O	Enter all SMT's here. Criminal Cards Only.
	1		Scar, Marks & Tatoos		The code must be a valid code from the NCIC 2000 Code Manual
2.936		RACH-J	JTF-Arrest Segment	C(2)	All charge information is entered here. Some of this data is duplicated in 2.047. ***NOTE*** The values for subfields 4, 5, 7, 9 and SOMETIMES 10 must come from the same statute in the <i>Oregon Revised Statutes Table</i>
	4		Charge Literal	r	Oregon State Literal. Must be a valid literal from the <i>Oregon Revised Statutes Table</i>
	5		Charge Statute	r	Oregon State Statute. Must a be a valid ORS from the <i>Oregon Revised Statutes Table</i> ***NOTE*** OSP-ISS sends an updated copy of this table to all agencies quarterly.
	7		Charge NCIC Code	r	Must be a valid NCIC Code from the <i>Oregon Revised Statutes Table</i>
	8		Counts	o	Three digit number from 1 - 999.

Appendix P - Oregon NIST Requirements

	9		Charge Severity	r	Must contain M (Misdemeaner), F (Felony), V (Violation) or O (Offense) as shown in the <i>Oregon Revised Statutes</i> Table
	10		Charge Comments	o	A free text description of the charge. This comment must start with the comment contained in the <i>Oregon Revised Statutes</i> Table, if one exists. The user is allowed to put their own comments here or attach comments to the required value.

2.938		RCRT-J	JTF-Court Segment	O(3)	All court disposition information will be entered here. Some of this data is duplicated in field 2.051. ***NOTE*** The values for subfields 11, 12, 13, 15 and SOMETIMES 10 must come from the same statute in the <i>Oregon Revised Statutes</i> Table
	1		Judicial Agency ORI	r	The judicial agency ORI of the court. *** NOTE *** must be a valid Judicial ORI from the current OSP <i>Oregon ORI Table</i> The Judicial ORI's all end with the letter J.
	2		Judicial Agency Name	r	The judicial agency name. 29 characters maximum *** NOTE *** must be a valid Judicial Agency Name from the current <i>OSP Oregon ORI Table</i>
	3		Surname	r	Last name of the individual being processed. Must match the surname (subfield 1) in the first set of field 2.908.
	7		Court Case Number	r	Court case number 12 characters maximum
	10		Charge Literal	r	Oregon State Comment. Must start with a valid comment from the <i>Oregon Revised Statutes</i> Table The user is allowed to put their own comments here or attach comments to the required value. If there are no comments, the value from subfield 11 must be duplicated here.
	11		Charge Statute	r	Oregon State Literal. Must a be a valid Literal from the <i>Oregon Revised Statutes</i> Table
	12		State Offense Code	r	Oregon State Statute. Must a be a valid ORS from the <i>Oregon Revised Statutes</i> Table ***NOTE*** OSP-ISS sends an updated copy of this table to all agencies quarterly.
	13		Charge NCIC Code	r	Must be an NCIC Code from the <i>Oregon Revised Statutes</i> Table
	14		Counts	o	Three digit number from 1 - 999.
	15		Charge Severity	r	Must contain M (Misdemeaner), F (Felony), V (Violation) or O (Offense)
	16		Action Literal	r	This must contain the Fine/Jail Time/Jail Time Suspended/Probation Time of the sentence. This subfield is further divided into four more fields, each separated from the other with a ^ First field is any fine amount. Round to the nearest dollar. 1 to 6 digits in size. Second field is the Sentenced Time that is required. Jail time that must be served. Cannot be greater than 10 characters. Third field is the Sentenced Time that can be suspended. Time out for good behavior, etc. Cannot be greater than 10 characters. Fourth field is the Sentenced Probation Time. Cannot be greater than 10 characters. Format for the above three times is #Y#M#D#H where: # is a 1 - 2 digit number (1-3 digits for the year part) Y - Years, M - Months, D - Days, H - Hours

Appendix P - Oregon NIST Requirements

				Example, a 3 1/2 year sentence would be "3Y6M" Example, a \$600 fine and a 5 year sentence with 1 1/2 year suspended and 2 year probation 600^5Y^1Y6M^2Y
	17	Court Action	r	Must be a value located in Appendix I.
	18	Action Date	r	Date of Sentencing.
	19	Charge Comments	o	Free text comment on this sentence.

Legend

R = Field is required

C = Field is required under certain conditions, which will be noted

O = Field is optional

r = Subfield is required if the main field is being used

o = Subfield is optional

- 1) A Reason for Fingerprinting is required for all Applicants
- 2) A Criminal Card must have at least one charge
- 3) A disposition is an optional field that is only allowed on a criminal transaction

