

## GROUP ORGANIZATION WORKSHEET

**Bold** is a mandatory field.

<b>Message Key</b>	<b>MKE</b>		Identifying Dress	DRS	
<b>Originating Agency Identifier</b>	<b>ORI</b>		Identifying Hand Signals	HND	
<b>Group Name</b>	<b>GNG</b>		Identifying Graffiti	GTI	
<b>Subgroup Name</b>	<b>SGP</b>		<b>NCIC Number</b>	<b>NIC</b>	
<b>Agency Point of Contact</b>	<b>POC</b>				
Identifying Tattoos	TTO				

### Adding Supplemental Information

**NCIC.EGNG..GNG/** \_\_\_\_\_ **SGP/** \_\_\_\_\_

The supplemental entry must contain the GNG and th SGP fields and any of the following:

TTO: IDENTIFYING TATTOOS    DRS: IDENTIFYING DRESS    HND: IDENTIFYING HAND SIGNALS    GTI: IDENTIFYING GRAFFITI

<b>ENTRY AND SECOND PARTY CHECK</b>					
Date Received			Officer/Agency		
Date of Entry			Operator		
Date of Second Party Check			Operator		
Modify Date			Operator		
Cancel Date			Operator		