

MNF-W

Specific Modified Training Techniques and Procedures (TTP's)



Version 1 Part II
June 2007

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Appendix A Biometric Watchlist Procedures and Maintenance

Overview

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1. The Biometric Watchlist.

A. Background.

(1) The Biometrics Watchlist contains a list of individuals who have had biometrics collected on them, and are considered to have derogatory information which warrants further action upon their encounter. This list triggers an immediate alert should these individuals be encountered during BAT screening, enrollment, or badging operations.

(2) The NGIC Biometric Watchlist is a biometrically-based repository of information to identify persons assessed as a threat to Coalition Forces (CF), and to the national security of the United States. The purpose of the Watch list is to provide a course of action in the event an individual on the Watchlist is encountered, as well as to provide timely notification of the event to the appropriate organizations.

(3) Watchlist Contents. The Watch List contains several High Value Targets (HVTs) or Persons of Interest (POIs) who pose a potential, direct, or imminent threat against Coalition Forces and U.S. Interests in the Iraqi Theater of Operations (ITO), to the Government of Iraqi, and its security forces. This includes: NGIC watch list, and the MNF-W watch list.

a. The NGIC Watch list is divided into separate tiers; each providing a different course of action to be taken by the unit conducting the screening or enrollment. These tiers are:

1. Tier 1: Detain if Encountered
2. Tier 2: Detain for Intelligence
3. Tier 3: Deny Entry to U.S. (under development by NGIC)
4. Tier 4: Do Not Hire/Deny Base Access/Disqualify for Army or Police Training

5. Tier 5: Latent to Latent (Under Development)
6. Tier 6: Track Movement

b. The MNF-W Watch list will include the following HVI target lists of individuals that biometrics data is maintained upon within the ITO:

1. CENTCOM HVI list
2. MNF-W HVI list
3. AO Denver HVIs list
4. AO Raleigh HVIs list
5. AO Topeka HVIs list
6. SOTF-W HVI list
7. MND-B HVI list
8. MND-N HVI list
9. MEU HVI list (AO HVIs)

2. Duties & Responsibilities

A. Each unit will assign a Watchlist Manager at the MNF-W G-2, BCT/RCT S-2 , Battalion S-2, and Company levels in order to maintain an accurate Watchlist of registry that lists each Watchlist that he and his subordinate managers maintain.

B. MNF-W G-2 Watchlist Manager.

(1) Develop and maintain an MNF-W Watchlist that encompasses the MNF-W HVI list, all cross-boundary HVI lists (i.e. SOTF-W), rotating MEU AO HVI lists, and all BCT/RCT, Battalion and Company HVI lists.

(2) Validate that HVI's included in the Watchlist have a biometric profile in the NGIC biometric database. Coordinate with NGIC and the BCT/RCT to create a 'ghost record' of an HVI if biometric data is missing or incomplete.

(3) Coordinate MNF-W Watchlist nominations with the NGIC BIFT on a daily-weekly basis indicating changes, or "No Change."

(4) When submitting, include the following: the Unit, HVI Watchlist Name, the Watchlist Manager POC information. The MNF-W G-2 Watch list Manager will publish this list on the MNF-W Biometrics Portal at:

<http://www.mnfw.usmc.smil.mil/C12/C5/MNFW%20BAT%20Portal/default.aspx>

(5) Ensure that the current NGIC & MNF-W Watchlist is downloaded each day.

(6) Publish the Watchlist POC information on the MNF-W BAT Portal and validate current information on a monthly basis, or as units conduct RIP/TOA.

C. BCT/RCT S-2 Watchlist Manager.

At the BCT/RCT level, the Manager will:

(1) Develop and maintain an HVI list that encompasses all Battalion and Company HVI lists.

(2) Validate that HVI's have a biometric profile. Identify HVI's that do not have biometric data.

(3) Submit HVI BAT Watchlist recommendations to the MNF-W G-2 Watchlist Manager on a daily-weekly basis indicating changes, or "No Change" at:

mnf-wg2ops@mnf-wiraq.usmc.smil.mil

(4) When submitting, include the following: the Unit, HVI Watchlist Name, the Watchlist Manager POC information. The MNF-W G-2 Watch list Manager will publish this list on the MNF-W Biometrics Portal at:

<http://www.mnfw.usmc.smil.mil/C12/C5/MNFW%20BAT%20Portal/default.aspx>

(5) Ensure that the NGIC & MNF-W Watchlist is downloaded each day.

D. Battalion S-2 Watchlist Manager.

(1) Develop and maintain an HVI list that encompasses all Battalion and Company HVI lists.

(2) Validate that HVI's have a biometric profile. Identify HVI's that do not have biometric data.

(3) Submit HVI BAT Watchlist recommendations to the BCT/RCT S-2 Watchlist Manager on a daily-weekly basis indicating changes, or "No Change".

(4) When submitting, include the following: the Unit, HVI Watchlist Name, the Watchlist Manager POC information. The MNF-W G-2 Watch list Manager will publish this list on the MNF-W Biometrics Portal at:

<http://www.mnfw.usmc.smil.mil/C12/C5/MNFW%20BAT%20Portal/default.aspx>

(5) Ensure that the NGIC & MNF-W Watchlist is downloaded each day.

E. Company S-2/Intel Marine.

(1) Develop and maintain an HVI list that encompasses all Company HVI's.

(2) Validate that HVI's have a biometric profile. Identify HVI's that do not have biometric data.

(3) Submit HVI BAT Watchlist recommendations to the Battalion S-2 Watchlist Manager on a weekly basis indicating changes, or "No Change."

(4) When submitting, include the following: the Unit, HVI Watchlist Name, the Watchlist Manager POC information. The MNF-W G-2 Watch list Manager will publish this list on the MNF-W Biometrics Portal at:

<http://www.mnfw.usmc.smil.mil/C12/C5/MNFW%20BAT%20Portal/default.aspx>

(5) Ensure that the NGIC & MNF-W Watchlist is downloaded each day.

3. Biometric Watchlist Maintenance

A. Overview. The management of the biometric Watchlist is one of the most critical aspects to a successful biometric program. Management of the Watchlist includes the continual addition, deletion, update, or dissemination of records to produce the most current WATCHLISTs.

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(1) Watch list management will be conducted on a 24 hour cycle in a cascading manner from the MNF-W down to the Company level.

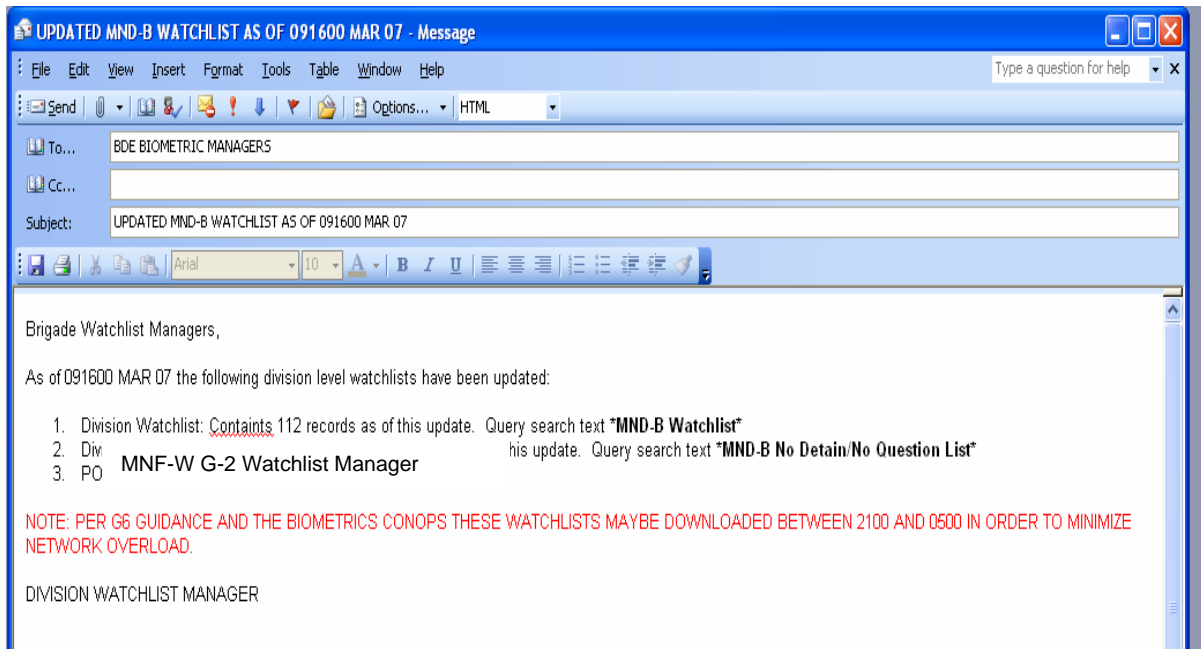
(2) It requires standardization in naming conventions to ensure all units across the battlespace can access the various lists as needed.

B. Watchlist Registries. Each Unit Watchlist Manager will maintain a Watchlist registry. This registry will detail each Watchlist that consists of your HVI targets that have collected biometrics in the database.

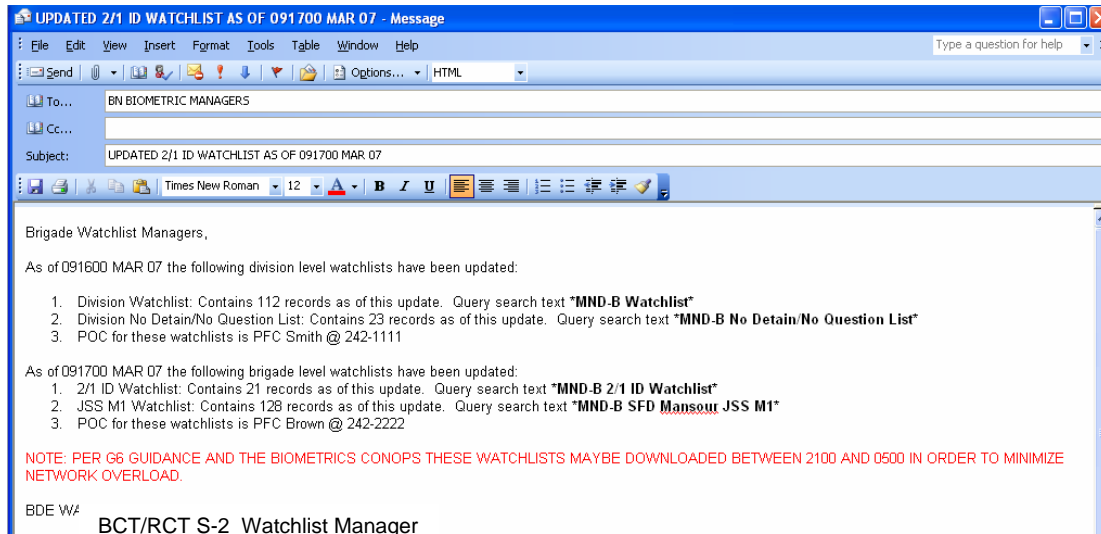
(1) The Watchlist Registry will be updated weekly and submitted by the BCT/RCT Watchlist Managers to the MNF-W G-2 Watchlist Manager each Saturday (NLT 2000 hours).

(2) The Watch list Registry will include the Unit, Watchlist Name, and Watchlist POC. The MNF-W Watch list Manager will publish this list on the MNF-W BAT Portal, or by email.

C. Watchlist Updates. BCT/RCT S-2 Watchlist Managers will distribute emails formatted like the one below to their respective subordinate units. The Watchlist Update Message will have a standard formatting and elements of information are common across the MNF-W to ensure essential elements of information are passed to the lowest level.



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4. Biometric Watchlist Alert Nomination and Removal Procedures (NRP)

A. The following are guidelines for outlining the procedures for adding and removing individuals from the Watch list; and alert status of individuals placed on the NGIC or MNF-W Biometrics Watchlist.

B. The NRP is a weekly process in which the RCT/BCT S-2's review the Tier level and Alert status of their HVI's on the WATCHLISTs within their respective AOs.

C. There are two categories:

(1) Before/After Operations. The RCT/BCT S-2 Manager will review HVI lists for adding, modifying, or removing the status of HVI individuals that are in the biometrics database and/or individuals that are on the Watchlist.

a. Bn S2 – Review, update, and/or consolidates HVI list(s), assess & endorse all nominations from the Company level; and forward to RCT/BCT via the Battalion S-2 Watchlist Manager.

b. RCT/BCT – Review HVI's on Watch List and recommend assigning a Tier rating.

c. MNF-W – Concur/Non-Concur with comments for the Watchlist and forward to NGIC.

d. NGIC – Approves/Disapproves the Watchlist nominations; updates database with 'Tier' tag.

(2) During Operations. Those individuals that have been screened, enrolled, or PID during operations will require:

- a. BAT Operator/Company level – Add/update Alert tag during HIIDE-PID (as required).
- b. Report actions to Bn S2 (individual(s) name, and BAT number.

D. **Prerequisites for Inclusion**. Prior to nominating an individual to the NGIC or MNF-W Biometric Watchlist, the nominating unit will determine whether the individual meets the prerequisites for inclusion to the Watchlist and make a recommendation to the appropriate tier to higher headquarters.

(1) NGIC Tier 1 Nominations:

- (a) The individual must have a collected biometric: fingerprints and/or iris scans.
- (b) The individual must be assessed as a **high threat** per the NGIC Threat Matrix, and/or the individual's encounter in the Iraq Theater of Operations (ITO) suggests that the individual is conducting activities which are threatening to Coalition Forces.
- (c) The individual is not in detention; although, there are several exceptions to this rule. These exceptions are:

(1) All foreign fighters are placed on the Watchlist regardless of detention status, and are assessed to have resumed high threat activities if encountered outside of their host country or under hostile circumstances.

(2) The individual was sentenced to death or a sentence of 15 years or more by the Central Criminal Court of Iraq (CCC-I). If encountered, these individuals are presumed to have escaped or were wrongfully released from Iraqi custody.

(3) The NGIC Watchlist Team and MNF-W G-2 Manager will coordinate with the appropriate authorities to determine the detention status of all CCC-I convicts.

(d) The individual will not be placed on Tier 1 of the Watchlist for the same purposes of which he was adjudicated through legal processes. Exceptions to this rule include:

(1) New reporting and evidence generated which reveals that the subject has resumed high-threat activities.

(2) New intelligence and/or evidence are revealed which was not available during the time of an individual's detention, but makes the individual a high threat.

(3) In the case where a detainee was released through a legitimate and recognized means, and it is assessed that he still represents a high threat to U.S. and CF,

the individual's re-accession to the Watchlist will have to be closely coordinated with theater, including both the appropriate C2 element and the detainee management organization.

(2) NGIC Tier 2 Nominations:

(a) The individual must have a collected biometric profile: Fingerprints and/or iris scans.

(b) The individual must possess actionable intelligence that can lead to the target/capture of high-value individuals (HVI's).

(c) The individual is matched to a latent fingerprint which does not specifically implicate him/her in insurgent / terrorist activities, but needs to be investigated further to ascertain his/her involvement.

(d) The individual is not in detention.

(3) NGIC Tier 3 Nominations (Under Development):

(a) Subject is nominated to Terrorist Identities Datamart Environment (TIDE). This tier of the Watchlist is still under development.

(b) The Watchlist Team coordinates with Department of State (DoS) and Department of Homeland Security (DHS) to ensure validity of nominations. This process is still under development.

(c) The subject's detention status is irrelevant.

(4) NGIC Tier 4 Nominations:

(a) Subject is assessed to pose a threat to Coalition Forces per NGIC threat matrix.

(b) If the subject is a base access cardholder, the nominator must coordinate with the specific base access approval authority prior to nominating to Tier 4. The nomination must be consistent with the actions taken by that authority.

(c) The subject's detention status is irrelevant.

E. Actions Taken after Nomination. After a nomination is received from the RCT/BCT S-2 Manager, the MNF-W G-2 will forward the nomination to the NGIC Biometrics Watchlist Team that responsible for reviewing the nomination, and receiving all pertinent information from the source of the nomination. Once the nomination is approved, the NGIC Biometric Watchlist Team will do the following:

- (1) The NGIC Watchlist Team updates both Watchlist trackers. One is sent to the Biometric Fusion Center (BFC), and one is sent to corresponding Combatant Commands (COCOMs) and agencies.
- (2) The NGIC Watchlist Team inserts encounter statements in related BAT records. Encounter statements differ for each tier. An example of a Tier 1 alert text is as follows:
- (3) NGIC will attach all supporting documents to the associated BAT record if applicable.
- (4) The NGIC Watchlist Team will notify MNF-W of the additions to the Watchlist.
- (5) The NGIC Watchlist Team ensures that Biometrics Identification Analysis Reports (BIARs) are written for all individuals placed on the Watchlist. Production of these BIARs will be assigned through the NGIC Biometrics Intelligence Fusion Team (BIFT) Operations Section.

F. Watchlist Removal/Denomination Process.

- (1) Criteria for Denomination: The removal/denomination process consists of removing individuals from one tier of the Watchlist and determining if the next appropriate tier is applicable. Individuals removed from Tiers 1 and 2 typically meet the criteria for placement on Tiers 3 or 4 of the Watchlist. Whereas, individuals removed from Tiers 3 or 4, may either be placed on a higher tier, or are removed from all tiers of the Watchlist.
- (2) NGIC Tier 1 Denominations: The following criteria are required to remove an individual from Tier 1 of the Watchlist:
 - (a) The individual is detained. Exceptions include escapees previously serving life/death sentence and/or foreign nationals.
 - (b) The person is killed and their death is biometrically verified from the database.
 - (c) The individual's threat value is downgraded. The NGIC Watchlist Team will first review any MNF-W requests for removal from the Watchlist due to a threat downgrade. The final approval for removal will come from the BIP Chief based on a recommendation from the Review Board.
- (3) NGIC Tier 2 Denominations: The following criteria are required to remove an individual from Tier 2 of the Watchlist:

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- (a) The individual is detained. Exceptions include escapees previously serving life/death sentence and/or foreign nationals.
- (b) The person is killed and their death is biometrically verified from the database.
- (c) The individual's intelligence value is downgraded. The NGIC Watchlist Team will first review any requests for removal from the Watchlist due to an intelligence value downgrade.

(4) NGIC Tier 4 Denominations:

- (a) Removals/Denominations from Tier 4 will either be placed on Tiers 1, 2 or 3 or removed from all tiers of the Watchlist.
- (b) For removals/denominations which result in the removal of the individual from all tiers of the Watchlist, the following must apply:

(1) The person is killed and their death is biometrically verified from the database.

(2) The NGIC Watchlist Team receives removal request from theater or an external organization.

(5) Actions Taken After Removal/Denomination.

(a) If detained:

(1) The NGIC Watchlist Team will send all documentation pertaining to this individual to the detaining MNF-W unit.

(b) If killed:

(1) The NGIC Watchlist Team will remove the individual from both Watchlist Trackers, and removes encounter statements from any corresponding BAT records.

(2) The Watchlist Team attaches all documentation of the individual's death to corresponding BAT records.

(3) A BIFT analyst will update the related BIAR.

(c) If threat or intelligence value is downgraded:

(1) The NGIC Watchlist Team will determine if the individual should be placed on a different tier or removed completely from the Watchlist.

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(2) If removed from Tier 1 or 2 and placed on Tier 3 or 4, the NGIC Watchlist Team will update both Watchlist trackers accordingly, and replace the Tier 1 or 2 encounter statement with the appropriate Tier 3 or 4 encounter statement in BAT.

(d) If a request for removal from theater or an external agency is received:

(1) The NGIC Watchlist Team will coordinate with MNF-W G-2.

(2) If the individual was a Tier 1 or 2 denomination, the NGIC Watchlist Team will update both Watchlist trackers accordingly, and remove encounter statements from any corresponding BAT records. If placed on Tier 3 or 4, the Watchlist Team will replace the Tier 1 or 2 encounter statement with the appropriate Tier 3 or 4 encounter statement in BAT.

5. Creating and Searching for a Biometric Watchlist

A. Alert Status (Tag).

(1) Background. The Alert ‘status or tag’ is an additional caveat placed on an individual on the Watch List. The Alert provides BAT or HIIDE operators an immediate notification of special information on an individual; that includes: MNF-W Tier 1 individual, prison escapee, HVI status, a previous CF detainment, a sheik or religious leader, someone of intelligence value for a specific purpose, or incomplete BAT data.

(2) Watch list Managers can tag BAT records that are of interest to them with a “LOCAL ALERT” message. These local alert messages are used to inform others of any special dispensation, handling, or instructions in the event this individual is encountered by any unit.

(3) Actions Required. One of the four standardized actions will be taken by the Biometrics Screener when an Alert tag is identified. This is the standard text that will precede all alerts warning other users that the individual is of interest. The four (4) actions are:

- a. “Detain on contact.”
- b. “Detain for intelligence purposes.”
- c. “Deny Access to US Base or FOB/Do Not Hire/Disqualify From Army or IP Training.”
- d. “Do not Detain or Question.”

Alert Examples. Here are a few examples of alerts the operator will encounter

“LOCAL ALERT DETAIN IF ENCOUNTERED FALLUJAH 696-0248”

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“LOCAL ALERT DETAIN FOR INTELLIGENCE RAMADI 696-0248”

“LOCAL ALERT DO NOT HIRE OR GIVE ACCESS TO US BASES CAMP FALLUJAH 696-0248”

“LOCAL ALERT DO NOT DETAIN OR QUESTION RUSAFA 696-0248”

B. **Creating a Watchlist in BAT.** In creating a watch list using the BAT, the unit/organization must establish standard language to use to flag all persons for inclusion in their watch list. This is to facilitate search-ability in BAT and make RIP/TOA more seamless for the follow on forces.

(1) **Watchlist Naming Conventions.** All WATCHLISTs names will start and end with an asterisk (*).

- a. Example: ***MNF-W Watch list***
- b. Watchlist can be named by AO, region, or unit
- c. Example of a RCT/BCT Watchlist: ***MNF-W RCT-6 Watch List***
- d. Example of a Battalion Watchlist: ***MNF-W 2/6 Watch List***

(2) **Establish standard alert text.** This is the information that a user will see first when encountering an individual on the watch list. For the HIIDE, the first 255 characters of the alert text will be displayed.

- a. For the **BAT** [PIER 2-3 Iris Scanning device], the first 16 characters will be displayed.
- b. For the **HIIDE**, the first 255 characters of the alert text will be displayed.

(3) In the “Alert Text” Field, units will include the following information: the words “Local Alert”, Action Required, Sought For Detainment (SFD) or location, POC information for unit placing the alert.

(4) The remaining fields are for the watch list information on the BAT record. This data is only displayed when viewing the individuals BAT record on a laptop, not a HIIDE:

- a. **Alert Category:** This should include a concise text indicating actions to take upon encountering an individual on the watch list and the watch list name.
- b. **Alert Value:** Watch list specific – Select a value of HIGH, MEDIUM, LOW, etc which most appropriately represents the members of the watch list.
- c. **Alert Region:** This field is typically set to CENTCOM.
- d. **Alert Contact:** Contact information when a unit encounters an individual on the watch list. This should include DSN, SVOIP, and Email if possibly. The POC should be the one **who** has the intelligence to support the capture.

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e. **Alert Detail:** This field is typically the name of the watch list. Ensure the watch list name is specific to your unit/organizations name or AOR to facilitate searching and ensure your watch list name is unique from other watch lists.

A. Searching for a Watchlist

(1) **Step 1:** In the Personal Data Report, go to the Watch List section. In the **Alert Category** field, select from the drop down what the individuals' status is. In the **Alert Value** field select the corresponding level of alertness. **Alert Region** will always be CENTCOM. In the **Alert Detail** field will be the name of the watch list the individual is being put on, for example this person is being put on the NGIC and MNFW watch list.

The screenshot shows a 'Watch List' form with the following fields:

- Alert Category:** DETAIN - INDIVIDUAL of INTEREST TO US or COALATION FORCES
- Alert Value:** Medium
- Alert Region:** CENTCOM
- Alert Contact:** (empty field)
- Alert Detail:** NGIC; MNFW

At the bottom, it says 'Watch List 1 of 1' and has navigation buttons (back, forward, add, delete).

(2) **Step 2:** In the BAT search tool, select “Watch – Detail”

The screenshot shows the 'Search Tool' window with the 'Search Criteria' section. The dropdown menu is open, showing the following options:

- PER - Religion
- PER - Entity State
- Watch - Category
- Watch - Value
- Watch - Contact
- Watch - Detail** (highlighted)
- Watch - Region
- ID# - Number

Buttons at the bottom include 'Add Criteria', 'Clear All', and 'Search'.

(3) **Step 3:** In the Search Criteria field, the name of the watch list will be put here, for example, MNFW. Push the search button to execute (Do not forget to put asterisks on both sides of the search criteria).

The screenshot shows the 'Search Tool' window with the search criteria entered. The 'Search Criteria' section shows:

- Select field to search on:** Watch - Detail
- NOT:** (checkbox unchecked)
- Enter search criteria:** *MNFW*
- Include:** (checkbox checked)

Buttons at the bottom include 'Help', 'Cancel', 'Add Criteria', 'Clear All', and 'Search'.

(4) **Step 4:** Results of search.

Person Selector									
	GUID	ALERT_DETAIL	LNAME	FNAME	MNAME	EXTENDEDNAME	SVCIDNO	ALERT	SERVERNAME
1	(5B55D6D4-49FF)	MNFW; NGIC; AO TOPEKA	SAFI	DAD HAQ				No	LOCAL DATABASE
2	(EE8F19DD-0669)	MNFW	SAFI	ABDUL LATIF				No	LOCAL DATABASE
3	(528EA5DF-1221)	MNFW; NGIC; AO TOPEKA	SAFI	BASHIR AHMAD			230488-645-6-129	No	LOCAL DATABASE
4	(B403A1C5-525D)	MNFW; AO RALEIGH	SAFI	BASHIR AHMAD			230488-0-0-0	No	LOCAL DATABASE
5	(86842685-90BC)	MNFW; NGIC	SAFI	ABDULL MONIB				No	LOCAL DATABASE

NOTE: Click on column headings to sort data. Drag column heading separators to resize columns.

Readjust Row Height OK Cancel Plot to Map Generate Report

6. Assign a BAT Record to a Watchlist

A. Step 1: Identify the record of the individual to place on the watch list

(1) Remember, an individual can only be placed on a watch list if his or her biometrics has been collected and he or she has a record in BAT.

Person MOHAMMAD IDHAM XAS R300239 [22.30.13.230] [READ/WRITE/ADMIN]

PERSONAL DATA REPORT

GENERAL INFORMATION

Dossier: {D69DE273-BE23-450F-A1E2-D28E6A012470}

Enroll Date: 12/31/2004 12:50:17 PM

Enrollment Station: IRQ:1MEF: Fallujah

Person Type:

Title:

Name (F,M,L,T): MOHAMMAD IDHAM XAS ()

Full Name:

Native Full Name:

WMD Category:

Operational Status:

Occupation:

National ID #: R300239

Gender: MALE

Race:

Hair Color: BLACK

Eye Color: BROWN

Build: MEDIUM/AVERAGE

Height (in): Min: Max:

Weight (lb): Min: Max:

PHOTOGRAPH

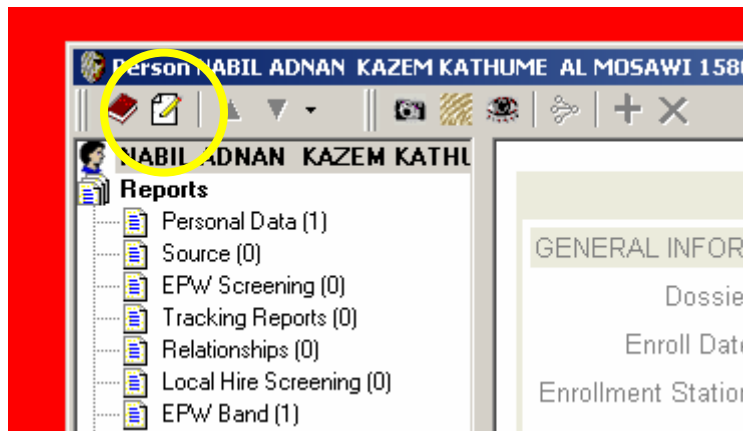
ON ALERT? NO

Personal Data Record 1 of 1

Fig. 1

B. Step 2: Add the alert text message to the BAT record

(1) Enter edit mode.



- (2) Click the edit record button (circled in yellow).
- (3) Add alert text.

(4) Type in watch list specific alert text message into the alert text – notice contact information and watch list name is specified.

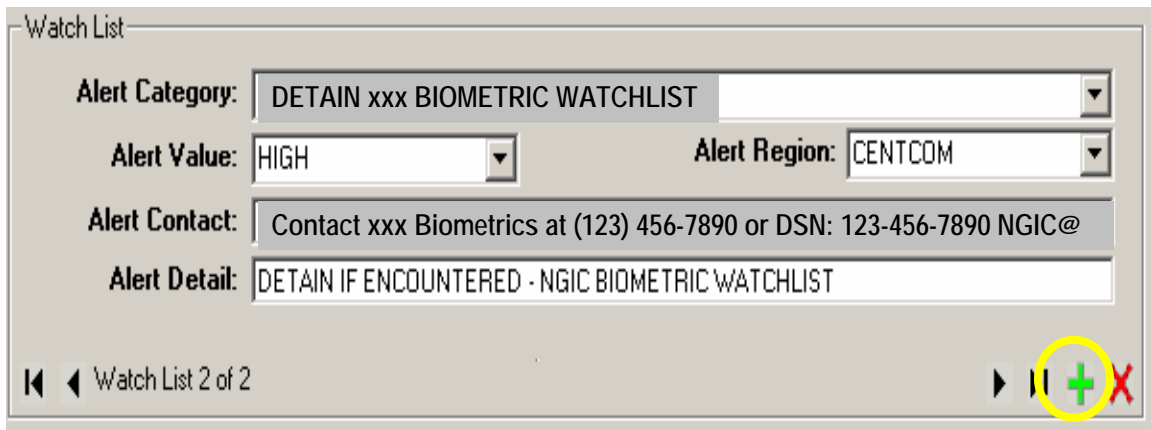
(5) **Note: Be sure not to delete any text that is already in the alert message. Add watch list alert information in front of any text that is already in the watch list field. Only the first 255 characters of this text box are displayed on the HIIDE.**

C. **Step 3:** Complete the watch list fields in the BAT record

(1) Using the information obtained in Part 1, enter it into the watch list fields listed here. See below for an explanation of each field.

- a. **Alert Category:** States actions to take upon encountering the individual and the name of the watch list.
- b. **Alert Value:** Unit SOP specific.
- c. **Alert Region:** Unit SOP specific.
- d. **Alert Contact:** POC Information for encountering individuals on the watch list.
- e. **Alert Detail:** The watch list name.

(2) **Note:** If the record is already on another watch list, be careful not to alter the existing watch list but instead add an **ADDITIONAL** Watchlist record:



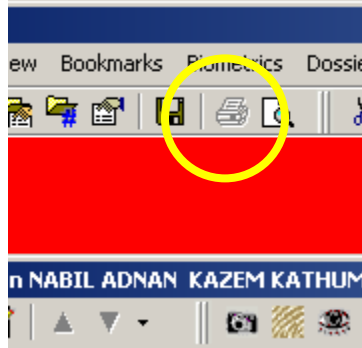
The screenshot shows a 'Watch List' form with the following fields:

- Alert Category:** DETAIN xxx BIOMETRIC WATCHLIST
- Alert Value:** HIGH
- Alert Region:** CENTCOM
- Alert Contact:** Contact xxx Biometrics at (123) 456-7890 or DSN: 123-456-7890 NGIC@
- Alert Detail:** DETAIN IF ENCOUNTERED - NGIC BIOMETRIC WATCHLIST

At the bottom right, there is a green plus symbol (+) and a red X symbol, both highlighted with a yellow circle.

D. **Step 4:** Click the green “Plus” symbol to add a new watch list record. In this example the individual is already on an NGIC watch list. By clicking the green plus symbol you can type in the watch list information without overwriting what NGIC already has in the BAT file.

(1) **Note:** Ensure to save your changes by clicking the save button:

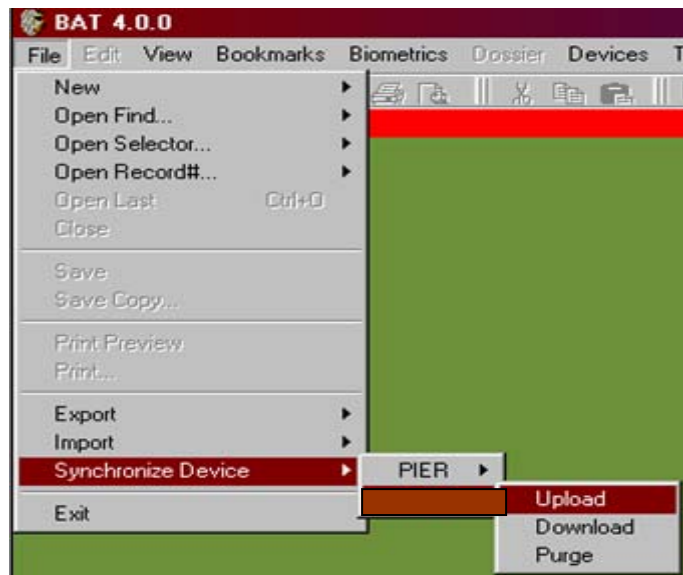


(2) At this point the record has been successfully assigned membership into a watch list. The next step is to search for everyone on the watch list and load the list into a device that can be used tactically in the field.

7. Load the Biometric Watchlist from a BAT client to an Iris Scanner

A. **Pier 2-3 Iris Scanner.** After the device is activated, make sure there is a check mark in the **Directly to Preview** and the **Save Iris Images to Server** boxes. It is also a good idea to take a **Test Capture** to make sure the iris reader is working properly. Once this is done, push OK. Now that the iris device is activated, you are now ready to upload data into it. You do this by selecting **File>Synchronize Device>PIER>Upload** (as shown below).

(1) Step 1: Upload

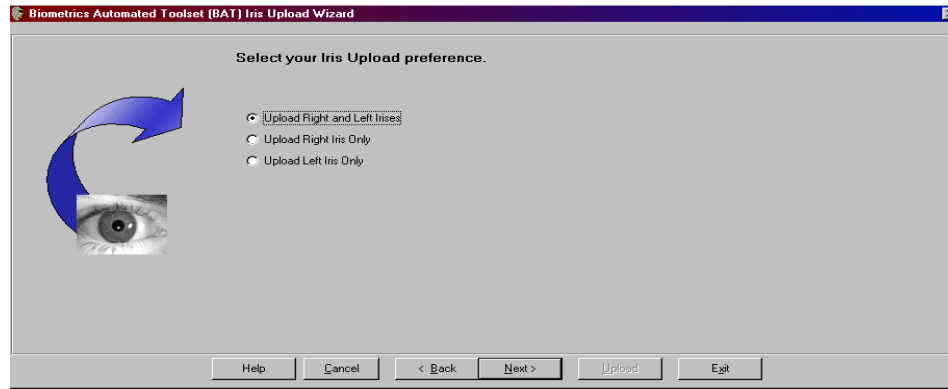


(2) Step 2: Now this window appears:

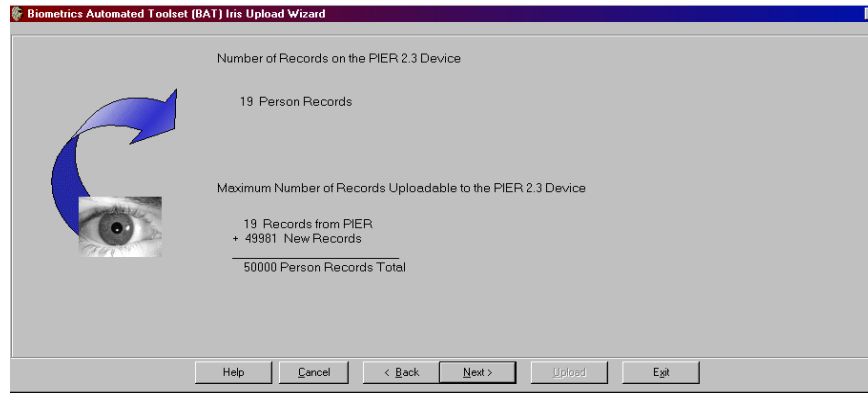


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(3) **Step 3:** From here select if you want to merge records with what is already on the device, or if you want to overwrite the records, then select next. I suggest Overwriting the records because everyday personnel are taken off of alert and new personnel are put on alert. If you merge records then you risk keeping an individual on alert in your iris device, which actually might have been taken off of alert on the live database.

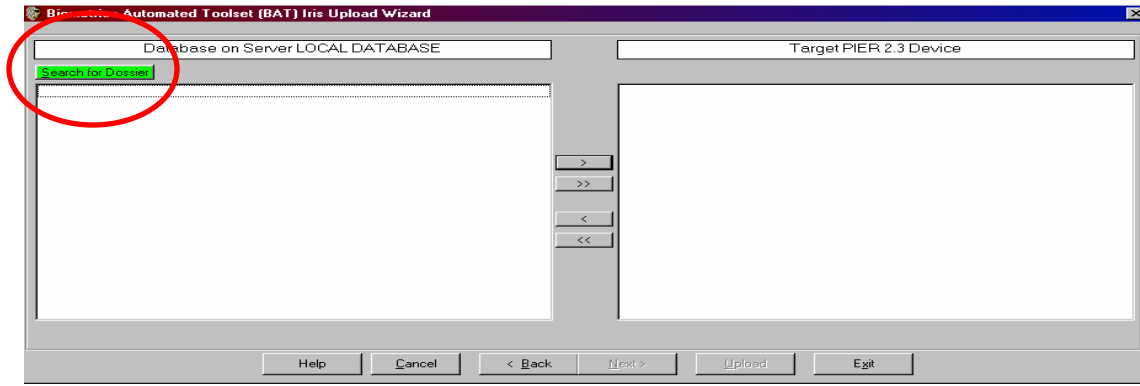


(4) **Step 4:** Select if you want to upload the right and left irises, just the right, or just the left, then select next. If you select the right and left irises you will only be able to upload 50,000 personnel into the device. If you select just the right irises, then you will be able to upload 100,000 personnel into the device.

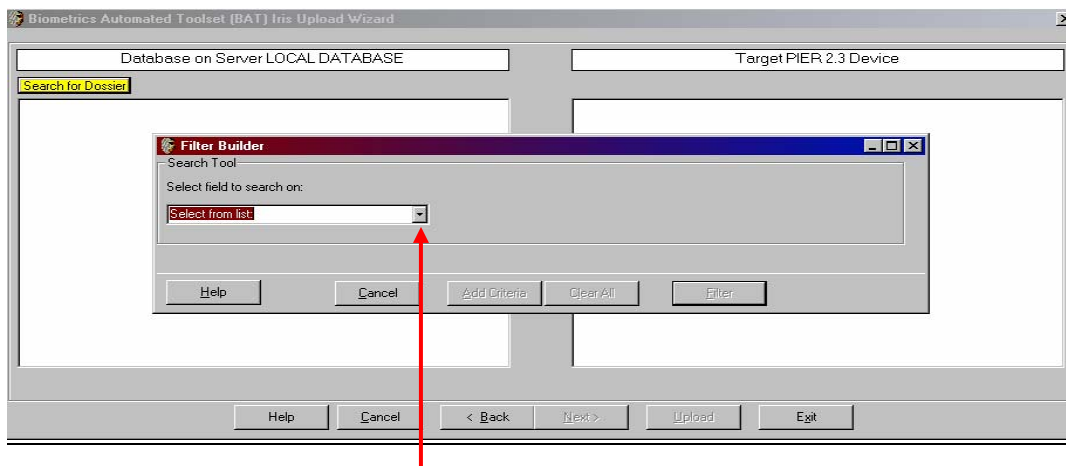


(5) **Step 5:** This window tells you how many records are currently on the iris device and how many more can be added, select next to proceed.

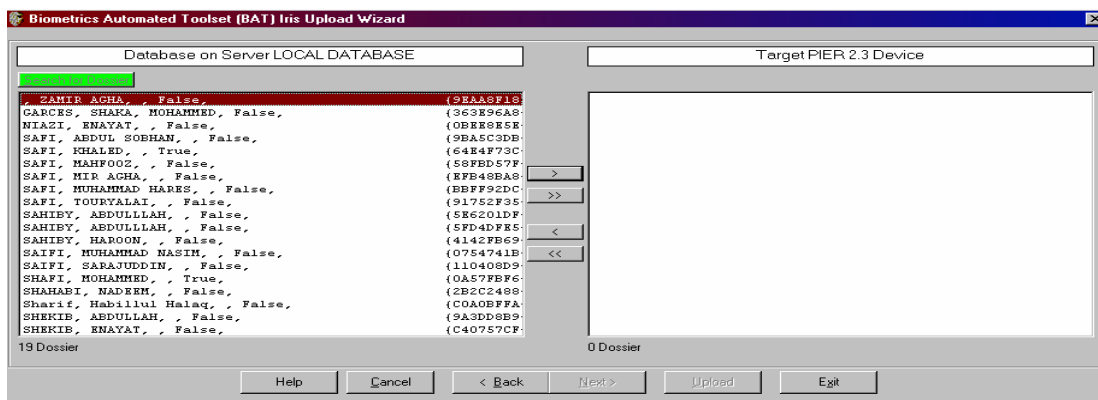
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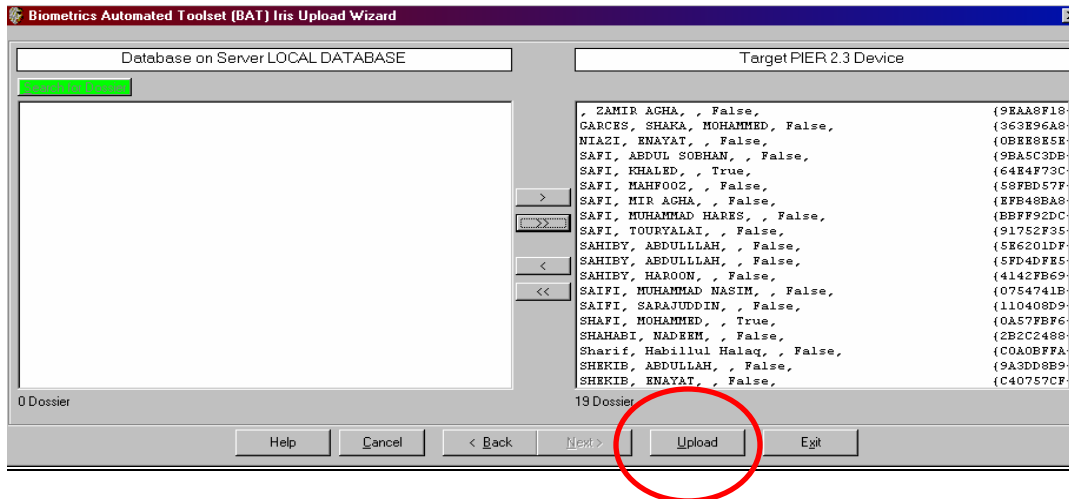
(6) **Step 6:** Push the **Green** button labeled **Search for Dossier** (circled in red).



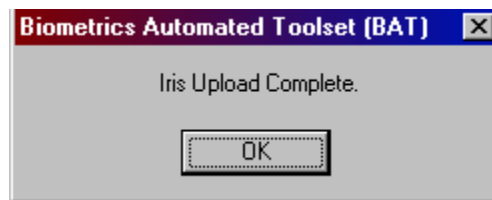
(7) **Step 7:** From the drop down list, select how you want to search through the records. Once you have selected the preferred criteria, push **Filter**. The records that matched the criteria will appear on the left side of the window (pictured below).



(8) **Step 8:** From here you can select one dossier at a time to move over by pushing the > button, or you can move all of the records over by pushing the >> button.



(9) **Step 9:** Now that all of the records you wish to upload onto the iris device are on the right side of the window, push the **Upload** button (circled in red). Once the upload is complete the following window will appear - - Push OK.



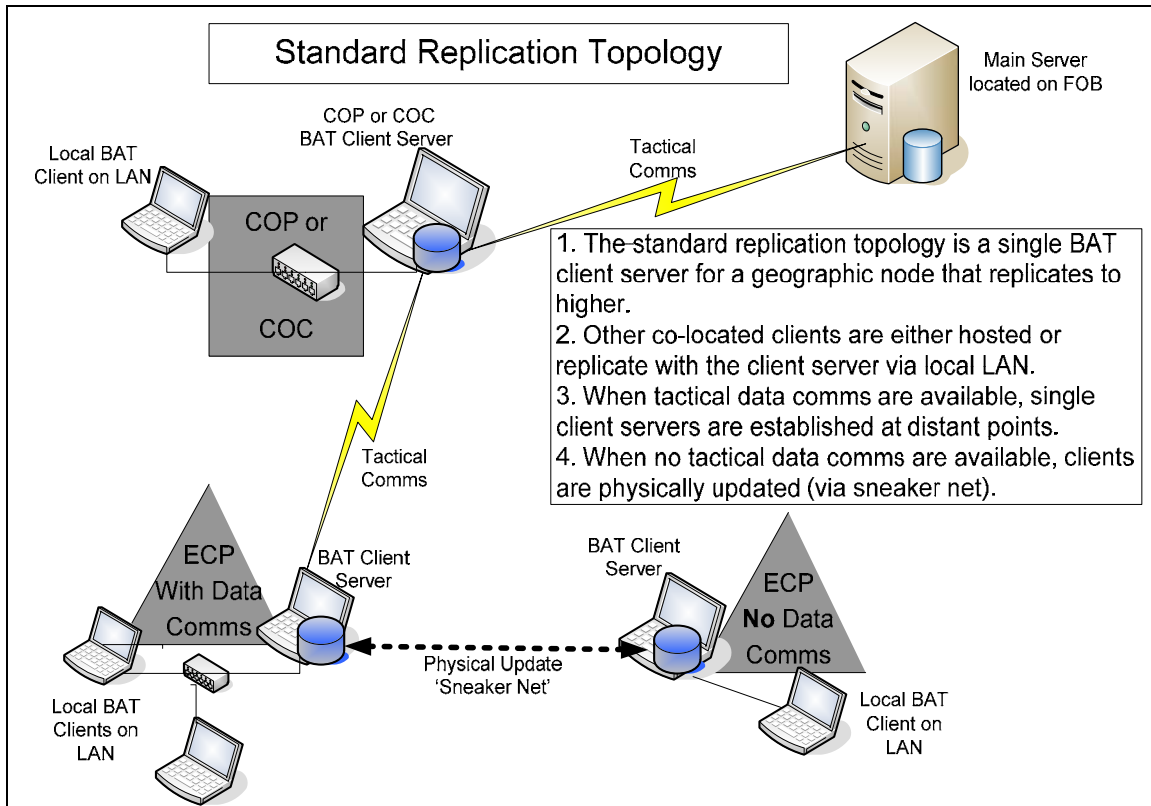
(10) **Step 10:** Now that the upload is complete, you will be taken back to the main BAT window. You have now completed the upload process and are ready to use the iris device disconnected for identification purposes ONLY. Turn off the iris device, disconnect the cross over and power cables from bottom of device, then turn the iris device back on. Push the **C/F3** button, then the **B/F2** button. Use the device like normal to take a 'picture' of a subject's iris.

8. Load HIIDE with Watchlists from BAT

- Verify BAT Network Settings
- Start>Network Connections>Local Area Connection
- Right click on Local Area Connection and select Properties

. Loading everyone assigned to one or more watch lists is a simple matter of searching for them in BAT and then instructing the BAT client to push the data into the HIIDE device. HIIDE is used for this manual because it is slightly more complicated than loading a Pier 2-3 device. **Note: You CAN add more than one watch list to a HIIDE.** See Appendix P Uploading data in the HIIDE.

Appendix B- Database Replication and Communications Networking Procedures.



Recommended Positioning of Clients and Servers in the Network:

(a) To minimize the number of systems attempting to pull data base updates and new entries over Wide Area Network (WAN) links, designate a single “master” Client/Server at each site that replicates over the WAN link to update the database.

All other BAT clients & servers at that local site should update their data bases from the “master” Client/Server over the Local Area Network (LAN).

(b) Even with the 128KB limitation, there is a significant potential impact to overall SIPRNET connectivity for a site, of replicating the BAT data base over WAN links. In addition to degrading the connectivity for other C2 traffic riding SIPRNET, performing BAT data base replication over WAN links with insufficient capacity may adversely impact the replication of the BAT data base as well. To mitigate the impacts on overall SIPRNET connectivity as well as to facilitate the successful replication of the BAT data base, the following guidelines are provided:

(1) Outlying sites connected by high capacity satellite systems, cable or terrestrial links (1024Kb or greater dedicated SIPRNET) can attempt full data base replication (to include intelligence attachments). However units may be better served by

replicating the skeleton database and only downloading intelligence attachments as needed per individual record.

(2) 256Kb SIPRNET is the optimum for on-line replication of the skeleton records database, which maintains the basic text file, photographs, and biometric data. (No intelligence functions). Intel documents can still be selectively downloaded for individual records.

(3) Less than 128KB dedicated SIPRNET, units may one way push new enrollments to a server in off hours, but will use physical synchronization ‘sneaker net’ and update via a direct connection to maintain an updated database.

(c) The Client/Server designated as “master” should point itself to replicate with an upstream server that is the closest and most capable network connection (not necessarily the closest geographic proximity):

(1) Directly connected to Camp Fallujah (i.e. TQ, Baharia, etc.)

(2) Directly connected to Al Asad (i.e. Hit, Al Qaim, KV, Hadditha, Rawah, Waleed, Trebil, etc.)

(3) Directly connected to Camp Ramadi (i.e. Blue Diamond, Corregidor, etc.)

(4) One hop away from Camp Fallujah (i.e. directly connected to TQ, Baharia, Camp Ramadi, etc.)

(5) One hop away from Al Asad (i.e. directly connected to Hit, Al Qaim, KV, Hadditha, Rawah, etc.)

(6) If both are available, a terrestrial connection is preferred over a satellite connection – even if the satellite connection has moderately more bandwidth (e.g. a 256K terrestrial link is roughly equivalent to a 384K satellite link for the purposes of actual throughput)

(d) Any BAT system that is more than two hops away from Camp Fallujah or Al Asad may encounter enough difficulty in trying to replicate its data base that it will require irregular “sneaker netting” in addition to replication to keep up. This does not preclude the local commander or S-6 from trying to establish the connection and replicate. The success in doing so will lessen the frequency in sneaker netting. However an assessment to the overall benefit and SIPRNET connectivity from the site should be done first and the impact of the replication on SIPRNET connectivity should be closely monitored.

(5) **Site Transmission Capacity Planning Factors and Considerations**

(a) An optimum of 512Kb needs to be allocated for SIPR in order to maintain a constantly updated, local client-to-server (enrollments, badging, and screening) transactions at the lower tactical (OP/ECP) level. Sites that fall within this capacity include those listed below as well as those meeting the minimum requirements.

(b) A minimum of 1024Kb aggregate needs to be allocated for SIPR to support limited (potentially in excess of 24 hour delays), server-to-server database

replication (Intelligence functions, Bn level and higher). Sites that fall within this capacity include:

- Hit
- Hadditha City
- Al Qaim
- Habbaniyah
- Fallujah Development Center
- Rawah

(c) A minimum of 2048Kb aggregate needs to be allocated for SIPR to support full, server-to-server database replication (Intelligence functions, Bn level and higher). Sites that fall within this capacity include:

- Taqqadum
- Camp Fallujah
- Al Asad
- Korean Village
- Baharia
- Camp Ramadi

(6) TTPs for Connectivity ISO On-line and Physical synchronization Data Base Replication

(a) DO NOT attempt to download the complete BAT data base over the network. Units adding a new BAT client to the network must first down-load the current data base from an FSE, another client/server via a direct connection (e.g. cabled in – not over the LAN or a WAN link) or from an external/portable flash memory device.

(b) If a BAT system has been disconnected from the network for an extended period of time (more than 7 days) it's data base should be updated via a direct connection to another client server or over a LAN connection but NOT over a WAN connection.

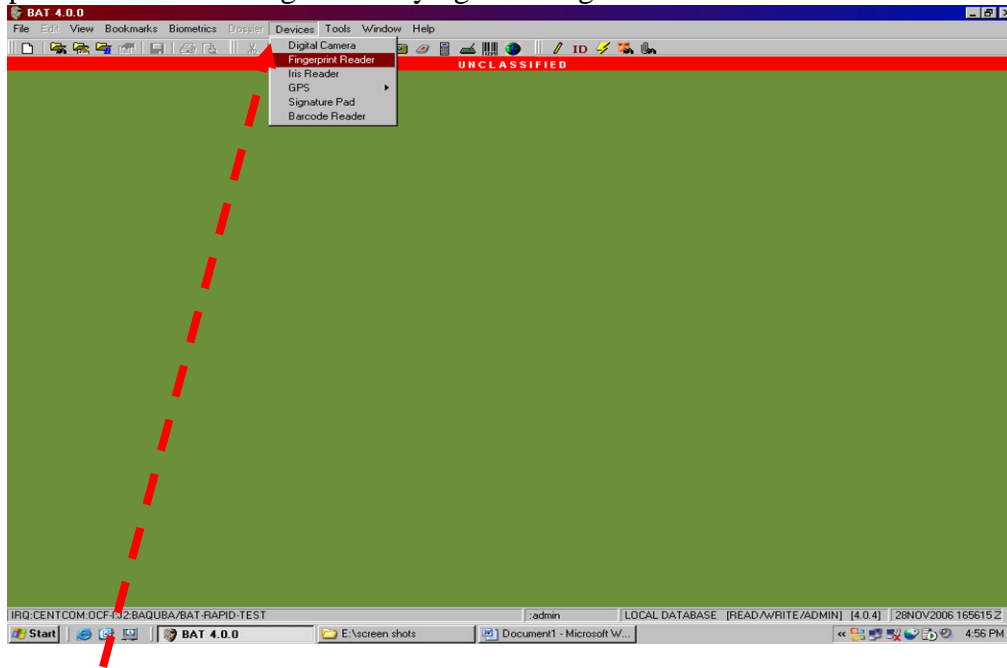
(c) In order to ensure effective, efficient and successful database replication, the following guidelines are provided:

1. 128Kb nominal should be dedicated bandwidth (b/w) for server-client replication.
2. 256Kb nominal should be dedicated b/w for server-server replication
3. 512Kb nominal should be dedicated b/w for full replication (including Intel attachments (occurs only between CF, BD, and AA BAT servers))
4. In the event that there are multiple SIPRNET circuits to the same desired destination, ensure that the appropriate weights are set on the router to utilize both routes (routes are load balanced). Route weights should not be changed or manipulated until detailed planning and coordination has been done up to at least the MSC/MSE level and must be closely monitored for second and third order effects.
5. Initial bandwidth limit set on BAT database replication will be 128/256K

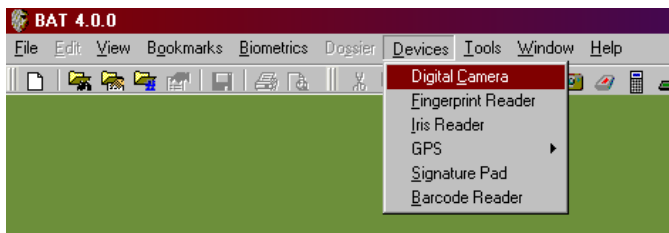
6. Identify consistent failure to successfully replicate the BAT database while your network is at steady state to the next senior S/G-6 and BAT POC and in your operational chain of command.

APPENDIX C. HOW TO ACTIVATE THE BAT PERIPHERALS

Once you are connected to BAT and see the below screen, you are ready to connect the peripherals in order to begin identifying/enrolling an individual.

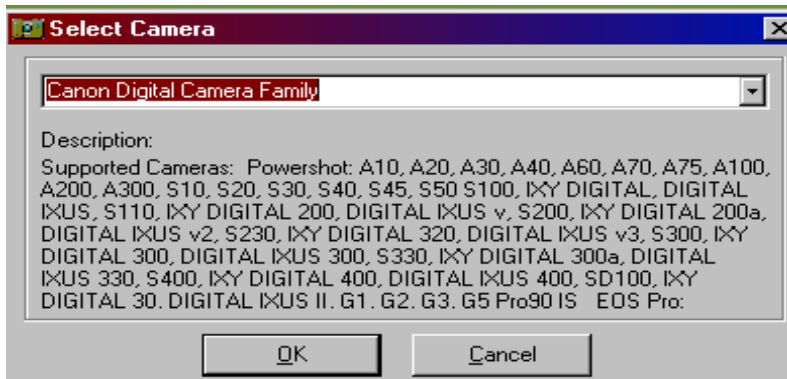


Select **Devices** from the drop down menu and pick which peripheral(s) you would like to activate.

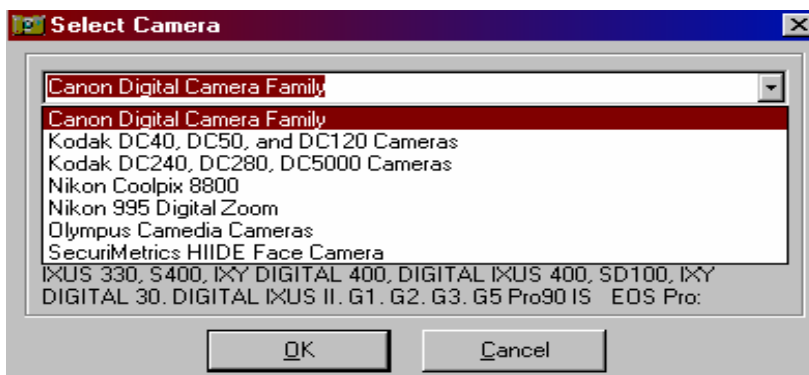


If you plan on doing a complete enrollment (highly recommended), going from top to bottom to connect the peripherals is ideal.

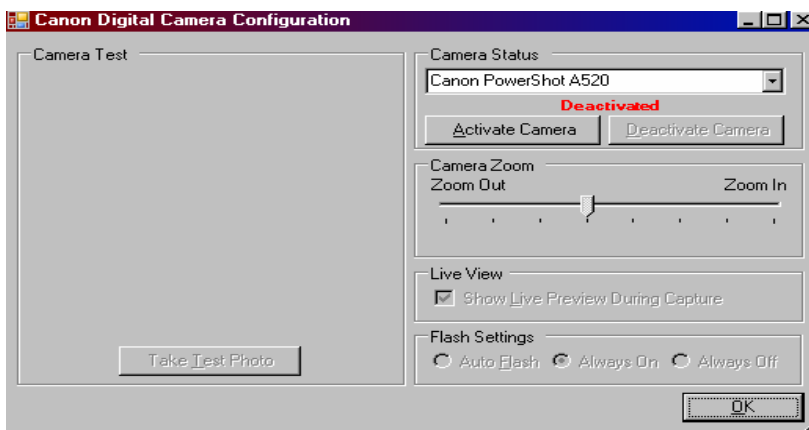
Select **Digital Camera** and the below screen appears:



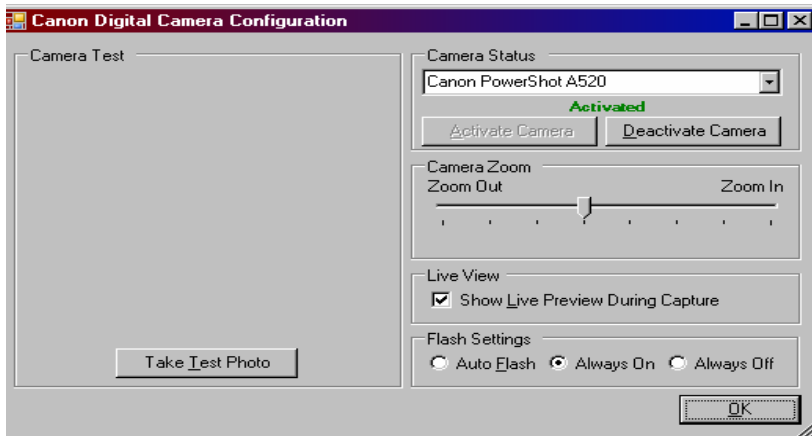
Select the drop down arrow to select the appropriate camera:



Once you have selected the type of camera you are connected to, push OK and this set-up window appears:



First you will need to push the **Activate Camera** button (the lens of the camera should pop out), and then the set up window will look like this:

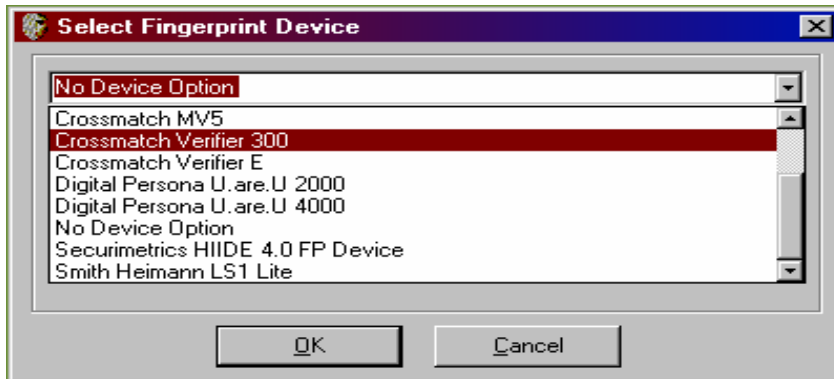


Now you should see that the camera is **Activated** in the **green** text under the **Camera Status** section. In the **Live View** section, ensure there is a check in the **Show Live Preview During Capture** box, and that the flash settings are set to **Always On**. It is recommended that you take a test photo to ensure that the camera is working properly, by selecting the **Take Test Photo** button. Once this is complete, select OK.

Go back up to the **Devices** drop down menu and select the next item, **Fingerprint Reader**, and this screen appears:

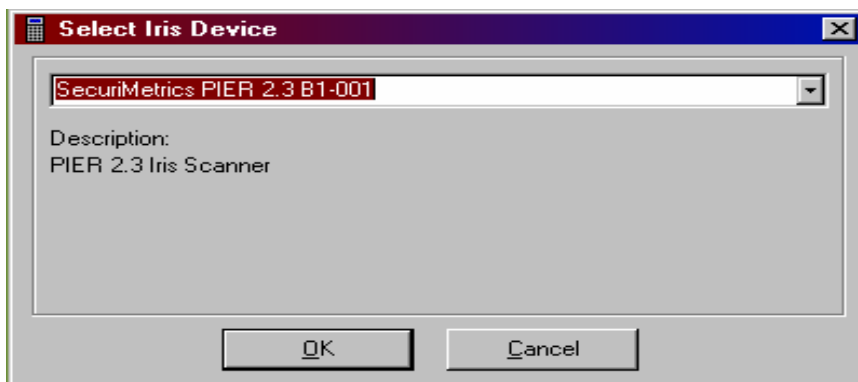


Select from the drop down arrow the appropriate fingerprint device (shown below) to connect to.

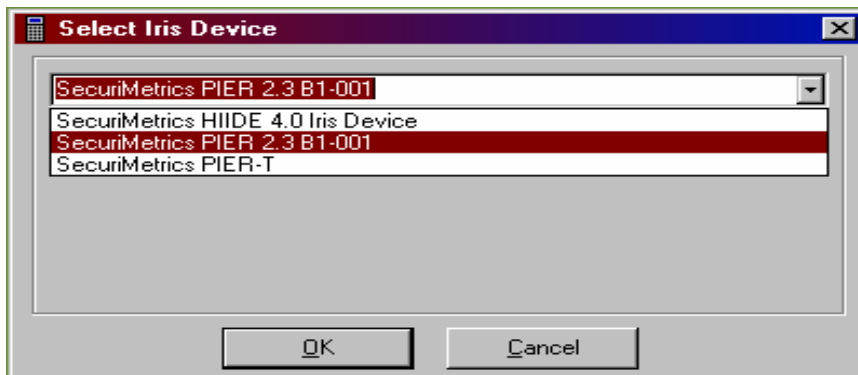


Once you have selected the type of fingerprint reader you are connected to, push OK. Notice that no set-up window appears. The fingerprint reader is powered strictly through the USB connector, and therefore needs no extra set-up.

Go back up to the **Devices** drop down menu and select the next item, **Iris Reader**, and this screen appears:



Select from the drop down arrow the appropriate iris device (shown below) to connect to.



Once you have selected the type of iris device you are connected to, push OK and this set-up window appears:

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The screenshot shows the 'PIER Iris Device' application window. At the top, the title bar reads 'PIER Iris Device'. Below it, the 'Iris Device Status' section displays 'Your PIER Iris Device is Inactive.' in red text. To the right of this status are three buttons: 'Connect' (highlighted with a dashed border), 'Disconnect', and 'Untethered Disconnect'. The main area is divided into two panes. The left pane, titled 'Device Test', contains a large rectangular box for the camera feed and a 'Test Capture' button at the bottom. The right pane, titled 'Device Settings', contains fields for 'IP Address' (10.0.0.10), 'Timeout (s)' (10), and 'Language' (0). Below these is a checked checkbox for 'Directly To Preview'. A 'Behavior' section at the bottom right contains a checked checkbox for 'Save Iris Images To Server'. An 'OK' button is located at the bottom right of the window.

Push the **Connect** button in order to activate the iris device. Once the device is activated the screen will look like this:

This screenshot shows the same 'PIER Iris Device' application window, but the status has changed. The 'Iris Device Status' section now displays 'Your PIER Iris Device is Active.' in green text. The 'Connect' button is no longer highlighted. The 'Device Test' pane on the left remains empty. The 'Device Settings' and 'Behavior' sections on the right are identical to the previous screenshot, with 'Directly To Preview' and 'Save Iris Images To Server' both checked. The 'OK' button at the bottom right is now highlighted with a dashed border.

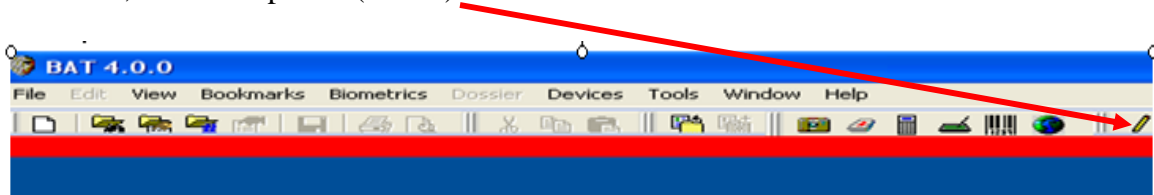
Ensure that there is a check mark in the **Directly To Preview** and **Save Iris Images To Server** boxes. Once that is done, it is recommended that you take a test capture. Push the **Test Capture** button. Once you have successfully taken a good capture, push OK.

You are now ready to identify/enroll an individual.

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APPENDIX G. IDENTIFICATION AND ENROLLMENT PROCESS

Normally using quick identification through quick mode to see if an individual is already in the system is the ideal process, but in Iraq it is time consuming and there is a better process in which to ID and enroll an individual without having to open/close/and cancel out of different windows to do so. Instead of selecting the lightning bolt button from the menu bar, select the pencil (Enroll) icon.



After selecting the enroll icon, this screen appears:

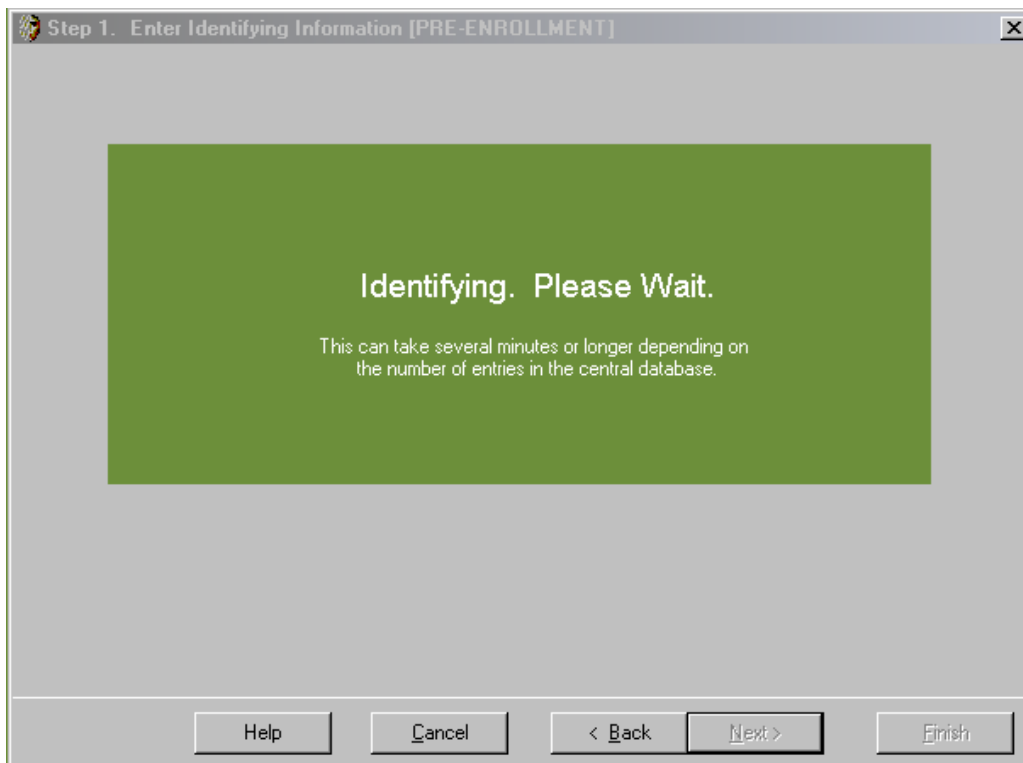
The image shows a dialog box titled 'Step 1. Enter Identifying Information [PRE-ENROLLMENT]'. The dialog is divided into several sections:

- Fingerprints:** Contains buttons for 'Acquire', 'Clear', and 'Import EFT', and a grid of 10 empty boxes for fingerprint images.
- Photo (For Face Recognition):** Contains a large empty box for a photo and buttons for 'Acquire' and 'Clear'.
- Right Iris:** Contains buttons for 'Acquire' and 'Clear' and a small empty box for an iris image.
- Left Iris:** Contains buttons for 'Acquire' and 'Clear' and a small empty box for an iris image.
- Personal:** Contains a 'Name Not Known' checkbox and text input fields for 'First:', 'Middle:', 'Last:', 'Tribe/Extended Name:', and 'Service / ID #:'. There is a small button with three dots next to the 'Tribe/Extended Name:' field.
- Badge ID #:** Contains a text input field.
- Dossier #:** Contains a text input field.

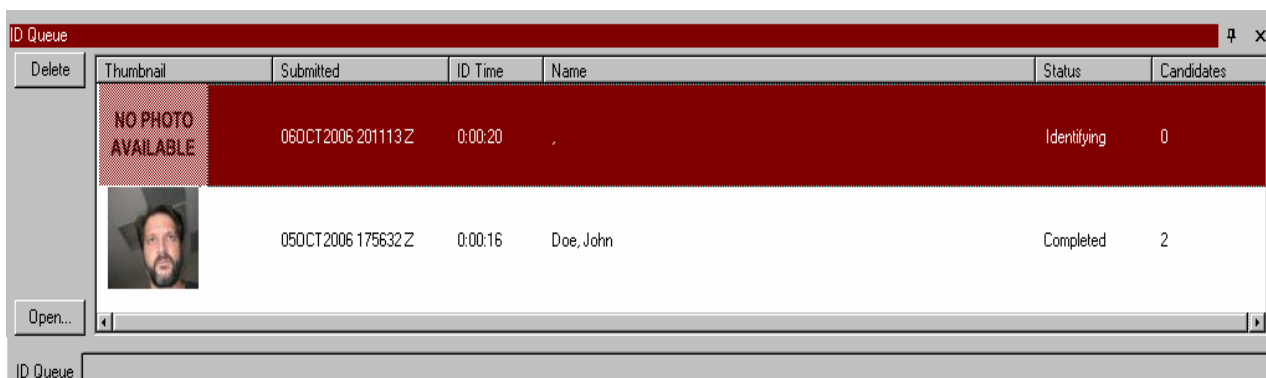
At the bottom of the dialog are five buttons: 'Help', 'Cancel', '< Back', 'Next >', and 'Finish'.

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From here, if the individual has a badge that was made with a BAT system, scan the barcode with a barcode scanner, or enter the 8-digit letter/number combination (which corresponds with the barcode) in the **Badge ID #** field. Push the **Next>** button to identify. If the individual does not come up, or they do not have a badge, proceed to identify the individual with their right iris. Push the **Acquire** button under **Right Iris**. You will be prompted to scan the individuals' right iris. Once a good capture has been taken, you will automatically be brought back to this window and the box in the **Right Iris** section will have a picture of the iris you just captured. Push the **Next>** button in order to do an iris identification. You will see the below screen while this is occurring:



Once the system is finished with the identifying process, you will either see a window with suspected matches (directly below) or another screen (NOTE: there will be no information in the Step 3. Enter Contact Information window fields like there is below):



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If the above screen comes up, it means the individual is not already in the system and they need to be enrolled. On the left hand side of this window you do not need to fill in the information at this time because you will fill it in once you open up the EFT (Electronic Fingerprint Transaction). **Do** fill in every field on the right hand side of this window. Once you have completed the fields on the right, push the **Next>** button to get to **Step 4. Enter Additional Contact Information** window (shown below).

Step 4. Enter Additional Contact Information

Personal Information (con't)

Type of Person: Unknown

ISN Number:

Alert Information

Alert? ☐ Note: If you want this individual to be shown as having an Alert (a red box displayed around the individual's picture in the dossier) be sure to check the Alert box.

Alert Information:

Note: You may enter Alert Information without placing this individual on Alert.

Detainment Information

Detainment Facility: Status:

Help Cancel < Back Next > Finish

If you are going to put this individual on alert for any reason, this is where you do that. Ensure you check the **Alert** box, then put why you are putting them on alert in the **Alert Information** text field. Once this is complete push **Next>** two (2) times to get to the **Step 6. Capture Fingerprints** window (shown below).

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Step 6. Capture Fingerprints

Fingerprints

Acquire

Clear


Import EFT

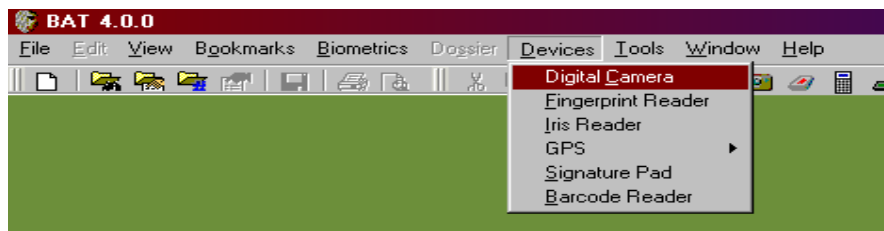
Help Cancel < Back Next > Finish

Push the **Acquire** button in the **Fingerprints** section in order to complete the EFT. If you do not remember how to complete the EFT, see **Annex C – How to correctly fill out the EFT during enrollment**.

APPENDIX E. HOW TO PROPERLY FILL OUT THE EFT DURING ENROLLMENT

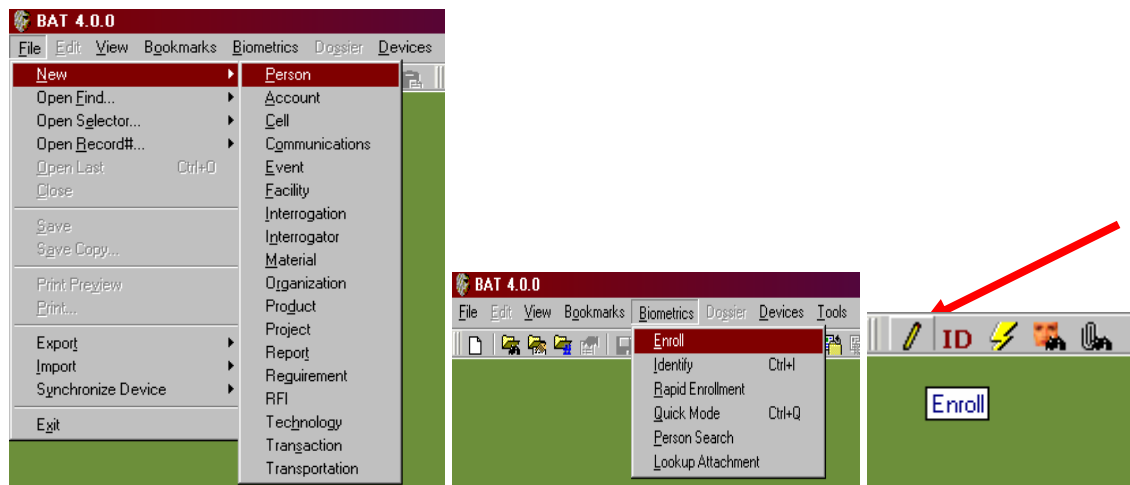
The EFT (or Electronic Fingerprint Transaction) is one of the few standardized forms in the BAT system. It is also an official FBI form and has to conform to certain standards in order to be useful to all of the agencies that use it. The following instructions and screen shots should help you in filling out the EFT correctly and complete.

Step 1: Double click on the Biometrics Client Icon  to open BAT and connect to either the local database or a remote server. Once BAT is open, go to the 'device' drop down menu to connect and set up the peripherals (see Annex A if you do not remember how to connect the peripherals).



Once the peripherals are set up and you have verified that they are working, you are ready to fill out an EFT on a local or third country national.

Step 2: There are three ways you can start the enrollment process depending on your preference:



1.

2.

3.

Once you select an option to begin the enrollment process, this screen shows up:

Step 3: Do NOT fill in anything on this window. Instead select the **Acquire** button in the **Fingerprints** window. Once you select **Acquire**, this window will appear:

EFT – Electronic Fingerprint Transaction.

It is easier to work your way from top to bottom on the left hand side versus using the tabs at the top; it also ensures that you input all of the necessary data without leaving

anything out. The **Transaction Information** window is basically just letting you know what type of ‘fingerprint’ transaction you are doing, criminal/civil enrollment, or fingerprint image searches; the originating and destination agencies; and the date of enrollment. You will NEVER change anything on this particular screen.

Step 4: Select the **Subject Data** button, and this window appears:

The screenshot shows the 'Subject Data' window in the Biometrics Automated Toolset (BAT) - Tenprint Plugin. The window is divided into two main sections: 'Information' and 'Fingerprints'. The 'Information' section contains 'Transaction Information' and 'Subject Data'. The 'Fingerprints' section contains 'Right Control Fingers (Slap)', 'Left Control Fingers (Slap)', and 'Left and Right Control Thumbs'. The 'Subject Data' section is currently selected, and it contains several sub-sections: 'Subject Info', 'Arrest Info', 'Case Info', 'Search Results', 'Personal Info', 'Image Info', and 'Court Info'. The 'Subject Info' sub-section is active, showing fields for 'Name Not Known', 'First', 'Middle', 'Last', 'Tribe/Extended', 'Full Name', 'Person Type', 'Reason Printed', 'Date Printed (yyyymmdd)', 'Controlling Agency (CR)', 'Description' (Birthplace, Birthdate, Age Range, Gender, Race, Height, Height Range, Hair Color, Weight, Weight Range, Eye Color), and 'Arrest Record' (Date of Arrest, Permanent Retention of Records). The 'Full Name' field is highlighted in yellow.

It is required to fill in the **yellow** fields, except for **Full Name**. The **Full Name** field is automatically completed upon filling in the **First, Middle, Last, and Tribe/Extended** fields.

Step 5: Input the persons’ first, middle, and last name. Select the ellipses button



and the following window pops up:

NOTE: The only countries that have tribes pre-populated are Afghanistan and Iraq.

Once you select which tribe the individual belongs to, click OK.

Step 6: The next field is **Person Type**. Click the down arrow and from the list select **Enemy Prisoner Of War or Enemy Combatant, Other, or Unknown**. Those are the ONLY three options you are allowed to select. An EPW is a confirmed terrorist/insurgent, there is no question that they are guilty and there is evidence to prove it. If the individual is a 'suspected' terrorist/insurgent, they are classified as Unknown. (**NOTE:** This can be changed to EPW if confirmed at a later date). Iraqi Police, Civilians, and Witness's, for example, would be classified as Other.

Step 7: Reason Printed is a free text field. There is no set standard as to what gets entered here, just tell me why you are taking their fingerprints. Some examples would be: Witness, Local Hire Screening, Iraqi Police Screening, Terrorist/Insurgent, Suspected IED emplacer, Attacked Coalition Forces, Detainment, etc. Notice that **Date Printed** is automatically filled in for you.

Step 8: Select from the **Birthplace** drop down menu the country where the individual was born.

Step 9: In the **Birthdate** field type in their date of birth in YYYYMMDD format. A lot of the people you deal with will not know their date of birth, but might know part of it. If they only know the year they were born, enter the four-digit year and follow it by **0101**. If they have no idea when they were born, type in **00000000** (eight zeros) and in the **Age Range** field input the approximate age range. For example, if you believe they are between 25 and 30, you would type **2530** in the field (no spaces, no dashes).

Step 10: Gender is self explanatory. The person is **Male, Female, or Unknown**. Under no circumstances are they a male or female impersonator or any of the other options available.

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Step 11: Race – All Iraqis are classified as **Caucasian/Latino** UNLESS they have Asian characteristics, in which case they are classified as Asian. This standard came down from a higher echelon and was effective September 26, 2006.

Step 12: Height can be entered one of two ways. For example let's say the individual is 5'7". This would be typed as **507** or **N67**. If the person is 5'11", it would be entered as **511** or **N71**. If you do not have a way to measure the individual's height input **000** (three zeros) and in the **Height Range** field give their approximate height. This would be entered as six digits, with no spaces or dashes. For example you believe the person to be between 5'7" and 5'10"; you would enter this as **507510**.

Step 13: In the **Hair Color** field select what color their hair is. Only select bald if the person is naturally bald. If they are bald by choice (meaning they shave their head), what color are their roots, if you can't tell, look at their eyebrows. If you still don't know, then select unknown. If the person dyes their hair, select the color that corresponds with their natural hair color, and if you can't tell, then select unknown.

Step 14: In the **Weight** field insert the person's weight. If they weigh less than 100 pounds, input a zero in front of the number. If the person weighs 95 pounds, you would type **095**. The maximum number you can type in the field is **499**. If the person weighs more than 499 pounds type **000** (three zeros) and in the **Weight Range** field type in their weight, which would be entered as six digits, with no spaces or dashes, for example **500520**. Three zeros is also put in the weight field if you don't know their weight, then the same rules apply for weight range.

Step 15: In the **Eye Color** field select from the drop down what color their eyes are. If they are wearing colored contacts, have them removed so you can see their natural eye color.

Step 16: If the **Date of Arrest** field is yellow, then it needs to be filled in with the arrest date, then you would select the **Arrest Info** tab at the top (pictured below) and fill in the yellow box with the required information. If the field is white, then it does not need to be filled in.

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Step 17: Depending on what fingerprint device you are using depends on what fingerprints you capture from the subject. If you are connected to the **Crossmatch Verifier 300**, then you would only take flat prints of each finger individually. If you are connected to the **CrossMatch ID 442R**, then you would take slaps of each hand (excluding the thumbs), each thumb separately, then each finger and thumb would individually get rolled. Beside each finger is a box that is checked. If the person you are enrolling is missing a finger(s) or hand(s), then you would deselect the box corresponding to the missing finger. This box appears if you deselect a finger:

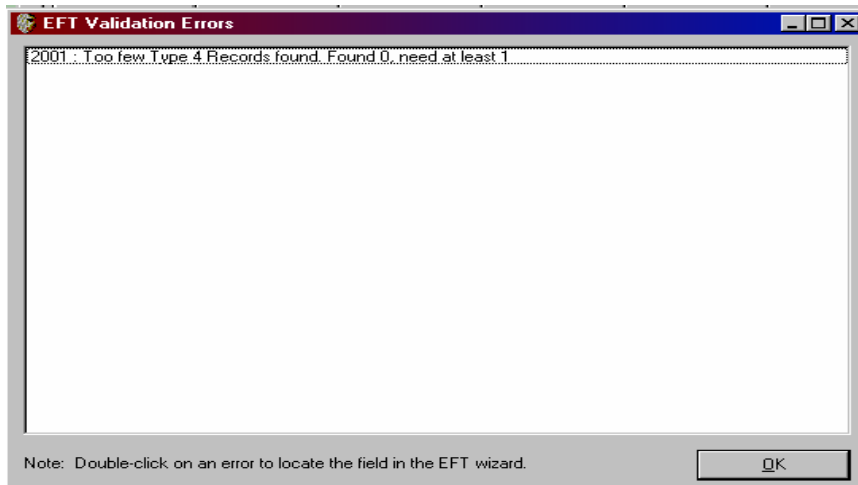


Select the reason you are not taking the print of that particular finger, then the corresponding box is grayed out and you are not required to take that particular print.

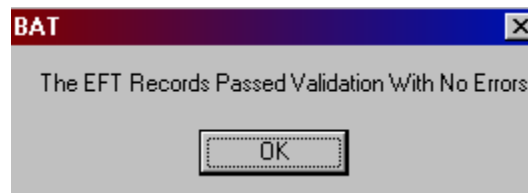
Step 18: Under **Face Photographs** the most important photo you take is the **Full Face Photo**. This particular photo is the only one the BAT system will search against for facial recognition. Unless your SOP/TTPs require you to take the 45 degree or side profile photos, there really is no need to take them. Once you take the full face photo, continue to scroll down on the left-hand side of the screen in order to capture the right and left irises.

Step 19: Select the **Right Iris** button and the iris device will automatically be ready for you to capture the subject's right iris. After a good capture is completed, you will automatically be prompted to capture the left iris.

Step 20: Now that you have completed all of the required information in each field working your way from top to bottom, you are now ready to push the OK button. One of two things will happen when you push OK; one of these windows will pop up:



If you get the **EFT Validation Errors** window, double click on the line error, and you will be taken to where the error is in order to fix it. If you get **The EFT Records Passed Validation With No Errors**, select OK. Once you select OK, you will automatically be returned to the first screen with the information you just collected filled in the corresponding fields.



Step 21: Select **Next** and you will be taken to the Identifying window (pictured below).

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Step 1. Enter Identifying Information [PRE-ENROLLMENT]

Fingerprints

Acquire
Clear
Import EFT

Face -52k

Acquire
Clear

Right Iris

Acquire
Clear

Left Iris

Acquire
Clear

Personal

Name Not Known

First: John
Middle:
Last: Doe
Tribe/Extended Name:
Service / ID #:

Badge ID #
Dossier #

Help Cancel < Back Submit ID Finish

Step 1. Enter Identifying Information [PRE-ENROLLMENT]

Identifying. Please Wait.

This can take several minutes or longer depending on the number of entries in the central database.


Help Cancel < Back Next > Finish

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Once the system has gone through the identification process, you will either get a window that says **No Matches**, or a screen listing the possible matches.



Step 2. Identification Results - 3 Matches																	
Name	Service/ID #	Pers Data	R THU	R IDX	R MID	R RNG	R LTL	UNK	L THU	L IDX	L MID	L RNG	L LTL	FACE	IRIS R	IRIS L	THUMB
XXX, [SLAYER MAIN [22.30.197.22]]	DELETE	●	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No Photo
XAS, MOHAMMAD IDHAM [SLAYER MAIN [22.30.197.22]]	R300239	●	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
X, Xavier [SLAYER MAIN [22.30.197.22]]	0123456789	●	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No Photo

Help Cancel < Back Next > Finish

Meanings of the colored dots:

GREEN: The information matches.

RED: The information does NOT match.

YELLOW: The information is a POSSIBLE match.

BLACK: The record in the results section does not have information entered in the specific field.

WHITE: The person you enrolled did not have any data entered in this specific field.

Step 22: If you get the **No Matches** window, press OK, then select the **Next** button and proceed to the next step. If you get a window populated with possible matches, look at the possibilities and decide whether or not it is the same person. If you are absolutely positive that it's the same person, double-click on the record to open and update it. If you are NOT sure it is the same person, select the **Next** button to continue enrolling the person in front of you. The below screen is the next step.

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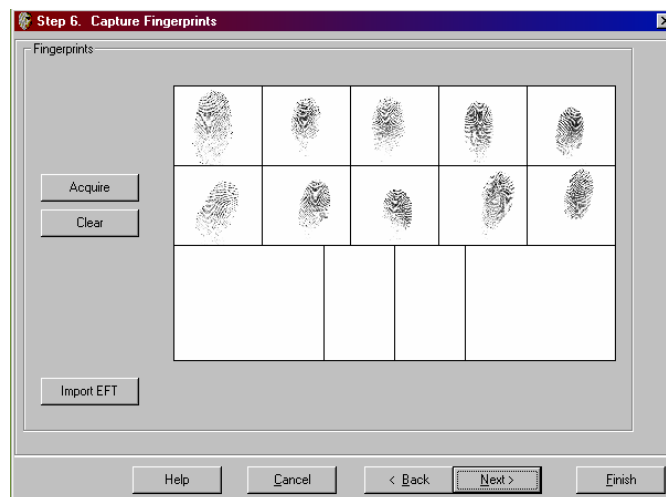
Step 23: Enter more Contact Information in this screen. **NOTE:** If there is a drop-down arrow, select from the list first before free-typing the information. For example, if you were to select the drop-down for Birth City/Village, nothing would show up, the same for Birth State/Province. The key here is to go from larger to smaller, thus first selecting Birth Country, then Birth State/Province, and so on. After you fill in the known information, select **Next** to continue to the next screen.

Step 24: This screen is very important, especially if you intend to put the individual on **ALERT** for some reason. Depending on why the individual is being enrolled, putting them on alert if they committed a crime, or are suspected of committing a crime is important. First, ensure you **put a check in the Alert box**, then in the **Alert Information** input the reason they are being put on alert.

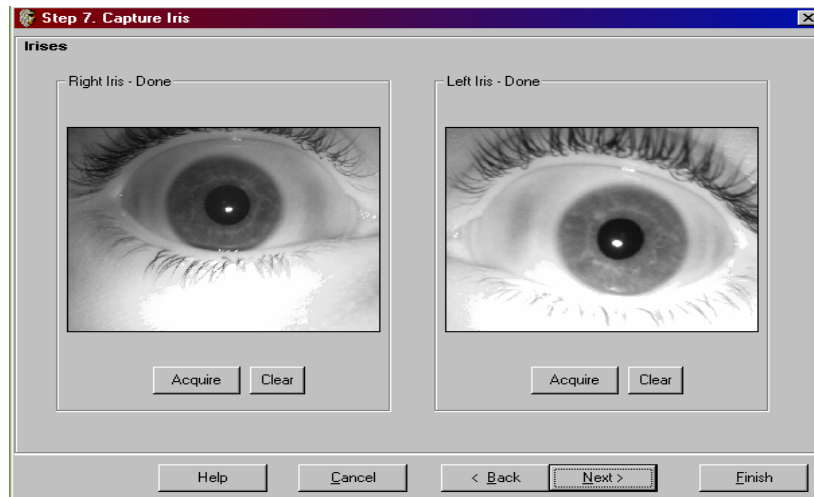
NOTE: Be sure to input the most important information first because when you upload data into the iris device to use it disconnected for identification purposes, only the first **16** characters will show up. Put the POC information at the end. For example, you could input: “IED Maker – 22 January 2007, SSgt Lake, 2/3 G Co, DSN: 822.7745.” After you complete this section (If Needed), select **Next** to proceed to the next window.



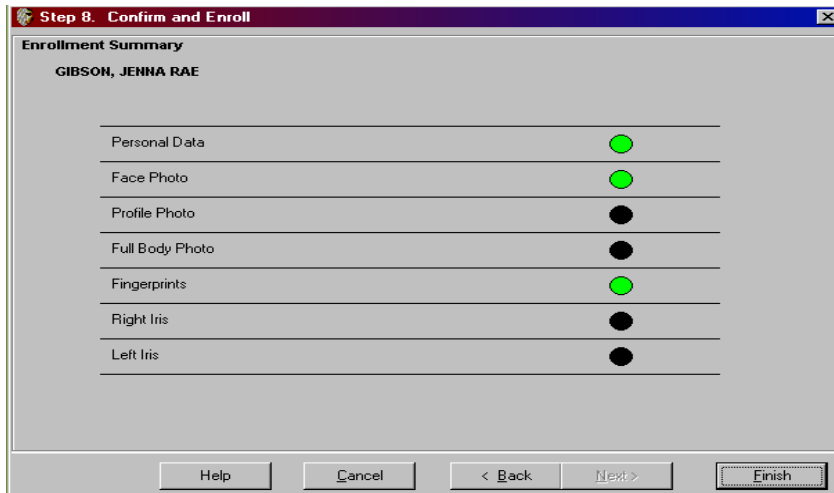
Step 25: Here you have the option to take additional photos. Select **Next** to proceed.



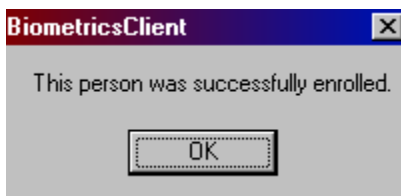
Step 26: Here you have the option to re-acquire fingerprints, or acquire them for the first time if you for some reason skipped this during the EFT process (which you should never do). Select **Next** to proceed.



Step 27: Here you could re-acquire irises, or acquire them for the first time if you for some reason skipped this during the EFT process (which you should never do). Select **Next** to proceed.



Step 28: This window lets you know if you have information in the fields or not. **Black** dots mean you DO NOT have information in the field, and **Green** dots mean you DO have information in the field. The only two dots that should be Black are the **Profile Photo** and the **Full Body Photo**. Every other dot should be green, if they are not, select the **<Back** button to go to the corresponding field to complete that specific information. When complete select **Finish** and this window will appear:



Select OK, then the individuals' dossier will load and appear for you to either edit or add even more detailed information about this person into numerous fields and/or

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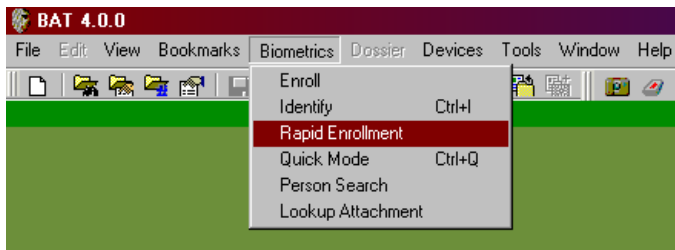
reports. You have now completed the EFT to standard and properly enrolled a person into the BAT system. CONGRATULATIONS!

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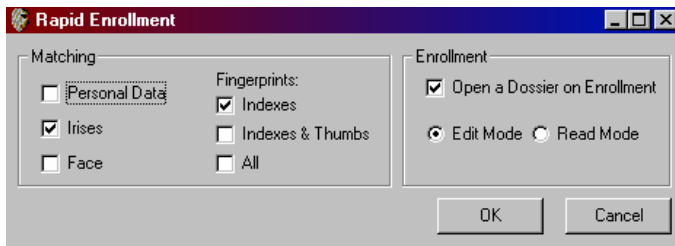
APPENDIX F. RAPID ENROLLMENT

Rapid Enrollment enables the user to collect biometrics from an individual, ID them in a queue, take biometrics from another individual while the first person is being identified, and then to come back to the record(s) at a later time to complete the enrollment. **Rapid Enrollment** is NOT to be confused with **Quick Mode**, they are completely different. Following are the steps on how to use the **Rapid Enrollment** function.

Open BAT and connect to either the local database or a remote server. Plug in, turn on, and connect the BAT peripherals. If you have used BAT before, this process is exactly the same. Once you have connected the peripherals and verified that they are working properly, open **Rapid Enrollment**.



Once that is selected, this window appears:



Here you select what biometrics to use for the identification process in the **Matching** section. You want a check in **Irises**, and for **Fingerprints** pick whichever you want, ideally **All** is probably the best option. In the **Enrollment** section, ensure there is a check in the **Open a Dossier on Enrollment** box and then select if you want the dossier/record to open in **Edit** or **Read Mode**. Depending on your mission, you might not

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want to have the dossier open on enrollment, but for most cases you probably will want that checked. Select **OK** to bring up the enrollment and queue windows.

Step 1. Enter Identifying Information [PRE-ENROLLMENT]

Fingerprints: Acquire, Clear, Import EFT

Photo (For Face Recognition): Acquire, Clear

Right Iris: Acquire, Clear

Left Iris: Acquire, Clear

Personal: Name Not Known, First, Middle, Last, Tribe/Extended Name, Service / ID #

Badge ID #

Dossier #

Help, Cancel, < Back, Submit ID, Finish

ID Queue

Delete	Thumbnail	Submitted	ID Time	Name	Status	Candidates
Resubmit						
Open...						

The **Step 1. Enter Identifying Information (PRE-ENROLLMENT)** window is exactly the same steps and process that you have been taught in the past. Remember, we still ALWAYS do an Identification first. If the individual you need to identify has a badge that was made with a BAT system, scan the barcode or type in the 8-digit letter/number combination corresponding to the barcode and push **Submit ID**. If they don't have a badge, push **Acquire** under the **Right Iris** and scan the individuals' eye, followed by pushing **Submit ID**.

The main difference after pushing **Submit ID** is the person being identified goes into the **ID Queue** (directly below the Step 1 window, circled in red) to be identified. While this person is being identified, you're still at the Step 1 window to enter identifying information about the next person in line. Once you push **Submit ID** for the second person there will be 2 individuals in the **ID Queue**.

ID Queue

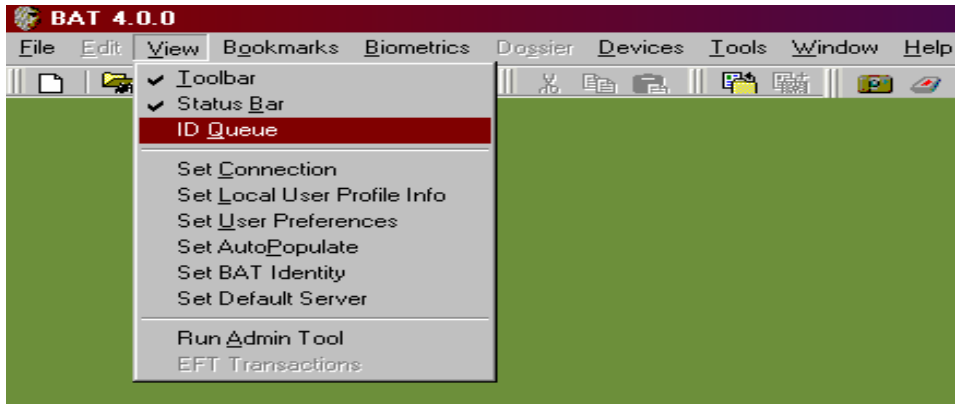
Delete	Thumbnail	Submitted	ID Time	Name	Status	Candidates
Resubmit	NO PHOTO AVAILABLE	11APR2007 222130 Z	0:00:03	, mohammad	Identifying	
Open...	NO PHOTO AVAILABLE	11APR2007 222058 Z	0:00:06	,	Completed	0

Above is the **ID Queue**. Notice under the **Status** section on the right one of the individuals' status is Identifying and the other is Completed with a 0 on the right side. The 0 means there were no matches to that specific identification. Identifying means the system is searching for matches.

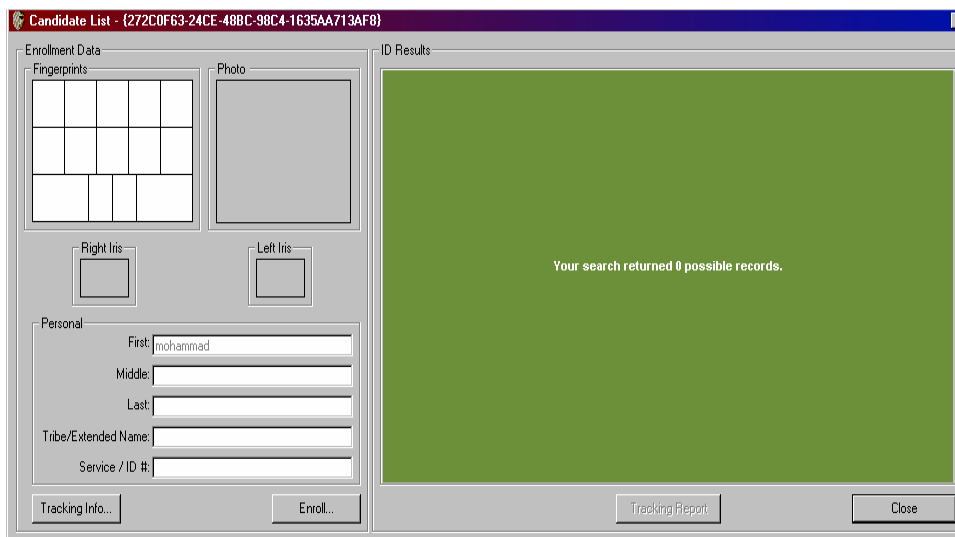
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When you are ready to complete the enrollment process, **Cancel** out of the enrollment window (the window you acquired the right iris and/or typed in the badge number in) and double click on the persons' record you want to complete from the **ID Queue**.

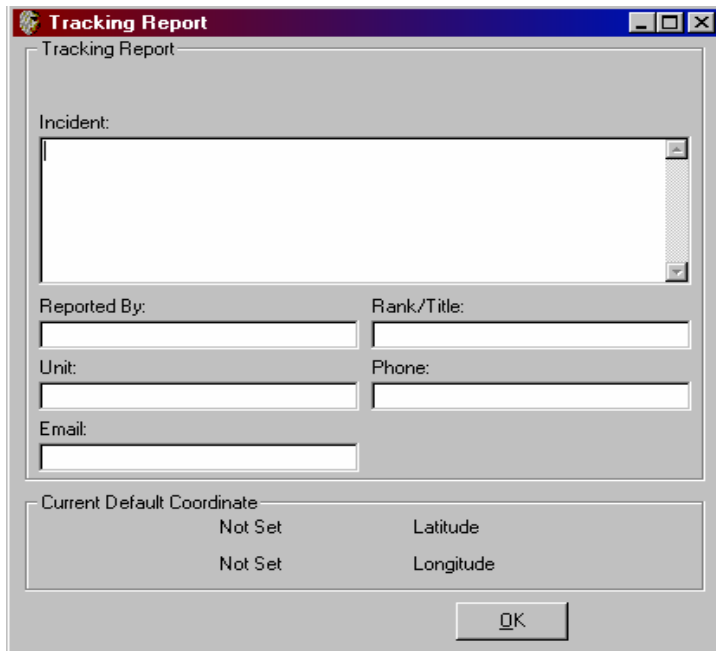
If you were to close out of the **ID Queue** accidentally, you can bring it back up by going to the **View** drop-down menu and selecting **ID Queue**.



The below window is what you will see, along with whatever information you put in during Step 1 on the left side. On the right side are the identification results. If there were any possible matches you would see that and be able to select the record that matches and update as needed. On the bottom you have the option to do a **Tracking Report**, **Enrollment**, or to completely **close** the record.



If you select to do a **Tracking Report**, this is what you'll see:



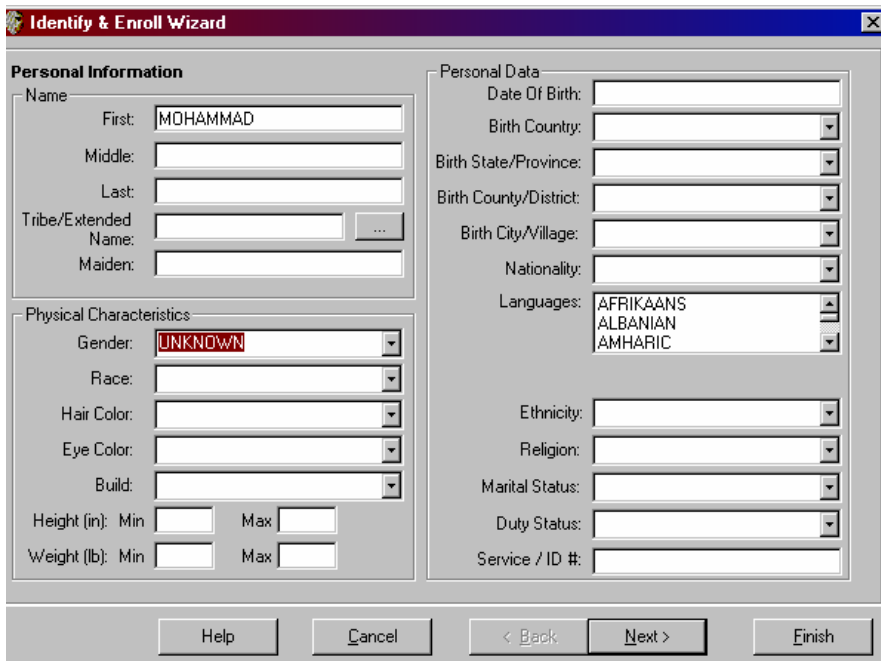
The **Tracking Report** window contains the following fields:

- Incident:** A large text area for describing the incident.
- Reported By:** A text field.
- Rank/Title:** A text field.
- Unit:** A text field.
- Phone:** A text field.
- Email:** A text field.
- Current Default Coordinate:** A section with two rows:
 - Latitude: Not Set
 - Longitude: Not Set

An **OK** button is located at the bottom right.

Here you will fill in the description of the incident and the corresponding information in the other fields, then select OK.

If you choose to do an enrollment, this window comes up:

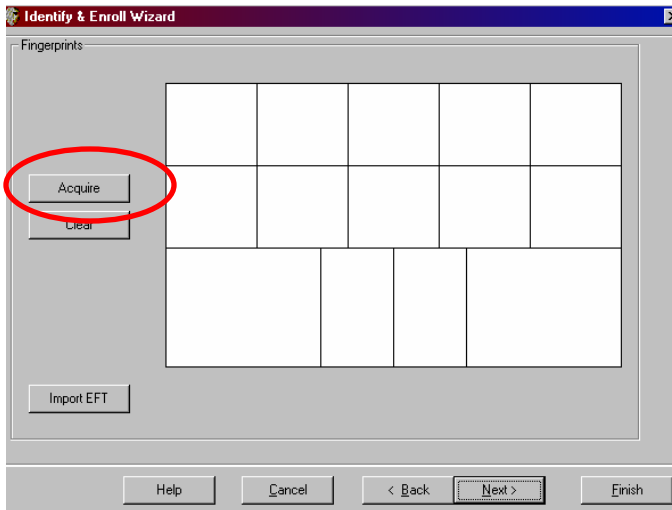


The **Identify & Enroll Wizard** window is divided into two main sections:

- Personal Information:**
 - Name:** First (MOHAMMAD), Middle, Last, Tribe/Extended Name, Maiden.
 - Physical Characteristics:** Gender (UNKNOWN), Race, Hair Color, Eye Color, Build, Height (Min/Max), Weight (Min/Max).
- Personal Data:**
 - Date Of Birth, Birth Country, Birth State/Province, Birth County/District, Birth City/Village, Nationality, Languages (AFRIKAANS, ALBANIAN, AMHARIC), Ethnicity, Religion, Marital Status, Duty Status, Service / ID #.

Navigation buttons at the bottom include **Help**, **Cancel**, **< Back**, **Next >**, and **Finish**.

You always have to complete the EFT first vice filling in any information in this window or the pre-enrollment window. From here, push the **Next** button (3 times) until you get to the below window:

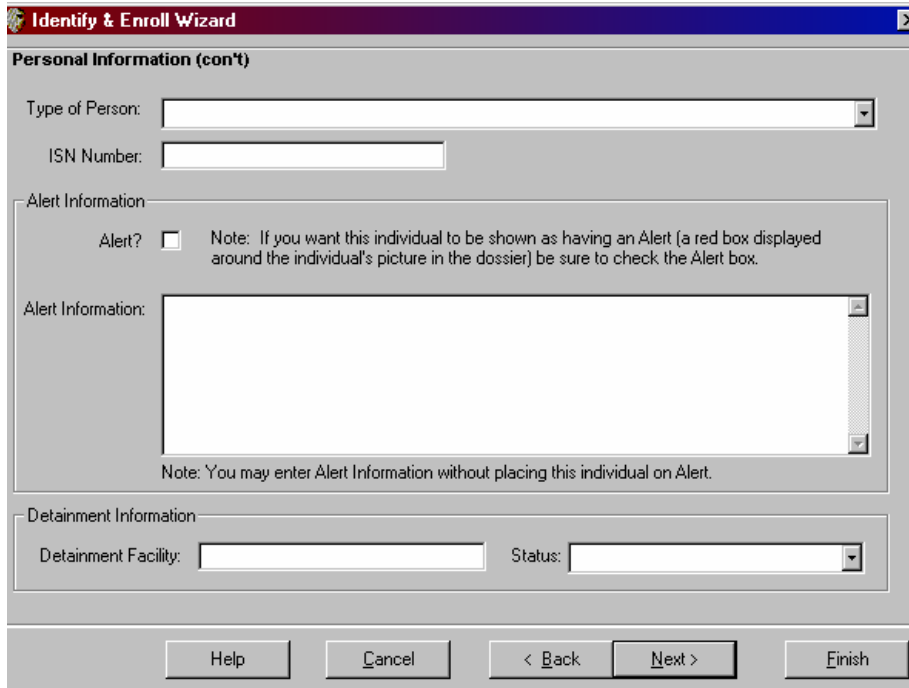


Push the **Acquire** button to open up the EFT. If you don't remember how to correctly complete the EFT, refer to **Annex C - How to Correctly Fill out the EFT during Enrollment**. Once the EFT is complete, push OK.

Now push the **Back** button until you return to the below screen:

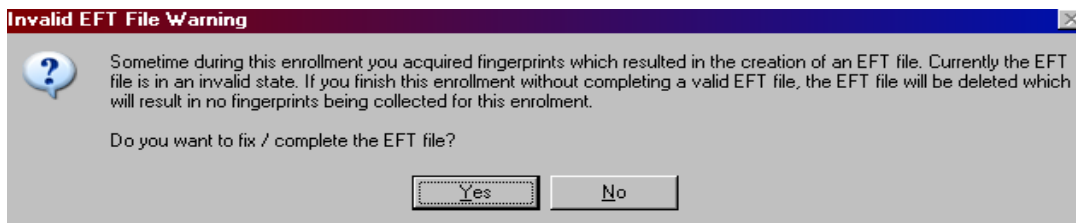
The screenshot shows the 'Identify & Enroll Wizard' window with the 'Personal Information' tab selected. The form is divided into two main sections: 'Personal Data' on the right and 'Physical Characteristics' on the left. The 'Personal Data' section includes fields for Date Of Birth, Birth Country, Birth State/Province, Birth County/District, Birth City/Village, Nationality, Languages (with a list: AFRIKAANS, ALBANIAN, AMHARIC), Ethnicity, Religion, Marital Status, Duty Status, and Service / ID #. The 'Physical Characteristics' section includes fields for Name (First, Middle, Last, Tribe/Extended Name, Maiden), Gender (set to UNKNOWN), Race, Hair Color, Eye Color, Build, Height (in), and Weight (lb). At the bottom are navigation buttons: 'Help', 'Cancel', '< Back', 'Next >', and 'Finish'.

Complete as much information as you can on this screen, than push **Next** to get to the following window:



The screenshot shows the 'Identify & Enroll Wizard' window, specifically the 'Personal Information (con't)' step. It features a title bar with a close button. The main area contains several input fields: 'Type of Person' (a dropdown menu), 'ISN Number' (a text box), 'Alert?' (a checkbox), and 'Alert Information' (a large text area). A note explains that checking 'Alert?' will display a red box around the individual's picture. Below these is the 'Detainment Information' section with 'Detainment Facility' (text box) and 'Status' (dropdown menu). At the bottom are five buttons: 'Help', 'Cancel', '< Back', 'Next >', and 'Finish'.

If the person you are enrolling needs to be put on alert, do that here. When complete push **Next** (4 times) to get to the last screen. You already obtained all of the individuals' biometrics during the EFT so there is no need to re-capture them in the following windows. Push the **Finish** button and the following window appears:



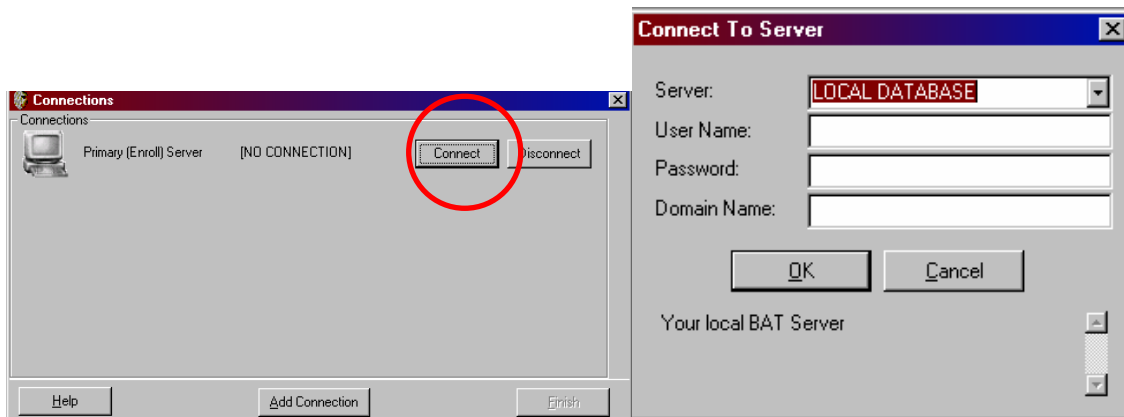
The screenshot shows an 'Invalid EFT File Warning' dialog box. It has a title bar with a close button and a question mark icon. The text inside states: 'Sometime during this enrollment you acquired fingerprints which resulted in the creation of an EFT file. Currently the EFT file is in an invalid state. If you finish this enrollment without completing a valid EFT file, the EFT file will be deleted which will result in no fingerprints being collected for this enrollment.' Below this text is the question 'Do you want to fix / complete the EFT file?' and two buttons: 'Yes' and 'No'.

You **ALWAYS** want to complete/finish the EFT, so select **yes**. You'll either get the message that the EFT passed validation with no errors, or you'll get the window telling you what the errors you need to fix are. Once the EFT has been submitted, the enrollment will be complete, and the dossier will open if that is the option you selected at the beginning. You have now completed an enrollment using the **Rapid Enrollment** function.

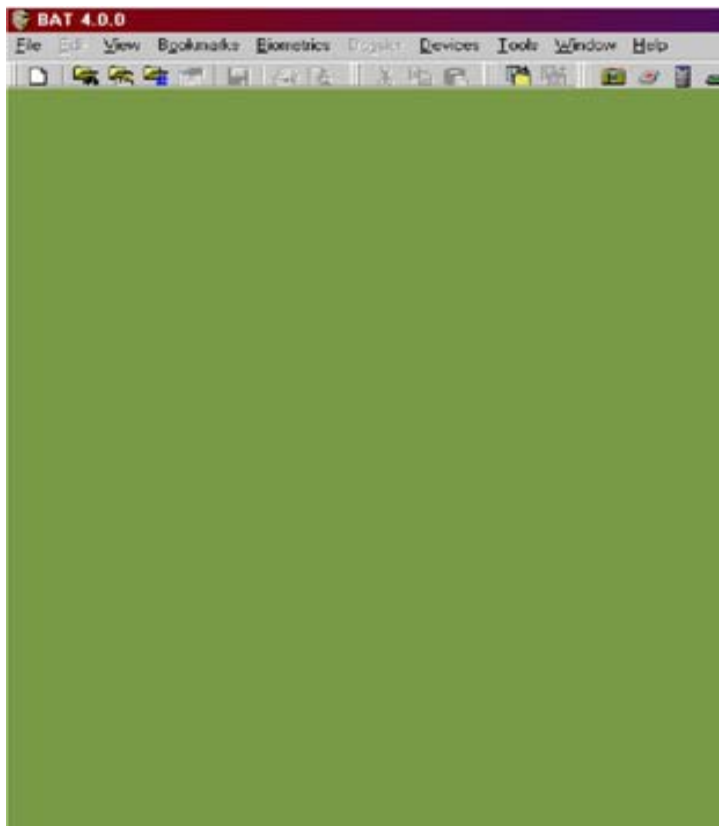
APPENDIX G. HOW TO UPLOAD DATA TO THE IRIS DEVICE



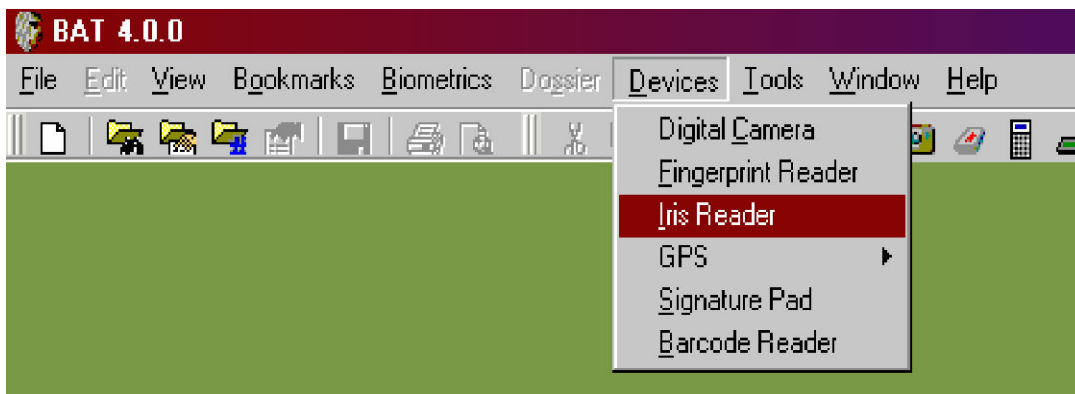
Double click on the **Biometrics Client** Icon on your desktop to begin. After clicking on the icon, the below **Connections** window appears. Push on the **connect** button (circled in red), then the **Connect To Server** window appears.



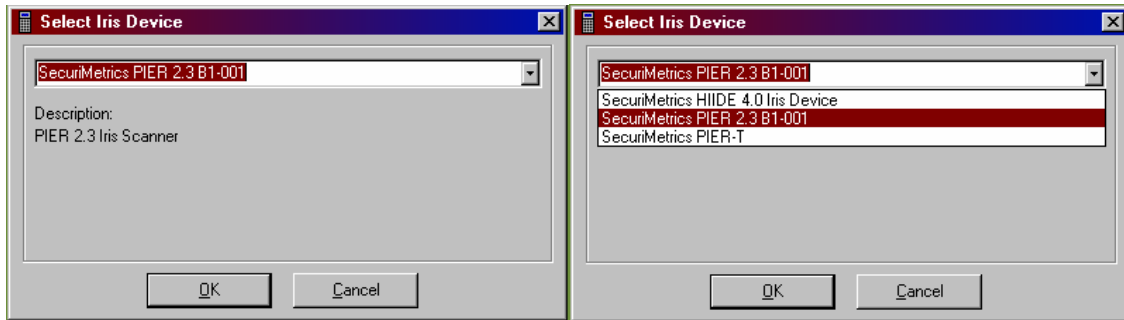
In the **Connect To Server** window, push the drop down arrow key to select either the local database, or a remote server to connect to. If you connect to the **Local Database**, there is no **User Name** or **Password**. If you select a remote server to connect to, the User Name and Password will be the same one you used to login to the computer. Once you've selected which server you're going to connect to, push OK. Now back at the **Connections** window push **Finish**. After BAT loads all of the necessary programs, you will see the main window (pictured below).



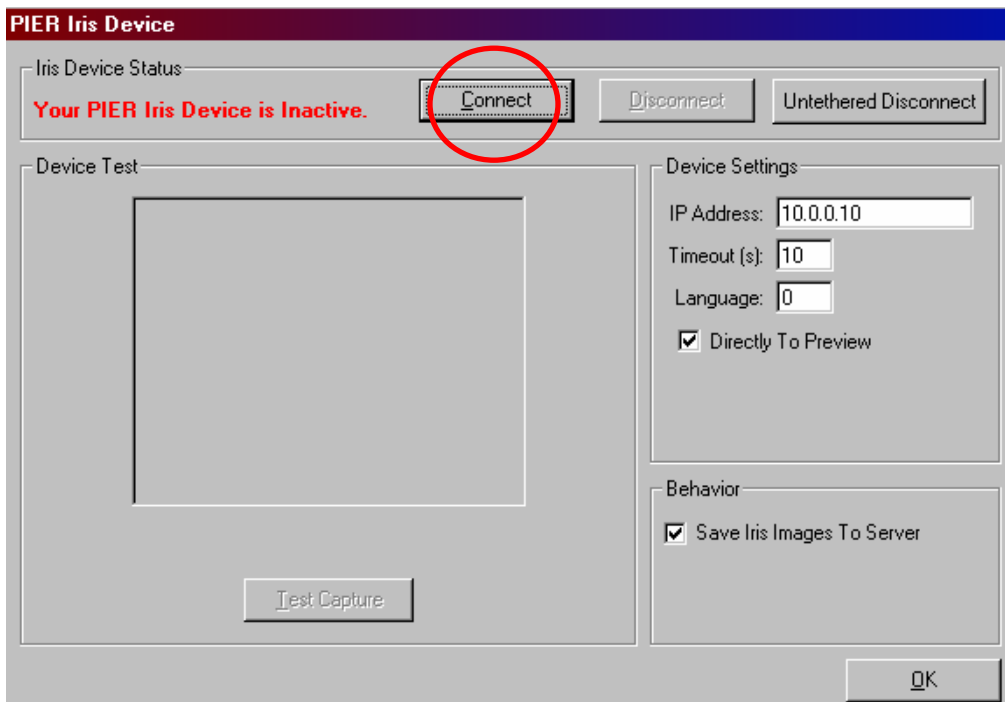
Now you need to activate the iris device by selecting **Devices** from the menu bar and selecting **Iris Reader** (pictured below).



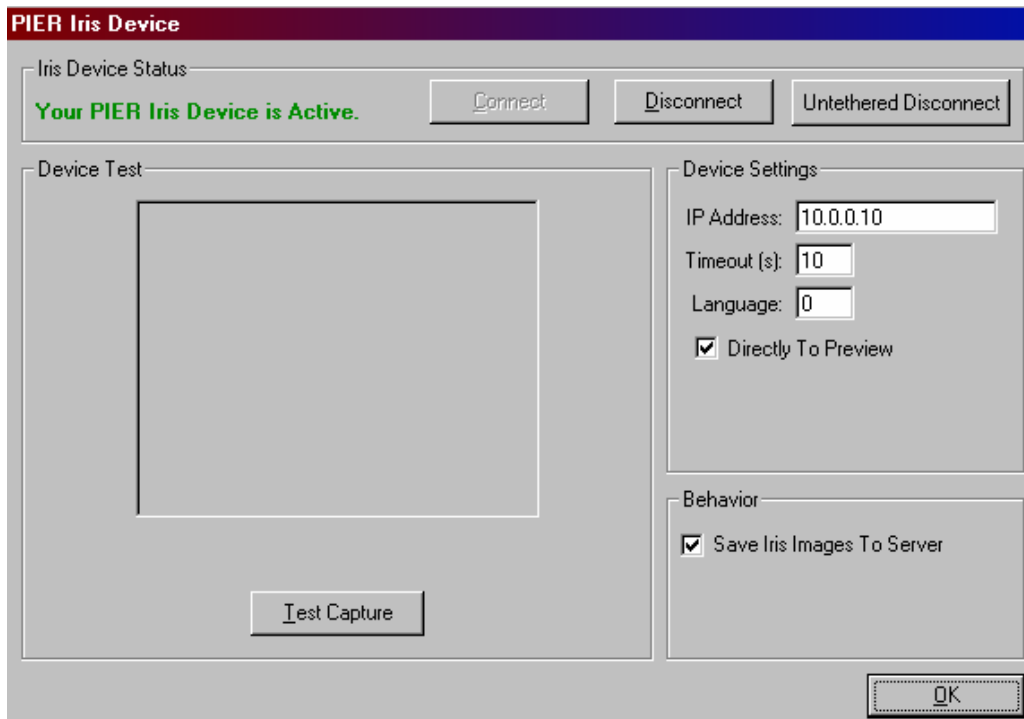
Once you select the Iris Reader, the following window appears.



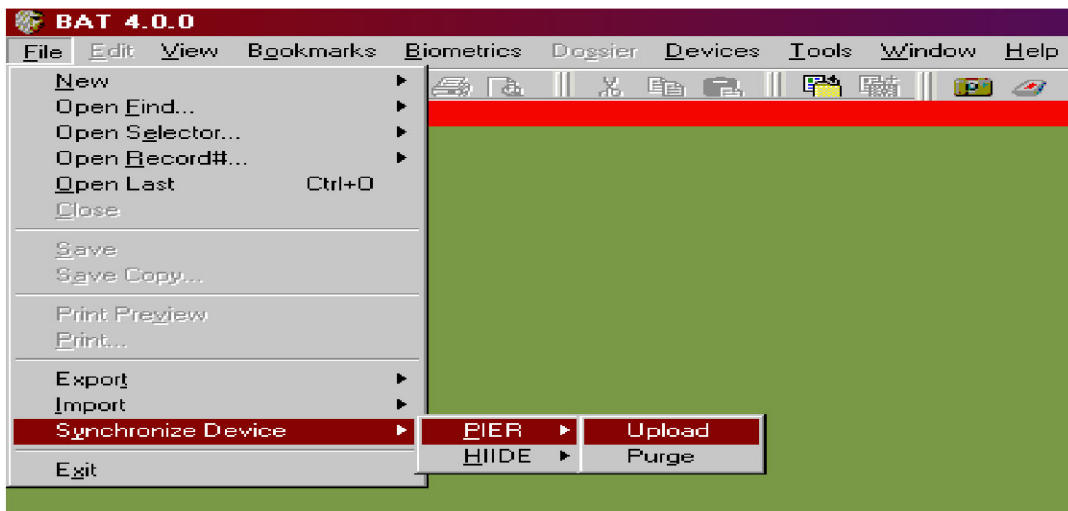
Push the drop down arrow key to select which iris device you are connecting to. Push OK to proceed to the following set-up window:



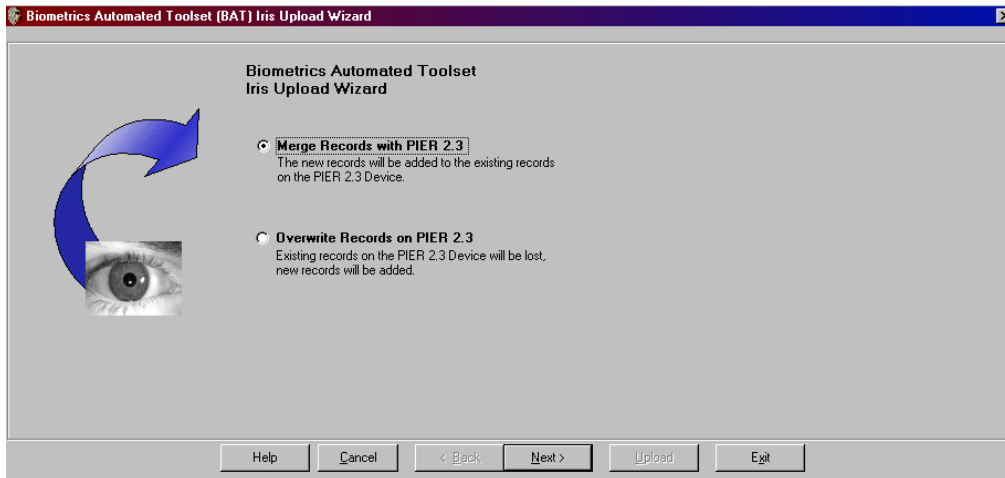
First, ensure that the IP address matches what the iris device itself displays (push F9 on the device to get that information). Once verified, push the **Connect** button (circled in red) in order to activate the iris device. Once activated the window will look like this:



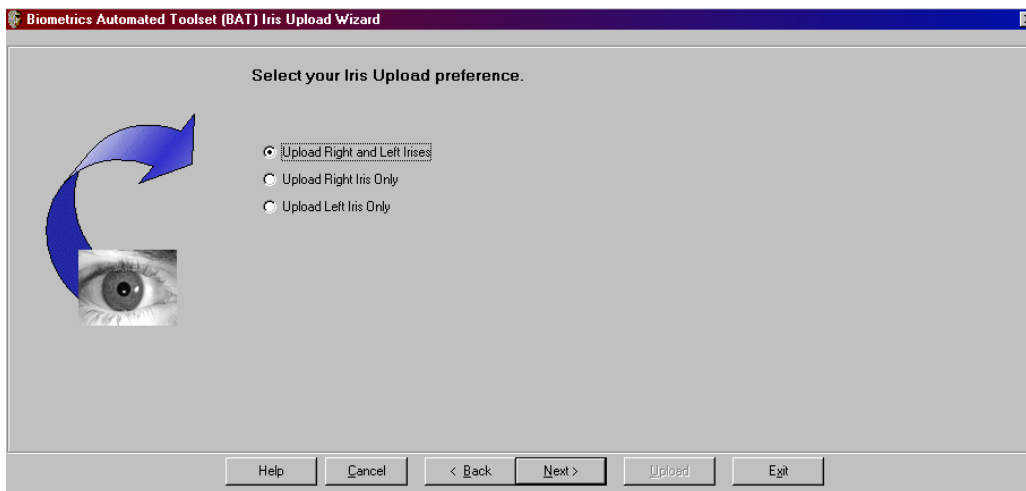
After the device is activated, make sure there is a check mark in the **Directly To Preview** and the **Save Iris Images To Server** boxes. It is also a good idea to take a **Test Capture** to make sure the iris reader is working properly. Once this is done, push OK. Now that the iris device is activated, you are now ready to upload data into it. You do this by selecting **File>Synchronize Device>PIER>Upload** (as shown below).



Now this window appears:

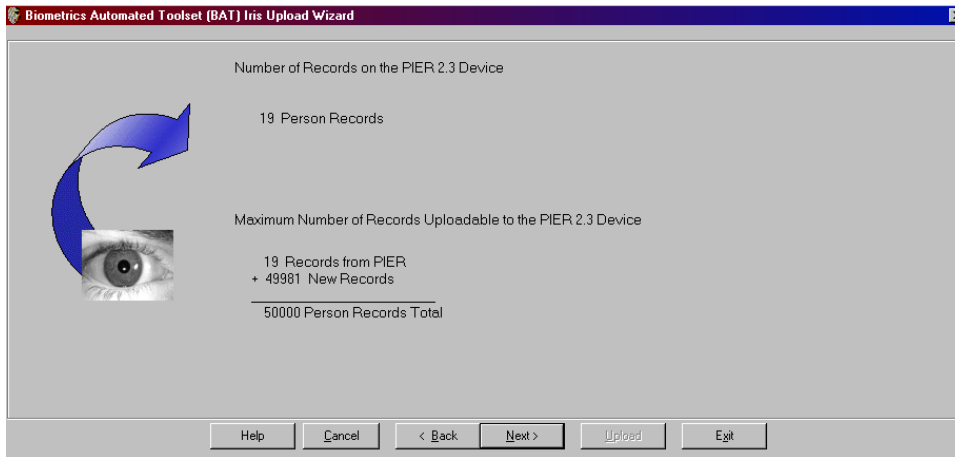


From here select if you want to merge records with what is already on the device, or if you want to overwrite the records, then select next. I suggest Overwriting the records because everyday personnel are taken off of alert and new personnel are put on alert. If you merge records then you risk keeping an individual on alert in your iris device, which actually might have been taken off of alert on the live database.

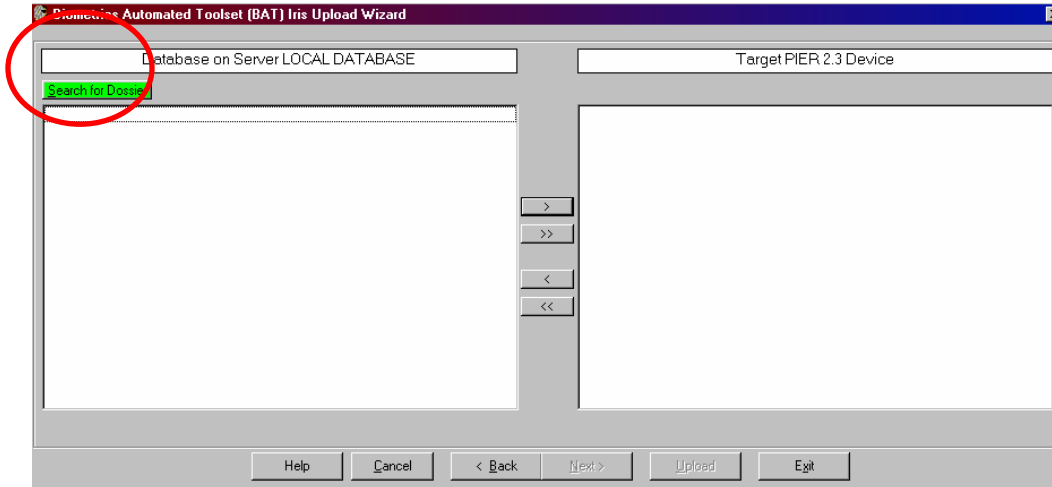


Select if you want to upload the right and left irises, just the right, or just the left, then select next. If you select the right and left irises you will only be able to upload 50,000 personnel into the device. If you select just the right irises, then you will be able to upload 100,000 personnel into the device.

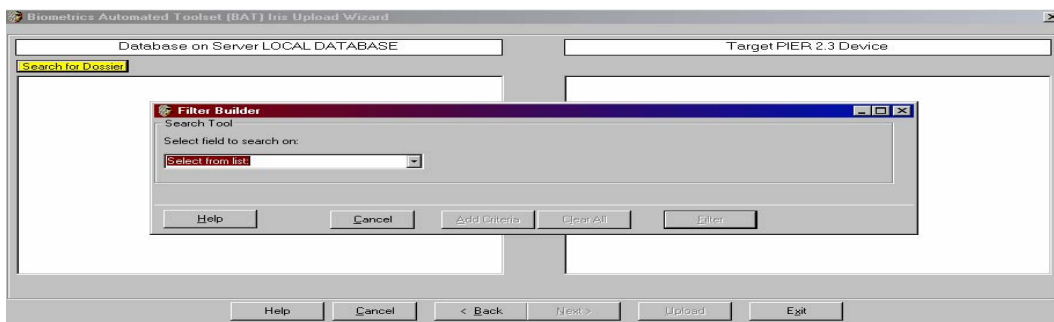
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This window tells you how many records are currently on the iris device and how many more can be added, select next to proceed.



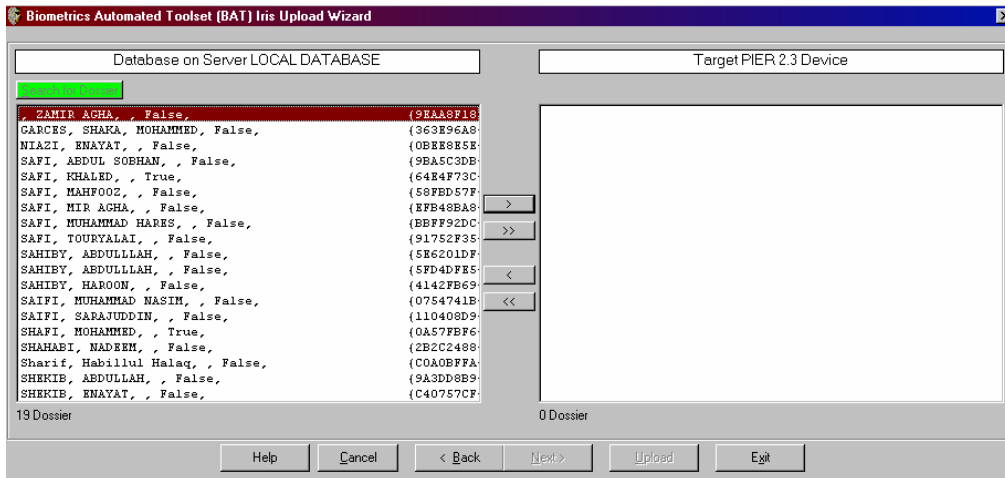
Push the **Green** button labeled **Search for Dossier** (circled in red).



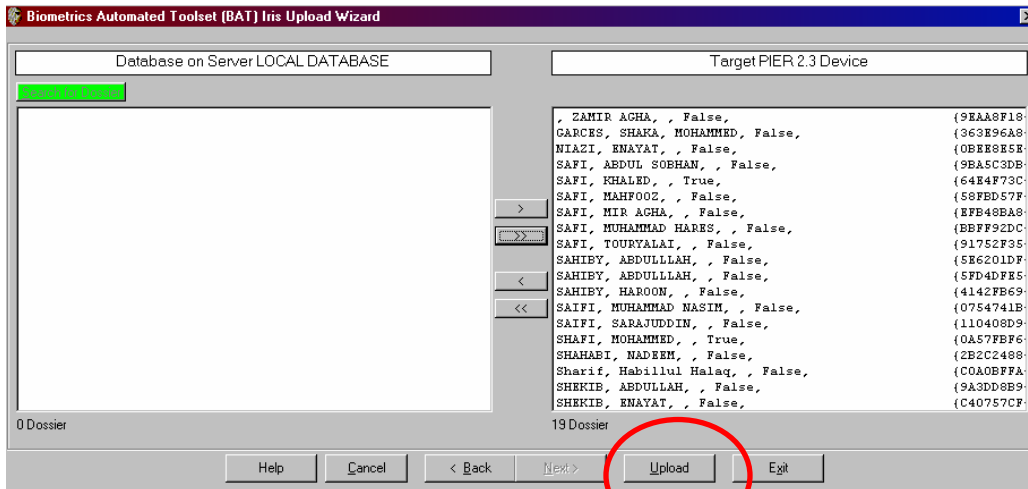
From the drop down list, select how you want to search through the records. Once you have selected the preferred criteria, push **Filter**. The records that matched the criteria will appear on the left side of the window (pictured below).

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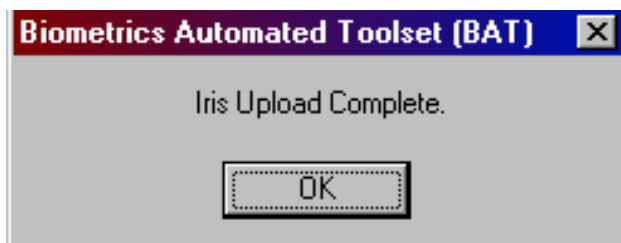
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From here you can select one dossier at a time to move over by pushing the > button, or you can move all of the records over by pushing the >> button.



Now that all of the records you wish to upload onto the iris device are on the right side of the window, push the **Upload** button (circled in red). Once the upload is complete the following window will appear - - Push OK.



Now that the upload is complete, you will be taken back to the main BAT window. You have now completed the upload process and are ready to use the iris device disconnected

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for identification purposes ONLY. Turn off the iris device, disconnect the cross over and power cables from bottom of device, then turn the iris device back on. Push the **C/F3** button, then the **B/F2** button. Use the device like normal to take a 'picture' of a subject's iris.

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APPENDIX H. HOW TO LINK ENTITIES

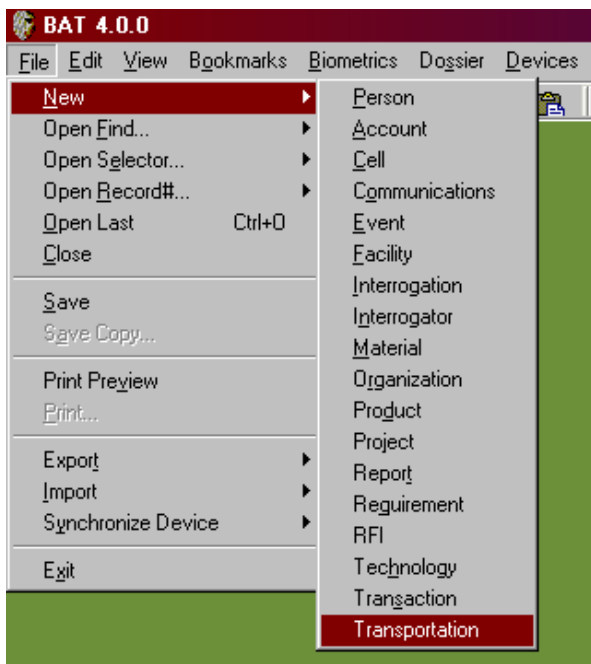
Marines in Al Anbar Province are beginning to issue out vehicle decals in certain cities to the residents that live there. In order to keep track of the residents' vehicles and the decal number associated with said vehicle, it is best to enroll the vehicle, and then link it to the owner/driver. Even though there is a vehicle section in the personal data report, there is nowhere to insert a vehicle decal number. You could put the decal number in the description field, but you would NOT be able to search for it that way, and the whole point is being able to search on anything that is entered in the BAT system. When an individual is issued a vehicle decal, in the vehicle section of the personal data report, record all of the vehicle information as shown below (Type, Make, Model, Year, Color, and Plate number).

The screenshot shows a 'Vehicle Information' form with the following fields:

Type	Make	Model	Year	Color	Plate #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Description: <input type="text"/>					

At the bottom left, there is a status bar that says 'No Vehicle'. At the bottom right, there are navigation buttons: a left arrow, a right arrow, a green plus sign, and a red X.

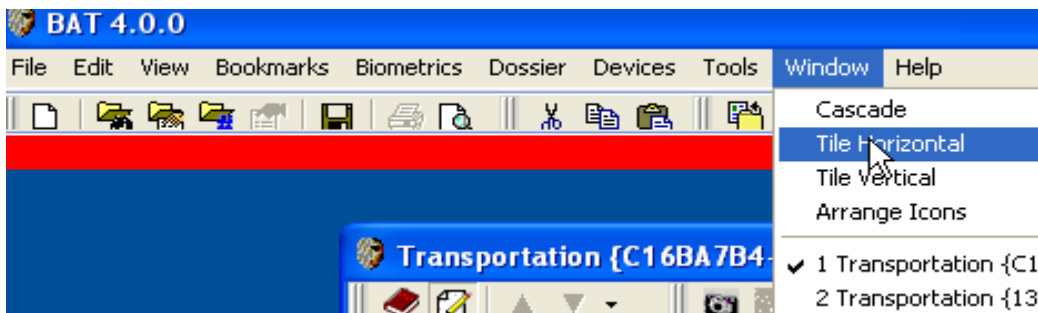
Save the record after updating, and leave it open while opening a new transportation.



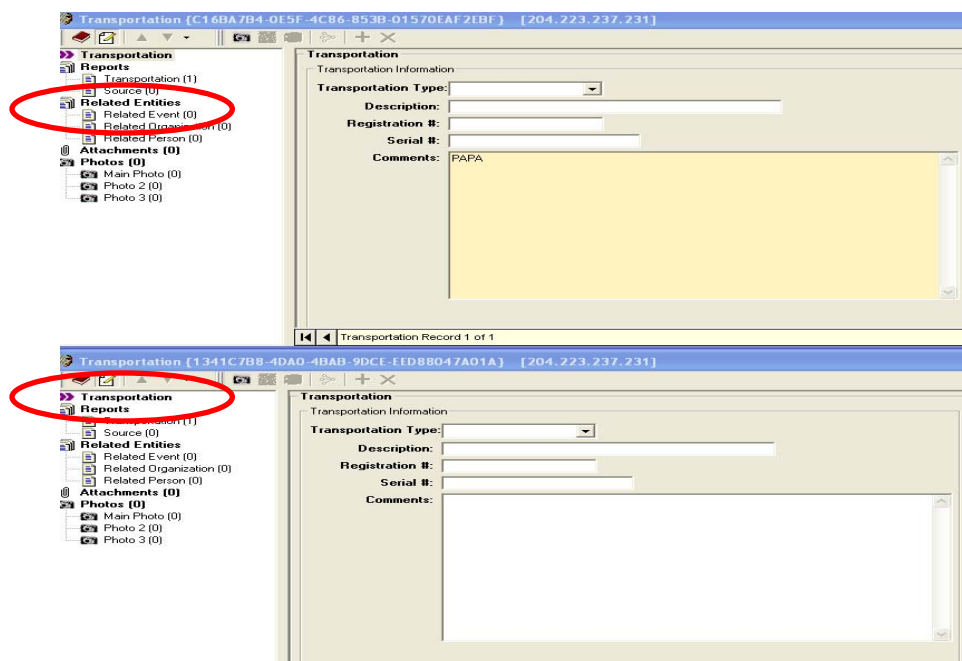
The screenshot shows a software window titled "Transportation" with a sidebar on the left and a main form area. The sidebar contains a tree view with the following items: "Transportation" (expanded), "Reports" (containing "Transportation (1)" and "Source (0)"), "Related Entities" (containing "Related Event (0)", "Related Organization (0)", and "Related Person (0)"), "Attachments (0)", and "Photos (0)" (containing "Main Photo (0)", "Photo 2 (0)", and "Photo 3 (0)"). The main form area is titled "Transportation Information" and contains the following fields: "Transportation Type:" (a dropdown menu), "Description:" (a text input field), "Registration #:" (a text input field), "Serial #:" (a text input field), and "Comments:" (a large text area). At the bottom of the window, a status bar indicates "Transportation Record 1 of 1".

Now that you have a new transportation, fill in the **Transportation Type** (the same thing you put in the type field in the personal data report). The **Description** field would also contain the same information you put in the **Make, Model, Year, Color** fields in the personal data report. The **Registration #** field is where you would insert the vehicle decal number you just issued the person for their vehicle. Once this information is filled in, save the data, and leave the record open so the vehicle can be linked with the owner.

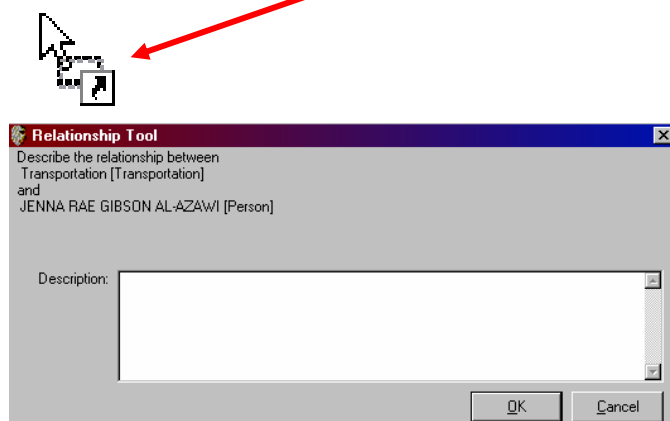
Since you have both records open (person and transportation), it is easier to link them by being able to view both at the same time. This is done by going to the **Window** drop down and selecting **Tile Horizontal**.



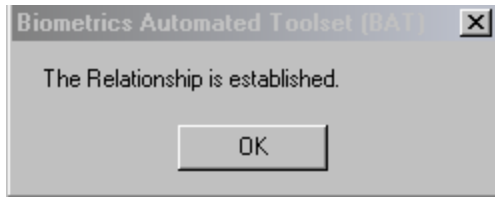
Afterwards you will be able to see both records simultaneously, as shown below:



Here you click and drag either the person or transportation into the other record and a **Relationship Tool** window appears (shown on next page). You click on either the individuals' name (circled in red) or on **Transportation** (circled in red) and drag it into the white portion of the other record and let it go. The mouse should look like this when it has successfully been grabbed.



In the **Description** field just type “owner of vehicle” and push OK. Another window pops up telling you **The Relationship is established**. Push OK.



Push the save button to save all changes. Notice now in the **Related Entities** section on the left hand side of both records that there is now a number in the parenthesis letting you know that there is some sort of relationship.

Now you have successfully linked two records together. If the need ever arises, you could link anyone or anything to any of the other 18 entities in the BAT program. It is done the same way as described above.

APPENDIX I. HOW TO SET UP THE BAT BADGE PRINTER

If you have been issued a badge printer with your BAT system, following is the steps to correctly set up the printer.



Badge Printer

The badge printer is connected to the BAT system via USB, and plugged into a power source (pictures below).

USB Cable



Power Connector into power port on back of Printer




What the Printer should look like when plugged in correctly

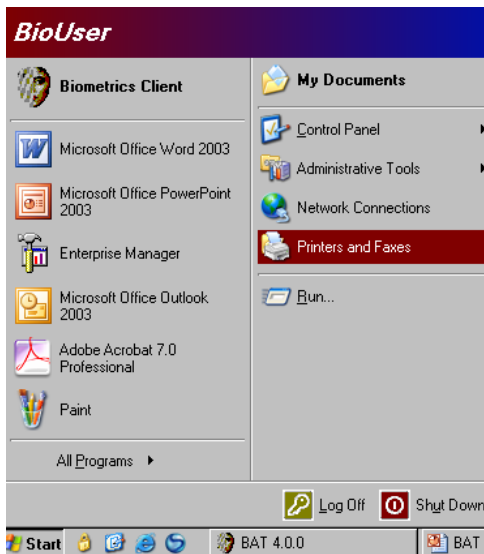


Printer USB cable gets plugged into the BAT laptop USB port

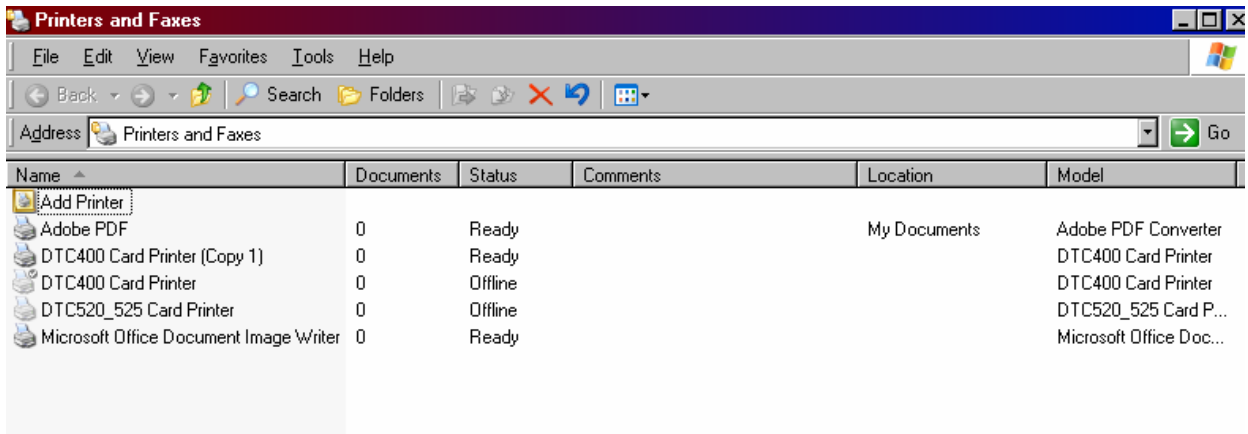


USB Cable completely connected to BAT laptop

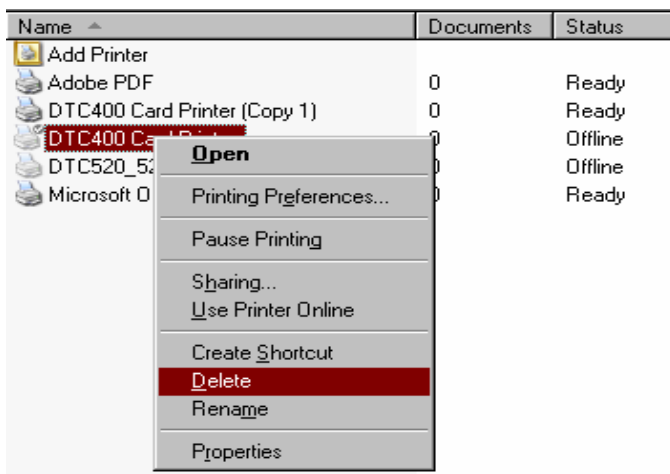
Once the badge printer is plugged into a power source, and the BAT system, you are now ready to set up the printers' settings. Go to the **Start**  button and select **Printers and Faxes**.



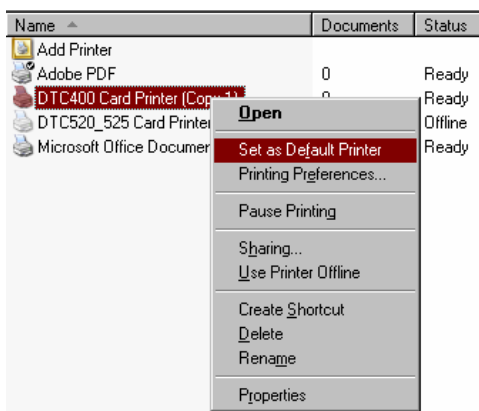
Once selected, the below window appears:



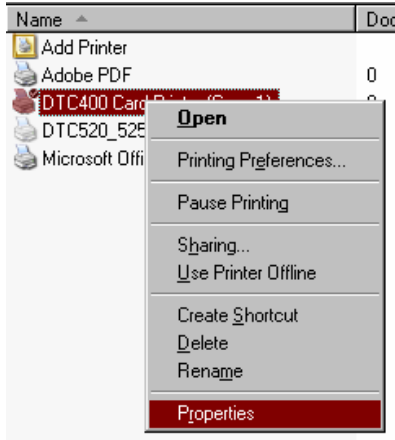
Notice that there are now two (2) **DTC400 Card Printer** options available to you? (**Copy 1**) appears after one of them, and is in **Ready** status. The other printer is **Offline**. The DTC400 Card Printer that is **OFFLINE**, right click on it and delete it (shown below).



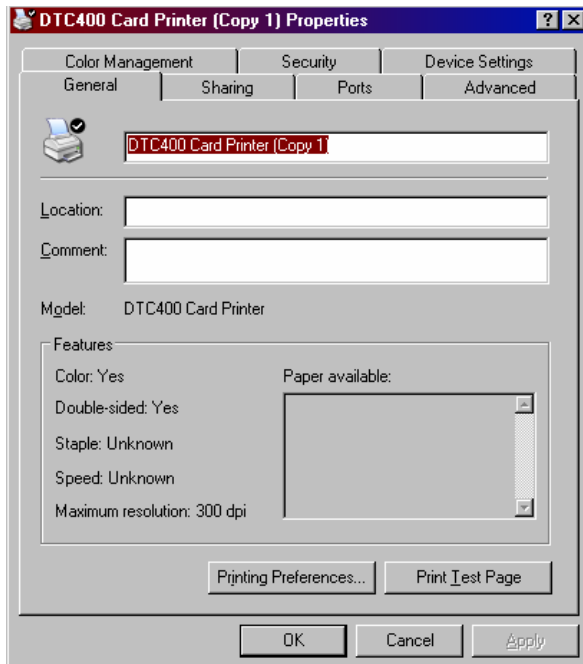
Once that is complete, right click on the ready DTC400 and **Set as Default Printer**.



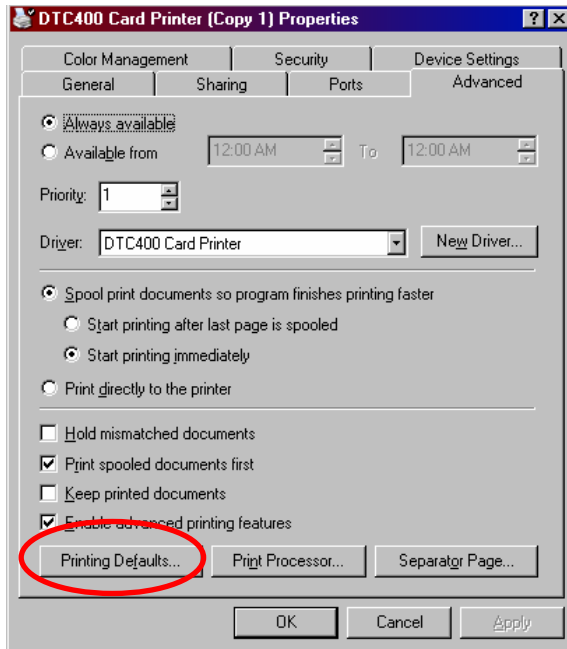
Right click on the printer again, and select **Properties**.



This window appears after doing so:



Select the **Advanced** tab to bring up the below window:



Push the button labeled **Printing Defaults** to bring up the below window (image 1), and then select the tab labeled **Calibrate** (image 2).

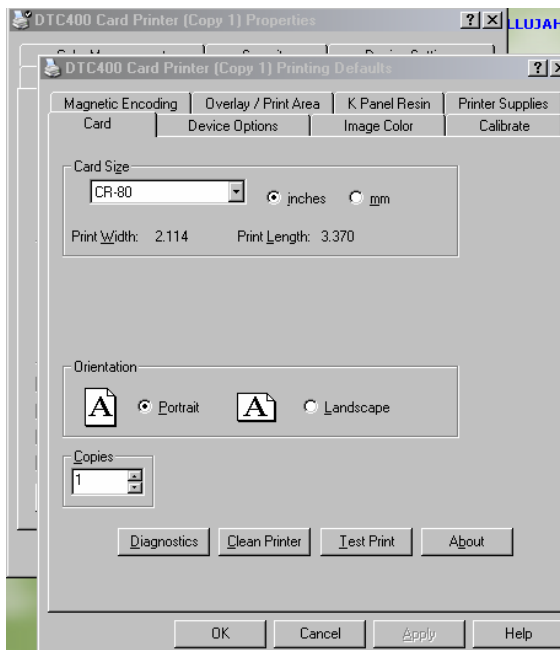


Image 1

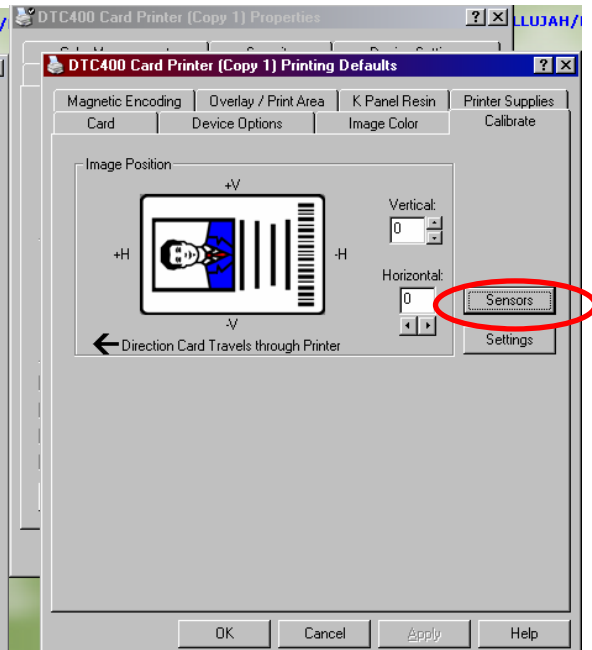
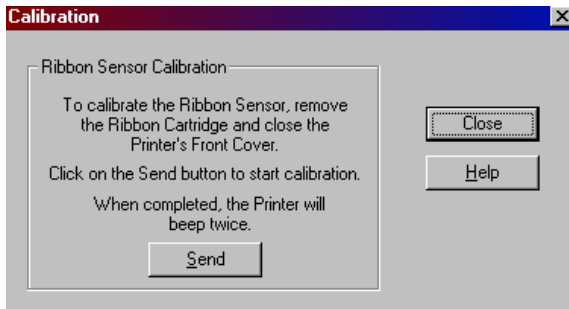


Image 2

Push the button labeled **Sensors** to bring up the below window:



****Note:** There should be no ribbon inserted in the badge printer.

Once here, push the **Send** button in order to calibrate the badge printer. Once the system has beeped twice, push the **Close** button; open the ribbon cover on the printer, and insert the ribbon (pictures below).



This is the box the ribbon comes in. Take out the ribbon, and remove the plastic covering.



****Remove both of these pieces of tape**

Now insert the ribbon into the printer (as shown below), then close the printers' lid.



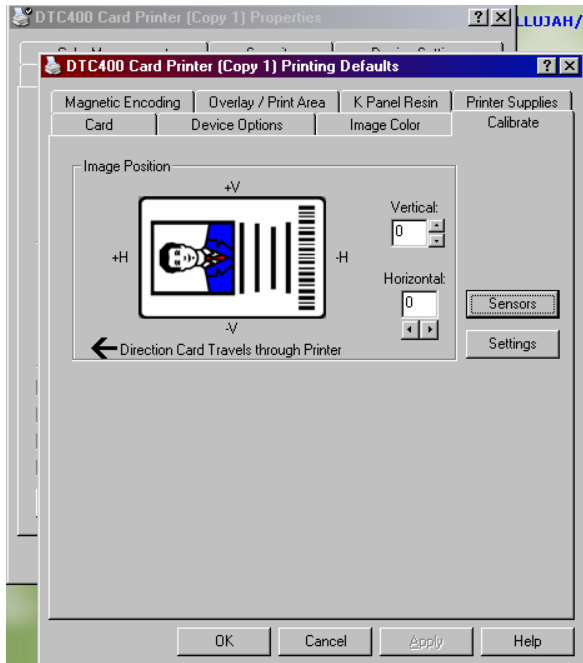
Now you need to insert the badge cards into the right side of the printer (as shown below), then close the lid once complete.



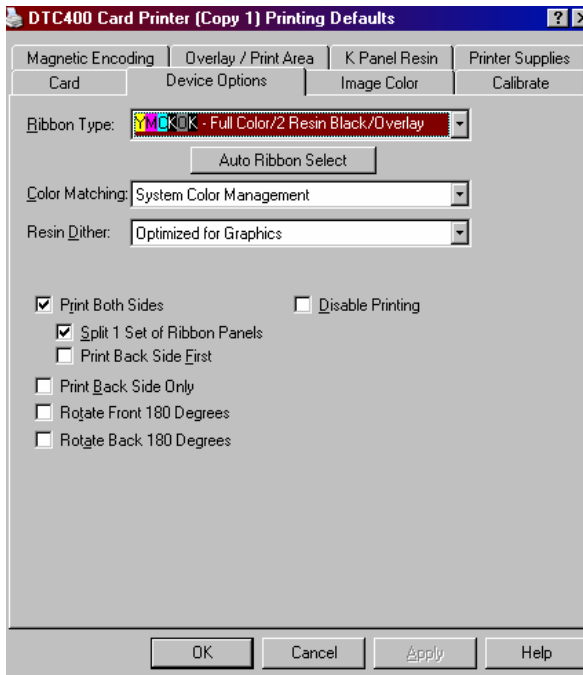
On the left side of the printer is a lid/cover that needs to be in the down position – that is where the completed badges come out. (plastic keeps the maintenance to minimum) for the dust and dirt



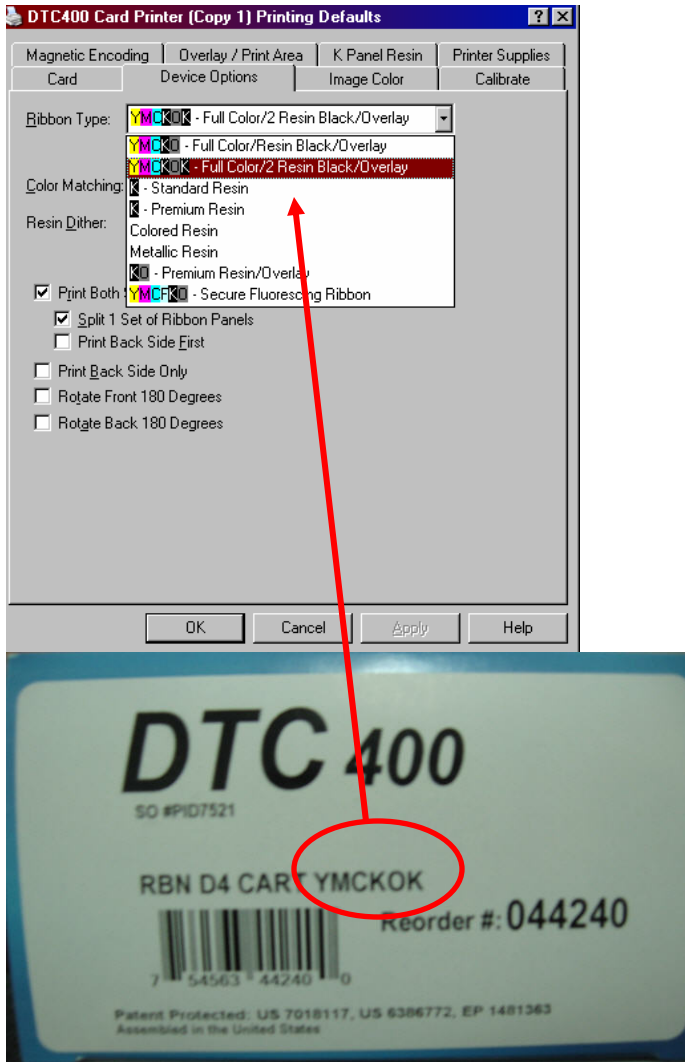
Now you should be back to this window:



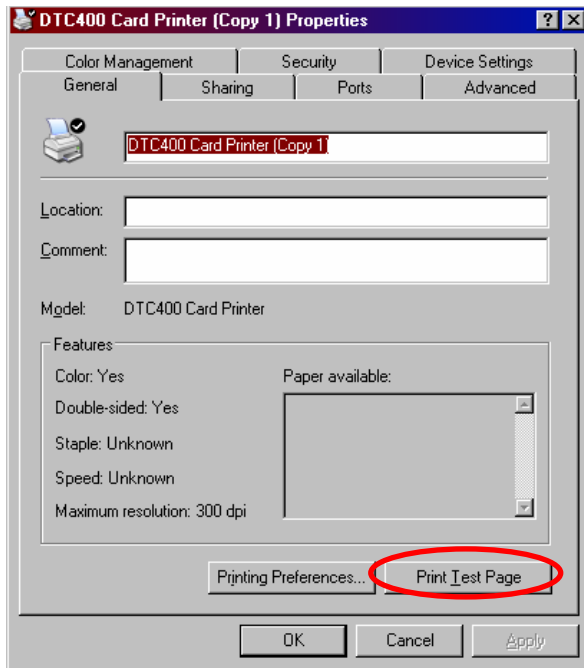
Select the **Device Options** tab:



From here select the drop down arrow that corresponds to **Ribbon Type**.



Here you need to ensure that the ribbon type selected matches the ribbon type of the box you just removed the ribbon from. Once that is verified, push **OK** and you will be returned to the previous window under the **Advanced** tab settings. Select the tab labeled **General** and push the button labeled **Print Test Page**.

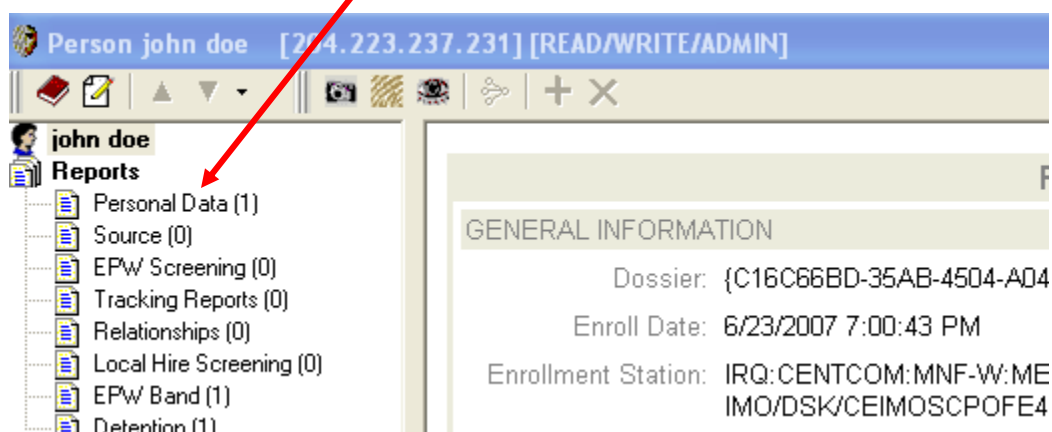


Once a test badge has successfully been printed then you are ready to begin printing badges.

APPENDIX J. HOW TO RECORD RESIDENT BADGES IN BAT

Now that certain cities in Iraq are becoming more controlled, the residents are being issued resident badges by Marines located at ECP/TCPs or other checkpoints. This process ensures that non-residents are not going into a city they do not belong in. After seeing firsthand how these various points are working at issuing the badges, here is what works, what doesn't, and the process of how to record the barcode number in a BAT record so that it can be searched against by just the number.

After you issue a resident a badge, keep their record open, which it should already be since you have to have it open in order to print a badge. If you closed it, open the individuals' record and click on **Personal Data** located under the **Reports** section on the left side of the record.

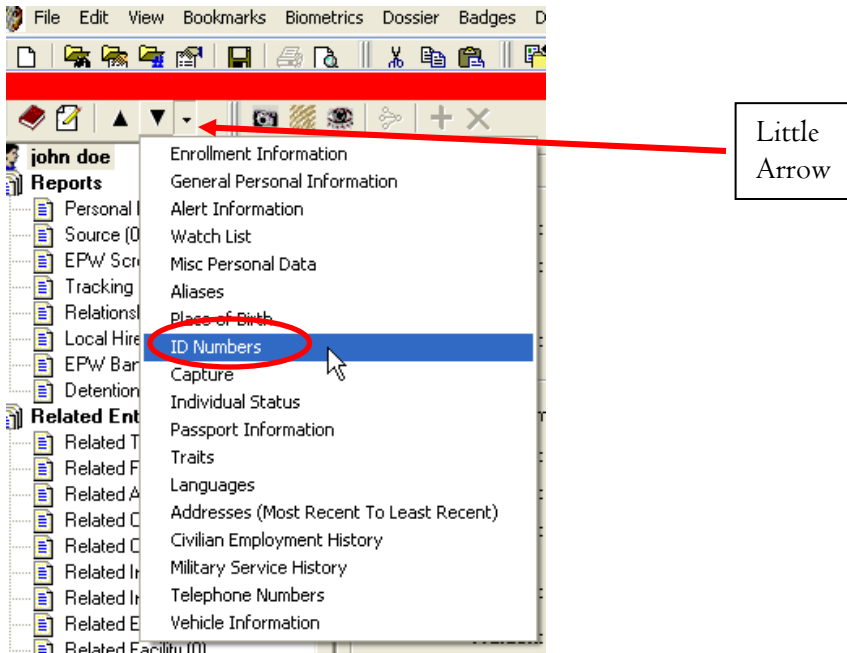


In order to input anything into the record you need to be in edit mode, which you

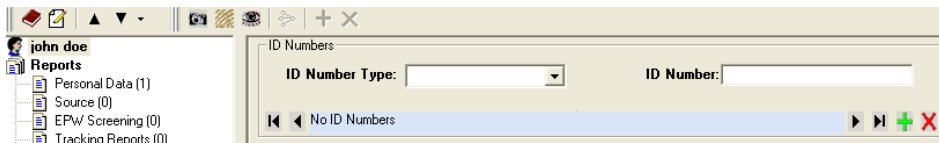


do by clicking on the paper/pencil icon. After you are in edit mode select the little down arrow button to bring up the list of all the sections in the record (shown below).

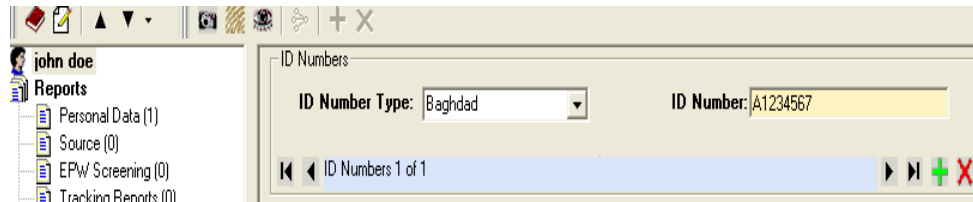




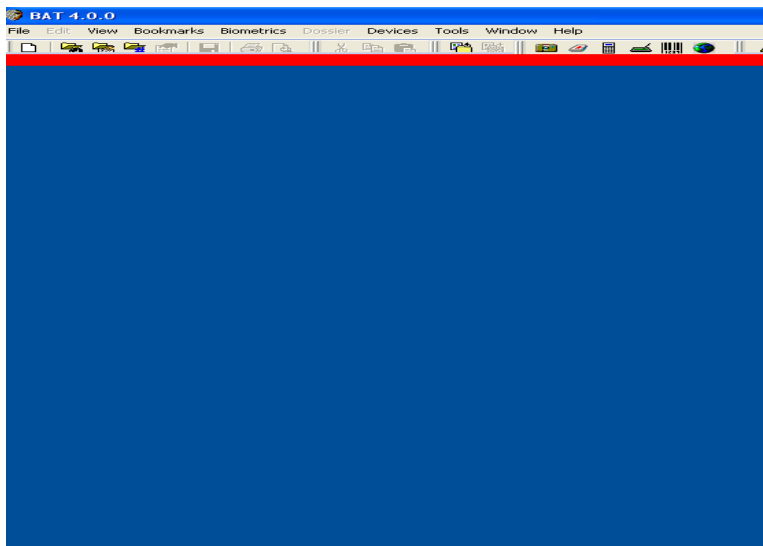
From here select **ID Numbers** and you will see this screen:



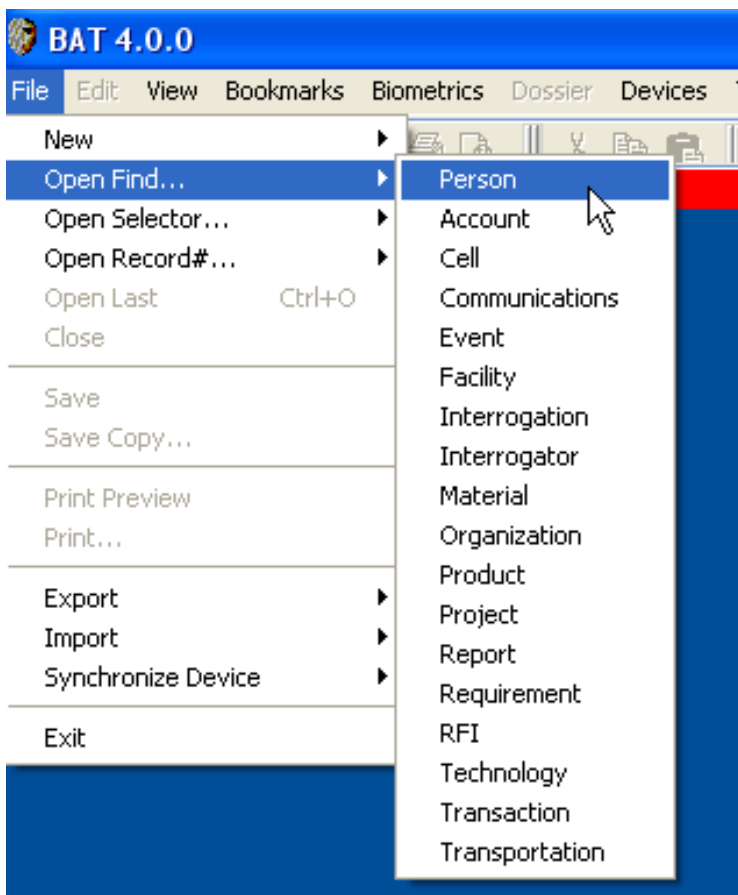
In the **ID Number Type:** field type in the corresponding city the individual is a resident of. Please see **Annex C - Badge Naming SOP for Resident BAT ID cards** for the name of the badge for your specific area. For example, the Hadithah Triad is using **TRIAD**, and this includes Hadithah, Haqlaniyah, Barwanah, Albu Hyatt, and the dam. In the **ID Number:** field you will type in the 8 digit letter/number combination on the badge you just printed for that specific individual. If for some reason something else is being typed in the ID Number Type field, just delete what is there and retype what the correct ID Number Type is for your particular AO.



Now you ask what the point of recording this information is and how do I search for it? This is how you search for personnel by their ID Number Type, or ID Number. Make sure BAT is open and you are at the main BAT screen (shown below).



You can search for someone a few different ways. One way is to select **File>Open Find>Person**.

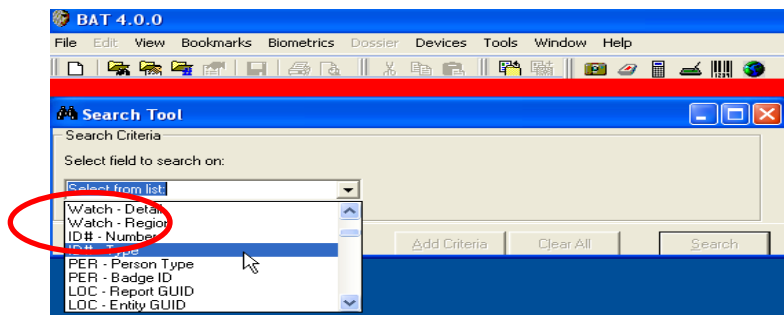


Or you can push one of these two buttons:

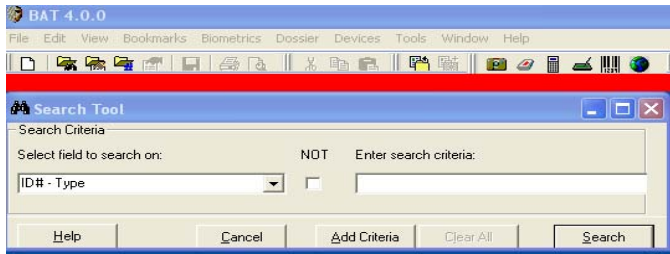
This search window appears:



From here you would select how you are going to search for the individual, specifically by either the badge type or badge number.



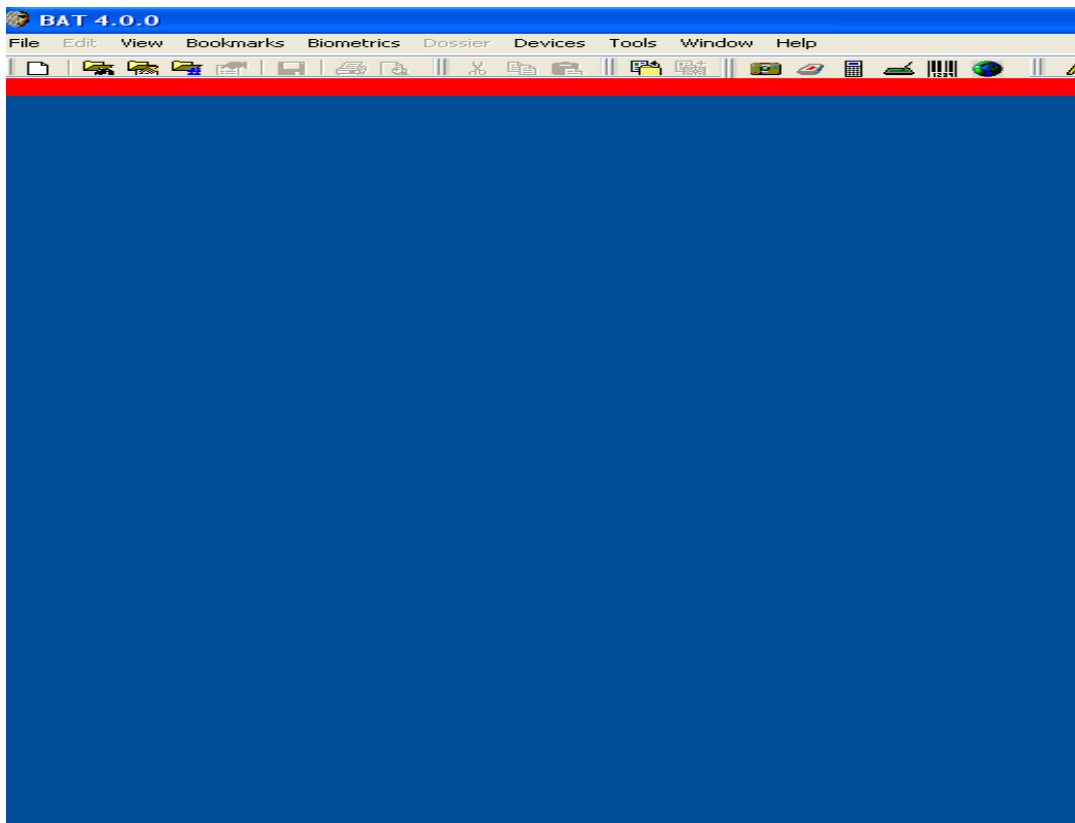
If you have a specific badge number you want to search for, select **ID# - Number** and put in the corresponding 8 digit letter/number combination from the badge. If you want to search for a certain type of badge, for example, everyone in the system who was issued a badge in the Hadithah Triad area, then you would select **ID# - Type**. Once you make the selection how you are going to search for the badge(s), then another field comes up.



In the **Enter search criteria** field you would type **TRIAD**, or the corresponding name-type from the badge-naming SOP mentioned previously. Now push the **Search** button and everything that matches that criteria you specified will show up.

APPENDIX K. HOW TO EXPORT COPY FROM CLIENT TO SERVER AND SERVER TO CLIENT

This is for the personnel who do not have SIPR connectivity for their BAT system and need to update their systems manually from the server and vice versa. First you will need to open up the BAT program. Once complete you will see the below screen:



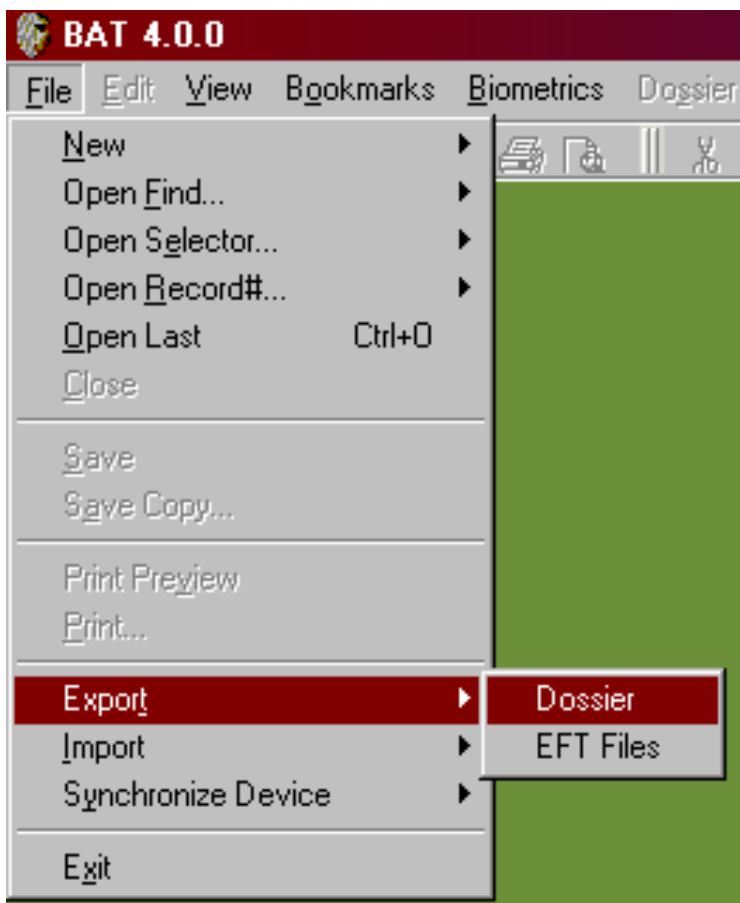
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Before you go any further ensure you have the network cable plugged into the



back of your system and the system you want to connect to.

After that is complete, you will go to **File>Export>Dossier**:

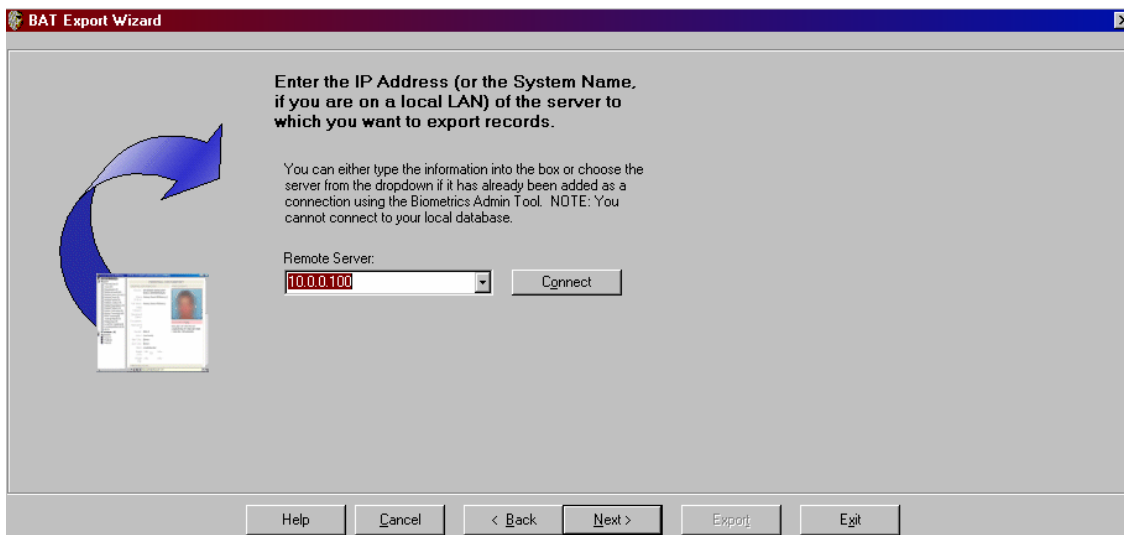


UNCLASSIFIED – FOR OFFICIAL USE ONLY

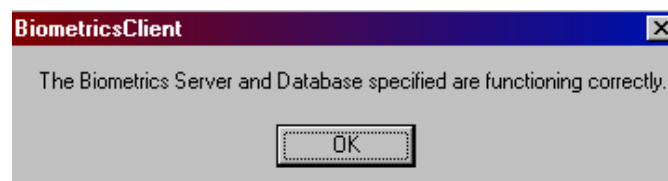
This screen appears once the following step is complete:



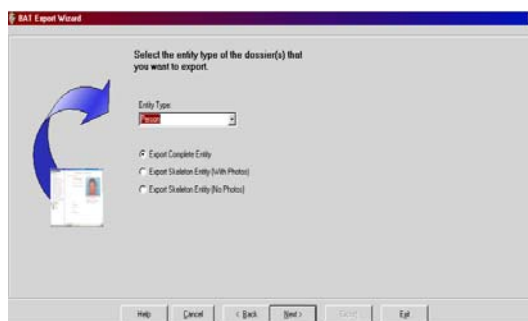
Make sure the **Export Copy** radio button is selected, push **Next** to get to this screen:



In the **Remote Server** field, input the IP address of the computer/server you want to export data to, and then push **Connect**. The below window should appear letting you know that you are connected to the other system and it is ok to proceed. If you get an error message, then you need to check the IP address you entered, and make sure the network cable is plugged into both systems in the correct port(s).

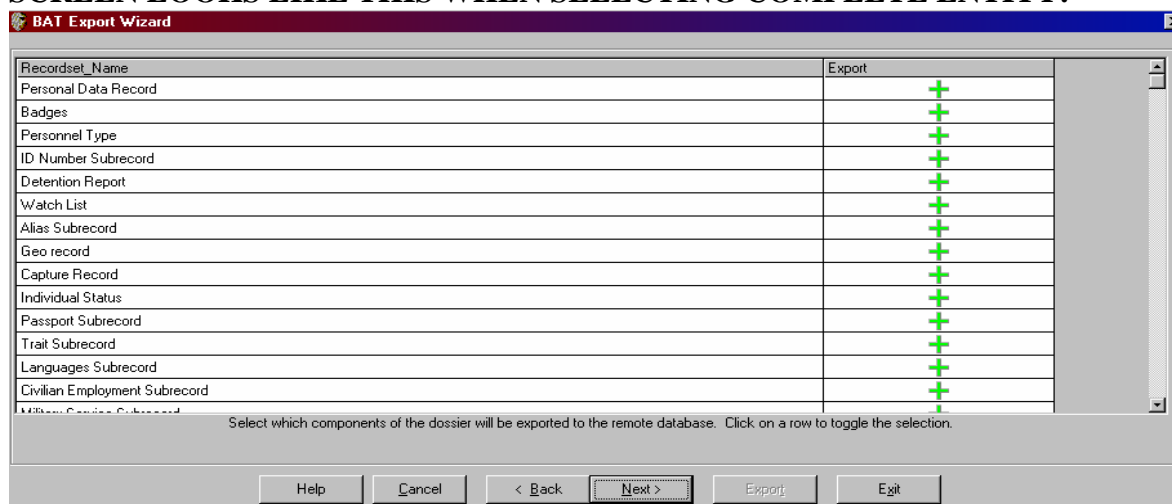


Push OK, then select **Next** on the bottom of the screen to get to this screen:

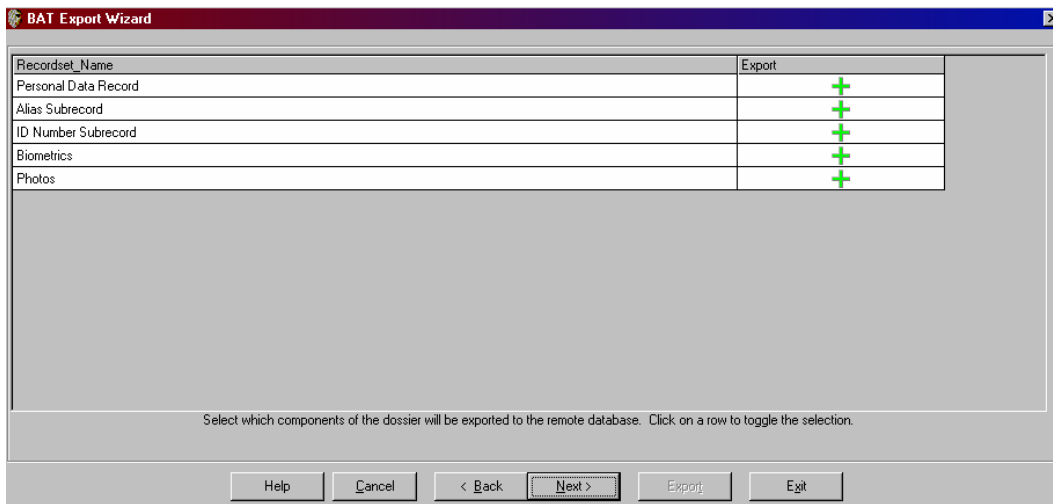


For the **Entity Type** you want **Person**. If you are exporting data from your system (the one that is used disconnected) to a server (or a system that connects to a server) then select **Export Complete Entity**. If you are exporting the new data from a server (or system that connects to a server) to your system (which you use disconnected) then you select **Export Skeleton Entity (With Photos)**, then select **Next** to get to the following screen.

SCREEN LOOKS LIKE THIS WHEN SELECTING COMPLETE ENTITY:



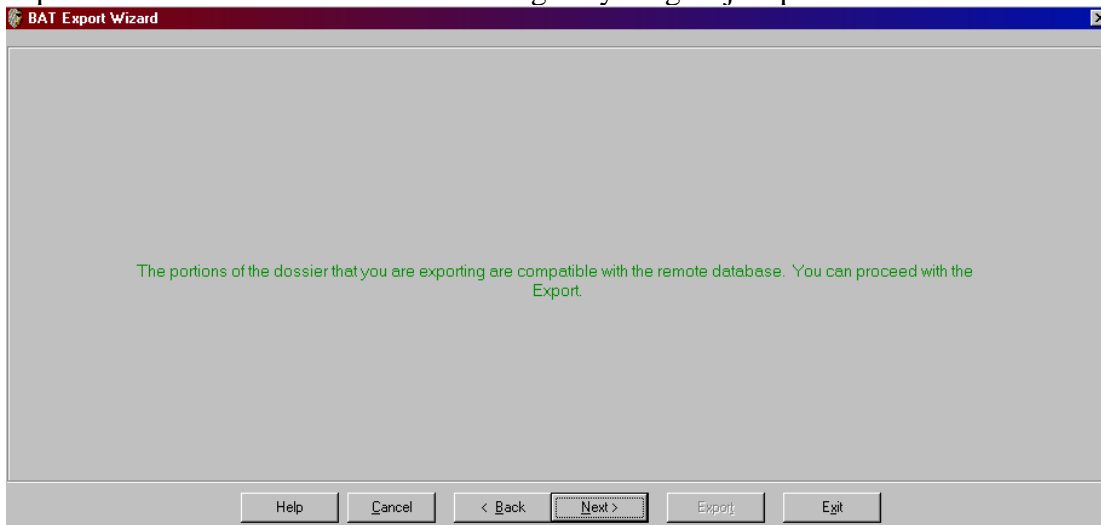
SCREEN LOOKS LIKE THIS WHEN SELECTING SKELETON ENTITY WITH PHOTOS:



The screenshot shows the 'BAT Export Wizard' window. It contains a table with two columns: 'Recordset_Name' and 'Export'. The table lists five recordsets: 'Personal Data Record', 'Alias Subrecord', 'ID Number Subrecord', 'Biometrics', and 'Photos'. Each row has a green plus sign in the 'Export' column, indicating that all components are selected for export. Below the table, there is a large gray area and a small text box that says 'Select which components of the dossier will be exported to the remote database. Click on a row to toggle the selection.' At the bottom of the window, there are buttons for 'Help', 'Cancel', '< Back', 'Next >', 'Export', and 'Exit'.

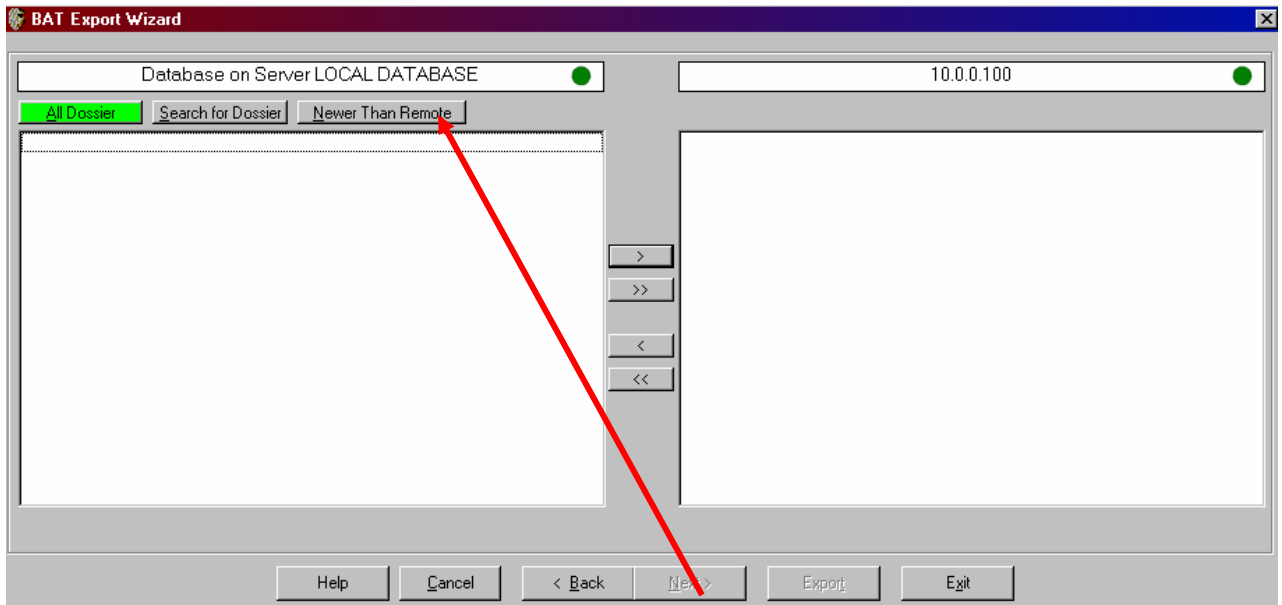
Recordset_Name	Export
Personal Data Record	+
Alias Subrecord	+
ID Number Subrecord	+
Biometrics	+
Photos	+

These screens tell you what data is going to be included in the data being exported. You should never have to change anything so just push **Next** to continue.

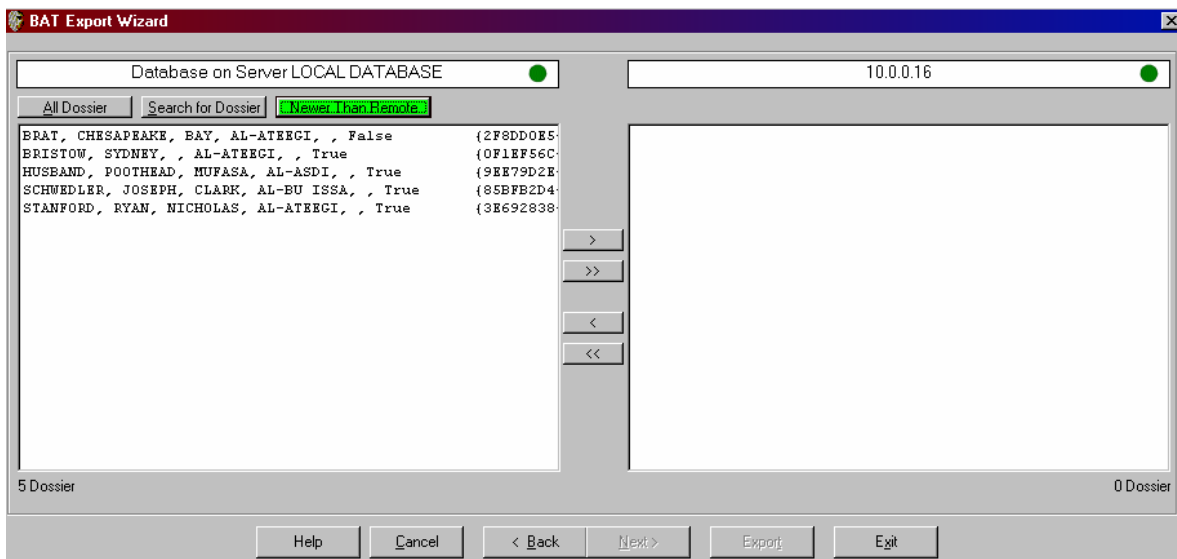


The screenshot shows the 'BAT Export Wizard' window with a large gray area containing the following text: 'The portions of the dossier that you are exporting are compatible with the remote database. You can proceed with the Export.' At the bottom of the window, there are buttons for 'Help', 'Cancel', '< Back', 'Next >', 'Export', and 'Exit'.

This screen is again letting you know the system/server is compatible to continue with the export, select **Next** to continue.

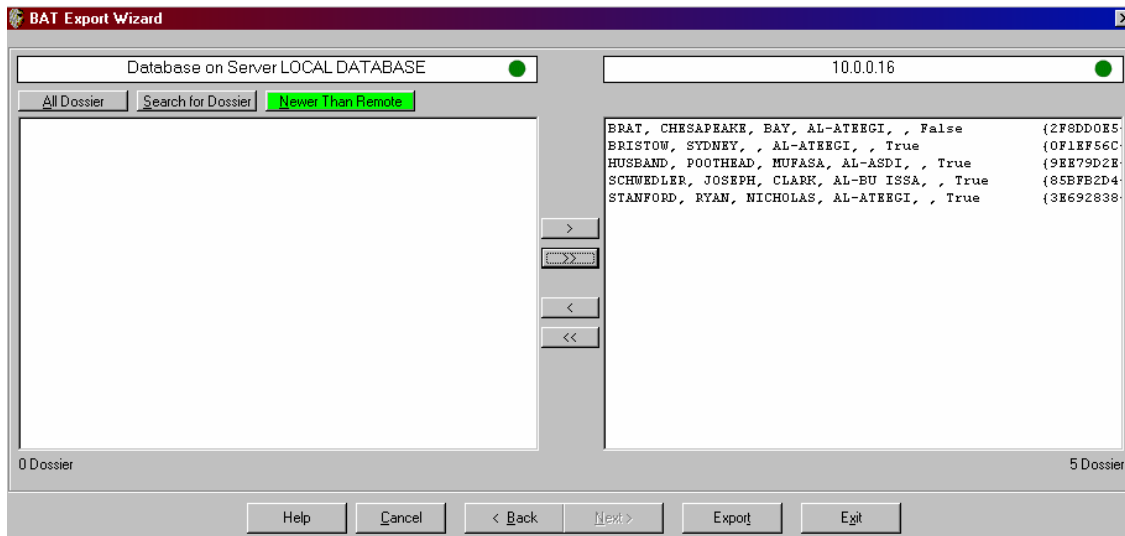


At this window push the button labeled **Newer Than Remote**. Remember, the system you are exporting data to has records on it, as does your system. You are only updating the server/system with the NEW data they don't already have, thus selecting that option. Since the systems have to compare every record on their respective systems, this process will take awhile before the left side window is populated with records.

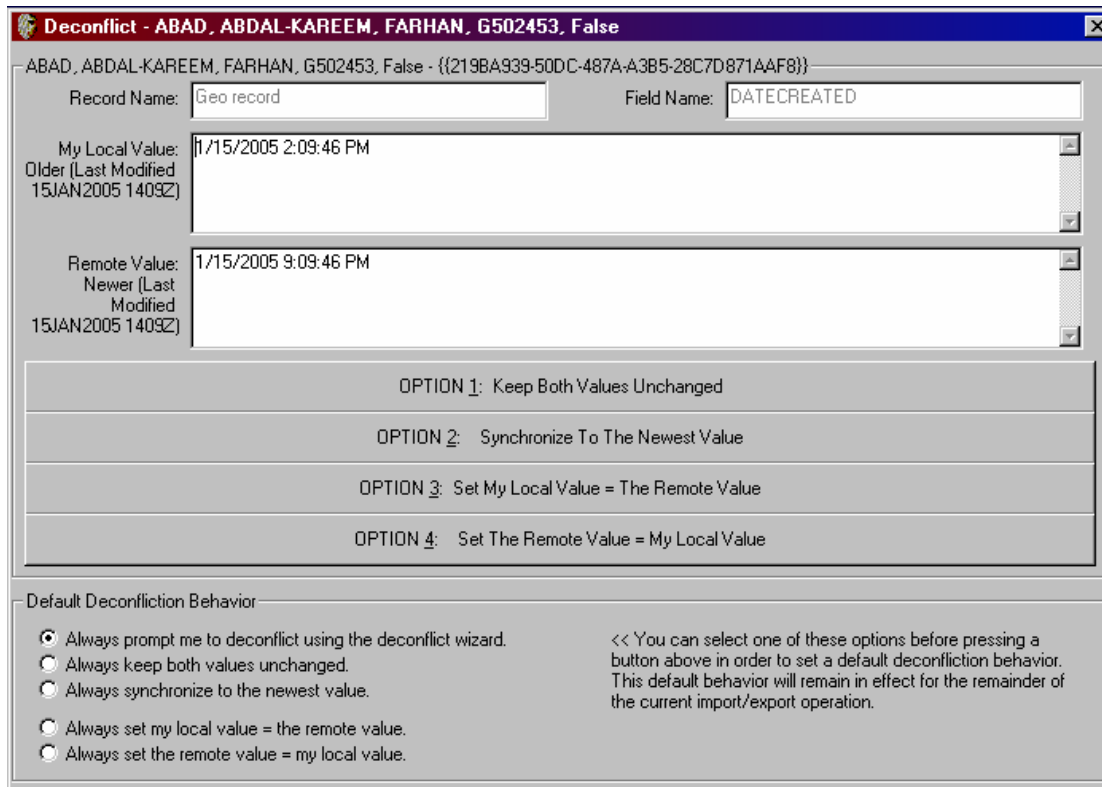


Once the comparison is complete, push the button with the double arrows on it >> to move the records to the right side of the window (as shown below).

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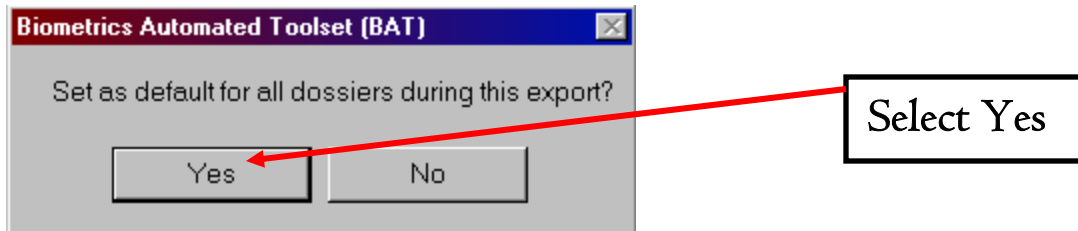


Once the records are on the right side of the window, push **Export**.

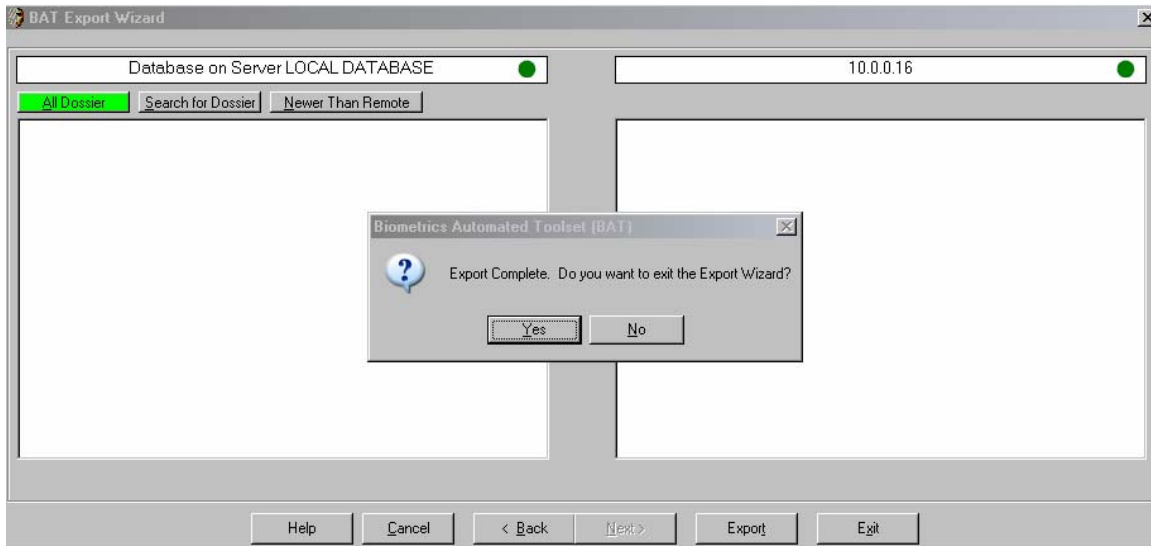


If this window appears, at the bottom under **Default Deconfliction Behavior** select **Always set the remote value = my local value**. This window appears:

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Once you select **Yes**, you need to select one of the four options; you will select **OPTION 4: Set the Remote Value = My Local Value**.

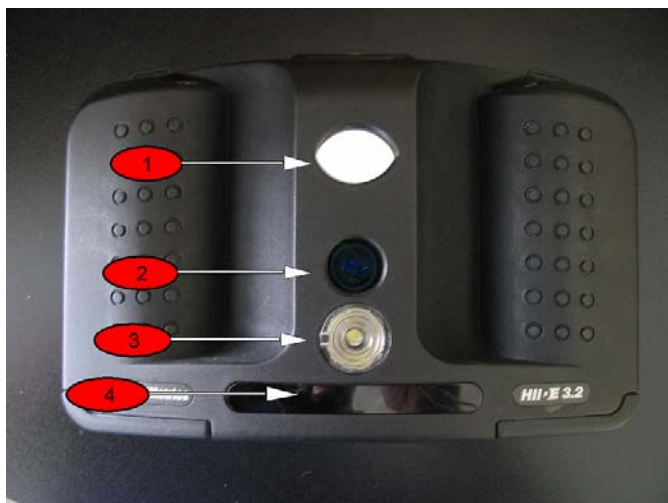


When the export is complete, select **Yes** to exit the export wizard. You have now successfully updated the server/client with the new records.

APPENDIX L. HOW TO SET-UP, ACTIVATE, AND UPLOAD DATA TO THE HIIDE

First you need to verify the BAT Network Settings by going to Start>Network Connections>Local Area Connection. Right click on the Local Area Connection and select Properties. Click on Internet Protocol (TCP/IP) and select Properties. Verify the IP address is set to 10.0.0.?? (The last 2 numbers of the BAT system number except 1, 10, or 255).

Proceed to take the HIIDE out of the pelican case and connect it to the BAT system. The HIIDE is equipped with a power cable, crossover cable, soft case with strap, and a battery charger with spare battery. Below are some pictures of the HIIDE along with where and what the items on the HIIDE are.



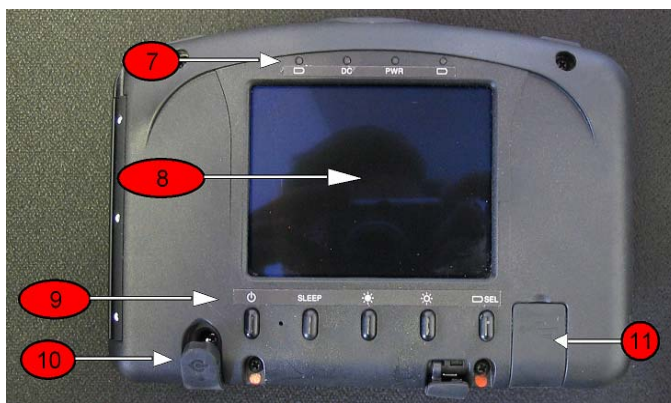
Front of HIIDE

1. Iris Camera
2. Face Camera
3. Flash
4. IR Illuminators



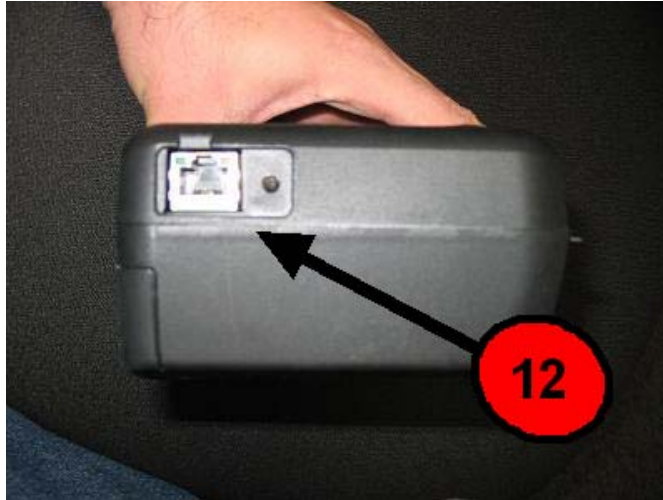
Top of HIIDE

- 5. Fingerprint Scanner
- 6. Shoulder Triggers



Back of HIIDE

- 7. Power Light
- 8. Touch Screen
- 9. Power Button
- 10. Power Port
- 11. USB Port



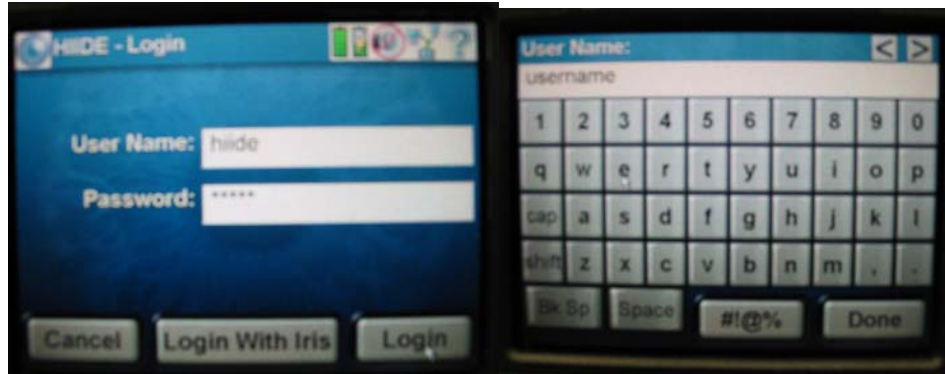
Side of HIIDE

12. Crossover Port

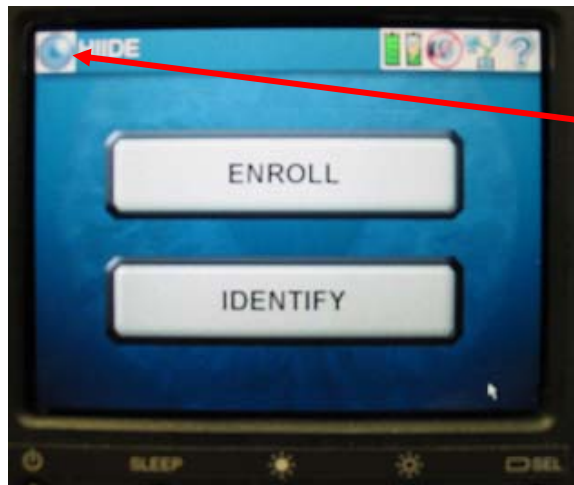
Now that you have an idea of where and what everything on the HIIDE is, plug in the power and crossover cable. The crossover cable goes into the back of the BAT system in the same port you use for the iris device.

Power on the HIIDE and touch the screen to begin.





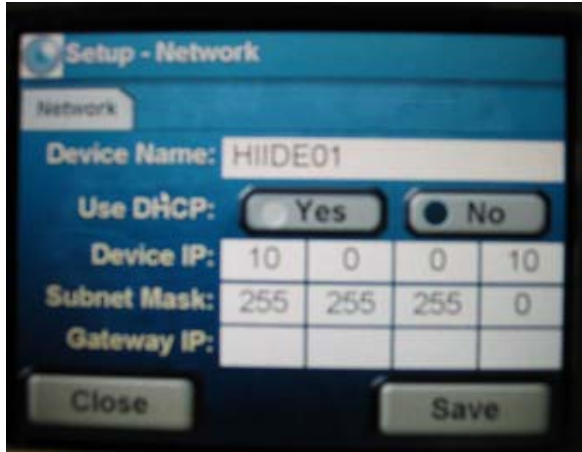
You will be prompted to type in the User Name and Password. Touch anywhere inside the User Name field and the keyboard (on the right) will pop up. Both the User Name and Password is hiide. After you have typed in the User Name and Password push Login (on the bottom far right of the first picture). Once logged in you will see the following screen:



Push the icon in front of the word 'HIIDE' to bring up a menu.

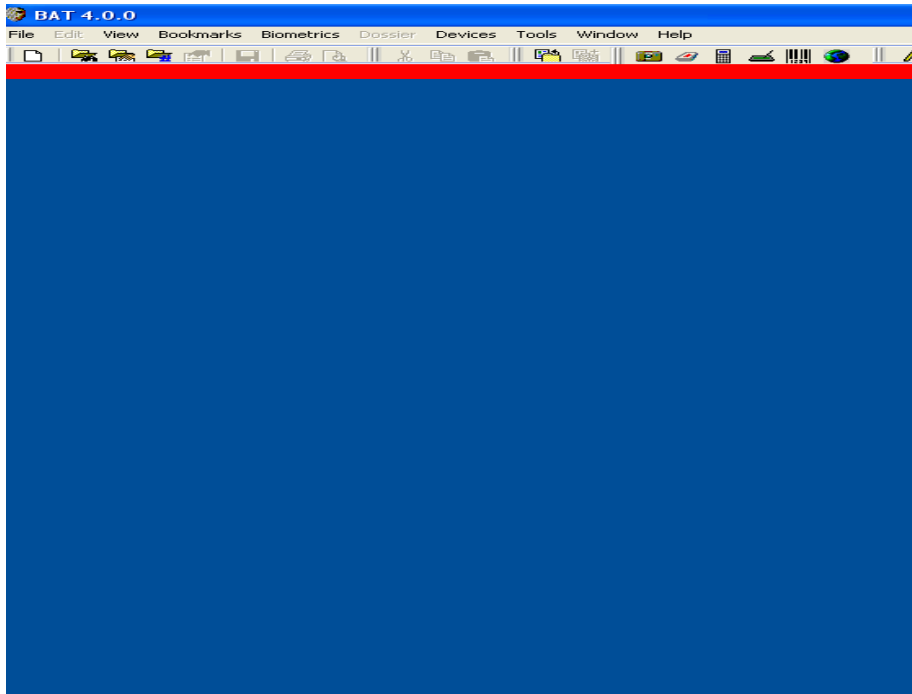


Push the **Setup** button.

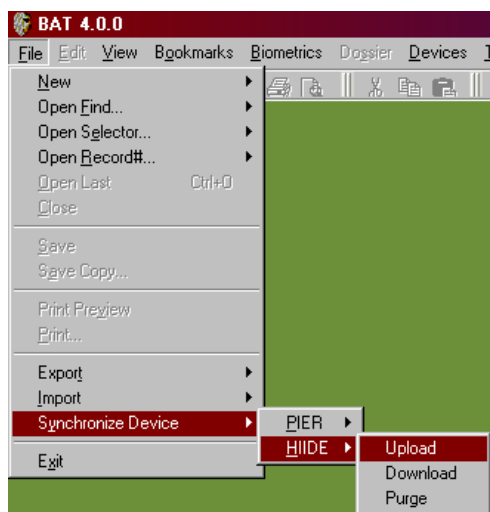


Ensure the **Device IP** is set to 10.0.0.10 and the **Subnet Mask** is set to 255.255.255.0 as shown above. Push the **Save** button if you had to change either number, then push the **Close** button to return to the previous screen. Now that you have verified the BAT system settings and the HIIDE settings it is now time to upload data to the device.

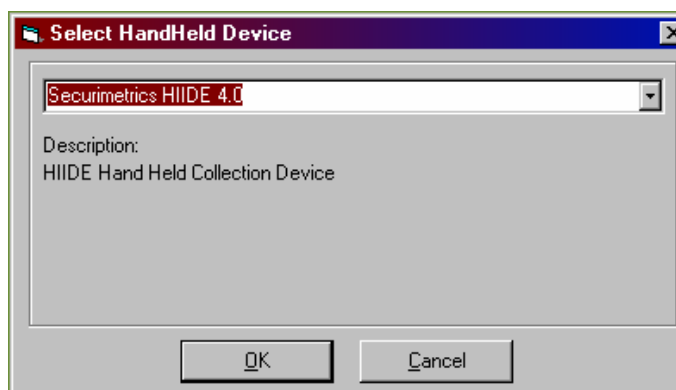
Proceed to login to BAT using the assigned credentials. Once you are connected to BAT and see the below screen, you are ready to connect the HIIDE.



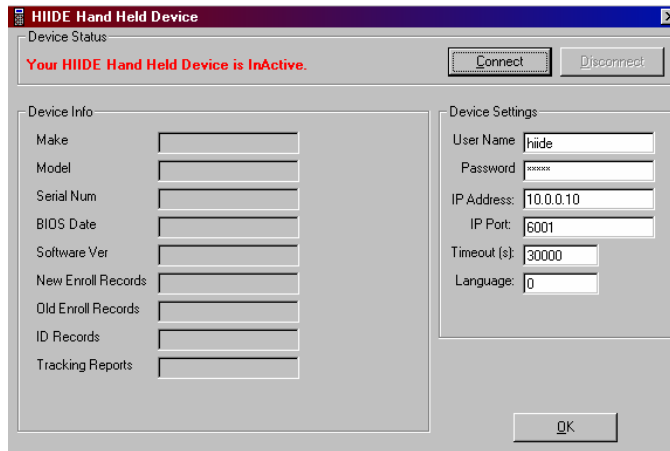
You can connect the HIIDE device by selecting **Iris Reader** from the **Device** drop-down menu, or you can go directly to the upload window to connect the HIIDE. Since we are uploading data to the HIIDE we will connect the device at that time. Go to File>Synchronize Device>HIIDE>Upload (shown below).



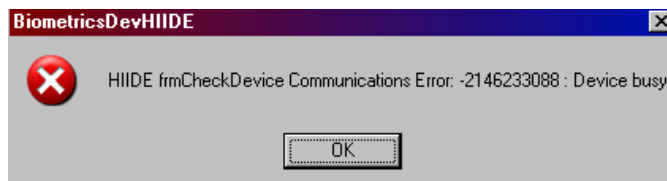
This window appears:



Push OK to continue.



Ensure the IP address in the IP Address field says 10.0.0.10 before pushing the **Connect** button (the HIIDE is set up just like the Pier 2.3 iris device in this respect). Once verified, push the **Connect** button. Depending what is on the HIIDE screen; you may connect automatically, or see the following error message:

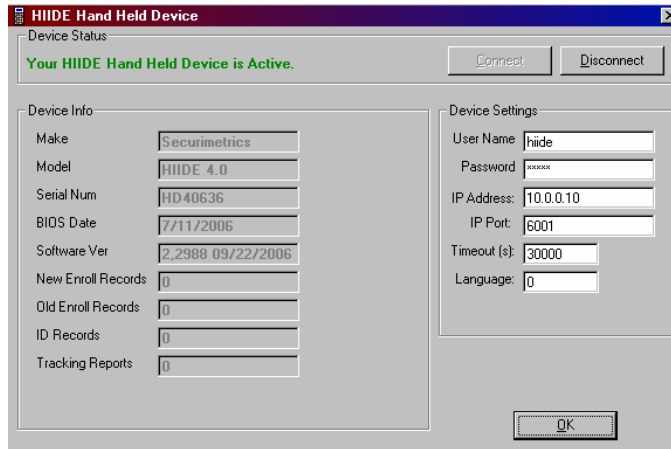


If you get this error message, on the HIIDE device logout so that you are at the below screen then push **Connect** again.



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Once connected to the HIIDE, the window will look like this telling you in green text that your device is now active.



The screenshot shows a window titled "HIIDE Hand Held Device". At the top, under "Device Status", it says "Your HIIDE Hand Held Device is Active." in green text. Below this are "Connect" and "Disconnect" buttons. The window is divided into two main sections: "Device Info" on the left and "Device Settings" on the right. The "Device Info" section lists fields for Make (Securmetrics), Model (HIIDE 4.0), Serial Num (HD40636), BIOS Date (7/11/2006), Software Ver (2.2988 09/22/2006), New Enroll Records (0), Old Enroll Records (0), ID Records (0), and Tracking Reports (0). The "Device Settings" section includes fields for User Name (hide), Password (REDACTED), IP Address (10.0.0.10), IP Port (8001), Timeout (s) (30000), and Language (0). An "OK" button is located at the bottom right of the window.

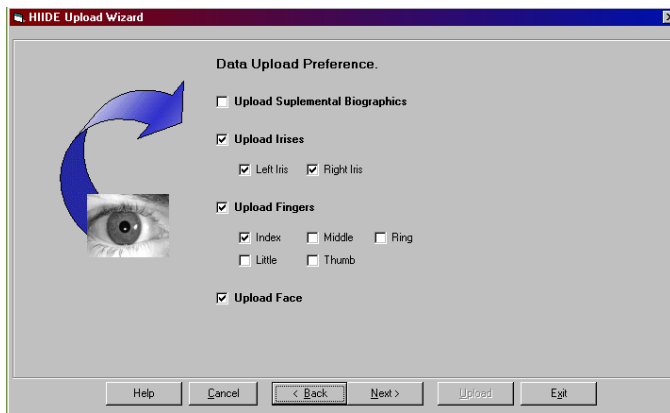
Push OK to continue to the following window.



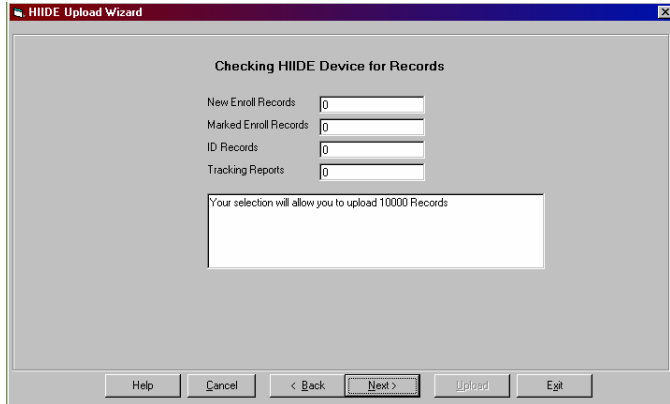
The screenshot shows a window titled "HIIDE Upload Wizard". The main area is titled "BAT to HIIDE Upload Wizard". On the left, there is a graphic of a blue curved arrow pointing to an eye icon. To the right of the graphic, there are two radio button options: "Merge Records" (selected) and "Overwrite Records". The "Merge Records" option has a description: "Selected records from BAT will be merged with the existing records on the HIIDE device." The "Overwrite Records" option has a description: "Existing records on the HIIDE device will be deleted and the selected records from BAT will be uploaded to the HIIDE device." At the bottom of the window, there are buttons for "Help", "Cancel", "< Back", "Next >", "Upload", and "Exit".

Always select the radio button for **Overwrite Records**, then push **Next** to continue.

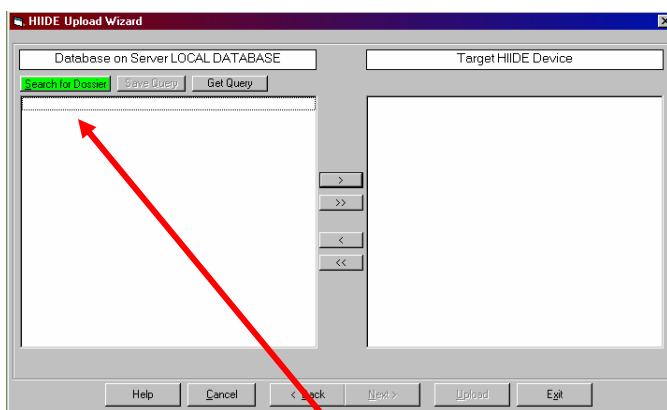
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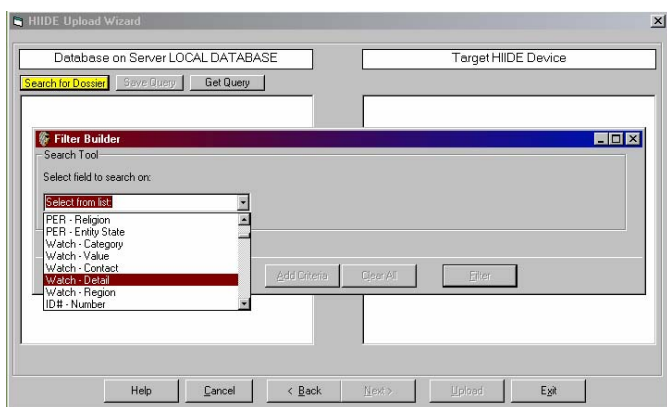
At this screen there should be a check in EVERY box EXCEPT for the **Upload Supplemental Biographics** box. Push **Next** to continue.



This window is just telling you what is already on the HIIDE and what can be added, push **Next**.

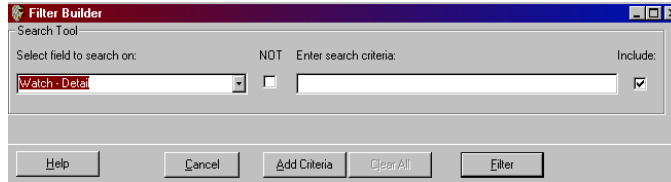


Push the green button labeled **Search for Dossier** to bring up the Filter Builder window (shown below).

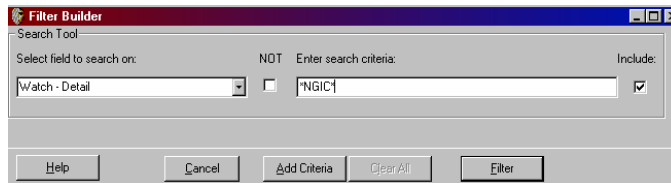


From the ‘Select field to search on:’ drop-down select the **Watch – Detail** option. Once selected another field appears (shown below).

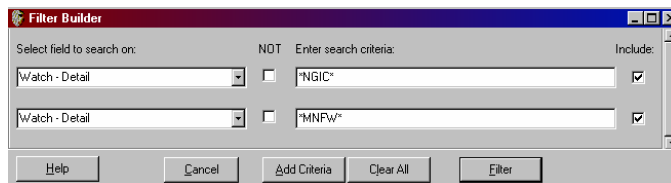
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In the 'Enter search criteria' field will be the specific watch list you are going to upload to the HIIDE. Most likely you will be uploading the NGIC (National Ground Intelligence Center) watch list as well as the MNFW watch list. In order for the search to work, whatever watch list you are uploading needs to be enclosed in asterisks (*NGIC*), or else you will not get any results. For example the window will look like this:



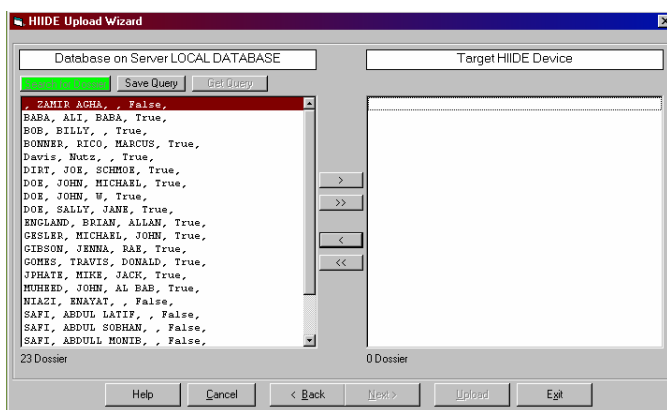
You can also push the **Add Criteria** button to search for multiple watch lists to upload.



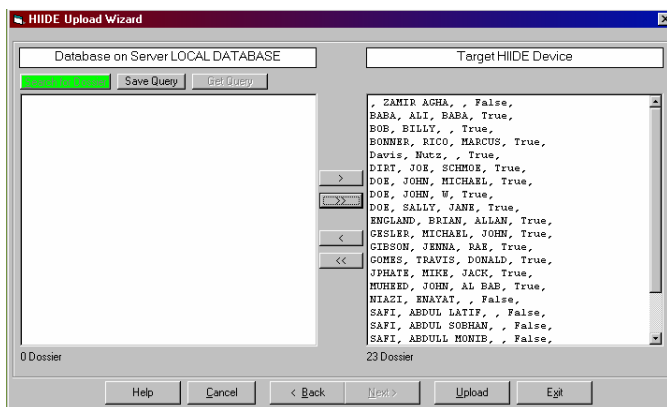
After you are done adding all of the watch lists you want to upload to the HIIDE, push the **Filter** button to execute the search. Once the search is complete all results that matched the search criteria will appear in the left-hand side of the window as shown below:

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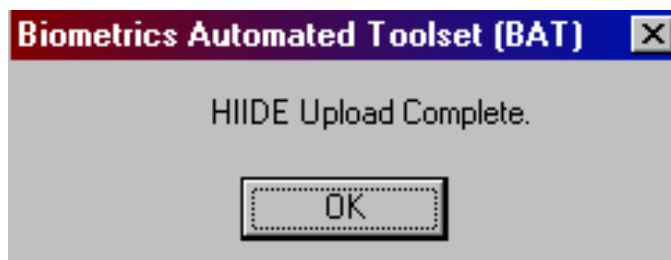


Push the double arrow button (>>) to move all of the records to the right side of the window as shown below:



Once all of the records are moved to the right, push the **Upload** button to begin the upload process. Once the upload is complete the below window will appear:

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Push OK, then exit out of the Upload Wizard. You have now set-up, activated, and uploaded specific watch lists to your HIIDE device. You are now ready to go out on patrol and use your HIIDE to identify any person you come in contact with to see if they're on a watch list.