TAP WORKSTATION – NON-CRIMINAL JUSTICE AGENCY (NCJA) FINGERPRINT TRAINING OBJECTIVES

PURPOSE:

Provide TAP workstation users with an overview of TAP workstation software and a demonstration of the process for capturing and submitting fingerprints.

Fingerprints are authorized to be submitted by the following non-criminal justice agencies for specific purposes:

- Social Services - employees, prospective employees, or volunteers in positions that involve regular contact with, or control over, Indian children to include checks for child placement or foster care.
- Human Resources - employees, prospective employees, or volunteers in positions that involve regular contact with, or control over, Indian children school programs, daycare, pre-school development programs, or schools.
- Head Start - employees, prospective employees, or volunteers in positions that involve regular contact with, or control over, Indian children
- Public Housing - housing employees or prospective employees and adult applicants or tenants receiving housing assistance for the purpose of screening, lease enforcement, or eviction
- Contractors not under direct supervision of a criminal justice agency (e.g. company that disposes of sensitive documents)

Pre-requisite: An active LEEP and DOJ CAS account is required for those submitting fingerprints

Note: Users with LEEP accounts that have been inactive for 90 days or more will need to contact TAP and LEEP prior to submitting prints to request their accounts be unretired to receive responses.

OBJECTIVES

At the end of TAP training, attendees will understand:

1. TAP workstation hardware and understand the function of each
2. How to login to the TAP workstation
3. TAP workstation PC software and understand the function of each
4. How to login into the TAP Workstation software (MESA)

5. Types of Transactions (ToTs) in MESA and correct reason fingerprinted (RFP) for each
6. Best practices for capturing fingerprints via live scan
7. How to capture fingerprints with exemptions
8. Best practices for capturing fingerprints via card scan
9. How to obtain and maintain a LEEP account
10. Responses after fingerprint submission and where to locate them
11. Who to contact for question or issues
12. Who to contact to order additional fingerprint cards

I. WORKSTATION LOGIN PROCEDURES AND OVERVIEW

Introduction and Objectives:

1. Identify TAP workstation hardware and understand the function of each
2. Learn how to login to the TAP workstation
3. Identify TAP workstation PC software and understand the function of each

Practical Exercises:

1. Provide an overview of the TAP workstation hardware
   a. Cabinet - how to unlock and open cabinet
      i. Key should be kept in a safe place
      ii. Do not power off PC
      iii. Users should log off after each session
   b. Live scan – for taking fingerprint and palm prints
      i. Can be wiped clean with soft cloth and small amount of water
      ii. Do not power off
   c. Camera – for bookings and sex offender registration
   d. Scanner – for scanning and submitting inked fingerprint cards
   e. Printer – for printing fingerprint cards
      i. Load fingerprint card trays. Order is as follows:
         1. Criminal
         2. Palm print
         3. Civil applicant
         4. Plain paper
      ii. Cards should be placed print side up with the cut corner to the left
2. Demonstrate TAP workstation login and password set-up procedures
   a. Username is first initial and last name in all lowercase i.e. bsmith
   b. Initial login password: **FirstTimeLogin!1**
   c. Walk users through changing passwords. Passwords must meet these requirements: 14-16 characters including at least one each of: upper case letter, lower case letter, number, and symbol **(e.g. SamplePassword!4)**
   d. Understand who to contact to reset workstation password

3. Provide an overview of the TAP workstation PC and software
    a. EFT Folder: D:// location for subject's fingerprint files and photos
    b. MESA: software for capturing subject's fingerprints
    c. JWIN (if appropriate): software tool for name-based checks in NCIC
    d. LEEP: required for submitting fingerprint records to FBI's Next Generation Identification (NGI)
    e. JCIS Training Portal: provides access to training and resources
    f. Helpdesk information: provides contact information for the DOJ and Idemia helpdesks

Resources:

1. [TAP Workstation Account Handout](#)

II. TAP WORKSTATION SOFTWARE (MESA) OVERVIEW

Introduction and Objectives:

1. Learn how to login into the MESA software

Practical Exercises:

1. Demonstrate how to access MESA via the icon and login

    a. Username is first initial and last name in all lowercase i.e. bsmith
    b. Password for MESA varies depending on the type of permissions you have:
        i. Administrator User Password: Morpho
            1. For use by Agency POCs and TACs and IT POCs
        ii. Standard User Password: Tribal
            1. For all standard Tribal users
2. Provide high level overview of case manager tab and function for admin users (Tribal/ Agency POCs and TACs and IT POC)
        i. Case manager allows admin users to recover, edit, and remove transactions

Resources:

1. [TAP Workstation Account Handout](#)

III. TYPES OF TRANSACTIONS

Introductions and Objectives:

1. Understand the ToTs in MESA and correct reason fingerprinted (RFP) for each
2. Understand that servicing agency must use the ORI for the serviced agency when submitting fingerprint-based transactions on behalf of serviced agency
3. Understand the requirements for ensuring applicants receive notification of rights and process for redress

Practical Exercises:

1. Provide an overview of the Types of Transactions (ToT) window in MESA
    a. Describe difference between card scan and live scan
        i. Live scan transactions: to be used when subject is present
        ii. Card scan: to be used when subject is not present and pre-printed fingerprint card is available
            1. Note: Agency can capture inked fingerprints in their offices and scan via the workstation or process historical inked cards via the workstation
    b. Non-Criminal Justice ToTs
        i. Federal Applicant No Charge (FANC): Used for criminal justice employment
            1. Reason Fingerprinted - 28 CFR 20-33 A 1
        ii. Federal Applicant User Fee (FAUF) Transaction: Used for non-criminal justice employment and record checks. See table below.
        iii. Provide overview of notice of applicant's rights to challenge requirement and discuss best practices for ensuring all applicants receive and sign notice prior to fingerprint submission. Agency should provide applicant with a copy and keep a copy on file for audit purposes.

Agency Type	Reason Fingerprinted
Social Services	P.L. 101-630
Human Resources	P.L. 101-630
Tribal Public Housing	25 USC 4138
Contractors not under direct supervision of a Criminal Justice Agency (e.g. Company that disposed of sensitive documents)	28 CFR 20-33 A 7

Resources:

1. Applicant Fingerprint Cheat Sheet
2. Notice of Criminal History Check of FBI Records/Notice of Applicant's Right to Challenge (required for all fingerprint-based background checks for employment and volunteers)

IV. LIVE SCAN TRANSACTIONS

Introduction and Objectives:

1. Understand best practices for capturing fingerprints via live scan
2. Understand live scan transactions and information required for submission
    a. FANC (non-criminal justice; non-retain)
        i. Demographics and fingerprints required

ii.   Example: HR conducting CJA employment record checks for law enforcement or courts

b. FAUF (non-criminal justice; non-retain)
    i.   Demographics and fingerprints required
    ii.   Example: Fingerprinting employees or prospective employees with contact with, or control over Indian Children

Practical Exercises:

1. This exercise is a hands-on exercise with multiple users. Trainer to identify at least two trainees to participate to alternate capturing and submitting each other's prints. Users should have active LEEP accounts. **Note:** A user cannot submit his/her own fingerprints. BRM/Trainer should walk through the entire process, but fingerprints should NOT be submitted as agency will incur cost.
    a. Select a ToT based on training audience. Follow workflow for live demonstration:
        i.   Demographics
        ii.   Fingerprints
        iii.   Finalize EFT
        iv.   Print Card
        v.   Log in to LEEP/ access email
        vi.   Attach EFT
        vii.   Submit to CAS
    b. **Note on Reason Fingerprinted:**
        i.   For FAUF Transactions – Social Services or HR use P.L. 101-630; Housing uses 25 USC 4138
        ii.   FANC is for criminal justice purposes only
        iii.   28 CFR 20-33 A 7 for CJA contractors only
2. Demonstrate best practices for entering subject demographics and capturing fingerprints.
    a. Only enter required fields for demographics
    b. Use moisture (sanitizer, spray bottler with water, lotion, subject hold a warm water-soaked paper towel for 30-40 seconds then lightly during hands)
    c. Fingerprint exemptions may be used for missing digits, injured digits, and hard to capture prints
    d. Wipe live scan with soft cloth between prints
    e. Store fingerprint cards per Tribal policies
3. Finalize EFT file and print card.
4. Demonstrate how to locate the EFT file via the EFT directory.
    a. EFTs are in the PC's D:// drive
    b. EFTS are organized by file name and can be sorted by date modified or subject's name
5. Have users sign into LEEP and locate @leo.gov email.
    a. Explain that the file will be sent to the FBI for comparison of existing criminal fingerprints and is not retained.

      b.   Demonstrate process for attaching the EFT file to an email and submit to CAS

           i.   Subject of the email should include the subject's name and today's date (i.e. Doe, James J, YYYY-MM-DD)

      c.   Identify where EFT files should be sent and how to locate this information

           i.   CAS: submit@cas.gov for non-criminal justice

          ii.   **Note**: FBI does not retain fingerprints submitted for civil purposes.

         iii.   **Note:** Transaction should *NOT* be submitted. This is for demonstration purposes only.

Resources:

1. Job Aid - How to Submit a Fingerprint Package to NGI

V. CAPTURING FINGERPRINTS WITH EXEMPTIONS

Introductions and Objectives:

1. Understand how to capture fingerprints with exemptions.
   a. Exemptions may be used when:
      i. When subject's finger is amputated, bandaged, or scarred
      ii. When subject's prints are hard to capture

Practical Exercises:

1. In Fingerprints workflow, demonstrate where to find the exemptions tab.
   a. For card scan transactions, exemptions must be marked before scanning
2. Demonstrate how to mark the appropriate exemption and how to save.

Resources:

1. Job Aid – How to Capture Fingerprints with Exemptions

VI. CARD SCAN TRANSACTIONS

Introduction and Objectives:

1. Understand best practices for capturing fingerprints via card scan.
   a. Card scan transactions should be used when the subject is not present and pre-printed, or ink cards are available.
   b. Card edge should align with scanner device

Practical Exercises:

1. Select a workflow based on audience. Follow workflow for live demonstration:
   a. Demographics
   b. Fingerprints Scan

   c. Finalize EFT

   d. Log in to LEEP/ access email

   e. Attached EFT

   f. Submit to JABS/CAS

2. Highlight differences between fingerprint cards and when each should be used

   a. Red FD-249 cards: Criminal ToTs (booking, sex offender, inquiry)

   b. Blue FD-258 Applicant Cards: Non-criminal Justice ToTs (FAUF and FANC)

   c. Red FD-884 Palm Print Cards (sex offender)

3. Demonstrate best practices for entering subject demographics, scanning, and extracting fingerprints.

   a. Only enter required fields

   b. Card edge should align with scanner device

   c. Card scan is a multi-step process:

     i. Step 1: Scan the Card

     ii. Step 2: Align the fingerprint boxes

       1. Align the fingerprint boxes with the image on the screen. Fingerprint boxes will appear red if not properly aligned. Fingerprint boxes will turn green once aligned and complete.

     iii. Step 3: Process the card to extract fingerprints.

4. Finalize EFT file and demonstrate how to locate via EFT directory.

   a. EFTs are in the PC's D:// drive

   b. EFTS are organized by file name and can be sorted by date modified or subject's name

5. Have users sign into LEEP and locate @leo.gov email.

   a. Explain that the file will be sent to the FBI for comparison of existing criminal fingerprints.

   b. Demonstrate process for attaching the EFT file to an email and submit to CAS

     i. Subject of the email should include the subject's name and today's date (i.e. Doe, James J, YYYY-MM-DD)

   c. Identify where EFT files should be sent and how to locate this information

     i. CAS: submit@cas.gov for non-criminal justice

     ii. **Note**: FBI does not retain fingerprints submitted for civil purposes.

1. **Resources:** [Job Aid - How to Capture Fingerprints with Exemptions](#)

VII. REVIEW LEEP ACCOUNTS

Introduction and Objectives:

1. Understand how to obtain and maintain a LEEP account.

   a. A LEEP account with an @leo.gov e-mail address is required for submitting fingerprints to FBI's Next Generation Identification (NGI).

   b. LEEP accounts expire after 90 days of inactivity. Contact the LEEP membership office at 888-334-4536 to have an expired account reset.

Practical Exercises:

1. Locate the LEEP browser on the workstation
2. Demonstrate to users how login to LEEP and use 2 Factor Authentication
    a. Two-factor authentication can be setup using mobile device or email
3. Demonstrate how to access @leo.gov email through LEEP
4. Understand who to contact to reset your LEEP password
5. Know who is your Tribe's LEEP Sponsor

Resources:

1. Job Aid - How to Apply for a LEEP Account
2. Job Aid - How to Activate your LEEP Account
3. LEEP FAQ

VIII. NGI RESPONSES

Introduction and Objectives:

1. Understand responses after fingerprint submission and where to locate them
2. Understand how to read an IDHS

Practical Exercises:

1. Identify where EFT files should be sent and how to locate this information
    1. CAS: submit@cas.gov for non-criminal justice
    2. Responses come to users LEEP account Email
        i. Users will receive two responses
            1. Response 1: From DOJ's JABS/CAS:
                a. Validated and Forwarded to NGI
                b. Error – frequently sent to incorrect email address (JABS vs CAS)
                c. Error – unauthorized user/user account expired
            2. Response 2: From FBI's NGI:
                a. No Record or Non-Ident: Search of fingerprints revealed no prior arrest data
                b. Error or Reject: Illegible fingerprints, missing information, fingerprints out of sequence
                c. FBI Identification Record – Criminal History Identity Summary (IdHS)

Resources:

1. Job Aid – How to read an IdHS

IX. LEARN WHO TO CONTACT FOR QUESTIONS OR ISSUES

Introduction and Objectives:

1. Identify who to contact for question or issues
    a. DOJ Helpdesk
    b. Idemia Helpdesk
    c. LEEP membership office
    d. Tribal LEEP Sponsor and POCs
2. Understand who to contact to order additional fingerprint cards

Practical Exercises:

1. Review DOJ and Idemia help desk information on windows home screen
2. Review contact information tags on hardware devices
3. Review workstation one-pager and how to complete with Tribal information
4. Demonstrate how to order additional fingerprint cards.
    a. To place an order, visit the following site: https://www.fbi.gov/services/cjis/fingerprints-and-other-biometrics/ordering-fingerprint-cards-and-training-aids
        i. Order one box of each of the following card types:
        ii. FD-249 Criminal Cards – Criminal fingerprint cards (Red)
        iii. FD-258 Applicant Cards – Civil fingerprint cards (Blue)
        iv. FD-884 Palm Print Cards (White)

RESOURCES

The resources listed throughout this document are available by link below and at https://www.justice.gov/tribal/onboarding-and-vetting. Contact your Tribal Access Program Business Relationship Manager with additional questions.

1. TAP Workstation Accounts
2. Applicant Fingerprint Cheat Sheet
3. Job Aid - How to Capture Fingerprints with Exemptions
4. Job Aid - How to Submit a Fingerprint Package to NGI
5. Notice of Criminal History Check of FBI Records/Notice of Applicant's Right to Challenge
6. Job Aid - How to Apply for a LEEP Account
7. Job Aid - How to Activate your LEEP Account
8. LEEP FAQ
9. NGI Common Rejection Messages Handout
10. Job Aid – How to read IdHS