

NICS Indices Entry (NIE) User Guide

Version 1.1.0
February 26, 2020

Table of Contents

NICS INDICES ENTRY VIA CJIS	3
NICS INDICES ENTRY (NIE)	4
ENTER NICS INDICES RECORD	5
MODIFY NICS INDICES RECORD	8
ADD SUPPLEMENTAL IDENTIFIERS TO NICS INDICES RECORD	10
CANCEL NICS INDICES RECORD	12
ZERO REPORTS	13
NIE REPORTS	14
BATCH UPLOAD	16
TRANSACTION FORMATS	17
HEADER - HDR	17
EDP TRANSACTIONS – NEW RECORDS BEING ADDED TO THE NICS INDICES	18
MDP TRANSACTIONS – MODIFYING AN EXISTING NICS INDICES RECORD	20
SDP - INDICES SUPPLEMENT REQUEST	22
XDP - INDICES CANCEL REQUEST	23
DOCUMENT REVISION HISTORY	24

NICS Indices Entry via CJIS

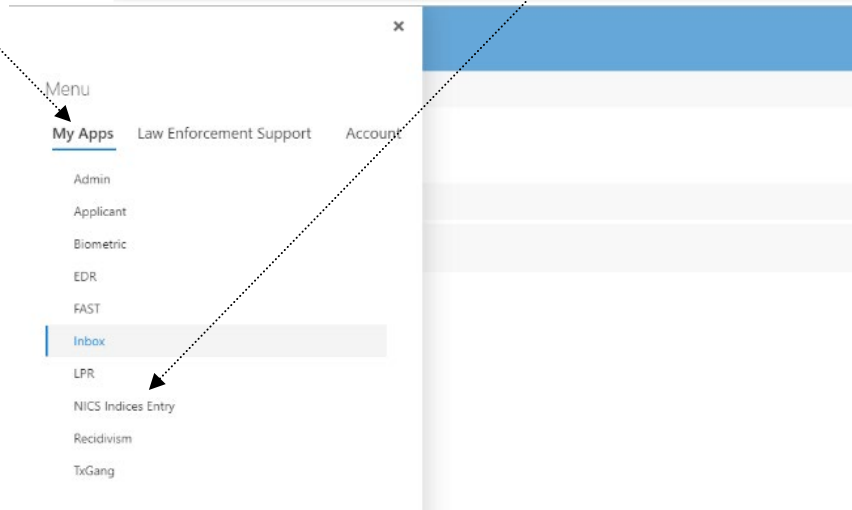
The CJIS site provided by TxDPS supports manual entry, submission, and subsequent search of NICS Indices Entries for Mental Health/Guardianship cases and Family Violence Class C convictions. Submissions made via the site can be searched via the site. For all other NICS Indices searches, please use the TLETS QNP message key.

On February 26, 2020, access and authorizations move from county based to ORI based. Users will be able to enter and query records for their authorized ORIs. Zero reports will continue to be based on ORI.

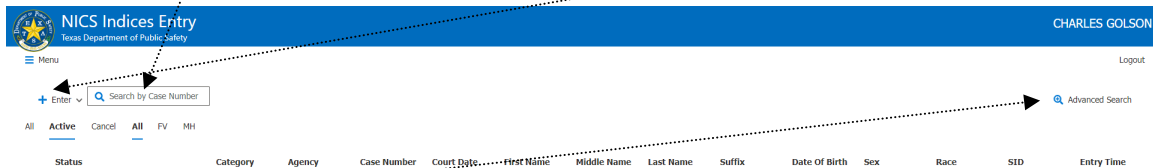
Felony Convictions reported and applied to CCH that don't have a UCN (FBI Universal Control Number) are automatically submitted to the FBI for inclusion in the NICS Indices. All Felony Convictions in the Name Based File (NBF) that have a Complete Last and First Name and Date of Birth are also automatically submitted to the FBI for inclusion in the NICS Indices.

NICS Indices Entry (NIE)

To access the NICS Indices Entry home page, click on *NICS Indices Entry* from the *My Apps* menu



The main NICS page will display. From this page you can manually *enter* a new NICS transaction, *search* current NICS entries by Case Number,

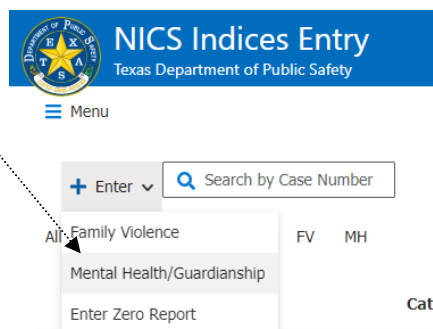


or do an *Advanced Search* and click *Submit*. You will be able to search, view, and access only records for your approved ORIs.

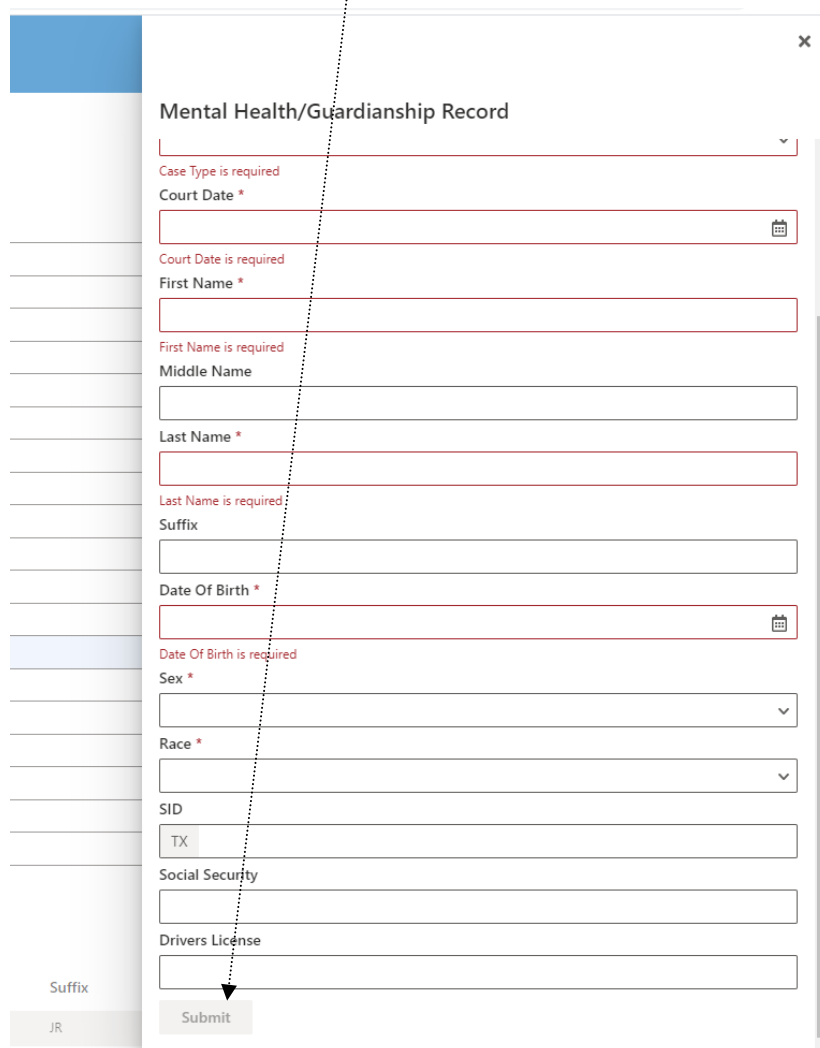
A screenshot of the 'Advanced Search' form in the NICS Indices Entry system. The form is titled 'Advanced Search' and contains several input fields for searching by Case Number. The fields are: Agency, First Name, Middle Name, Last Name, Suffix, Case Number, SID, ARI, NRI, Court Date Begin, and Court Date End. There is a 'Submit' button at the bottom left. A dotted arrow points from the text 'click Submit' to the 'Submit' button.

Enter NICS Indices Record

Select *Type of record* from the *Enter* drop down menu:



A window will pop up on the right of the screen. Required fields are indicated by an asterisk. Enter your fields and click *submit*.



Submission errors will show on top of the form. Enter corrected information and click *Submit*.

The screenshot shows a web form titled "Mental Health/Guardianship Record". At the top, a red error banner contains the text: "REJECT - PERSON CANNOT BE LESS THAN 10 YEARS OLD REJECT - SEX IS MANDATORY REJECT - RAC IS MANDATORY". Below this, the form fields are as follows:

- Case Number ***: Text input with value "A12345".
- Case Type ***: Dropdown menu with value "Involuntary inpatient mental commitment (HSC, Ch. 574)".
- Court Date ***: Date input with value "01/01/2025". A red error message "Test Court Date Error" is displayed below this field.
- First Name ***: Text input with value "TEST".
- Middle Name**: Text input (empty).
- Last Name ***: Text input with value "TESTING".
- Suffix**: Text input (empty).
- Date Of Birth ***: Date input with value "01/04/2020".
- Sex ***: Dropdown menu (empty).
- Race ***: Dropdown menu (empty).
- SID**: Text input with value "TX".
- Social Security**: Text input (empty).
- Deliverance**: Text input (empty).

On the left side of the form, there is a vertical sidebar with a blue header and a list of items, including "Suffix" and "JR". A dotted arrow points from the text "Submission errors will show on top of the form" to the red error banner.

The NCIS Index is displayed when successfully submitted. From this page, you can *Cancel*, *Modify Existing Data*, or *Add Supplemental Identifiers* to your submission.

Cancel Mental Health/Guardianship

Modify Existing Data

Add Supplemental

TT

TEST TESTING
Case: A12345
DOB: 2000-01-04

ARI

TX1040380

NRI

Agency

TX2270000

Status

Category

Mental Health/Guardianship

Case Number

A12345

Case Type

Involuntary inpatient mental commitment (HSC, Ch. 574)

Court Date

2019-01-01

First Name

TEST

Middle Name

Last Name

TESTING

Suffix

Date Of Birth

2000-01-04

Sex

M

Race

A

SID

Social Security

Drivers License

Entry Time

2019-12-30 13:46:31.216584

Supplementals

Type

Value

Transactions

MKE

Sent Time

Exit Code

Name

Transaction

Response

February 26, 2020

7

Modify NICS Indices Record

To modify a record, search for the record and select it from the list

+ Enter Search by Case Number

Agency
TX2270000

First Name

Middle Name

Last Name

Suffix

Case Number
OCA

SID

NRI

Court Date Begin

Court Date End

Submit

All Active Cancel All FV MH

Status	Category	Agency	Case Number	Court Date	First Name	Middle Name
ACTIVE	Mental Health/G...	TX2270000	TESTOCA		FNAME	
ACTIVE	Mental Health/G...	TX2270000	OCA001		ALFRED	E
<input type="radio"/> ACTIVE	Mental Health/G...	TX2270000	OCA0002		ELMER	
ACTIVE	Mental Health/G...	TX2270000	OCA1		FRED	

Click *Modify Existing Data*,

Cancel Mental Health/Guardianship **Modify Existing Data** + A

EF ELMER FUDD
Case: OCA0002 | NRI: 1501672596 | ARI: TX1000065
DOB: 2009-10-21

ARI TX1000065
NRI 1501672596
Agency TX2270000
Status ACTIVE
Category Mental Health/Guardianship
Case Number OCA0002

Case Type

Court Date
First Name ELMER
Middle Name
Last Name FUDD
Suffix
Date Of Birth 2009-10-21
Sex M
Race W
SID 08500001
Social Security 555555555
Drivers License TX11111111
Entry Time 2009-10-21 16:04:40.261006

Supplementals

Type	Value
Mental Health	
Mental Health	
Mental Health	
Mental Health	

Transactions

MIKE	Sent Time	Exit Code	Name	Transaction	Response

Make your changes, and click *Submit*.

ame	Last Name	Suffix
	LNAME	
	NEWMAN	JR
	FUDD	
	MERTZ	
	...	

×

Modify NIE Record

Agency *
TX2270000

Case Number *
OCA0002

Court Date
Invalid date

First Name *
ELMER

Middle Name

Last Name *
FUDD

Suffix

Date Of Birth
10/21/2009

Sex
Male

Race
White

SID

Social Security
666666666

Drivers License
TX1111111

Submit

Add Supplemental Identifiers to NICS Indices Record

From a detailed record, select *Add Supplemental* and then the *Identifier type*:

The screenshot shows the NICS Indices Record interface. At the top, there are three buttons: 'Cancel Mental Health/Guardianship', 'Modify Existing', and 'Add Supplemental'. The 'Add Supplemental' button is highlighted with a red arrow pointing to a dropdown menu. The dropdown menu contains the following options: 'Name', 'Scars/Mark/Tattoo', 'Date of Birth', 'Social Security', and 'Drivers License'. Below the dropdown menu, the 'Supplementals' section is visible, showing a table with columns 'Type' and 'Value'. The table contains two rows: 'DOB' with value '10/21/1977' and 'SOC' with value '123456789'. Below the 'Supplementals' section, the 'Transactions' section is visible, showing a table with columns 'MKE', 'Exit Code', 'Name', 'Transaction', and 'Response'. The table contains two rows: 'EDP' with exit code '0' and 'XDP' with exit code '1'.

Type	Value
DOB	10/21/1977
SOC	123456789

MKE	Exit Code	Name	Transaction	Response
EDP	0		DN01CCH# TX1000146 XXXXXTLBP.EDP.TX2270000.NAM/SMITH, JOHN Q JR.SEX/M.RAC/U.DOB/19300202.PCA/D.ARI/TX1000146.OCA/A12345.MNU/OA-07777777.MNU/DL-TX12...	DN01CCH# TX10...
XDP	1	CJIS BATCH	DN01CCH#XDP0038705 XXXXXTLBP.XDP.TX2270000.NAM/SMITH, JOHN Q JR.NRI/1501673182.RDQ/N.	DN01CCH#XDP0...

Enter the identifier and select *Submit*.

The screenshot shows the NICS Indices Record interface. A red arrow points from the 'SOC' option in the dropdown menu to the 'SOC' input field in the 'SOC *' section. The input field contains the text 'SOC'. Below the input field is a blue 'Submit' button.

Type	Value
DOB	10/21/1977
SOC	123456789

MKE	Exit Code	Name	Transaction	Response
EDP	0		DN01CCH# TX1000146 XXXXXTLBP.EDP.TX2270000.NAM/SMITH, JOHN Q JR.SEX/M.RAC/U.DOB/19300202.PCA/D.ARI/TX1000146.OCA/A12345.MNU/OA-07777777.MNU/DL-TX12...	DN01CCH# TX10...
XDP	1	CJIS BATCH	DN01CCH#XDP0038705 XXXXXTLBP.XDP.TX2270000.NAM/SMITH, JOHN Q JR.NRI/1501673182.RDQ/N.	DN01CCH#XDP0...

And, the new supplemental identifier is posted to the record.

[Cancel Mental Health/Guardian](#)

ARI	TX1000146
NRI	1501673182
Agency	TX2270000
Status	ACTIVE
Category	Mental Health/Guardianship
Case Number	A12345
Case Type	
Court Date	
First Name	JOHN
Middle Name	Q
Last Name	SMITH
Suffix	JR
Date Of Birth	1930-02-02
Sex	M
Race	U
SID	07777777
Social Security	555555555
Drivers License	TX1234567
Entry Time	2009-12-04 13:17:29.157090

Supplementals

Type	Value
DOB	10/21/1977
SOC	123456789
SOC	987654321

Transactions

MKE	Exit Code	Name	Transaction
EDP	0		DN01CCH# TX1000146 XXXXXTLBP.EDP.TX2270000.NAM/SMITH, JOHN Q JR.SEX/M.RAC/U.DOB/19300202.PCA/D.ARI/TX1000146.OC

Cancel NICS Indices Record

Select *Cancel Record*. If the record is Mental/Health Guardianship, then select Yes or No from the drop down and click on *Cancel Record*. If the record is for Family Violence, there is no additional question.

The screenshot displays the NIE via CJIS User Guide interface. At the top right, there are two buttons: 'Cancel Mental Health/Guardianship' (with a red 'X' icon) and 'Modify Existing' (with a blue pencil icon). A red circle highlights the 'Cancel Mental Health/Guardianship' button, with a dotted arrow pointing to the 'Cancel Record' button in the dialog box below.

The main content area shows a profile for 'ELMER FUDD' with the following details:

- Case: OCA0002
- DOB: 2009-10-21
- ARI: TX1000065
- NRI: 501672596
- Agency: TX250000
- Status: ACTIVE
- Category: Mental Health/Guardianship
- Case Number: OCA0002
- Case Type:
- Court Date:
- First Name: ELMER
- Middle Name:
- Last Name: FUDD
- Suffix:
- Date Of Birth: 2009-10-21
- Sex: M
- Race: W
- SID: 08500001
- Social Security: 555555555
- Drivers License: TX11111111
- Entry Time: 2009-10-21 16:04:40.261006

Below the profile information, there is a 'Supplementals' section with a table:

Type	Value
Mental Health	
Mental Health	
Mental Health	
Mental Health	

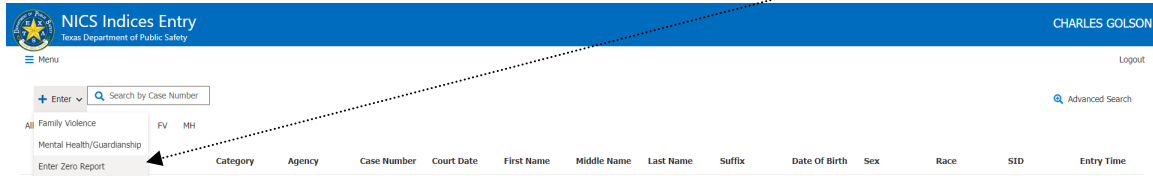
At the bottom, there is a 'Transactions' section with a table:

MKE	Sent Time	Exit Code	Name	Transaction	Response
-----	-----------	-----------	------	-------------	----------

The 'Cancel Mental Health/Guardianship' dialog box is open, asking: 'Is the deletion due to an ATF-approved State Relief from Disabilities Program? *'. The dropdown menu is set to 'No', and the 'Cancel Record' button is highlighted.

Zero Reports

A Zero report is required for any month in which there were no NICS Indices Records to be entered. The requirement is by ORI. To enter a Zero Report, select *Enter Zero Report* from the Enter/Search page:



Enter your ORI , month, and year and click *Submit*.

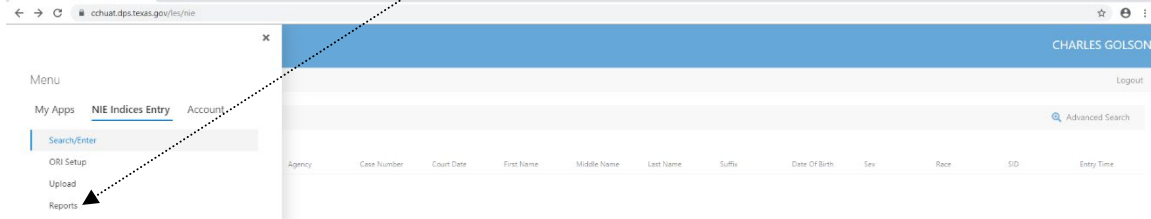
A screenshot of the 'Zero Report' form. The form has a title 'Zero Report' and a close button (X) in the top right corner. It contains three input fields: 'Agency ORI *' (a long text box), 'Month *' (a dropdown menu showing 'MM'), and 'Year *' (a text box showing 'YYYY'). A 'Submit' button is located at the bottom right of the form. A dotted arrow points from the text 'click Submit' to the 'Submit' button.

Successful entry message.

A screenshot of the 'Zero Report' form after a successful entry. The form displays a green message box with a checkmark icon and the text 'Zero Report successfully entered.' Below this, the 'Agency ORI *' field is populated with 'TX2270000'. The 'Month *' field is set to '12' and the 'Year *' field is set to '2019'. The 'Submit' button remains at the bottom. A dotted arrow points from the text 'Successful entry message.' to the green message box.

NIE Reports

From the My Apps menu, select *Reports*,

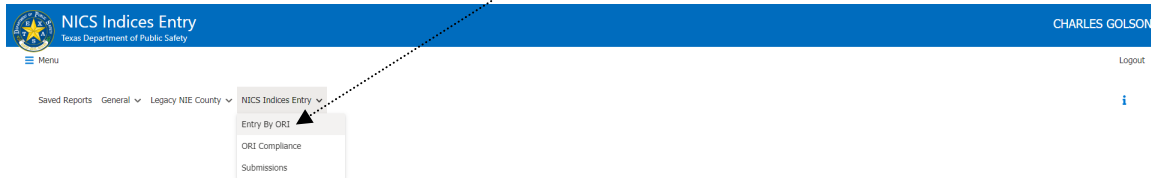


And the Reports page will display.



Click on the type of report you would like to run.


- Saved Reports – previously run and retained for a week or a month
- General – Reports not specific to NIE, for example Offense Code listing
- Legacy NIE County reports – Reports based on County reporting (prior to switch to ORI reporting)
- NIE Indices Entry Reports – ORI based reports



Enter your parameters and click *Submit*



Your matching results will be displayed:

**NICS Indices Entry**
Texas Department of Public Safety

CHARLES GOLSON

Logout

Menu

Saved Reports General Legacy NIE County NICS Indices Entry

Entry By ORI [Print/PDF](#)

ORI *

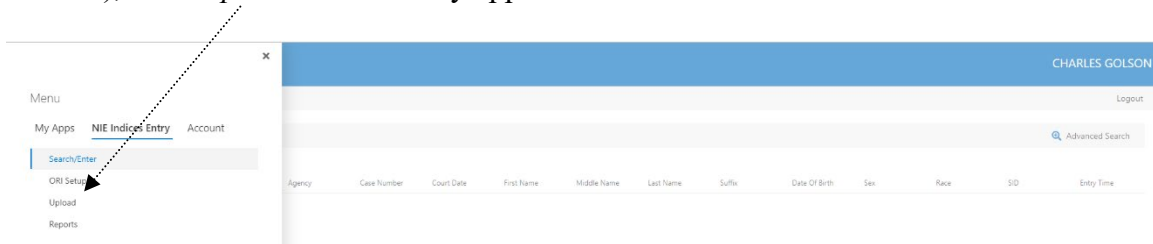
Retain *

Submit

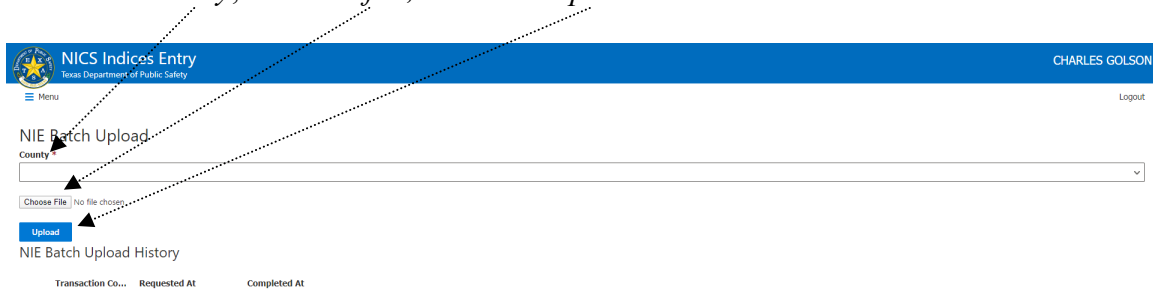
Agency	ARI	NRI	Status	Category	Case Number	Case Type	Court Date	First Name	Middle Name	Last Name	Suffix	Date Of Birth	Sex	Race
TX2270000	TX1000012	1501672439	CANCEL	Mental HealthV...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental HealthV...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental HealthV...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental HealthV...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental HealthV...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental HealthV...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental HealthV...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental HealthV...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental HealthV...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental HealthV...				TEST	TEST	TEST		1957-07-06	M	B

Batch Upload

To upload a batch file of NICS transactions (please see specifications for transactions formats), click *Upload* from the MyApps menu:



Select the *County*, choose a *file*, and click *Upload*:



Transaction Formats

DPS has adopted the federal transaction format for NICS transactions. Specifications are below. For those currently using fixed format transactions, these will continue to be accepted.

Header - HDR

The Header field is used in all transactions and consists of three parts:

- **Transaction type** – value is always ‘NICS’
- **Texas County ID** – Four characters assigned to the Texas county.
Example: ‘32#Z’
- **Date** - YYYYMMDD format

Values are concatenated.

Example HDR – NICS32#Z2020226

EDP Transactions – New records being added to the NICS Indices

The Agency Indices Add Request is a request submitted by an agency to add a new record to the NICS Indices. The format of the Agency Indices Add Request is as follows:

Record Layout:

```
HDR.EDP.ORI.NAM/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.SEX/X.RAC/X.
DOB/YYYYMMDD.PCA/X.OCA/XXXXXXXXXX.SOC/XXXXXXXXXX.OLN/XXXXXXXXXX.CD
D/YYYYMMDD.DOA/YYYYMMDD.CAS/XX.RTV/XX.SST/XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXX.AON/XXXXXXXX.DPS/XXXXXXXX.
```

NOTE: The information above is broken down into: 1) Message Field Codes (i.e., NAM, SEX, RAC, etc.), 2) Separators (/), 3) agency information (XXXX...), and 4) the (.), which represents the end of the information provided by the agency. The X's above are not representative of the number of characters permitted but rather the actual data. Each element is defined in greater detail in Appendix D of the NICS/FBI Interface Control Document (ICD).

Explanation of Agency Indices Add Request Message:

This is an electronic request from an agency to the DPS NICS portal to add a record to the NICS Indices at the FBI.

Notes:

1. MKE is "EDP".
2. HDR, MKE, ORI, NAM, SEX, RAC, PCA, DOB, and OCA are mandatory.
DOA, AON, RTV and SST are mandatory when the PCA Code is I. CDD and CAS are mandatory when the PCA Code is D.
3. DPS, OLN and SOC are optional.
4. The NAM field holds a maximum of 138 characters and must be provided in the following format: SURNAME (50)[comma][space]FIRSTNAME(30)[space]MIDDLENAME(50)[space]CADENCE(4).

SPECIAL FORMATTING:

- a. First position must not be a blank, comma, or hyphen.
- b. Must contain at least one, and only one, comma.
- c. Comma must not be preceded by a blank or hyphen.
- d. Two or more consecutive blanks or hyphens between characters are invalid.
- e. Hyphen must be preceded and followed by alpha characters.

EXAMPLES:

Smith, John Henry
Smith, John Henry Jr
Smith, John H Q
Smith, John Henry Lewis
Castro-Ramirez, Ann-Marie Cesar

5. A DOB may be provided to NIE as YYYYMMDD.

Example:

NICS32#Z20200226.EDP.SD3242342.NAM/DOE,
FRANK.SEX/M.RAC/W.DOB/19560223.PCA/D.OCA/934234323.SOC/324932131.
CDD/19990101.CAS/01.

MDP Transactions – Modifying an Existing NICS Indices record

The Agency Indices Modify Request is a request submitted by an agency to modify an existing NICS Indices record. The format of the Agency Indices Modify Request is as follows:

Record Layout:

**HDR.MKE.ORI.NAM/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.NRI/XXXXXXXXXX.
ARI/XXXXXXXXXXXXXXXXXX.SEX/X.RAC/X.DOB/YYYYMMDD.OCA/XXXXXXXXXX.CDD/YY
YYMMDD.SOC/XXXXXXXXXX.OLN/XXXXXXXXXX.DPS/XXXXXXXXXX.RTV/XX.SST/XXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.**

Example:

NICS32#Z20200226.MDP.SD3242342.NAM/DOE,
FRANK.NRI/1234567890.SOC/233889232.

NOTE: The information above is broken down into: 1) Message Field Codes (i.e., NAM, NRI, etc.), 2) Separators (/), 3) agency information (XXXX...), and 4) the (.), which represents the end of the information provided by the agency. The X's above are not representative of the number of characters permitted but rather the actual data.

Explanation of Agency Indices Modify Request Message:

This is an electronic request from an agency to the DPS NICS portal to modify a record in the NICS Indices. Only the entering agency can modify a NICS Indices record. The record to be modified is identified by ARI number. Only those fields populated/designated for change will be updated within the Indices Record.

Notes:

1. MKE is "MDP".
2. HDR, MKE, ORI, and ARI are **mandatory**.
3. SEX, RAC, DOB, OCA, CDD, SOC, OLN, DPS, SST, and RTV are optional. Although these fields are optional, the record will be more complete and the background check more accurate if all available information is provided.
4. The NAM field holds a maximum of 138 characters and must be provided in the following format: SURNAME(50)[comma][space] FIRSTNAME(30)[space] MIDDLENAME(50)[space] CADENCE(4).

SPECIAL FORMATTING:

1. First position must not be a blank, comma, or hyphen.
2. Must contain at least one, and only one, comma.
3. Comma must not be preceded by a blank or hyphen.
4. Two or more consecutive blanks or hyphens between characters are invalid.

5. Hyphen must be preceded and followed by alpha characters.

EXAMPLES:

- Smith, John Henry
 - Smith, John Henry Jr
 - Smith, John H Q
 - Smith, John Henry Lewis
 - Castro-Ramirez, Ann-Marie Cesar
5. If the name provided in the NAM field does not exactly match the name that was provided when the record was created, the original name will be overwritten with the new value.
 6. The DOB field may be used to modify a current NICS Indices Record DOB field as YYYYMMDD.

SDP - Indices Supplement Request

A request submitted by an agency to add supplemental data to an existing NICS Indices record. The format of the Agency Indices Supplement Request is as follows: NICS ICD Appendix C Page 11.

**HDR.MKE.ORI.ARI/XXXXXXXXXXXX.MNU/XX-XXXXXXXXXXXX.MNU/XX-XXXXXXXXXXXX.
SOC/XXXXXXXXXXXX.SOC/XXXXXXXXXXXX.AKA/XXXXXXXXXXXXXXXXXXXXXXXXXXXX.
AKA/XXXXXXXXXXXXXXXXXXXXXXXXXXXX.SMT/XXXXXXXXXXXX.SMT/XXXXXXXXXXXX.
DOB/YYYYMMDD.DOB/YYYYMMDD.**

NOTE :

The information above is broken down into: 1) Message Field Codes (i.e. ARI, MNU, etc.), 2) Separators (/), 3) agency information (XXXX...), and 4) the (.), which represents the end of the information provided by the agency. The X's above are not representative of the number of characters permitted but rather the actual data. Each element is defined in greater detail in Appendix D of the NICS/FBI Interface Control Document (ICD).

Explanation of Agency Indices Supplement Request Message:

This is an electronic request from an agency to the DPS NICS portal to supplement a record in the NICS Indices. Only the entering agency can enter a supplemental record. The record to be supplemented is identified by the ARI number.

NOTES:

1. MKE is "SDP".
2. HDR, MKE, ORI, ARI, and at least one supplemental descriptor (SOC, AKA, SMT, DOB, or MNU) are **mandatory**.
3. Additional SOC, AKA, SMT, MNU, and DOB fields are **optional**.
4. Note that any number of AKA, SMT, MNU, SOC and DOB fields can be specified. Any duplicate supplemental values will be ignored.

Example :

NICS32#Z20200226.SDP.SD3242342.NAM/DOE, FRANK.ARI/TX1234567890.
AKA/DOE, PHIL.AKA/DOE, BUCK.

XDP - Indices Cancel Request

The Agency Indices Cancel Request is a request submitted by an agency to cancel an existing NICS Indices record. The format of the Agency Indices Cancel Request is as follows:

Record Layout:

HDR.MKE.ORI.ARI/XXXXXXXXXXXXX.RDQ/X.

NOTE: The information above is broken down into: 1) Message Field Codes (i.e., RDQ, ARI, etc.), 2) Separators (/), 3) agency information (XXXX...), and 4) the (.), which represents the end of the information provided by the agency. The X's above are not representative of the number of characters permitted but rather the actual data

Explanation of Agency Indices Cancel Request Message:

This is an electronic request from an agency via the DPS NICS portal cancel a record in the NICS Indices. Only the entering agency can cancel a record. The record to be canceled is identified by the ARI number.

NOTES:

1. MKE is "XDP".
2. HDR, MKE, ORI, RDQ, and ARI are mandatory.
3. RDQ (Relief from Disabilities Question) is required and represents the following information that must be provided by all agencies when cancelling a NICS Indices record: Is the deletion of this NICS Indices record due to the operation of the NIAA? The permissible values for RDQ are Y (Yes) or N (No).

Example:

NICS32#Z0200226.XDP.SD3242342.ARI/TX1234567890.RDQ/N.

Document Revision History

Change 1. March 31, 2020

Version 1.1.0, first document to be released. *Editor Cassandra Richey*

Change 0. January 1, 2020

Version 1.0.0, first document to be released. *Editor Cassandra Richey*