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# Gun File

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# Table of Contents

|                                                     |           |
|-----------------------------------------------------|-----------|
| <b>1 INTRODUCTION.....</b>                          | <b>4</b>  |
| 1.1 DEFINITION .....                                | 4         |
| 1.2 CRITERIA FOR ENTRY .....                        | 4         |
| 1.3 MESSAGE KEY (MKE) CODES .....                   | 5         |
| 1.4 RECORD RETENTION PERIOD .....                   | 5         |
| 1.5 VALIDATION .....                                | 6         |
| 1.6 MESSAGE FIELD CODES (MFCs) AND EDITS .....      | 6         |
| 1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS .....  | 8         |
| 1.8 IMAGE CAPABILITY .....                          | 8         |
| 1.9 INVESTIGATIVE INTEREST .....                    | 9         |
| <b>2 ENTRY .....</b>                                | <b>9</b>  |
| 2.1 EXAMPLE OF A GUN RECORD ENTRY .....             | 9         |
| 2.2 MESSAGE FIELD CODES FOR ENTRY .....             | 9         |
| 2.3 MANDATORY FIELDS FOR ENTRY .....                | 10        |
| 2.4 ADDITIONAL GUIDELINES FOR ENTRY .....           | 10        |
| 2.5 MESSAGE FIELD CODE EDITS FOR ENTRY .....        | 10        |
| 2.5.1 DESCRIPTORS .....                             | 10        |
| 2.5.2 SERIAL NUMBER (SER) .....                     | 11        |
| 2.5.3 MAKE (MAK) .....                              | 12        |
| 2.5.4 MODEL (MOD) .....                             | 13        |
| 2.5.5 CALIBER (CAL) .....                           | 13        |
| 2.5.6 TYPE (TYP) .....                              | 14        |
| 2.5.7 MISCELLANEOUS (MIS) .....                     | 14        |
| 2.5.8 ORIGINATING AGENCY CASE NUMBER (OCA) .....    | 15        |
| 2.5.9 NOTIFY ORIGINATING AGENCY (NOA) .....         | 15        |
| 2.5.10 LINKAGE DATA (LKI and LKA) .....             | 15        |
| <b>3 MODIFICATION .....</b>                         | <b>15</b> |
| 3.1 WHEN TO USE A MODIFICATION MESSAGE .....        | 15        |
| 3.2 EXAMPLE OF A MODIFICATION MESSAGE .....         | 16        |
| 3.3 MESSAGE FIELD CODES FOR MODIFICATION .....      | 16        |
| 3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED ..... | 16        |
| 3.5 ADDITIONAL GUIDELINES FOR MODIFICATION .....    | 17        |
| 3.5.1 IMAGE DATA (IMN/IMT) .....                    | 17        |
| 3.5.2 NAME OF VALIDATOR (VLN) .....                 | 17        |
| <b>4 CANCELLATION .....</b>                         | <b>18</b> |
| 4.1 WHEN TO USE A CANCELLATION MESSAGE .....        | 18        |
| 4.2 EXAMPLE OF A CANCELLATION MESSAGE .....         | 18        |

|                                                                           |           |
|---------------------------------------------------------------------------|-----------|
| 4.3 MESSAGE FIELD CODES FOR CANCELLATION .....                            | 18        |
| 4.4 IDENTIFICATION OF A RECORD TO BE CANCELED .....                       | 18        |
| 4.5 ADDITIONAL GUIDELINES FOR CANCELLATION .....                          | 19        |
| <b>5 INQUIRY .....</b>                                                    | <b>19</b> |
| 5.1 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES .....      | 19        |
| 5.2 MESSAGE FIELD CODES FOR INQUIRY .....                                 | 19        |
| 5.3 REQUIREMENTS FOR INQUIRY .....                                        | 20        |
| 5.4 ADDITIONAL GUIDELINES FOR INQUIRY .....                               | 20        |
| 5.4.1 IMAGE INDICATOR (IND) .....                                         | 21        |
| 5.4.2 RELATED SEARCH HIT (RSH) .....                                      | 22        |
| 5.5 BATCH QUERY (QGB) .....                                               | 23        |
| 5.6 PROCEDURES FOR HANDLING A HIT .....                                   | 24        |
| <b>6 LOCATE .....</b>                                                     | <b>24</b> |
| 6.1 WHEN TO USE A LOCATE MESSAGE .....                                    | 24        |
| 6.2 EXAMPLE OF A LOCATE MESSAGE .....                                     | 25        |
| 6.3 MESSAGE FIELD CODES FOR LOCATE .....                                  | 25        |
| 6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE .....                    | 26        |
| 6.5 LOCATE PROCEDURE .....                                                | 26        |
| 6.6 ADDITIONAL GUIDELINES FOR LOCATE .....                                | 26        |
| 6.7 AUTOMATIC NOTIFICATION OF LOCATE .....                                | 26        |
| <b>7 CLEAR .....</b>                                                      | <b>27</b> |
| 7.1 WHEN TO USE A CLEAR MESSAGE .....                                     | 27        |
| 7.2 EXAMPLES OF CLEAR MESSAGES .....                                      | 27        |
| 7.3 MESSAGE FIELD CODES FOR CLEAR .....                                   | 28        |
| 7.3.1 Stolen, Lost, or Felony Gun Records .....                           | 28        |
| 7.3.2 Recovered Gun Records .....                                         | 28        |
| 7.4 IDENTIFICATION OF A RECORD TO BE CLEARED .....                        | 29        |
| 7.5 CLEAR PROCEDURES IF GUN RECOVERED BY AGENCY THAT ENTERED RECORD ..... | 29        |
| 7.6 CLEAR PROCEDURES IF GUN RECOVERED BY AGENCY OTHER THAN ORI .....      | 30        |
| 7.7 ADDITIONAL GUIDELINES FOR CLEAR .....                                 | 30        |

# 1 INTRODUCTION

## 1.1 DEFINITION

- For NCIC System purposes, a gun is defined as any weapon, including a starter gun, which is designed to or may be readily converted to expel a projectile by air, carbon dioxide, or the action of an explosive. Included in this definition are antique guns; cannons; machine guns; pistols; rifles; shotguns; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; destructive devices such as grenades, mines, missiles, and rockets; and disguised guns such as knife guns, pen guns, belt buckles, and cane guns. BB guns are excluded and should be entered in the Article File because the manufacturers of BB guns are not bound by the same statutes as are the manufacturers of the above-mentioned weapons.
- A recovered gun is defined as an abandoned, seized, or found weapon for which no stolen or lost report is on file.
- A record for a lost or missing gun might be traceable to a crime and may assist in the identification of a recovered gun.

## 1.2 CRITERIA FOR ENTRY

- Records for serially numbered weapons that are stolen may be entered into the file if a theft report has been made.
- A record for a recovered (abandoned, seized, or found) weapon for which no stolen, lost, or felony report is on file may be entered in the NCIC System. The weapon must remain in the possession of the entering agency or be readily available for examination as long as the record is in the NCIC System. If the entering agency loses custody of the recovered gun, the recovered gun record must be canceled.
- A record for a lost or missing weapon may be entered in the NCIC System if the entering agency has supporting documentation.
- A record may be entered for a weapon believed to have been used in the commission of a felony as long as this fact is documented in the case file and the location of the weapon is unknown.
- Agencies must have documentation (electronic or hard copy) on file to support a gun entry. Only the agency
  - holding the theft report and having primary jurisdiction over the place of actual theft,
  - possessing the recovered weapon,
  - maintaining documentation supporting a lost or missing weapon, or
  - maintaining documentation supporting a weapon believed to have been used in the commission of a felony may make an NCIC System entry.

The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency that has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own Originating Agency Identifier (ORI) in the ORI Field only if there is a written agreement between the two agencies that delineates the legal responsibility of the

record. Additional information concerning these responsibilities can be found in the Introduction chapter of this manual.

### 1.3 MESSAGE KEY (MKE) CODES

| Message | MKE          | Translation                           |
|---------|--------------|---------------------------------------|
| Entry   | <u>EG</u>    | STOLEN GUN                            |
|         | <u>EG-P</u>  | STOLEN GUN - HOLD FOR LATENTS         |
|         | <u>ELG</u>   | LOST GUN                              |
|         | <u>ERG</u>   | RECOVERED GUN                         |
|         | <u>EFG</u>   | FELONY GUN                            |
|         | <u>EFG-P</u> | FELONY GUN - HOLD FOR LATENTS         |
| Modify  | <u>MG</u>    |                                       |
|         | <u>MLG</u>   |                                       |
|         | <u>MRG</u>   |                                       |
|         | <u>MFG</u>   |                                       |
| Cancel  | <u>XG</u>    |                                       |
|         | <u>XLG</u>   |                                       |
|         | <u>XRG</u>   |                                       |
|         | <u>XFG</u>   |                                       |
| Inquiry | <u>QG</u>    |                                       |
|         | <u>ZG</u>    |                                       |
|         | <u>QGB</u>   |                                       |
| Locate  | <u>LG</u>    | LOCATED GUN                           |
|         | <u>LG-P</u>  | LOCATED GUN - HOLD FOR LATENTS        |
|         | <u>LLG</u>   | LOCATED LOST GUN                      |
|         | <u>LFG</u>   | LOCATED FELONY GUN                    |
|         | <u>LFG-P</u> | LOCATED FELONY GUN - HOLD FOR LATENTS |
| Clear   | <u>CG</u>    |                                       |
|         | <u>CLG</u>   |                                       |
|         | <u>CRG</u>   |                                       |
|         | <u>CFG</u>   |                                       |

If the gun entered in a stolen or felony gun record should be held for latent fingerprint examination, the caution indicator -P should be entered as part of the message key code; for example, EG-P translates as STOLEN GUN - HOLD FOR LATENTS, and EFGP translates as FELONY GUN - HOLD FOR LATENTS.

### 1.4 RECORD RETENTION PERIOD

- Stolen, lost, and felony gun records will remain on file until action is taken by the originating agency to clear or cancel the record.
- Recovered gun records will remain on file for the remainder of the year entered plus 2 years.
- Other exceptions to the record retention period will occur in the event a serious error is detected in the record on file. Additional information on serious error detection, \$.E. administrative message, can be found in the Introduction chapter of this manual.
- Ten days after a locate is placed on a stolen, lost, or felony gun record, the record is retired. The ORI of the record will be notified that the record has been located by a \$.L. administrative message.

## 1.5 VALIDATION

For validation policy and procedures, refer to the Validation section in the Introduction chapter of this manual.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency, the CJIS Systems Agency (CSA) of the entering agency, the FBI, and in the \$.C. Request for Validation Notification and fixed format validation files. For all other responses, the VLN Field will be suppressed.

## 1.6 MESSAGE FIELD CODES (MFCs) AND EDITS

| Code | Field                     | Edits                                                                                                                                                                                                                                                                                                                                     |
|------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CAL  | Caliber                   | First character must be numeric (greater than zero). If only one character is used, then the value must be greater than 2. Codes can be found in Gun Data Codes, <i>NCIC Code Manual</i> . Embedded spaces are prohibited.                                                                                                                |
| DCL  | Date of Clear             | Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date, and equal to or greater than DOT, DOR, or DOL.                                                                                                                                                                                                              |
| DOC  | Date of Cancellation      | Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one day, and equal to or greater than DOT, DOR, or DOL.                                                                                                                                                                                             |
| DOR  | Date of Recovery          | Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. For LG and LFG, must be equal to or greater than DOT. For LLG, must be equal to or greater than DOL.                                                                                                                                                        |
| DOL  | Date of Loss              | Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.                                                                                                                                                                                                                                                       |
| DOT  | Date of Theft             | Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.                                                                                                                                                                                                                                                       |
| IMN  | Image NCIC Number         | A self-checking number consisting of an alphabetic character (I in the Image File) followed by nine numeric characters automatically assigned by the NCIC System to each accepted record. Must have valid check digits when used to identify a record in a subsequent message.                                                            |
| IMT  | Image Type                | Must be an I when deleting an association to an image.                                                                                                                                                                                                                                                                                    |
| IND  | Image Indicator           | Must be Y or N.                                                                                                                                                                                                                                                                                                                           |
| LKA  | Linkage Case Number       | Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System). |
| LKI  | Linkage Agency Identifier | Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.                                                                                                                                                                                                                                                           |
| MAK  | Gun Make                  | Must be a valid NCIC-assigned code as listed in Gun Data Codes, <i>NCIC Code Manual</i> . Positions 4 through 23 should be used to expand on the make. When ZZZ is followed by other information, the information provided in positions 4 through 23 is translated literally in the response.                                             |

|     |                                    |                                                                                                                                                                                                                                                                                |
|-----|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MIS | Miscellaneous                      | Must contain the manufacturer's name or identifying characteristic(s) if the MAK is ZZZ.                                                                                                                                                                                       |
| MKE | Message Key                        | Must be a valid message key.                                                                                                                                                                                                                                                   |
| MOD | Model                              | Must be alphabetic or numeric characters with intervening blanks.                                                                                                                                                                                                              |
| NIC | NCIC Number                        | A self-checking number consisting of an alphabetic character (G in the Gun File) followed by nine numeric characters automatically assigned by the NCIC System to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction. |
| NOA | Notify Originating Agency          | Must be Y or N. If left blank, the field will default to N.                                                                                                                                                                                                                    |
| NPA | Number of Persons Apprehended      | Count of persons arrested as a result of a locating stolen or felony gun. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.                                                                                                |
| NPF | Number of Missing                  | First three characters must be numeric. Fourth Persons Found character must be J for juvenile or O for other missing person. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.                                                                                    |
| OCA | Originating Agency Case Number     | Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.                                |
| ORI | Originating Agency Identifier      | Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.                                                                                                                                                                                                |
| RCA | Recovering Agency                  | Must not contain a single zero only, a run of zeros only, Case Number the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.                    |
| RPP | Reason for Property Record Removal | Must be a valid NCIC-assigned code as listed in the Other Transactions Codes, <i>NCIC Code Manual</i> .                                                                                                                                                                        |
| RRI | Recovering Agency Identifier       | Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.                                                                                                                                                                                                |
| RSH | Related Search Hit                 | Must be Y or N                                                                                                                                                                                                                                                                 |
| SER | Serial Number                      | Must not contain a single zero only, a run of zeros only, or a single alphabetic only.<br>All inquiries (QG and ZG) that contain a string of zeros grouped with a string of alphabets, regardless of the MAK, will be accepted. Embedded spaces are prohibited.                |
| TYP | Type                               | Must be a valid NCIC-assigned code as listed in Gun Data Codes, <i>NCIC Code Manual</i> .                                                                                                                                                                                      |
| VLN | Name of Validator                  | Any valid characters representing validator.                                                                                                                                                                                                                                   |
| VNP | Value of Recovered Property        | Fair market value (in whole dollars) of the recovered gun identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.                                                                                      |

|     |                               |                                                                                                                                                                                                                                  |
|-----|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VOR | Value of Other Property       | Fair market value (in whole dollars) of property recovered as a result of locating the gun identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.       |
| VRC | Value of Recovered Contraband | Fair market value (in whole dollars) of any contraband recovered as a result of locating the gun identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY. |

## 1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

- If the ORI, SER, MAK, CAL, and TYP Fields of a stolen, recovered, lost, or felony gun message are the same as those field codes of a record already on file in the NCIC System, the second entry will be rejected with the message REJECT - ON FILE as found in the Introduction chapter of this manual. When the message REJECT ON FILE is sent, the record on file will also be transmitted.
- A duplicate stolen, recovered, lost, or felony gun record will be accepted if the ORI in the second entry is different. If accepted, the first entry (record on file) will be furnished as a response to the second entry.
- When there are three or more gun records on file in the NCIC System with matching data in the SER, MAK, CAL, and TYP Fields, the FBI's CJIS Division staff researches the validity of the SER with the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF). If ATF advises that the number is not a unique manufacturer-assigned serial number, the CJIS Division staff cancels the records and enters an ATTENTION message containing the same SER, MAK, CAL, and TYP to alert users that the serial number is nonunique.

Any subsequent entry with the same SER, MAK, CAL, and TYP will be rejected with the message REJECT - SERIAL NUMBER IS NOT UNIQUE as found in the Introduction chapter of this manual.

```
** ATTENTION **
IF SER/XXXX-11-XXX IS FOR MAK/XXX,
CAL/XXXX, AND TYP/XX IT IS NOT UNIQUE ACCORDING
TO NCIC QUALITY CONTROL. ASCERTAIN CORRECT NUMBER.
```

```
1N01HEADER.EG.MD1012600.XXXX-11-XXX.REM.MOHAWK.308.RC.19990901.12
```

The REJECT - SERIAL NUMBER NOT UNIQUE message will be furnished to any modify transaction changing a gun record to matching SER, MAK, CAL, and TYP.

## 1.8 IMAGE CAPABILITY

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in the NCIC System.

## 1.9 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in the NCIC System.

## 2 ENTRY

### 2.1 EXAMPLE OF A GUN RECORD ENTRY

```
1N01HEADER.EG.MD1012600.62564.REM.MOHAWK.308.RC.19990901.
12234233...HAND CARVED DEER ON STOCK.Y
```

#### Acknowledgment:

```
1L01HEADER
MD1012600
NIC/G000039842 SER/62564
OCA/12234233
```

### 2.2 MESSAGE FIELD CODES FOR ENTRY

| FIELD NAME                     | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE                               |
|--------------------------------|--------------|--------------------|--------------|-----------------------------------------|
| HEADER                         | MANDATORY    | HDR                | 9-19         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY                    | MANDATORY    | MKE                | 2-4          | ALPHABETIC, SPECIAL CHARACTERS          |
| ORIGINATING AGENCY IDENTIFIER  | MANDATORY    | ORI                | 9-9          | ALPHABETIC, NUMERIC                     |
| SERIAL NUMBER                  | MANDATORY    | SER                | 1-20         | ALPHABETIC, NUMERIC                     |
| GUN MAKE                       | MANDATORY    | MAK                | 2-23         | ALPHABETIC                              |
| MODEL                          | OPTIONAL     | MOD                | 1-20         | ALPHABETIC, NUMERIC                     |
| CALIBER                        | MANDATORY    | CAL                | 1-4          | NUMERIC                                 |
| TYPE                           | MANDATORY    | TYP                | 1-2          | ALPHABETIC                              |
| DATE OF THEFT <sup>1</sup>     | MANDATORY    | DOT                | 8-8          | NUMERIC                                 |
| DATE OF RECOVERY <sup>2</sup>  | MANDATORY    | DOR                | 8-8          | NUMERIC                                 |
| DATE OF LOSS <sup>3</sup>      | MANDATORY    | DOL                | 8-8          | NUMERIC                                 |
| ORIGINATING AGENCY CASE NUMBER | MANDATORY    | OCA                | 1-20         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| RECOVERING AGENCY <sup>2</sup> | MANDATORY    | RCA                | 1-20         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| LINKAGE AGENCY IDENTIFIER      | OPTIONAL SET | LKI                | 9-9          | ALPHABETIC, NUMERIC                     |
| LINKAGE CASE NUMBER            | SET          | LKA                | 1-20         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |

|                                              |          |     |       |                                               |
|----------------------------------------------|----------|-----|-------|-----------------------------------------------|
| MISCELLANEOUS                                | OPTIONAL | MIS | 1-200 | ALPHABETIC,<br>NUMERIC,<br>SPECIAL CHARACTERS |
| NOTIFY ORIGINATING<br>AGENCY                 | OPTIONAL | NOA | 1-1   | ALPHABETIC                                    |
| RECOVERING AGENCY<br>IDENTIFIER <sup>2</sup> | OPTIONAL | RRI | 9-9   | ALPHABETIC,<br>NUMERIC                        |

<sup>1</sup> - DOT applies for a Stolen or Felony Gun

<sup>2</sup> - DOR, RCA, and RRI apply for a Recovered Gun

<sup>3</sup> - DOL applies for a Lost Gun

## 2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory for stolen and felony gun records to be accepted into the NCIC System: HDR, MKE, ORI, SER, MAK, CAL, TYP, DOT, and OCA.

The following fields are mandatory for a recovered gun record to be accepted into the NCIC System: HDR, MKE, ORI, SER, MAK, CAL, TYP, DOR, and RCA.

The following fields are mandatory for a lost gun record to be accepted into the NCIC System: HDR, MKE, ORI, SER, MAK, CAL, TYP, DOL, and OCA.

## 2.4 ADDITIONAL GUIDELINES FOR ENTRY

- The agency entering the record must account for all fields in the Gun File record. The agency must ensure that all available data are entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a modification message (MKEs/MG, MRG, MLG, MFG).
- For training and administrative purposes, agencies may enter test records into the NCIC System by using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.
- When a recovered gun record is entered, the acknowledgment message will contain the TRACE REQUEST Caveat as found in the Introduction chapter of this manual. This is to remind the entering agency to perform a trace request through the ATF's ETRACE:

\*\*\*\*\*YOU MAY SUBMIT A TRACE REQUEST FOR THIS WEAPON THROUGH THE ATF'S ETRACE APPLICATION AT WWW.ATFONLINE.GOV/ETRACE OR BY CALLING 1-800-788-7133 OR BY FAX TO 1-800-578-7223. AN AGENCY MUST HAVE AN ETRACE MOU/ACCOUNT IN ORDER TO SUBMIT A TRACE VIA ETRACE. PLEASE CONTACT THE ETRACE CUSTOMER SERVICE GROUP VIA EMAIL AT ETRACEADMIN@ATF.GOV FOR ADDITIONAL INFORMATION.\*\*\*\*\*

## 2.5 MESSAGE FIELD CODE EDITS FOR ENTRY

### 2.5.1 DESCRIPTORS

Entry instructions and valid codes for CAT, MAK, and TYP can be found in Gun Data Codes, *NCIC Code Manual*.

### 2.5.2 SERIAL NUMBER (SER)

- Serial numbers should be entered omitting spaces, hyphens, and symbols. If the serial number exceeds 20 characters, the rightmost 20 characters should be entered in the SER Field and the full serial number should be entered in the MIS Field.
- Alphabetic characters that are part of the serial number must be included in the entry.** Alphabetic characters appearing between numeric characters (embedded alphabetic characters) in a serial number are not considered for matching purposes since some agencies formerly placed records on file after deleting the embedded alphabetic characters. Thus, an entry of a record with the serial number 369J257 may receive a response of records already on file with serial numbers 369257, 369M257, 36925K7, and 369J257. Letters appearing as a prefix or suffix to the numerics in a serial number are considered in the matching process and, therefore, are not affected by the rule applicable to embedded alphabetic characters.
- Each separate wartime manufacturer of Luger pistols used its own system of serializing the weapons, thus duplicating serial numbers. Therefore, the make, serial number, type, and caliber do not sufficiently describe a Luger for entry in the NCIC System. Accordingly, it is essential to include the following:
  - Any letter prefix or suffix that appears with the serial number (without the letter, if present, the serial number is incomplete).
  - The year of manufacture engraved over the chamber.
  - Identifying trademark of the manufacturer. With reference to the toggle link on top of the gun should be placed in the MIS Field. For example, BYF appears on Lugers manufactured by Mauser. A chart of script letters that may appear prefixed or suffixed to Luger serial numbers follows:



- In the event more than one number appears on the firearm, the frame or receiver number should be entered in the SER Field, and other number(s) should be entered in the MIS Field.
- The true (manufacturer) serial number of the gun should be entered.
- If the number on the gun is determined not to be a unique serial number but rather a national match number, model number, stock control number, or owner-applied number assigned in connection with a theft prevention program, etc., the record should not be entered.

- The exceptions to the above would occur when a stolen, lost, recovered, or a felony gun has a distinct point of identification or is connected with a major criminal investigation, in which case the point of identification or the connection to the major criminal investigation must be fully described in the MIS Field.

### 2.5.3 MAKE (MAK)

Valid MAK Field codes are listed in Gun Data Codes, *NCIC Code Manual*. For the NCIC System, the make of the firearm should be taken from the frame or receiver only, except for U.S. military-issue weapons. This field has been expanded to 23 characters in NCIC transaction formats. The NCIC System allows for the entry of free text in positions 4 through 23 of the MAK.

#### 2.5.3.1 MAK Code When Gun Make Not Listed

If the make code is not listed in the Gun Data Codes, *NCIC Code Manual*, the code ZZZ should be placed in the MAK Field, and the make of the firearm should be entered in positions 4 through 23 or as the first item in the MIS Field for an NCIC-formatted transaction. If the MAK code is ZZZ and positions 4 through 23 are blank, the MAK field will be translated as MAK/UNKNOWN in the message response. If there are any data in positions 4 through 23, they will be included in the response as entered. (The FBI's CJIS Division staff at [ioau@fbi.gov](mailto:ioau@fbi.gov) should be advised of any unlisted MAK so it can be included when the *NCIC Code Manual* is revised.)

#### 2.5.3.2 MAK Code When Gun Make Unknown but Country Where Manufactured Is Known

If the make of a firearm is unknown but the country of manufacture is known, the appropriate code for that country should be entered in the MAK Field and positions 4 through 7 should contain UNKN, or MAK UNKN should be placed as the first item in the MIS Field. Country codes are listed in the State and Country Data Codes, *NCIC Code Manual*.

The code US should be entered in the MAK Field when all of the following conditions exist:

- 1) The make of the firearm is not known.
- 2) The country of manufacture is the United States.
- 3) The firearm is not a U.S. military-issue weapon as described in this chapter.

#### 2.5.3.3 MAK Code If Neither Make Nor Country Where Manufactured Is Known

- If a firearm has a distinct point(s) of identification or is connected with a major criminal investigation, and neither the make of the gun nor the country where it was manufactured is known, a gun record can be entered in the NCIC System provided the gun has a serial number. Otherwise, a record for the firearm should not be entered.
- The code ZZZ should be entered in the MAK Field with positions 4 through 23 blank, or MAK UNKN should be placed as the first item in the MIS Field. The distinct point(s) of identification or connection to major criminal investigation should be noted in the MIS FIELD.

#### 2.5.3.4 MAK Codes for U.S. Military-issue Weapons

For a firearm (including surplus weapons) that is a U.S. military-issue weapon, the MAK Field code USA should be used. Common U.S. military-issue weapons are the following:

.45 caliber and/or 9mm U.S. Submachine Guns:  
 M1, M1A1, M1928, M1928A1 (Thompson),  
 M50, M55 (Reising), M42 (United Defense),  
 M3, M3A1 (Grease Gun)

.45 caliber U.S. (Colt) Pistols, M1911 and M1911A1  
 .45 caliber U.S. Revolvers, M1917  
 .30 caliber U.S. Carbines, M1, M2, M3  
 .30 caliber U.S. Rifles:  
     Models 1892, 94, 96, 98 (Krag)  
     Models 1903 and 1903A3, etc. (Springfield)  
     M1 (Garand) M1917 (Enfield)  
 7.62mm U.S. Rifle, M14  
 5.56mm U.S. Rifle, M16 and M16A1, etc.  
 .30 caliber U.S. Machine Guns (Browning automatic rifle)  
 .410 gauge and/or .22 caliber U.S. Survival guns, M4 and M6

#### **2.5.3.5 MAK Codes for Nonmilitary U.S. Government Weapons**

The manufacturer MAK Field code should be used for a nonmilitary weapon bearing a U.S. Government property inscription and the manufacturer's name on the frame or receiver; for example, Smith and Wesson or Colt revolvers bearing the inscription U.S. Border Patrol, Naval Investigative Service, U.S. Air Force, Treasury Department, etc., should be entered with the MAK codes SW or CLT, respectively.

#### **2.5.3.6 MAK Codes for Foreign Military Weapons**

Foreign military firearms should be coded according to the make on the firearm. If the make is undeterminable, the firearm should be coded according to the country where it was manufactured. If neither the make nor the country of manufacture is known, instructions set forth in this section should be followed.

### **2.5.4 MODEL (MOD)**

Gun File record entries may contain a Model (MOD).

The model number or a recognizable abbreviation of the model name should be entered. For example, Smith and Wesson Chiefs Special Model revolver should be entered in the model field as CHIEF SPEC; Remington Model 870 pump action shotgun should be entered as 870.

### **2.5.5 CALIBER (CAL)**

American and British calibers are expressed in decimals of an inch. Metric calibers are expressed in millimeters (mm). Frequently, the caliber description for a specific firearm contains not only the caliber, but also a partial or complete description of the appropriate cartridge for its chamber. Caliber descriptions are commonly compounded to show the following:

- Standard weights of smokeless powder first used in loading the cartridge, for example, .30-30 (.30 is the caliber and 30 is the weight of the powder).
- Year of adoption, for example, .30-06 (.30 is the caliber and 06 represents the year of adoption).
- Relative case length where more than one case length exists in a specific caliber, for example, 8x57mm (8mm is the caliber and 57mm is the case length).
- Originating firm, country of issue, designer, etc., for example, .375 Holland and Holland Magnum (.375 is the caliber and Holland and Holland is the originating firm); .41 Swiss (.41 is the caliber and Swiss indicates the country of issue); .257 Roberts (.257 is the caliber and Roberts is the designer).

- CAL Field codes for American, British, and metric calibers listed in Gun Data Codes, *NCIC Code Manual*, have been stripped of suffix descriptors and decimal points and should be entered as shown; for example, Caliber .30-30 is listed under American calibers as 30 and should be entered as 30. Caliber 8x57mm is listed under metric calibers as 8 and should be entered as 8.
- Decimal points should not be used when entering the appropriate caliber. Also, measurements should not be converted from American to British, American to metric, British to American, etc.
- The gun's actual caliber should be entered even though it may not be included in the *NCIC Code Manual*. It should be noted, however, that the maximum number of numerals cannot exceed four.
- When entering the caliber for a combination rifle-shotgun, the agency should enter the rifle caliber in the CAL Field. The shotgun gauge should be entered in the MIS Field.

## 2.5.6 TYPE (TYP)

The type of firearm must contain a valid code as listed in Gun Data Codes, *NCIC Code Manual*.

## 2.5.7 MISCELLANEOUS (MIS)

- When the gun make is not listed in the Gun Data Codes, *NCIC Code Manual*, and code ZZZ is entered in the MAK Field, the manufacturer's name must be placed in the MIS Field. Gun descriptors such as barrel length, color and finish, cartridge capacity, inscription, and silencer length may be expanded in the MIS.
- If the serial number exceeds 20 characters, the rightmost 20 characters should be entered in the SER Field, and the complete serial number must be listed in the MIS Field.
- Barrel Length (BBL) - If the barrel length is available, it should be entered and expressed in inches and/or fractions of an inch. Barrel length may be in exact or closely approximated dimensions, depending on available data. A slash should separate numerator and denominator of fractions of an inch, for example, 2½-inch barrel would be entered as BBL21/2 and a 4-inch barrel as BBL4. For example, a record for a Smith and Wesson snub-nose revolver, two-inch barrel, blue finish, and cartridge capacity of six shots should contain the following information in the MIS Field:

BBL2 BLU 6SHOT

The chamber (that part of the inside of the barrel of a gun, at the breech, formed to accept the cartridge) is included when measuring the length of pistol (nonrevolver), rifle, and shotgun barrels since the barrel and chamber are usually one piece. The chamber is not included when measuring the barrel length of a revolver since the chamber is part of the cylinder.

- Color and Finish Data - Codes for color and finish can be found in Gun Data Codes, *NCIC Code Manual*.
- Cartridge Capacity - Cartridge capacity should be expressed as maximum capacity. Those firearms fed from a clip magazine or a tubular magazine should be indicated as CLIP or TUBL rather than by cartridge capacity, for example: 6SHOT, 5SHOT, CLIP, or TUBL MAG.
- Inscription (INSC) Data - When a gun is inscribed with a name, monogram, date, etc., the code INSC followed by a dash and the exact or abbreviated inscription should be listed.

For example:

INSC-MDM (MDM represents a person's initials)  
 INSC-US PROP  
 INSC-TOM 120592 (Name and date represented)

- Silencer Length (SSL) - If the silencer length is available, it should be entered and expressed in inches and/or fractions of an inch. Silencer length may be in exact or closely approximated dimensions, depending on available data. A slash should separate numerator and denominator of fractions of an inch; for example, 2<sup>1</sup>/<sub>4</sub>-inch silencer would be entered as SSL2<sup>1</sup>/<sub>4</sub> and a 2-inch silencer as SSL2.
- The MIS Field should also be used to show alphabetic and numeric characters, for example, Social Security number, driver's license number, etc., that have been engraved on the gun as the result of a theft prevention program.

### 2.5.8 ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

### 2.5.9 NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the gun is known, Y should be entered into the NOA Field. Currently, if the NOA is left blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$. messages) to the ORI of record.

### 2.5.10 LINKAGE DATA (LKI and LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

## 3 MODIFICATION

### 3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a gun record, or to validate the record. A gun record cannot be modified if the record is in a located status (MKE/ LOCATED GUN) or retired, and therefore, must be reentered.

The MKE MG should be used to modify a stolen gun record.

The MKE MFG should be used to modify a felony gun record.

The MKE MLG should be used to modify a lost gun record.

The MKE MRG should be used to modify a recovered gun record.

### 3.2 EXAMPLE OF A MODIFICATION MESSAGE

The modification example contains header (1N01HEADER), message key (MG), Originating Agency Identifier (MD1012600), two record identifiers (NIC/G000039842 and OCA/14443), the field being modified, and the data being changed (SER/B512673).

```
1N01HEADER.MG.MD1012600.NIC/G000039842.OCA/14443.
SER/B512673
```

#### Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY NIC/G000039842
```

### 3.3 MESSAGE FIELD CODES FOR MODIFICATION

| FIELD NAME                          | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE                               |
|-------------------------------------|--------------|--------------------|--------------|-----------------------------------------|
| HEADER                              | MANDATORY    | HDR                | 9-19         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY                         | MANDATORY    | MKE                | 2-3          | ALPHABETIC                              |
| ORIGINATING AGENCY IDENTIFIER       | MANDATORY    | ORI                | 9-9          | ALPHABETIC, NUMERIC                     |
| NCIC NUMBER                         | CONDITIONAL  | NIC                | 10-10        | ALPHABETIC, NUMERIC                     |
| SERIAL NUMBER                       | CONDITIONAL  | SER                | 1-20         | ALPHABETIC, NUMERIC                     |
| ORIGINATING AGENCY CASE NUMBER      | CONDITIONAL  | OCA                | 1-20         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| NAME OF VALIDATOR                   | OPTIONAL     | VLN                | 1-30         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| ANY FIELD(S) FROM ENTRY TRANSACTION |              |                    |              |                                         |

### 3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

A stolen, lost, or felony gun record to be modified must be identified by NIC and OCA, in that order, or SER and OCA, in that order, preceded by the proper MFC and a slash (/).

A recovered gun record to be modified must be identified by NIC and OCA, in that order; NIC and SER, in that order; or SER and OCA, in that order, preceded by the proper MFC and a slash (/).

### 3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

- If modifying the date of recovery for a recovered gun record, the agency must use the MFC DOT. For lost gun records, the MFC DOL should be used to modify date of loss. If modifying the date of felony for a felony gun record, the agency must use the MFC DOT.
- When a recovered gun record is modified, the acknowledgment message will contain the following caveat reminding the entering agency to perform a trace request through the ATF's ETRACE:

\*\*\*\*\*YOU MAY SUBMIT A TRACE REQUEST FOR THIS WEAPON THROUGH THE ATF'S ETRACE APPLICATION AT WWW.ATFONLINE.GOV/ETRACE OR BY CALLING 1-800-788-7133 OR BY FAX TO 1-800-578-7223. AN AGENCY MUST HAVE AN ETRACE MOU/ACCOUNT IN ORDER TO SUBMIT A TRACE VIA ETRACE. PLEASE CONTACT THE ETRACE CUSTOMER SERVICE GROUP VIA EMAIL AT ETRACEADMIN@ATF.GOV FOR ADDITIONAL INFORMATION.\*\*\*\*\*

#### 3.5.1 IMAGE DATA (IMN/IMT)

The Image NCIC Number (IMN) and Image Type (IMT) Fields may be deleted as a pair only. The IMN/IMT may not be modified to another set of values. The only way to link a gun to a new image is to delete the existing linkage through the modify transaction and then enter a new image, including the NIC of the gun record to which the image is associated. Additional information can be found in the Image File chapter of this manual.

#### 3.5.2 NAME OF VALIDATOR (VLN)

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a gun record to indicate that the record has been validated. When data are entered into the VLN Field, the NCIC System stores the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record.

For example:

The modification example to validate a record contains: header (1N01HEADER), message key (MG), Originating Agency Identifier (MD1012600), two record identifiers (NIC/G123423534 and OCA/12324342325), and name of validator (VLN/JONES, DAVID E).

1N01HEADER.MG.MD1012600.NIC/G123423534.OCA/12324342325.VLN/JONES, DAVID E

#### Acknowledgment:

1L01HEADER  
MD1012600  
VALIDATE NIC/G123423534

## 4 CANCELLATION

### 4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the agency determines that the record is invalid; for example, a record resulted from a fictitious or false theft report. A cancellation message is also used when the entering agency loses custody of the recovered gun. If the record contains an image, cancellation of the record also results in the cancellation of the image associated with the gun.

### 4.2 EXAMPLE OF A CANCELLATION MESSAGE

The cancellation example contains header (1N01HEADER), message key (XG), Originating Agency Identifier (MD1012600), two record identifiers (NIC/G000039842 and OCA/123132), the date of cancellation (19990912), and the reason for property record removal (CASE DROPPED).

```
1N01HEADER.XG.MD1012600.NIC/G000039842.OCA/123132.19990912.CASE DROPPED
```

#### Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL NIC/G000039842
```

### 4.3 MESSAGE FIELD CODES FOR CANCELLATION

| FIELD NAME                         | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE                               |
|------------------------------------|--------------|--------------------|--------------|-----------------------------------------|
| HEADER                             | MANDATORY    | HDR                | 9-19         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY                        | MANDATORY    | MKE                | 2-3          | ALPHABETIC                              |
| ORIGINATING AGENCY IDENTIFIER      | MANDATORY    | ORI                | 9-9          | ALPHABETIC, NUMERIC                     |
| NCIC NUMBER                        | CONDITIONAL  | NIC                | 10-10        | ALPHABETIC, NUMERIC                     |
| SERIAL NUMBER                      | CONDITIONAL  | SER                | 1-20         | ALPHABETIC, NUMERIC                     |
| ORIGINATING AGENCY CASE NUMBER     | CONDITIONAL  | OCA                | 1-20         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| DATE OF CANCEL                     | MANDATORY    | DOC                | 8-8          | NUMERIC                                 |
| REASON FOR PROPERTY RECORD REMOVAL | OPTIONAL     | RPP                | 8-21         | ALPHABETIC, NUMERIC                     |

### 4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

Stolen, lost, or felony gun records to be canceled must be identified by NIC and OCA, in that order, or SER and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/). Date of cancellation (DOC) must be the current date or the current date minus one day.

Recovered gun records to be canceled must be identified by NIC and OCA, in that order; NIC and SER, in that order; or SER and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/). DOC must follow the two record identifiers and must be the current date or the current date minus one day.

## 4.5 ADDITIONAL GUIDELINES FOR CANCELLATION

When cancelling a record in the NCIC System, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancel transaction, the RPP value will be either CASE DROPPED, NOT LOST, ADMIN CLOSING, or NOT STOLEN.

## 5 INQUIRY

### 5.1 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

An inquiry on a gun serial number gives access to stolen, recovered, lost, and felony gun records in the Gun File.

```
1N01HEADER.QG.WA1230000.SER/B512673.MAK/REM.CAL/308
```

#### Negative Response:

```
1L01HEADER
WA1230000
```

```
NO RECORD SER/B512673 MAK/REM
```

#### Positive Response:

```
1L01HEADER
WA1230000
```

```
MKE/STOLEN GUN
ORI/MD1012600 SER/B512673 MAK/REM CAL/308 MOD/MOHAWK
TYP/RC DOT/19991205
OCA/12423143
MIS/BBL 28
NIC/G000039842 DTE/19991207 1400 EST DLU/20070115 1208 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI
```

### 5.2 MESSAGE FIELD CODES FOR INQUIRY

| FIELD NAME                    | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE                               |
|-------------------------------|--------------|--------------------|--------------|-----------------------------------------|
| HEADER                        | MANDATORY    | HDR                | 9-19         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY                   | MANDATORY    | MKE                | 2-2          | ALPHABETIC                              |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY    | ORI                | 9-9          | ALPHABETIC, NUMERIC                     |
| SERIAL NUMBER                 | CONDITIONAL  | SER                | 1-20         | ALPHABETIC, NUMERIC                     |
| CALIBER                       | OPTIONAL     | CAL                | 1-4          | NUMERIC                                 |
| GUN MAKE                      | OPTIONAL     | MAK                | 2-23         | ALPHABETIC                              |

|                       |             |     |       |                        |
|-----------------------|-------------|-----|-------|------------------------|
| MODEL                 | OPTIONAL    | MOD | 1-20  | ALPHABETIC,<br>NUMERIC |
| NCIC NUMBER           | CONDITIONAL | NIC | 10-10 | ALPHABETIC,<br>NUMERIC |
| IMAGE INDICATOR       | OPTIONAL    | IMN | 1-1   | ALPHABETIC             |
| RELATED SEARCH<br>HIT | OPTIONAL    | RSH | 1-1   | ALPHABETIC             |

### 5.3 REQUIREMENTS FOR INQUIRY

Inquiry of the Gun File can be made by using SER, MAK, and CAL; SER and MAK; SER and CAL; or SER only. Inquiry by SER and MAK is preferred as this type of inquiry may limit the search and minimize the number of false positive responses. Inquiries may include the MOD Field but will not limit the response. Inquiry may be made using the NIC only, if available.

### 5.4 ADDITIONAL GUIDELINES FOR INQUIRY

- It is essential that all identifying data in a positive response be compared with the weapon in question before further action is taken.
- In the event that more than one number appears on a weapon, the number on the frame should be inquired on first. If the response is negative, the agency should query the remaining numbers.
- If the serial number exceeds 20 characters, the rightmost 20 characters should be inquired upon first. If the response is negative, the leftmost characters should be queried.
- If the serial number queried contains all alphabetic characters, only exact matches will be returned.
- Alphabetic characters appearing between numeric characters (embedded alphabetic characters) in a serial number are not considered for matching purposes since some agencies formerly placed records on file after deleting the embedded alphabetic characters.

Thus, a search of serial number 369J257 would retrieve records with serial numbers 369257, 369M257, and 369J257. Letters appearing as a prefix or suffix to the numerics in a serial number are considered in the matching process and, therefore, are not affected by the rule applicable to embedded alphabetic characters.

- If the hit response contains at least one primary hit response and more than 10 secondary hit responses, the following will be included after the 10 secondary hit responses.

TO OBTAIN ADDITIONAL SECONDARY HITS, INQUIRE ON FBI, SOC,  
OR VIN FROM PRIMARY HITS. TO OBTAIN ADDITIONAL RELATED  
RECORDS, USE THE ONE CRIME INQUIRY (QI) TRANSACTION.

- An agency making an inquiry on a gun with data that matches only the data contained in a Quality Control Attention message will be the REJECT - SERIAL NUMBER NOT UNIQUE caveat and a NO RECORD response as follows. Additional information concerning the Quality Control Attention caveat message can be found in the Introduction chapter of this manual.

\*\* ATTENTION \*\*  
 IF SER/XXXXXXXX-20-XXXXXXXX IS FOR MAK/XXX,  
 CAL/XXXX, AND TYP/XX, IT IS NOT UNIQUE ACCORDING  
 TO NCIC QUALITY CONTROL. ASCERTAIN CORRECT NUMBER

NO RECORD SER/XXXXXXXX-20-XXXXXXXX

or

\*\*ATTENTION\*\*  
 IF SER/XXXXXXXX-20-XXXXXXXX IS FOR MAK/XXX,  
 CAL/XXXX, AND TYP/XX, IT IS NOT UNIQUE ACCORDING  
 TO NCIC QUALITY CONTROL. ASCERTAIN CORRECT NUMBER

NO RECORD SER/XXXXXXXX-20-XXXXXXXX MAK/XXX

- If other records are found in the search of the SER, they will be furnished following the ATTENTION caveat. These records will have the same SER but may have different data in the MAK, CAL, and TYP Fields.
- If a gun SER is more than 20 characters, the NCIC System gun SER search method uses the rightmost 11 characters of the gun SER. Complete gun SERs should be used for inquiry whenever available. A caveat will appear to warn agencies that receive a positive gun response that any match(s) is not exact as to all SER characters. The following will appear at the beginning of the record immediately before the message key translation:

RECORD NIC/G123456789 IS BASED ON PARTIAL SER SEARCH - VERIFY ALL DATA BEFORE  
 TAKING FURTHER ACTION BASED ON THIS RESPONSE

- The NCIC System will search a Gun File inquiry in the following manner:
  - An inquiry that contains serial number only or serial number and caliber will retrieve any record on file with a matching serial number.
  - An inquiry that contains make, serial number, and CAL/45 will retrieve any record on file with a matching serial number regardless of the MAK Field code or CAL code.
  - An inquiry that contains serial number, a make other than CLT, REM, SW, or WIN, with a caliber other than 45 or without caliber, will retrieve any record on file with a make other than CLT, REM, SW, or WIN, and a matching serial number.
  - Any inquiry that contains serial number, with caliber other than 45 or without caliber, and MAK/CLT, REM, SW, or WIN will retrieve any record on file with a matching serial number and the same make (CLT, REM, SW, or WIN), or MAK/US or USA.

#### 5.4.1 IMAGE INDICATOR (IND)

Inquiries may also contain an Image Indicator (IND). If the image indicator is Y, image data related to each primary hit response will be returned. The following would be returned after the immediate confirm caveat:

The Image Response (IMR) is composed of the following data: the Image Type (I for identifying image) and standard article MFCs (SER, MAK, MOD, CAL, and TYP). The NIC of the base record is next,

followed by the Image NCIC Number (IMN). Following the IMN is the IMAGE MIS Field, then image size in bytes (00256), and, last, <image> would be replaced with the actual image.

```
IMR/ISER:B512673 MAK:REM
MOD:870 CAL:12 TYP:SP
NIC:G000039206 IMN:I123456789
MIS:PHOTO SHOWING BARREL MARKINGS
```

```
00256
<image>.
```

#### 5.4.2 RELATED SEARCH HIT (RSH)

Inquiries may contain a Related Search Hit (RSH) Field. If RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when:

- 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other, or
- 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.

If RSH is not entered, the field will default to N.

For example:

```
1N01HEADER.DCFBIWA11.SER/335GG35.RSH/Y
```

The following would be returned after the primary hit response based on the ORI/OCA of the two records being the same:

```
***RELATED RECORDS***
```

```
MKE/WANTED PERSON
EXL/1 - FULL EXTRADITION
ORI/DCFBIWA11 NAM/LINKAGE,G00FY SEX/M RAC/W
DOB/19960512 HGT/605 WGT/135 EYE/BRO HAI/BRO
OFF/BURGL TOOLS - POSSESS
DOW/20190821 OCA/TESTLINK
NOA/N
MIS/TEST
DNA/N
ORI IS FBI CJIS DIVISION 304 625-2000
NIC/W160005480 DTE/20190821 1448 EDT DLU/20190821 1448 EDT
```

The following would be returned after the primary hit response if the primary hit response has an LKI/DCFBIWA11 and LKA/TESTLINK that matches another record's ORI/OCA:

```
***RELATED RECORDS***
```

```
MKE/WANTED PERSON
EXL/1 - FULL EXTRADITION
ORI/VAUSM0000 NAM/D0E,JOHN SEX/M RAC/W
DOB/19870714 HGT/605 WGT/135 EYE/BRO HAI/BRO
OFF/AGGRAV ASSLT - FAMILY-STGARM
DOW/20190821 OCA/LINKTEST
LKI/DCFBIWA11 LKA/TESTLINK
NOA/N
MIS/TEST
```

DNA/N  
 ORI IS US MARSHALS SERVICE HEADQUARTERS ARLINGTON 202 307-9100  
 NIC/W440007702 DTE/20190821 1508 EDT DLU/20190821 1508 EDT  
 IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

## 5.5 BATCH QUERY (QGB)

- The batch inquiry allows users to create a file of individual QG/ZG inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses with that sequence number.
- The sequence numbers do not have to be sequential, but they do have to be unique. The HDR, ORI, MKE, and SEQ are entered without the MFC. The identifiers available in the QG/ZG inquiry are available for use in the QGB message, including the RSH indicator, and are preceded by the proper MFC and a slash (/).
- There is a limit of 1,800 characters for a batch inquiry, including the header and all control characters.

1N01HEADER.QGB.DC1014300.001.SER/B512673.MAK/REM.CAL/308&002.NIC/G000012341&005.  
 SER/1289341&010.NIC/G123456789

### Acknowledgment:

1L01HEADER  
 DC1014300

BATCH INQUIRY RECEIVED

The results of the batch inquiry are transmitted via a file to be retrieved by the user. The maximum number of inquiry batched records is 2,000. If the maximum number is exceeded, the Introduction chapter of this manual provides the necessary message translation. The user is notified of the file by the \$.B. administrative message. The following is an example of the contents of the file.

1L01HEADER  
 DC1014300

SEQUENCE NUMBER: 001.SER/B512673.MAK/RE,.CAL/308  
 MKE/STOLEN GUN  
 ORI/MD1012600 SER/B512673 MAK/REM CAL/308 MOD/MOHAWK  
 TYP/RC DOT/19981010  
 OCA/123424242  
 NIC/G039436535 DTE/19981012 0000 EDT DLU/20001015 1305 EDT  
 ORI IS ANY CITY PD MD 301 555-1212

SEQUENCE NUMBER: 002.NIC/G000012341  
NO RECORD NIC/G000012341

SEQUENCE NUMBER: 005.SER/1289341  
MKE/STOLEN GUN  
ORI/GAAP0000 SER/1289341 MAK/REM CAL/308 MOD/1432HC1891B  
TYP/RC DOT/19981009  
OCA/96745643355  
MIS/GUN STOLEN DURING A HOUSE ROBBERY  
NIC/G000100823 DTE/19981011 0001 EDT DLU/20001015 1305 EDT  
ORI IS ATLANTA PD ATLANTA GA 404 555-1212  
IMMED CONFIRM RECORD WITH OR

SEQUENCE NUMBER: 010.NIC/G123456789  
NO RECORD NIC/G123456789

## 5.6 PROCEDURES FOR HANDLING A HIT

- When an agency receives a record in response to an inquiry, and the whereabouts of the stolen, lost, or felony gun inquired upon is known, and the gun inquired upon appears to be identical with one or more of the records, the agency that can seize the stolen, lost, or felony gun must contact the originating agency of each record that is possibly identical with the gun in question to confirm the hit prior to seizing the gun.
- "To confirm the hit" means to verify that the theft report is still outstanding, to ensure that the gun inquired upon is identical to the gun described in the record, and to obtain information concerning return of the gun to the rightful owner.
- When an agency receives a record(s) in response to an inquiry and the whereabouts of the stolen, lost, or felony gun inquired upon is not known, the hit(s) should not be confirmed.
- This system is based upon two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
- When an agency receiving a record response to an NCIC query contains investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

## 6 LOCATE

### 6.1 WHEN TO USE A LOCATE MESSAGE

Any agency, except the agency that entered the record, that recovers a gun that is indexed in the NCIC System must place a locate message on the active gun record. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen, lost, or felony gun must contact the ORI of each record possibly identical with the gun in question to confirm the hit. Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the gun. Ten days after a record is located, it is retired.

Locates cannot be placed on recovered gun records since the weapon is already in the possession of the agency entering the record for it.

Once a Gun File record has had a locate placed on it, it cannot be modified.

When a locate is transmitted for a Gun File record, the message key translation changes as follows, and the date of recovery, recovering agency ORI, and recovering agency case number are added to the record.

|                               |                                       |
|-------------------------------|---------------------------------------|
| STOLEN GUN                    | LOCATED STOLEN GUN                    |
| STOLEN GUN - HOLD FOR LATENTS | LOCATED STOLEN GUN - HOLD FOR LATENTS |
| LOST GUN                      | LOCATED LOST GUN                      |
| FELONY GUN                    | LOCATED FELONY GUN                    |
| FELONY GUN - HOLD FOR LATENTS | LOCATED FELONY GUN - HOLD FOR LATENTS |

## 6.2 EXAMPLE OF A LOCATE MESSAGE

The locate example contains header (1N01HEADER), message key (LG), Originating Agency Identifier (WA1230000), two record identifiers (NIC/G000039842 and OCA/1434423), date of recovery (19991205), the recovering agency's case number (106923), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991205), number of persons apprehended (4), number of missing persons found (003J10020N), value of recovered property (1500), value of other recovered property (400), and value of recovered contraband (1000).

```
1N01HEADER.LG.WA1230000.NIC/G000039842.OCA/1434423.19991205.106923.HIT NCIC
19991205.4.003J10020N.1500.400.1000
```

### Acknowledgment:

```
1L01HEADER
WA1230000
LOCATE NIC/G000039842
```

## 6.3 MESSAGE FIELD CODES FOR LOCATE

| FIELD NAME                     | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE                               |
|--------------------------------|--------------|--------------------|--------------|-----------------------------------------|
| HEADER                         | MANDATORY    | HDR                | 9-19         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY                    | MANDATORY    | MKE                | 2-3          | ALPHABETIC                              |
| ORIGINATING AGENCY IDENTIFIER  | MANDATORY    | ORI                | 9-9          | ALPHABETIC, NUMERIC                     |
| NCIC NUMBER                    | CONDITIONAL  | NIC                | 10-10        | ALPHABETIC, NUMERIC                     |
| SERIAL NUMBER                  | CONDITIONAL  | SER                | 1-20         | ALPHABETIC, NUMERIC                     |
| ORIGINATING AGENCY CASE NUMBER | MANDATORY    | OCA                | 1-20         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| DATE OF RECOVERY               | MANDATORY    | DOR                | 8-8          | NUMERIC                                 |
| RECOVERING AGENCY CASE NUMBER  | OPTIONAL     | RCA                | 1-20         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |

|                                    |          |     |       |                     |
|------------------------------------|----------|-----|-------|---------------------|
| REASON FOR PROPERTY RECORD REMOVAL | OPTIONAL | RPP | 10-21 | ALPHABETIC, NUMERIC |
| NUMBER OF PERSONS APPREHENDED      | OPTIONAL | NPA | 1-3   | NUMERIC             |
| NUMBER OF MISSING PERSONS FOUND    | OPTIONAL | NPF | 1-20  | ALPHABETIC, NUMERIC |
| VALUE OF RECOVERED PROPERTY        | OPTIONAL | VNP | 1-8   | NUMERIC             |
| VALUE OF OTHER RECOVERED PROPERTY  | OPTIONAL | VOR | 1-8   | NUMERIC             |
| VALUE OF RECOVERED CONTRABAND      | OPTIONAL | VRC | 1-8   | NUMERIC             |

## 6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE

The record to be located must be identified by either NIC and OCA, in that order, or SER and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/). The OCA used as an identifier is the OCA of the agency that entered the record.

## 6.5 LOCATE PROCEDURE

Ten days after a record is located, it is retired.

The locate gun transaction applies to stolen, lost, and felony guns. Following the two record identifiers, the DOR and RCA are entered, in that order, without MFCs. The DOR (which cannot be prior to the DOT or the DOL) must be entered or the locate message will be rejected. There are no locate procedures associated with recovered gun transactions.

## 6.6 ADDITIONAL GUIDELINES FOR LOCATE

Following the DOR and RCA, agencies are expected to enter benefits and effectiveness data. These fields include: RPP, NPA, NPF, VNP, VOR, and VRC. The entry of benefits data is not MFC-dependent; therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

When recovering/locating a gun record in the NCIC System, the user is expected to enter benefits and effectiveness data. For a locate message, the RPP value will be OTHER MEANS, PREVIOUS RECOVERY, HIT LOCAL YYYYMMDD, HIT STATE YYYYMMDD, or HIT NCIC YYYYMMDD.

## 6.7 AUTOMATIC NOTIFICATION OF LOCATE

When an agency places a locate against another agency's record, the NCIC System will automatically notify the entering agency of the placement of the locate with a \$.L. administrative message. Additional information concerning the \$.L. administrative message can be found in the Introduction chapter of this manual.

## 7 CLEAR

### 7.1 WHEN TO USE A CLEAR MESSAGE

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

- When the agency recovering the stolen, lost, or felony weapon is the agency that entered the record.
- When the agency that entered the record is officially advised that another agency has recovered the weapon and placed a locate message on the record.
- When the agency that entered the recovered gun record is officially furnished information concerning the theft or loss of the gun.

### 7.2 EXAMPLES OF CLEAR MESSAGES

- Stolen, Lost, or Felony Gun Records

The clear example contains: header (1N01HEADER), message key (CG), Originating Agency Identifier (MD1012600), two record identifiers (NIC/G000039842 and OCA/1231343), date of clear (19991205), the recovering agency's identifier (WA1230000), the recovering agency's case number (1069), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991204), number of persons apprehended (4), value of property recovered (1500), value of other recovered property (400), and value of recovered contraband (1000).

```
1N01HEADER.CG.MD1012600.NIC/G000039842.OCA/1231343.19991205.
WA1230000.1069.HIT NCIC 19991204.4..1500.400.1000
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
CLEAR NIC/G000039842
```

- Recovered Gun Records

The clear example contains: header (1N01HEADER), message key (CRG), Recovering Agency Identifier (MD1012600), two record identifiers (NIC/G000039842 and OCA/1231343), the agency's identifier (ORI/WA1230000) that received the theft or loss report, date of theft (DOT/19991205), the case number (OCA/1069) for the agency that received the stolen or lost report, and benefits and effectiveness data: reason for property record removal (RPP/HIT NCIC 19991204).

```
1N01HEADER.CRG.MD1012600.NIC/G000023456.OCA/2000-1234.
ORI/WA1230000.DOT/19991205.OCA/1069.RPP/HIT NCIC 19991204
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
CLEAR NIC/G000023456
```

## 7.3 MESSAGE FIELD CODES FOR CLEAR

### 7.3.1 Stolen, Lost, or Felony Gun Records

| FIELD NAME                         | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE                               |
|------------------------------------|--------------|--------------------|--------------|-----------------------------------------|
| HEADER                             | MANDATORY    | HDR                | 9-19         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY                        | MANDATORY    | MKE                | 2-3          | ALPHABETIC                              |
| ORIGINATING AGENCY IDENTIFIER      | MANDATORY    | ORI                | 9-9          | ALPHABETIC, NUMERIC                     |
| NCIC NUMBER                        | CONDITIONAL  | NIC                | 10-10        | ALPHABETIC, NUMERIC                     |
| SERIAL NUMBER                      | CONDITIONAL  | SER                | 1-20         | ALPHABETIC, NUMERIC                     |
| ORIGINATING AGENCY CASE NUMBER     | CONDITIONAL  | OCA                | 1-20         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| DATE OF CLEAR                      | MANDATORY    | DCL                | 8-8          | NUMERIC                                 |
| RECOVERING AGENCY IDENTIFIER       | OPTIONAL     | RRI                | 9-9          | ALPHABETIC, NUMERIC                     |
| RECOVERING AGENCY CASE NUMBER      | OPTIONAL     | RCA                | 1-20         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| REASON FOR PROPERTY RECORD REMOVAL | OPTIONAL     | RPP                | 10-21        | ALPHABETIC, NUMERIC                     |
| NUMBER OF PERSONS APPREHENDED      | OPTIONAL     | NPA                | 1-3          | NUMERIC                                 |
| NUMBER OF MISSING PERSONS FOUND    | OPTIONAL     | NPF                | 1-20         | ALPHABETIC, NUMERIC                     |
| VALUE OF RECOVERED PROPERTY        | OPTIONAL     | VNP                | 1-8          | NUMERIC                                 |
| VALUE OF OTHER RECOVERED PROPERTY  | OPTIONAL     | VOR                | 1-8          | NUMERIC                                 |
| VALUE OF RECOVERED CONTRABAND      | OPTIONAL     | VRC                | 1-8          | NUMERIC                                 |

### 7.3.2 Recovered Gun Records

| FIELD NAME                   | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE                               |
|------------------------------|--------------|--------------------|--------------|-----------------------------------------|
| HEADER                       | MANDATORY    | HDR                | 9-19         | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY                  | MANDATORY    | MKE                | 2-3          | ALPHABETIC                              |
| RECOVERING AGENCY IDENTIFIER | MANDATORY    | RRI                | 9-9          | ALPHABETIC, NUMERIC                     |
| NCIC NUMBER                  | CONDITIONAL  | NIC                | 10-10        | ALPHABETIC, NUMERIC                     |

|                                          |             |     |       |                                               |
|------------------------------------------|-------------|-----|-------|-----------------------------------------------|
| SERIAL NUMBER                            | CONDITIONAL | SER | 1-20  | ALPHABETIC,<br>NUMERIC                        |
| RECOVERING AGENCY<br>CASE NUMBER         | CONDITIONAL | RCA | 1-20  | ALPHABETIC,<br>NUMERIC,<br>SPECIAL CHARACTERS |
| ORIGINATING AGENCY<br>IDENTIFIER         | OPTIONAL    | ORI | 9-9   | ALPHABETIC,<br>NUMERIC                        |
| DATE OF THEFT                            | OPTIONAL    | DOT | 8-8   | NUMERIC                                       |
| ORIGINATING AGENCY<br>CASE NUMBER        | OPTIONAL    | OCA | 1-20  | ALPHABETIC,<br>NUMERIC,<br>SPECIAL CHARACTERS |
| REASON FOR<br>PROPERTY RECORD<br>REMOVAL | OPTIONAL    | RPP | 10-21 | ALPHABETIC,<br>NUMERIC                        |
| NUMBER OF PERSONS<br>APPREHENDED         | OPTIONAL    | NPA | 1-3   | NUMERIC                                       |
| NUMBER OF MISSING<br>PERSONS FOUND       | OPTIONAL    | NPF | 1-20  | ALPHABETIC,<br>NUMERIC                        |
| VALUE OF<br>RECOVERED<br>PROPERTY        | OPTIONAL    | VNP | 1-8   | NUMERIC                                       |
| VALUE OF OTHER<br>RECOVERED<br>PROPERTY  | OPTIONAL    | VOR | 1-8   | NUMERIC                                       |
| VALUE OF<br>RECOVERED<br>CONTRABAND      | OPTIONAL    | VRC | 1-8   | NUMERIC                                       |

## 7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

A stolen, lost, or felony gun record to be cleared must be identified by NIC and OCA, in that order, or SER and OCA, in that order, preceded by the proper MFC and a slash (/). The OCA used as an identifier is the OCA of the agency that originally entered the record.

A recovered gun record to be cleared must be identified by NIC and OCA, in that order; NIC and SER, in that order; or SER and OCA, in that order, with each data element preceded by the proper MFC and a slash (/). The OCA used as an identifier is the OCA of the recovering agency that originally entered the record.

## 7.5 CLEAR PROCEDURES IF GUN RECOVERED BY AGENCY THAT ENTERED RECORD

If the agency that entered the record recovers the gun, the DCL (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be included.

If the agency that entered the recovered gun record also receives a theft or lost report at a later time, the agency needs only two record identifiers to clear the message.

## 7.6 CLEAR PROCEDURES IF GUN RECOVERED BY AGENCY OTHER THAN ORI

If an agency other than the ORI of the record recovers the gun, the agency should use the following procedures to ensure that the cleared record contains complete recovery data (date of recovery, locating agency's identifier, and locating agency's case number).

- If the record being cleared is a stolen, lost, or felony gun in a located status (MKE/LOCATED STOLEN GUN, MKE/LOCATED LOST GUN, MKE/LOCATED FELONY GUN), only the DCL must be entered following the two record identifiers.
- If the record being cleared is a stolen, lost, or felony gun in an active status (MKE/STOLEN GUN, MKE/LOST GUN, MKE/FELONY GUN), the DCL followed by the RRI and the RCA, in that order, without MFCs must be entered after the two record identifiers. Following the DCL, RRI, and RCA, users are expected to enter benefits and effectiveness data.
- If the record being cleared is a recovered gun in an active status (MKE/ RECOVERED GUN), the identifier for the agency that received the theft or lost report, followed by the DOT and the OCA, in that order, with all MFCs must be entered after the two record identifiers. Following the ORI, DOT, and OCA, users are expected to enter benefits and effectiveness data.

## 7.7 ADDITIONAL GUIDELINES FOR CLEAR

When clearing a gun record in the NCIC System, the user is expected to enter benefits and effectiveness data. For a clear message, the RPP value will be OTHER MEANS, PREVIOUS RECOVERY, HIT LOCAL YYYYMMDD, HIT STATE YYYYMMDD, or HIT NCIC YYYYMMDD.

For stolen, lost, and felony gun clear transactions, following the DCL, RRI, and RCA, agencies are expected to enter benefits and effectiveness data. These fields include RPP, NPA, NPF, VNP, VOR, and VRC. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

For recovered gun clear transactions, following the ORI, DOT and OCA, agencies are expected to enter benefits and effectiveness data. These fields include: RPP, NPA, NPF, VNP, VOR and VRC. The entry of benefits data is MFC-dependent. Therefore, only fields containing data should be included in the transaction.

Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.