

NCIC 2000
GUN FILE

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NCIC 2000
GUN FILE

SECTION 1--INTRODUCTION

1.1 DEFINITION

1. For NCIC 2000 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.
2. A recovered gun is defined as an abandoned, seized, or found weapon for which no stolen or lost report is on file.
3. 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

1. Records for serially numbered weapons which are stolen may be entered into file if a theft report has been made.
2. A record for a recovered (abandoned, seized, or found) weapon for which no stolen or lost report is on file may be entered in NCIC 2000. The weapon must remain in the possession of the entering agency or be readily available for examination as long as the record is in NCIC 2000. If the entering agency loses custody of the recovered gun, the recovered gun record must be canceled.
3. A record for a lost or missing weapon may be entered in NCIC 2000 if the entering agency has supporting documentation.
4. Only the agency 1) holding the theft report and having primary jurisdiction over the place of actual theft; 2) possessing the recovered weapon; or 3) maintaining documentation supporting a lost or missing weapon may make an NCIC 2000 entry.

The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency which 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 when there is a

written agreement between the two agencies which delineates the legal responsibility of the record. Additional information concerning these responsibilities can be found in the ORI File chapter.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EG	STOLEN GUN
	ELG*	LOST GUN
	ERG	RECOVERED GUN
Modify	MG	
	MLG*	
	MRG	
Cancel	XG	
	XLG*	
	XRG	
Inquiry	QG	
	ZG	
	QGB	
Locate	LG	LOCATED GUN
	LLG*	LOCATED LOST GUN
Clear	CG	
	CRG	
	CLG*	

*NCIC 2000 format only

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

1.4 RECORD RETENTION PERIOD

1. Stolen and lost gun records will remain on file until action is taken by the originating agency to clear or cancel the record.
2. Recovered gun records will remain on file for the remainder of the year entered plus 2 years.

3. An exception to record retention periods will occur in the event a serious error is detected in the record on file. Additional information concerning serious errors can be found in the Introduction chapter of this manual.
4. Ten days after a stolen or lost gun record is located, it is retired.

1.5 VALIDATION

A portion of the Gun File records will be validated monthly as described in the Validation schedule in the Introduction chapter of this manual. For NCIC 2000 validation, each gun record that has not been validated within the last 90 days and has a Date of Validate Request older than 30 days will be automatically retired. A \$.F. Failure to Validate Notification will be sent to the entering agency and the Control Terminal Agency of the state of entry.

1.6 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
CAL	Caliber	First character must be numeric. (Zero is invalid.) 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> .
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
MAK	Make	Must be a valid NCIC 2000-assigned code as listed in Gun Data Codes, <i>NCIC 2000 Code Manual</i> . For NCIC 2000, positions 4 through 23 should be used to expand on the make. When ZZZ is followed by no information, the MAK field will be translated in a response as MAK/UNKNOWN. Any other information provided in positions 4 through 23 is translated literally.

Code	Field	Edits
MIS	Miscellaneous	Must contain the manufacturer's name or identifying characteristic(s) if the MAK is ZZZ (NCIC format).
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 NCIC 2000 to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
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 2000-assigned ORI.
RCA	Recovering 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 RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.
RRI	Recovering Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
SER	Serial Number	Must not be single zero only, a run of zeros only, single alphabetic only, or run of alphabets only, indicating the gun serial number is not known. If the MAK Field is SW or GLC, the serial number may contain a single zero or a string of alphabets together with a string of zeros. GLC weapons manufactured with the sequential production number

Code	Field	Edits
		000 will be accepted if the MAK Field contains the GLC code.
		All inquiries (QG and ZG) that contain a string of zeros grouped with a string of alphabets, regardless of the MAK, will be accepted.
TYP	Type	Must be a valid NCIC 2000-assigned code as listed in Gun Data Codes, <i>NCIC 2000 Code Manual</i> . If the first position contains the code P, S, or R, the second position cannot be blank. If the first position contains the code P, the second position cannot be A.

NCIC 2000-formatted Messages May Also Contain the Following Fields:

DOL	Date of Loss	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. 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 and Identifier	Must be a valid NCIC 2000-assigned ORI. The LKI LKA cannot be identical to the ORI and OCA.
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 locating stolen gun. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three character must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC 2000. Can be entered only is RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.

Code	Field	Edits
RPP	Reason for Property Record Removal	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual.
RSH	Related Search Hit	Must be Y or N.
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen gun identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen gun identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen gun which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the ORI, SER, MAK, CAL, and TYP Fields of a stolen, recovered, or lost gun message are the same as those field codes of a record already on file in NCIC 2000, the second entry will be rejected with the message REJECT ON FILE. When the message REJECT ON FILE is received, the record on file will also be transmitted.
2. A duplicate stolen, recovered, or lost 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.
3. When there are three or more gun records on file in NCIC 2000 with matching data in the SER, MAK, CAL, and TYP Fields, the FBI CJIS staff researches the validity of the SER with the Bureau of Alcohol, Tobacco and Firearms (BATF). If BATF advises that the number is not a unique manufacturer-assigned serial number, the FBI CJIS 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 following message:

REJECT SERIAL NUMBER IS NOT UNIQUE, SEE FOLLOWING:
**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 SERIAL NUMBER.

The same reject message and caveat will be furnished to any modify transaction changing a gun record to matching SER, MAK, CAL, and TYP.

SECTION 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

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	1-11	ALPHABETIC, NUMERIC
MAKE	MANDATORY	MAK	2-3 2-23*	ALPHABETIC
MODEL	OPTIONAL	MOD	1-11	ALPHABETIC, NUMERIC
CALIBER	MANDATORY	CAL	1-4	NUMERIC
TYPE	MANDATORY	TYP	1-2	ALPHABETIC
DATE OF THEFT (STOLEN GUN), DATE OF LOSS (LOST GUN)	MANDATORY	DOT DOL*	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL	LKI*	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTER
MISCELLANEOUS	OPTIONAL	MIS	1-22 1-200*	ALPHABETIC, NUMERIC, SPECIAL CHARACTER
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-1	ALPHABETIC

*NCIC 2000 format only

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory to cause acceptance of a stolen gun record into NCIC 2000: HDR, MKE, ORI, SER, MAK, CAL, TYP, DOT, and OCA. The MIS Field is mandatory when the make is ZZZ (NCIC format).

The same fields are mandatory to cause acceptance of a recovered or a lost gun, except that the date of recovery (DOR) is entered in the DOT Field for recovered guns and date of loss (DOL) is entered for lost guns.

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).

For training and administrative purposes, agencies may enter test records into NCIC 2000 by using the header TL01 or TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.

2.5 MESSAGE FIELD EDITS

1. SERIAL NUMBER (SER) DATA

1. Serial numbers should be entered omitting spaces, hyphens, and symbols. If the serial number exceeds 11 characters, the rightmost 11 characters should be entered in the SER Field and the full serial number should be entered in the MIS Field.
2. **Alphabetic characters which 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.
3. 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 NCIC 2000. Accordingly, it is essential to include the following:

1. Any letter prefix or suffix which appears with the serial number (without the letter, if present, the serial number is incomplete).
2. The year of manufacture engraved over the chamber.
3. Identifying trademark of the manufacturer. With reference to the trademark, the manufacturer's initials or name found on the center 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 which may appear prefixed or suffixed to Luger serial numbers follows:

aa		bbb		cc	d	eee		f	ggg		h	hh
A		B		C	D	E		F	G		H	
i	j	kkkk		l	m	n	oo	p	qq	r		
I	J	K		L	M	N	O	P	Q	R		
ss		tt	u	voo		ww	xx	y	zz			
S		T	U	V		W	X	Y	Z			

4. 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.
5. The true (manufacturer) serial number of the gun, not a national match number, model number, stock control number, or owner-applied number assigned in connection with a theft prevention program, should be entered.
 1. If the number on the gun is determined not to be a unique serial number but rather a model, owner-applied, or stock control number, etc., the record should not be entered.
 2. The exceptions to the above would occur when a stolen gun or a lost 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.
 3. A recovered or lost weapon that has a nonunique serial number may be entered. A description of the weapon should be included in the MIS Field.

2. MAKE (MAK) FIELD

Valid MAK Field codes are listed in Gun Data Codes, *NCIC 2000 Code Manual*. For NCIC 2000, 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 2000 transaction formats. NCIC 2000 allows for the entry of free text in positions 4 through 23 of the MAK Field.

1. MAK Code When Gun Make Not Listed

If the make code is not listed in the *NCIC 2000 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 CJIS staff at 304 625-3000 should be advised of any unlisted make so it can be included in a revision of the *NCIC 2000 Code Manual*.)

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 for NCIC-formatted transactions. Country codes are listed in the *NCIC 2000 Code Manual*, State and Country Codes. If neither the make nor the country of manufacture is known, the instructions set forth in this section should be followed.

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; and 3) the firearm is not a U.S. military-issue weapon as described in this chapter.

3. MAK Code If Neither Make Nor Country Where Manufactured Is Known

1. 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 stolen gun record (EG) or a lost gun record (ELG) can be entered in NCIC 2000 provided the gun has a serial number.

2. The code ZZZ should be entered in the MAK Field with positions 2 through 23 blank, or MAK UNKN should be placed as the first item in the MIS Field. For NCIC-formatted transactions the distinct point(s) of identification or connection to major criminal investigation should be noted in the MIS FIELD.
3. If neither of the two types of supporting information is available, the firearm should not be entered into NCIC 2000 even though it has a serial number.

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

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, and CLT, respectively.

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.

3. MODEL (MOD) FIELD

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

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.

4. CALIBER (CAL) FIELD

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:

1. 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).
2. Year of adoption, for example, .30-06 (.30 is the caliber and 06 represents the year of adoption).
3. 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).
4. 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).

5. CAL Field codes for American, British, and metric calibers, listed in Gun Data Codes, *NCIC 2000 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.
6. Since periods are not permitted in any message text, 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.
7. The gun's actual caliber should be entered even though it may not be included in the *NCIC 2000 Code Manual*. It should be noted, however, that the maximum number of numerals cannot exceed four.
8. When entering the caliber for a combination rifle-shotgun, the rifle caliber should be entered in the CAL Field. The shotgun gauge should be entered in the MIS Field.

5. TYPE (TYP) FIELD

The type of firearm must contain a valid code as listed in Gun Data Codes, *NCIC 2000 Code Manual*. The first character represents the weapon type. The second character represents the weapon description and is optional. If the first character is P, R, or S, the second character must not be blank.

6. MISCELLANEOUS (MIS) FIELD

When the gun make is not listed in the Gun Data Codes, *NCIC 2000 Code Manual*, and code ZZZ is entered in the MAK Field, the manufacturer's name must be placed in the MIS Field (NCIC format only). If the serial number exceeds 11 characters, the rightmost 11 characters should be entered in the SER Field, and the complete serial number must be listed in the MIS Field.

1. 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, e.g., 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.

2. Color and Finish Data

Codes for color and finish can be found in Gun Data Codes, *NCIC 2000 Code Manual*.

3. 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.

4. Inscription (INSC) Data

When a gun is described with an inscription, 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)

5. Silencer Length (SSL)

1. 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, 2¼-inch silencer would be entered as SSL21/4 and a 2-inch silencer as SSL2.
2. In a case in which 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, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field (NCIC format only). When using an NCIC 2000 format, this is done by entering Y in the NOA Field.

3. If no other data are being placed in the MIS Field, the field can also be used to show alphabetic and numeric characters which have been engraved on the gun as the result of a theft prevention program, for example, Social Security number, driver's license number, etc.

2.6 NCIC 2000 MESSAGE FIELD EDITS

1 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. Previously this was indicated by placing NOAH in the MIS Field. Currently, if the NOA is left blank, the field will default to N.

2. LINKAGE ORI AND OCA (LKI/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).

In the entry message the LKI and LKA fields immediately follow the OCA field entry. The message will be rejected if the LKI/LKA fields are the same as the ORI/OCA fields or if the first seven characters of the LKA are the same as the first seven characters of the LKI. The LKI and LKA must both be valid NCIC ORI and OCA.

SECTION 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. A gun record cannot be modified if it is in a located status (MKE/ LOCATED GUN).

3.2 EXAMPLE OF A MODIFICATION MESSAGE

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

Acknowledgment:

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

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).

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	2-2	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	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN*	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

*NCIC 2000 format only

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

A stolen or lost 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.

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.

3.5 ADDITIONAL GUIDELINE FOR MODIFICATION

If modifying the date of recovery for a recovered gun record, the MFC/DOT must be used. For lost gun records, the MFC/DOL should be used to modify date of loss.

3.6 VALIDATION GUIDELINE FOR NCIC 2000 MODIFICATION

For NCIC 2000 validation, Name of Validator (VLN) may be added to a gun record to indicate that the record has met the criteria for validation. When the VLN is entered, NCIC 2000 stores the current date in the record as the Date Last Validated (VLD). If the user attempts to delete or modify the VLN to all blanks, the message will be rejected. The acknowledgment for the modify message containing a VLN will indicate the record has been validated. The VLN can be in any form that will uniquely identify the individual responsible for the validation of the record, e.g., name, user ID, employee number, etc. For example:

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

Acknowledgment:

```
1L01HEADER  
MD1012600  
VALIDATE NIC/G123423534 OCA/12324342325
```

SECTION 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 utilized 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.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

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

Acknowledgment:

1L01HEADER
MD1012600
CANCEL NIC/G000039842

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).

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	2-2	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	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC

*NCIC 2000 format only

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

Stolen or lost gun record to be canceled must be identified by NIC and OCA, in that order, or SER and OCA, in that order, preceded by the proper MFC. Date of cancellation (DOC) must be the current date or the current date minus one.

Recovered gun record 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 data element preceded by the proper MFC. DOC must follow the two record identifiers and must be the current date or the current date minus one.

4.5 ADDITIONAL GUIDELINE FOR NCIC 2000 CANCELLATION

When a stolen gun record is canceled in an NCIC 2000 format, 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 or NOT STOLEN.

SECTION 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, and lost 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 EDT
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	1-11	ALPHABETIC, NUMERIC
CALIBER	OPTIONAL	CAL	1-4	NUMERIC
MAKE	OPTIONAL	MAK	2-3 2-23*	ALPHABETIC
MODEL	OPTIONAL	MOD	1-11	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
RELATED SEARCH HIT	OPTIONAL	RSH*	1-1	ALPHABETIC

*NCIC 2000 format only

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 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

1. It is essential that all identifying data in a positive response be compared with the weapon in question before further action is taken.
2. 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 remaining numbers should be queried.
3. If the serial number exceeds 11 characters, the rightmost 11 characters should be inquired upon first. If the response is negative, the leftmost characters should be queried.
4. 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.

5. 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 the additional hits.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will then be sent to the ORI to identify the file name to be requested to retrieve the additional hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

6. An agency making an inquiry on a gun with data which matches only the data contained in a QC ATTENTION message will be furnished the ATTENTION caveat and a NO RECORD response as follows:

** 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.

NO RECORD SER/XXXX-11-XXX

or

NO RECORD SER/XXXX-11-XXX MAK/XXX

7. 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.

5.5 CONFINED SEARCH OF GUN FILE INQUIRY

NCIC 2000 will search a Gun File inquiry in the following manner:

1. An inquiry which contains serial number only or serial number and caliber will retrieve any record on file with a matching serial number.
2. An inquiry which 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.
3. An inquiry which 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.
4. Any inquiry which 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.

5.6 ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY

1. 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 records with the same ORI/OCA as the primary hit response and all records linked by the LKI/LKA contained in the primary hit response.

If the hit response contains more than 20 primary and secondary hit responses, the following will be included in the hit response to indicate a file is being created with the additional hits.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. will then be sent to the ORI to identify the file name to be requested to retrieve the additional hit responses.

2. BATCH QUERY (QGB)

1. 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.
2. 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.
3. There is a limit of 1800 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 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

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
ORI IS ANY CITY PD MD 301 555-1212

SEQUENCE NUMBER: 002

NO RECORD NIC/G000012341
```

SEQUENCE NUMBER: 005

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 EST
ORI IS ATLANTA PD ATLANTA GA 404 555-1212
IMMED CONFIRM RECORD WITH ORI

SEQUENCE NUMBER: 010

NO RECORD NIC/G123456789

5.7 HIT CONFIRMATION PROCEDURES

1. When an agency receives a record in response to an inquiry, and the whereabouts of the stolen or lost 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 or lost 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.
2. "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.
3. When an agency receives a record in response to an inquiry, and the whereabouts of the stolen or lost 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 or lost 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.
4. When an agency receives a record(s) in response to an inquiry and the whereabouts of the stolen or lost gun inquired upon is not known, the hit(s) should not be confirmed. However, if the code NOAH (Notify ORI of All Hits) is in the MIS Field of a record, the ORI of the record should be contacted and furnished details concerning the inquiry.
5. 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.

SECTION 6--LOCATE

6.1 WHEN TO USE A LOCATE MESSAGE

Any agency, except the agency that entered the record, that recovers a gun which is indexed in NCIC 2000 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 or lost 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 in recovered gun records.

6.2 EXAMPLE OF A LOCATE MESSAGE

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

Acknowledgment:

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

The locate example contains: header (1N01HEADER), message key (LG), recovering agency's 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).

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	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 or 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

*NCIC 2000 format only

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 data element preceded by the MFC. The OCA used as an identifier is the OCA of the agency that entered the record.

6.5 LOCATE PROCEDURE

The locate gun transaction applies to both stolen and lost guns. Following the two record identifiers, the date of recovery (DOR) and recovering agency's case number are entered, in that order, without field codes. The DOR (which cannot be prior to the date of theft or the date of loss) must be entered or the locate message will be rejected. There are no locate procedures associated with recovered gun transactions.

6.6 AUTOMATIC NOTIFICATION OF LOCATE

When an agency places a locate against another agency's record, NCIC 2000 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.

6.7 ADDITIONAL GUIDELINE FOR NCIC 2000 LOCATE

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. 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.

SECTION 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:

1. When the agency recovering the stolen or lost weapon is the agency that entered the record.
2. 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.

7.2 EXAMPLE OF A CLEAR MESSAGE

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

Acknowledgment:

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

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).

7.3 MESSAGE FIELD CODES FOR CLEAR

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	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	CODE AS DEFINED IN THE NCIC 2000 CODE MANUAL
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 or 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

*NCIC 2000 format only

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

A stolen or lost 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. 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.

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, only two record identifiers are required in the clear 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, utilization of the following procedures will ensure that the cleared record contains complete recovery data (date of recovery, locating agency's identifier, and locating agency's case number).

1. If the record being cleared is in a located status (MKE/LOCATED GUN), only the DCL must be entered following the two record identifiers.
2. If the record being cleared is a stolen or a lost gun in an active status (MKE/STOLEN GUN, MKE/LOST GUN), the DCL followed by the recovering agency's identifier and the recovering agency's case number, in that order, without field codes must be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.
3. If the record being cleared is a recovered gun in an active status (MKE/RECOVERED GUN), the DCL followed by the recovering agency's identifier and the recovering agency's case number, in that order, with all field codes must be entered after the two record identifiers.

7.7 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR

Following the date of clear and recovering agency identifier and recovering agency case number, users are expected to enter benefits and effectiveness data. 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.