

Table of Contents

SECTION 01: INTRODUCTION	3
I. PURPOSE OF THE GUN FILE	3
II. CRITERIA FOR ENTRY IN GUN FILE	3
III. HIT CONFIRMATION	4
IV. RETENTION PERIOD FOR GUNS	4
V. VALIDATION	4
SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS	5
I. MESSAGE KEY (MKE) CODES FOR GUN FILE	5
II. MESSAGE FIELD CODES AND EDITS	5
SECTION 03: INQUIRY TRANSACTIONS	15
I. MESSAGE FIELD CODES FOR GUN INQUIRY	15
II. GUIDELINES FOR GUN INQUIRY	15
III. REQUIREMENTS FOR GUN INQUIRY	16
IV. OPERATIONAL INQUIRY	17
V. EXAMPLE OF GUN INQUIRY RESPONSE	17
SECTION 04: ENTRY TRANSACTIONS	19
I. MESSAGE FIELD CODES FOR GUN ENTRY	19
II. GUIDELINES FOR GUN ENTRY	20
III. REQUIREMENTS FOR GUN ENTRY	20
IV. EXAMPLE OF GUN ENTRY	21
V. EXAMPLE OF GUN ENTRY ACKNOWLEDGMENT	21
SECTION 05: MODIFY TRANSACTIONS	22
I. MESSAGE FIELD CODES FOR GUN MODIFY	22
II. GUIDELINES FOR GUN MODIFY	22
III. REQUIREMENTS FOR GUN MODIFY	23
IV. EXAMPLE OF GUN MODIFY ACKNOWLEDGMENT	24
SECTION 06: LOCATE TRANSACTIONS	25
I. MESSAGE FIELD CODES FOR GUN LOCATE	25
II. GUIDELINES FOR GUN LOCATE	26
III. REQUIREMENTS FOR GUN LOCATE	26
IV. EXAMPLE OF GUN LOCATE ACKNOWLEDGMENT	27
SECTION 07: CLEAR TRANSACTIONS	29
I. MESSAGE FIELD CODES FOR GUN CLEAR	29
II. GUIDELINES FOR GUN CLEAR	30
III. REQUIREMENTS FOR GUN CLEAR	31
IV. EXAMPLE OF GUN CLEAR ACKNOWLEDGMENT	31

SECTION 08: CANCEL TRANSACTIONS..... 33

I. MESSAGE FIELD CODES FOR GUN CANCEL..... 33

II. GUIDELINES FOR GUN CANCEL 33

III. REQUIREMENTS FOR GUN CANCEL..... 33

IV. EXAMPLE OF GUN CANCEL ACKNOWLEDGMENT 34



CHAPTER 11: GUN FILE
SECTION 01: INTRODUCTION

Procedure #: 11.01.000	Effective Date: February 1, 2014
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. PURPOSE OF THE GUN FILE

- A. The Gun File assists in the recovery of stolen, lost or missing, recovered, felony, and pawned guns bearing a unique identifying number. An agency may inquire to ascertain if any department holds an active stolen report, has recovered the gun, or if it has been pawned.
- B. 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.
- C. All stolen, lost or missing, recovered, and felony guns are entered into WACIC and NCIC. Pawned guns are entered into WACIC only.

II. CRITERIA FOR ENTRY IN GUN FILE

- A. Agencies must have a theft report (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 may make an entry.
- B. Once the theft report has been taken, gun records should be entered as soon as possible.
- C. A gun record may be entered using one of the following categories:
 - 1. Stolen (MKE/EGS): Any serially numbered gun that is reported stolen may be entered into the file if a theft report has been taken.
 - 2. Lost or Missing (MKE/EGM): A lost or missing weapon might be traceable to a crime and may assist in the identification of a recovered gun. These records may be entered into WACIC/NCIC.
 - 3. Recovered (MKE/EGR): A record for a recovered (abandoned, seized, or found) weapon for which no stolen, lost, or felony report is on file may be entered. The weapon must remain in the possession of the entering agency or be readily available for examination as

long as the record is in WACIC/NCIC. If the entering agency loses custody of the recovered gun, the recovered gun record must be canceled.

4. Felony (MKE/EGF): 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.
 5. Pawned (MKE/EGP): Pawned guns should be entered so as to have a record available to other departments in case the gun is later reported stolen. Pawned guns are entered into WACIC only.
- D. If the entering agency desires to have a stolen or felony gun held for fingerprint examination, the letter "P" should be added to the MKE. For example, MKE/EGSP and MKE/EGFP would translate as STOLEN GUN – HOLD FOR PRINTS and FELONY GUN – HOLD FOR PRINTS respectively.

III. HIT CONFIRMATION

- A. Refer to the Introduction Chapter for information on how to handle hit confirmation.

IV. RETENTION PERIOD FOR GUNS

- A. Stolen, lost or missing, and felony gun records will remain on file until action is taken by the originating agency to clear or cancel the record.
- B. Recovered guns that have not been cleared remain on file for the year of entry plus two years and are then purged from the active files in the annual purge.
- C. Pawned guns that have not been cleared remain on file for a period of 120 days and are then purged from the active files in the monthly purge.
- D. Ten days after a gun record is located, it will be retired from NCIC. However, the record will remain in WACIC until the entering agency clears or cancels the record.
- E. When a record is cleared, it remains on file in the WACIC system for 14 days from the date of clear. Cleared records are removed entirely from NCIC upon receipt of the clear message.

V. VALIDATION

- A. Gun records that are entered into NCIC are subject to validation 60-90 days after entry. For more information on validations refer to the Introduction Chapter.



CHAPTER 11: GUN FILE
SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS

Procedure #: 11.02.000	Effective Date: February 1, 2014
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE KEY (MKE) CODES FOR GUN FILE

	Inquiry	Entry	Modify	Locate	Clear	Cancel
Stolen Gun	QG	EGS	MGS	LGS	CGS	XGS
Stolen Gun Hold for Prints	QG	EGSP	MGS	LGS	CGS	XGS
Lost or Missing Gun	QG	EGM	MGM	LGM	CGM	XGM
Recovered Gun	QG	EGR	MGR	N/A	CGR	XGR
Felony Gun	QG	EGF	MGF	LGF	CGF	XGF
Felony Gun Hold for Prints	QG	EGFP	MGF	LGF	CGF	XGF
Pawned Gun (WACIC Only)	QG	EGP	MGP	N/A	CGP	XGP

II. MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
ACO	Gun Color	Must be valid code as listed in Gun Data Codes, NCIC 2000 Code Manual representing the first or only color of the gun. If two colors codes are used, they must be separated by a slash (/). For Omnixx users, the second gun color must be entered in the ACOS Field. The ACO Field remains in the WACIC File only.
ACOS*	Gun Color Second	Must be valid code as listed in Gun Data Codes, NCIC 2000 Code Manual representing the second color of the gun. If entered, the ACO must also be entered.
CAL	Caliber	First character must be numeric (greater than zero). If only one character is used, then the value must be greater than 2. Caliber codes can be found in Gun Data Codes, NCIC 2000 Code Manual. 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

		<p>of the appropriate cartridge for its chamber.</p> <p>Caliber descriptions are commonly compounded to show the following:</p> <ul style="list-style-type: none"> A. 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). B. Year of adoption, for example, .30-06 (.30 is the caliber and 06 represents the year of adoption). C. 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). D. 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). E. 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. F. 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. G. 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. H. 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.
CCA	Recovering Agency Case Number	<p>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 CCA cannot equal the first seven characters of the CRI. The only valid</p>

		special character is the hyphen.
CRI	Recovering Agency Identifier	Must be a valid ORI.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than the current date.
DOB	Date of Birth of Pawner	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date. The DOB Field remains in the WACIC File only for pawned gun (MKE/EGP) records. If the name of the pawner is entered (NAM), this field is required.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOL	Date of Locate	Must be a valid Gregorian date (YYYYMMDD) equal to or less than the current date and equal to or greater than the DOT.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD) equal to or less than the current date. For EGM records, the date of loss is entered in the Date of Theft (DOT) Field. For EGR or CGR records, the date of recovery is entered in the DOT. For EGF records, the date of felony is entered in the DOT. For EGP records, the date of pawn is entered in the DOT.
LCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only.
LKA	Linkage Case Number	Contains a maximum of 20 alphanumeric characters. It 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. 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 message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.
LKI	Linkage Agency Identifier	Must be a valid ORI. The LKI and LKA cannot be identical to the ORI and OCA. For further explanation, see LKA above.

MAK	Gun Make	<p>Must be a valid code as listed in the NCIC 2000 Code Manual. The make of the firearm should be taken from the frame or receiver only, except for U.S. military-issue weapons.</p> <p>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.</p> <p>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 NCIC 2000 Code Manual, State and Country Codes. The code US should be entered in the MAK Field when all of the following conditions exist:</p> <ul style="list-style-type: none"> A. The make of the firearm is not known. B. The country of manufacture is the United States. C. The firearm is not a U.S. military-issue weapon as described in this chapter. <p>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 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.</p> <p>For a firearm (including surplus weapons) that is a U.S. military-issue weapon, the MAK Field code USA should be used.</p> <p>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.</p> <p>Foreign military firearms should be coded according to the make on the firearm. If the make is</p>
-----	----------	--

		<p>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.</p> <p>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.</p> <p>The FBI CJIS Division staff at (304) 625-3000 should be advised of any unlisted MAK so it can be included when the NCIC 2000 Code Manual is revised.</p>
MIS	Miscellaneous	<p>Free text. It may contain a maximum of 200 characters.</p> <p>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. Gun descriptors such as barrel length, color and finish, cartridge capacity, inscription, and silencer length may be expanded in the MIS Field.</p> <p>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.</p> <p>If the barrel length is available, it should be entered and expressed in inches and/or fractions of an inch. The code BBL followed by the barrel length should be listed. 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.</p>

		<p>The color and finish of a gun can be entered in the ACO/ACOS Fields, which remains in WACIC only. However, color and finish information may be added to the MIS Field to be included in the NCIC record. 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.</p> <p>When a gun is inscribed (INSC) 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).</p> <p>If the silencer length is available, it should be entered and expressed in inches and/or fractions of an inch. The code SSL followed by the silencer length should be listed. 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.</p> <p>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.</p>
MKE	Message Key	Must be a valid message key.
MOD	Gun Model	<p>Must be alphabetic or numeric characters with intervening blanks.</p> <p>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.</p>

NAM	Name of Pawner	<p>The name may include alphabetic, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Information on coding instructions can be found in the Personal Descriptors Section of the NCIC 2000 Code Manual.</p> <p>The NAM Field remains in the WACIC File only for pawned gun (MKE/EGP) records.</p>
NIC	NCIC Number	<p>A self-checking number consisting of an alphabetic character (G in the Gun File) followed by either one alphabetic character and eight numeric (ex: GA12345678) or followed by nine numeric characters (ex: G123456789) automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.</p>
NOA	Notify Originating Agency	<p>When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the wanted person is known, Y should be entered into the NOA Field. If the NOA is blank, the field will default to N.</p>
NPA	Number of Persons Apprehended	<p>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 PREVIOUS RECOVERY.</p>
NPF	Number of Missing Persons Found	<p>First three characters 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. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.</p>
OAN	Owner-Applied Number	<p>Single zero only, run of zeros only, single alphabetic only, or a run of repeated alphabetic cannot be used. Must be entered omitting spaces, hyphens, and symbols. Cannot be identical to SER. Alphabetic characters which are part of the OAN should be included in the field.</p> <p>An OAN which has been assigned in connection with a theft prevention program may be entered in the OAN Field.</p>
OCA	Originating Agency Case Number	<p>The entering agency should ensure the OCA is a unique number assigned to the case within the agency.</p> <p>Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only.</p>

		<p>The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.</p> <p>With the addition of the Pawn Broker Name (PBN) Field for pawned gun records, it is no longer necessary to enter the locally assigned pawn shop number in the OCA Field; however, the OCA is still required in all entries, including pawned guns.</p> <p>If your agency does not assign a case number to pawned guns and you do not use a generic OCA for pawned gun entries, you may wish to use the former pawn shop number in the OCA field. Pawn shop numbers are assigned.</p> <p>The OCA is assigned by individual police departments and sheriffs' offices (local law enforcement). Pawn shop numbers should be the same as the ORI's fourth through seventh digit, with additional sequential numbers of four digits making a total of eight digits. The first character is always "P". Example of a pawn shop number assigned by WA0270300: P27030001 is used for ABC Pawn Shop</p>
ORI	Originating Agency Identifier	Must be a valid ORI.
ORI1*	Originating Agency Identifier	Must be a valid ORI. This field is used in the modify transaction only.
PBN	Pawn Broker Name	Must be only alphabetic characters. The PBN Field indicates the name of a pawn shop. The NAM Field remains in the WACIC File only for pawned gun (MKE/EGP) records.
RAC	Race of Pawner	<p>Must be a valid code as listed in the Personal Descriptors of the NCIC 2000 Code Manual.</p> <p>The NAM Field remains in the WACIC File only for pawned gun (MKE/EGP) records. If the name of the pawner is entered (NAM), this field is required.</p>
RPP	Reason for Property Record Removal	Must be a valid code as listed in the NCIC 2000 Code Manual. If HIT NCIC, HIT STATE, or HIT LOCAL are entered, then the date of the hit must also be entered. For Omnixx users, the date must be entered in the RPPS Field.
RPPS*	Reason for Property Record Removal Second	For Omnixx users: If HIT NCIC, HIT STATE, or HIT LOCAL are entered, then the date of the hit must be entered into the RPPS Field. If entered, the RPS must also be entered.
RSH	Related Search Hit	Must be Y or N.
SER	Serial Number	Serial numbers should be entered omitting spaces,

	<p>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.</p> <p>Must not contain a single zero only, a run of zeros only, single alphabetic only, or run of alphabetic only, indicating the gun serial number is not known.</p> <p>If the MAK Field is SW or GLC, the serial number may contain a string of alphabetic together with a single zero or a string of zeros. GLC weapons manufactured with the sequential production number 000 will be accepted if the MAK Field contains GLC.</p> <p>All inquiries that contain a string of zeros grouped with a string of alphabetic, regardless of the MAK, will be accepted.</p> <p>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:</p> <ul style="list-style-type: none"> I. Any letter prefix or suffix that appears with the serial number (without the letter, if present, the serial number is incomplete). J. The year of manufacture engraved over the chamber. K. 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. <p>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.</p> <p>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</p>
--	--

		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.
SEX	Sex of Pawner	Must be a valid code as listed in the Personal Descriptors Section of the NCIC 2000 Code Manual. The SEX Field remains in the WACIC File only for pawned gun (MKE/EGP) records. If the name of the pawner is entered (NAM), this field is required.
TYP	Type	Must be a valid code as listed in the NCIC 2000 Code Manual.
VAL	Value	May contain up to six numeric characters indicating the value (in dollars) of the gun. The VAL Field remains in the WACIC File only.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen property 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 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 PREVIOUS RECOVERY.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating the 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 PREVIOUS RECOVERY.
WAC	WACIC Number	A number consisting of the year of entry and the letter G, followed by seven numbers that are automatically assigned by WACIC to each accepted entry.

*Omnixx only



CHAPTER 11: GUN FILE
SECTION 03: INQUIRY TRANSACTIONS

Procedure #: 11.03.000	Effective Date: February 1, 2014
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR GUN INQUIRY

Field Name	Required?	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 / Owner Applied Number	Conditional	SER	1-20	Alphabetic, numeric
Gun Make	Conditional	MAK	2-23	Alphabetic
Caliber	Conditional	CAL	1-4	Numeric
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Related Search Hit	Optional	RSH	1-1	Alphabetic

II. GUIDELINES FOR GUN INQUIRY

- A. The inquiry format does not allow for the Message Field Code OAN. When making an inquiry on a gun record by the OAN, then the OAN must be inserted in the SER Field.
- B. 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.
- C. It is essential that all identifying data in a positive response be compared with the weapon in question before further action is taken.
- D. 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.
- E. 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.
- F. 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.

- G. 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 up to an additional 100 hit responses: ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW. A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions Chapter of the NCIC Operating Manual contains additional information on retrieving the file.
- H. Inquiries may also contain a RSH Field. If RSH is Y, secondary hit responses will be returned for all linked records.
 - 1. The system links records when:
 - a. ORI/OCA matches the primary hit response.
 - b. The LKI/LKA are the same as ORI/OCA contained in the primary hit response.

III. REQUIREMENTS FOR GUN INQUIRY

- A. Inquiries on a gun can be made by:
 - 1. SER or OAN
 - a. Inquiries by SER may include the optional fields MAK and/or CAL.
 - b. Example:
By SER
HDR.QG.WAWSP00J7.SER/21359A29B2

By SER and MAK
HDR.QG.WAWSP00J7.SER/21359A29B2.MAK/SW

By SER and CAL
HDR.QG.WAWSP00J7.SER/21359A29B2.CAL/45

By SER, MAK, and CAL
HDR.QG.WAWSP00J7.SER/21359A29B2.MAK/SW.CAL/45

By OAN using the SER Field
HDR.QG.WAWSP00J7.SER/ON123F9590
 - 2. WAC
 - a. Inquiries made by WAC only receive a WACIC response for an exact match.
 - b. Example:
HDR.QG.WAWSP00J7.WAC/14G0000250

3. NIC
 - a. Inquiries made by NIC receives a WACIC and NCIC response for an exact match.
 - b. Example:
HDR.QG.WAWSP00J7.NIC/G023109067

IV. OPERATIONAL INQUIRY

- A. The NCIC database is available **for direct inquiries only** when WACIC is down. Since the ACCESS system splits inquiries to NCIC, it is not necessary to send a direct NCIC inquiry when WACIC is down. The NCIC inquiry format requires use of full MKE (QG), ORI, and Message Field Codes.

V. EXAMPLE OF GUN INQUIRY RESPONSE

- A. WACIC No Record Response

WWCIC TIME: 1510 DATE: 010814 TO: SP8H
 QG.WAWSP00J7.SER/21359A29B21
 NO RECORD SER/21359A29B21
- B. WACIC Positive Response

WWCIC TIME: 1509 DATE: 010814 TO: SP8H
 QG.WAWSP00J7.SER/21359A29B2

MATCHED ON *SER*

STOLEN GUN
 MKE/EGS ORI/WAWSP00J7 TYP/PI MAK/SW
 CAL/45 ACO/BLK/BRO DOT/01/07/2014 VAL/1750.00
 MOD/SW1911
 SER/21359A29B2
 OCA/TEST007
 MIS/TEST RECORD ONLY BBL41/4 INSC/JM CONFIRM 360-555-
 1212
 ENTERED ON 01/08/2014 AT 15:07 FROM SP8H BY/WSP
 ACCESS ISO
 WAC/14G0000250 NIC/G023109067
- C. NCIC No Record Response

NCIC TIME: 1510 DATE: 010814 TO: SP8H
 WAWSP00J7

NO RECORD SER/21359A29B21
- D. NCIC Positive Response

NCIC TIME: 1508 DATE: 010814 TO: SP8H
 WAWSP00J7

MKE/STOLEN GUN
 ORI/WAWSP00J7 SER/21359A29B2 MAK/SW CAL/45
 MOD/SW1911
 TYP/PI DOT/20140107
 OCA/TEST007

NOA/N
MIS/TEST RECORD ONLY BBL41/4 INSC/JM CONFIRM 360-555-
1212
NIC/G023109067 DTE/20140108 1807 EST DLU/20140108 1807
EST
ORI IS WASHINGTON STATE PATROL OLYMPIA 360 705-5999



CHAPTER 11: GUN FILE
SECTION 04: ENTRY TRANSACTIONS

Procedure #: 11.04.000

Effective Date: February 1, 2014

Supersedes: WACIC Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR GUN ENTRY

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Serial Number	Conditional	SER	1-20	Alphabetic, numeric
Gun Make	Mandatory	MAK	2-23	Alphabetic
Gun Model	Optional	MOD	1-20	Alphabetic, numeric
Caliber	Mandatory	CAL	1-4	Numeric
Type	Mandatory	TYP	1-2	Alphabetic
Gun Color	Optional	ACO	3-3 or 7-7	Alphabetic, special characters
Gun Color Second*	Conditional	ACOS	3-3	Alphabetic, special characters
Owner Applied Number	Conditional	OAN	1-20	Alphabetic, numeric
Date of Theft	Mandatory	DOT	8-8	Numeric
Value	Optional	VAL	1-6	Numeric
Originating Agency Case Number	Mandatory	OCA	1-20	Alphabetic, numeric, special characters
Linkage Agency Identifier	Optional	LKI	9-9	Alphabetic, numeric
Linkage Case Number	Conditional	LKA	1-20	Alphabetic, numeric, special characters
Miscellaneous	Optional	MIS	1-200	Alphabetic, numeric, special characters
Notify Originating Agency	Optional	NOA	1-1	Alphabetic
Pawn Broker Name	Optional	PBN	1-30	Alphabetic, special characters
Name of Pawner	Optional	NAM	3-30	Alphabetic, special characters
Date of Birth of Pawner	Conditional	DOB	8-8	Numeric

Sex of Pawner	Conditional	SEX	1-1	Alphabetic
Race of Pawner	Conditional	RAC	1-1	Alphabetic

*Omnix only

II. GUIDELINES FOR GUN ENTRY

- A. The originating agency must account for all fields in the gun record. All available data called for by the record format must be entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a modify message.
- B. A 24/7 hit confirmation phone number must be placed in the MIS Field.
- C. Gun entries using the OAN that do not include the SER are forwarded to WACIC only. The following caveat will be displayed at the top of these entries: GUN TRANSACTIONS WITHOUT SER ENTERED INTO WACIC ONLY
- D. When a recovered gun record is entered, the acknowledgment message will contain the following caveat to remind the entering agency to perform a trace request through the Bureau of Alcohol, Tobacco, Firearms and Explosives' (ATF) 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.*****

- E. Duplicate Record Reject
 - 1. Any record matching by record type (gun) and ORI and the following field combinations are returned from the search as duplicate record:
 - a. SER, MAK, CAL, and TYP

III. REQUIREMENTS FOR GUN ENTRY

- A. The following fields are mandatory for acceptance of a stolen, lost or missing, recovered, or felony gun entry in WACIC/NCIC:
 - 1. HDR, MKE, ORI, MAK, CAL, TYP, DOT, OCA, and one of the following: SER or OAN.
- B. The following fields are mandatory for acceptance of a pawned gun (EGP) entry in WACIC:
 - 1. HDR, MKE, ORI, SER, MAK, CAL, TYP, DOT, and OCA.
- C. The entry will be rejected if one of the mandatory fields is left unfilled.

IV. EXAMPLE OF GUN ENTRY

A. Stolen Gun Entry

HDR.EGS.WAWSP00J7.21359A29B2.SW.SW1911.45.PI.
BLK/BRO..20140107.1750.TEST007...TEST RECORD ONLY
BBL41/4 INSC/JM CONFIRM 360-555-1212.Y

B. Stolen Gun Hold for Prints Entry

HDR.EGSP.WAWSP00J7.21359A29B2.SW.SW1911.45.PI.
BLK/BRO..20140107.1750.TEST007...TEST RECORD ONLY
BBL41/4 INSC/JM CONFIRM 360-555-1212.Y

C. Lost or Missing Gun Entry

HDR.EGM.WAWSP00J7.21359A29B2.SW.SW1911.45.PI.
BLK/BRO..20140107.1750.TEST007...TEST RECORD ONLY
BBL41/4 INSC/JM CONFIRM 360-555-1212.Y

D. Recovered Gun Entry

HDR.EGR.WAWSP00J7.21359A29B2.SW.SW1911.45.PI.
BLK/BRO..20140107.1750.TEST007...TEST RECORD ONLY
BBL41/4 INSC/JM CONFIRM 360-555-1212.Y

E. Felony Gun Entry

HDR.EGF.WAWSP00J7.21359A29B2.SW.SW1911.45.PI.
BLK/BRO..20140107.1750.TEST007...TEST RECORD ONLY
BBL41/4 INSC/JM CONFIRM 360-555-1212.Y

F. Felony Gun Hold for Prints Entry

HDR.EGFP.WAWSP00J7.21359A29B2.SW.SW1911.45.PI.
BLK/BRO..20140107.1750.TEST007...TEST RECORD ONLY
BBL41/4 INSC/JM CONFIRM 360-555-1212.Y

G. Pawned Gun Entry (WACIC Only)

HDR.EGP.WAWSP00J7.21359A29B2.SW.SW1911.45.PI.
BLK/BRO..20140107.1750.TEST007...TEST RECORD ONLY
BBL41/4 INSC/JM CONFIRM 360-555-1212.Y.PAWNERS
WORLD.SHOPLIFTER, SALLY.19080808.F.W

V. EXAMPLE OF GUN ENTRY ACKNOWLEDGMENT

A. WACIC Acknowledgment

WWCIC TIME: 1507 DATE: 010814 TO: SP8H
WAWSP00J7
ENTERED EGS TYP/PI SER/21359A29B2
WAC/14G0000250 OCA/TEST007
01/08/2014 AT 15/07

B. NCIC Acknowledgment

NCIC TIME: 1507 DATE: 010814 TO: SP8H
WAWSP00J7
NIC/G023109067 SER/21359A29B2
OCA/TEST007



CHAPTER 11: GUN FILE
SECTION 05: MODIFY TRANSACTIONS

Procedure #: 11.05.000	Effective Date: February 1, 2014
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR GUN MODIFY

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
Originating Agency Case Number	Mandatory	OCA	1-20	Alphabetic, numeric, special characters
Serial Number	Conditional	SER	1-20	Alphabetic, numeric
Any field(s) from entry transaction				

II. GUIDELINES FOR GUN MODIFY

- A. 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.
- B. Required fields can be modified; however, they cannot be deleted by the use of a modify entry.
- C. When modifying the MIS Field, all the information you desire to be shown in the MIS Field must be entered (additional information cannot be added on to what is already contained in the MIS Field).
- D. A record cannot be modified if the record is in a located status.
- E. To delete information from a field, use the MFC followed by a period (e.g. OAN/.). You cannot delete data from a required field.
 - 1. For Omnixx users, the Mark for Delete feature must be used to delete information from a field. For more information, refer to the Omnixx Force Training Manual.

III. REQUIREMENTS FOR GUN MODIFY

- A. The modify transaction consists of the message key, ORI, two record identifiers, and the fields being modified. The fields being modified must be identified by their appropriate Message Field Codes.
- B. Pawned guns must be modified by the WAC and OCA.
- C. Modifications on a gun can be made by:
 - 1. SER and OCA
 - a. Example:
Stolen Gun
HDR.MGS.WAWSP00J7.SER/21359A29B2.OCA/TEST007.
CAL/38

Lost or Missing Gun
HDR.MGM.WAWSP00J7.SER/21359A29B2.OCA/TEST007.
CAL/38

Recovered Gun
HDR.MGR.WAWSP00J7.SER/21359A29B2.OCA/TEST007.
CAL/38
 - 2. WAC and OCA
 - a. Example:
Stolen Gun
HDR.MGS.WAWSP00J7.WAC/14G0000581.OCA/TEST007.
CAL/45

Lost or Missing Gun
HDR.MGM.WAWSP00J7.WAC/14G0000581.OCA/TEST007.
CAL/45

Recovered Gun
HDR.MGR.WAWSP00J7.WAC/14G0000581.OCA/TEST007.
CAL/45

Pawned Gun
HDR.MGP.WAWSP00J7.WAC/14G0000581.OCA/TEST007.
CAL/45
- D. Modify to Add NIC Number
 - 1. If you receive a notice from WACIC that the NIC number was not added to your WACIC record, you must modify your WACIC record to add the NIC. When modifying a WACIC record, use the WAC and OCA to identify the record.

HDR.MGS.WAWSP00J7.WAC/14G0000581.OCA/TEST007.
NIC/G403129401

IV. EXAMPLE OF GUN MODIFY ACKNOWLEDGMENT

A. WACIC Acknowledgment

WWCIC TIME: 0907 DATE: 011514 TO: SP8H
WAWSP00J7
MODIFIED RECORD: EGS TYP/PI SER/21359A29B2
WAC/14G0000581 OCA/TEST007
01/15/2014 AT 09/07

MODIFIED FIELDS: CAL

B. NCIC Acknowledgment

NCIC TIME: 0907 DATE: 011514 TO: SP8H
WAWSP00J7
MODIFY NIC/G403129401



CHAPTER 11: GUN FILE
SECTION 06: LOCATE TRANSACTIONS

Procedure #: 11.06.000

Effective Date: February 1, 2014

Supersedes: WACIC Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR GUN LOCATE

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
WACIC Number	Conditional	WAC	10-10	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 Locate	Mandatory	DOL	8-8	Numeric
Recovering Agency Case Number	Optional	LCA	1-20	Alphabetic, numeric, special characters
Reason for Property Record Removal	Optional	RPP	10-21	Alphabetic, numeric
Reason for Property Record Removal Second*	Conditional	RPPS	8-8	Numeric
Number of Persons Apprehended	Conditional	NPA	1-3	Numeric
Number of Missing Persons Found	Conditional	NPF	1-20	Alphabetic, numeric
Value of Recovered Property	Conditional	VNP	1-8	Numeric
Value of Other Recovered Property	Conditional	VOR	1-8	Numeric

Value of Recovered Contraband	Conditional	VRC	1-8	Numeric
-------------------------------	-------------	-----	-----	---------

*Omnix only

II. GUIDELINES FOR GUN LOCATE

- A. A locate message is used by an agency other than the entering agency to indicate the gun has been recovered. The locate message flags the gun record and causes a notice to be sent to the entering agency.
- B. When an agency receives a record or multiple records in response to an inquiry, the agency that recovers the 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 and confirmed with the ORI of the record.
- C. A record should not be located if a record cannot be confirmed.
- D. When a locate is transmitted for a Gun File record, the message key translation changes from "STOLEN GUN" to "LOCATED STOLEN GUN" and the date of location, locating agency ORI, and locating agency case number information are added to the record.
- E. Pawned and recovered guns cannot be located.
- F. The locate acknowledgment will be sent to the terminal entering the locate and to the agency that entered the record.
- G. Ten days after a record is located, it is retired in NCIC. The record will remain on file until the record is cleared or canceled in WACIC.

III. REQUIREMENTS FOR GUN LOCATE

- A. The locate transaction consists of the message key, ORI, two record identifiers, the date of locate, and the recovering agency case number.
- B. Locates on a gun can be made by:
 - 1. SER and OCA
 - a. Example:
 Stolen Gun
 HDR.LGS.WA0340000.SER/21359A29B2.OCA/TEST007.
 20140115.C14-1123

 Lost or Missing Gun
 HDR.LGM.WA0340000.SER/21359A29B2.OCA/TEST007.
 20140115.C14-1123

 Felony Gun
 HDR.LGF.WA0340000.SER/21359A29B2.OCA/TEST007.
 20140115.C14-1123

2. WAC and OCA
 - a. Example:
 - Stolen Gun
HDR.LGS.WA0340000.WAC/14G0000597.OCA/TEST007.
20140115.C14-1123
 - Lost or Missing Gun
HDR.LGM.WA0340000.WAC/14G0000597.OCA/TEST007.
20140115.C14-1123
 - Felony Gun
HDR.LGF.WA0340000.WAC/14G0000597.OCA/TEST007.
20140115.C14-1123
3. NIC and OCA
 - a. Example:
 - Stolen Gun
HDR.LGS.WA0340000.NIC/G393124033.OCA/TEST007.
20140115.C14-1123
 - Lost or Missing Gun
HDR.LGM.WA0340000.NIC/G393124033.OCA/TEST007.
20140115.C14-1123
 - Felony Gun
HDR.LGF.WA0340000.NIC/G393124033.OCA/TEST007.
20140115.C14-1123

IV. EXAMPLE OF GUN LOCATE ACKNOWLEDGMENT

- A. WACIC Acknowledgment
 - WWCIC TIME: 1022 DATE: 011514 TO: SP8H
WAWSP00J7
LOCATED EGS TYP/PI SER/21359A29B2
WAC/14G0000581 OCA/TEST007
- B. NCIC Acknowledgment
 - NCIC TIME: 1022 DATE: 011514 TO: SP8H
WA0340000
LOCATE NIC/G403129401
- C. This WACIC message will be sent to the agency that entered the record:
 - SO OLYMPIA HAS ENTERED A LOCATE ON YOUR
EGS STOLEN GUN FOR ORI/WAWSP00R4 SER/TESTSER1234
OCA/TEST007
PLEASE CLEAR THIS RECORD
- D. This NCIC message will be sent to the agency that entered the record:
 - NCIC XMIT MSG#: 62324 TIME: 1022 DATE: 011514
RCV MSG#: 135 TIME: 1023 TO: SP8H
\$.L.
WAWSP00J7
LOCATE NOTIFICATION AT 1322 EST 20140115

1N01SP8H
V.LG.WA0340000.NIC/G403129401.0CA/TEST007.20140115. C14-
1123
LOCATING ORI IS THURSTON CO SO OLYMPIA

MKE/LOCATED STOLEN GUN
ORI/WAWSP00J7 SER/21359A29B2 MAK/SW CAL/45
MOD/SW1911
TYP/PI DOT/20140107
OCA/TEST007 20140115 WA0340000 C14-1123
NOA/N
MIS/TEST RECORD ONLY BBL41/4 INSC/JM CONFIRM 360-555-
1212
NIC/G403129401 DTE/20140115 1200 EST DLU/20140115 1322
EST
20140115 WA0340000 C14-1123



CHAPTER 11: GUN FILE
SECTION 07: CLEAR TRANSACTIONS

Procedure #: 11.071.000

Effective Date: February 1, 2014

Supersedes: WACIC Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR GUN CLEAR

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
WACIC Number	Conditional	WAC	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 Theft (Can only be used with MKE/CGR)	Optional	DOT	8-8	Numeric
Date of Clear	Mandatory	DCL	8-8	Numeric
Recovering Agency Identifier	Optional	CRI	9-9	Alphabetic, numeric
Recovering Agency Case Number	Optional	CCA	1-20	Alphabetic, numeric, special characters
Reason for Property Record Removal	Optional	RPP	10-21	Alphabetic, numeric
Reason for Property Record Removal Second*	Conditional	RPPS	8-8	Numeric
Number of Persons Apprehended	Conditional	NPA	1-3	Numeric
Number of Missing Persons Found	Conditional	NPF	1-20	Alphabetic, numeric
Value of Recovered Property	Conditional	VNP	1-8	Numeric

Value of Other Recovered Property	Conditional	VOR	1-8	Numeric
Value of Recovered Contraband	Conditional	VRC	1-8	Numeric

*Omnix only

II. GUIDELINES FOR GUN CLEAR

- A. Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:
1. When the agency recovering the gun is the agency that entered the record.
 - a. If the agency that entered the record recovers the gun, the Date of Clear (DCL), which cannot be prior to the date of theft, must be entered following the two record identifiers.
 2. When the agency that entered the record is officially advised that the gun has been recovered by another agency.
 - a. If the Gun File record is located by an agency other than the entering agency and:
 - (1) The record being cleared is in a located status (MKE/LOCATED STOLEN GUN), only the DCL must be entered following the two record identifiers.
 - (2) If the record being cleared is in an active status (MKE/STOLEN GUN), the DCL followed by the Recovering Agency Identifier (CRI) and the Recovering Agency Case Number (CCA) in this order without field codes would be entered after the two record identifiers.
 3. When a recovered or pawned gun is released.
 - a. A recovered gun is cleared when a stolen report is received or the item is otherwise disposed of. If another agency originates the stolen report or disposes of the gun, then their ORI and OCA should be reflected in the CRI and the CCA.
 - b. A pawned gun is cleared only when the gun is found to be stolen after being entered as pawned. The DOC should reflect the date the item was reported stolen. The CRI and the CCA should reflect the ORI and OCA of the agency taking the stolen report.
- B. Following the DCL, CRI, and CCA, 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.
- C. WACIC retains cleared records 14 days from the date of clear. If the record must be re-entered before the end of this 14-day period, it must be cancelled before it can be re-entered or the entry rejects as a duplicate record on file. NCIC removes cleared records entirely upon receipt of the clear message.

III. REQUIREMENTS FOR GUN CLEAR

- A. The clear transaction consists of the message key, ORI, two record identifiers, the date of clear, and the recovering agency's ORI and case number.
- B. Pawned guns must be cleared by the WAC and OCA.
- C. Clears on a gun can be made by:
 - 1. SER and OCA
 - a. Example:
 - Stolen Gun
HDR.CGS.WAWSP00J7.SER/21359A29B2.OCA/TEST007.
20140115.WA0340000.C14-1123
 - Lost or Missing Gun
HDR.CGM.WAWSP00J7.SER/21359A29B2.OCA/TEST007.
20140115.WA0340000.C14-1123
 - Recovered Gun
HDR.CGR.WAWSP00J7.SER/21359A29B2.OCA/TEST007.
20140102.20140115.WA0340000.C14-1123
 - Felony Gun
HDR.CGF.WAWSP00J7.SER/21359A29B2.OCA/TEST007.
20140115.WA0340000.C14-1123
 - 2. WAC and OCA
 - a. Example:
 - Stolen Gun
HDR.CGS.WAWSP00J7.WAC/14G0000602.OCA/TEST007.
20140115.WA0340000.C14-1123
 - Lost or Missing Gun
HDR.CGM.WAWSP00J7.WAC/14G0000602.OCA/TEST007.
20140115.WA0340000.C14-1123
 - Recovered Gun
HDR.CGR.WAWSP00J7.WAC/14G0000602.OCA/TEST007.
20140102.20140115.WA0340000.C14-1123
 - Felony Gun
HDR.CGF.WAWSP00J7.WAC/14G0000602.OCA/TEST007.
20140115.WA0340000.C14-1123
 - Pawned Gun
HDR.CGP.WA0340000.WAC/14G0000602.OCA/TEST007.
20140115.C14-1123

IV. EXAMPLE OF GUN CLEAR ACKNOWLEDGMENT

- A. WACIC Acknowledgment
 - WWCIC TIME: 1107 DATE: 011514 TO: SP8H
 - WAWSP00J7
 - CLEARED EGS TYP/PI SER/21359A29B2
 - WAC/14G0000599 OCA/TEST007

B. NCIC Acknowledgment

NCIC TIME: 1107 DATE: 011514 TO: SP8H
WAWSP00J7
CLEAR NIC/G453165644



CHAPTER 11: GUN FILE
SECTION 08: CANCEL TRANSACTIONS

Procedure #: 11.08.000	Effective Date: February 1, 2014
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR GUN CANCEL

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
WACIC Number	Conditional	WAC	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 Cancel	Optional	DOC	8-8	Numeric
Reason for Property Record Removal	Optional	RPP	10-21	Alphabetic, numeric

II. GUIDELINES FOR GUN CANCEL

- A. Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid.
- B. The date of cancel is optional. If not used, the record is cancelled as of the current date.
- C. Following the DOC, 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. Benefits and effectiveness data should not be included with pawned cancel transactions.

III. REQUIREMENTS FOR GUN CANCEL

- A. The cancel transaction consists of the message key, ORI, two record identifiers, and the date of cancel.
- B. Pawned guns must be cancelled by the WAC and OCA.

C. Cancellation on a gun can be made by:

1. SER and OCA

a. Example:

Stolen Gun

HDR.XGS.WAWSP00J7.SER/21359A29B2.OCA/TEST007.
20140115

Lost or Missing Gun

HDR.XGM.WAWSP00J7.SER/21359A29B2.OCA/TEST007.
20140115

Recovered Gun

HDR.XGR.WAWSP00J7.SER/21359A29B2.OCA/TEST007.
20140115

Felony Gun

HDR.XGF.WAWSP00J7.SER/21359A29B2.OCA/TEST007.
20140115

2. WAC and OCA

a. Example:

Stolen Gun

HDR.XGS.WAWSP00J7.WAC/14G0000607.OCA/TEST007.
20140115

Lost or Missing Gun

HDR.XGM.WAWSP00J7.WAC/14G0000607.OCA/TEST007.
20140115

Recovered Gun

HDR.XGR.WAWSP00J7.WAC/14G0000607.OCA/TEST007.
20140115

Felony Gun

HDR.XGF.WAWSP00J7.WAC/14G0000607.OCA/TEST007.
20140115

Pawned Gun

HDR.XGP.WAWSP00J7.WAC/14G0000607.OCA/TEST007.
20140115

IV. EXAMPLE OF GUN CANCEL ACKNOWLEDGMENT

A. WACIC Acknowledgment

WWCIC TIME: 1134 DATE: 011514 TO: SP8H
WAWSP00J7
CANCELED EGS TYP/PI SER/21359A29B2
WAC/14G0000607 OCA/TEST007

B. NCIC Acknowledgment

NCIC TIME: 1134 DATE: 011514 TO: SP8H
WAWSP00J7
CANCEL NIC/G663131031