

APPENDIX F-44

OVERAGE VIOLATION CONTROL FILE LISTING

1. PURPOSE

To provide a listing of very old violation records from the Violation Control File (VCF) for management review and action. These records have been suspended on the VCF for over 300 days. After 30 days from the date of the listing, all records output will automatically be deleted. This achieves two objectives: Old records are displayed to management for expeditious corrective, cleanup actions; and the cleansing of the VCF precludes the rejection of new violations which duplicate old existing Violation Control Numbers.

2. ORIGIN

This listing is produced as a result of the report preparation process of the Violation Control/Suspense File Process.

3. FREQUENCY

Monthly, at month's end.

4. DATA ELEMENTS

a. REPORT NO. - F-44.

b. REPORT TITLE.

c. DATE - Julian date of listing preparation.

d. PAGE - Page Number.

e. Part I for Office of Comptroller: (Appendix F-44A).

(1) ORC C1 - The Output Routing Code of MSO, Office of Comptroller.

(2) Section Title.

(3) DIC - Document Identifier Code of record output.

(4) Field pos. 4-80 record image.

(5) Option Code - Indicates whether the violation is a controlled violation (Option Code 1) or a manager review (Option Code 4).

(6) ORC - Output Routing Code of functional person or office responsible for violation correction.

(7) Violation Control Number.

(8) Violation Reason Code.

f. Part II for DSO: (Appendix F-44B).

(1) ORC 94 - The Output Routing Code of MSO, DSO.

(2) Section Title.

(3) DIC - Document Identifier Code of record output.

(4) Field pos. 4-80 record image.

(5) Option Code - Indicates whether the violation is a controlled violation (Option Code 1) or a manager review (Option Code 4).

(6) ORC - Output Routing Code of functional person or office responsible for violation correction.

(7) Violation Control Number.

(8) Violation Reason Code.

5. DATA ORGANIZATION

The listing will be sequenced by DIC (major) and by ORC (minor) within each DIC. Page break will be on overflow and at the end of part I.

6. NUMBER OF COPIES AND DISTRIBUTION

Two copies of each part to the MSOs of DSO and Office of Comptroller. Part I will be distributed to Office of Comptroller, and part II will be forwarded to DSO.

7. PROCEDURES FOR REVIEW AND PROCESSING

a. The F-44 portrays all those records on the VCF which are 300 days and older. In theory, no records should remain on the VCF for over several months (for certain records). Almost all records will remain for a few days or a week. Thus, any record 300 days or older is either erroneously recorded or one for which no corrective action has been taken.

b. This listing will be used by management to analyze those records displayed and make the determination to take corrective action(s). Corrective actions are those specified in the various E appendices for the DIC in question. Normal violation reentry procedures will be used.

c. Thirty days from the date of the scan which produces the appendix F-44, all records will be deleted from the VCF.

8. RETENTION PERIOD

The listing will be destroyed after corrections or cleanup actions have been completed.

OVERAGE VIOLATION CONTROL FILE LISTING (CONT'D)

F-44A	C	ZZ	DATE	XXXX	PAGE	XXXX
OVERPAGE VIOLATION CONTROL LISTING						
FINANCIAL SUBSYSTEM SECTION						
(ALL RECORDS ARE OVER 300 DAYS OLD)						
DIC	Card columns 4-80 record image		ORC		VIOLATION CONTROL NUMBER	VIOLATION REASON CODE
XXX	X	X	XX	XXXXXX	XX	XX
TOTAL NUMBER OF RECORDS: XXXX						
F-44B	ORC ZZ		DATE	XXXX	PAGE	XXXX
	ORC 84		OVERPAGE VIOLATION CONTROL LISTING			
DIST/REPTS SUBSYSTEMS SECTION						
DIC	Card columns 4-80 record image		ORC		VIOLATION CONTROL NUMBER	VIOLATION REASON CODE
XXX	X	X	XX	XXXXXX	XX	XX
TOTAL NUMBER OF RECORDS: XXXX						