

APPENDIX F-120
VIOLATION FOLLOWUP

1. PURPOSE

To provide a notification that a controlled violation DIC ZLR or a Manager Review Reentry Document, DIC ZLL, has remained in suspense beyond the authorized Violation Followup Timeframe. See appendix C-82 for authorized Timeframes.

2. ORIGIN

Prepared based upon the Followup Frequency Code established in the ORC Routing Table.

3. FREQUENCY

Prepared daily, as the Violation Control File (output and reentry) is processed; however, followups on individual violations will be governed by the recorded Followup Frequency Code (see appendix F-20).

4. DATA ELEMENTS

- a. Report Number - F-120.
- b. ORC - Output Routing Code of point of distribution.
- c. Report Title.
- d. DATE - 2-digit year, 3-digit Julian day of report preparation.
- e. PAGE - Report page number.
- f. ORC - Output Routing Code of organization or processing personnel to have received original controlled violation or manager review action. Assigned based on the ORC Routing Table (see appendix F-20) or the NIR.
- g. VIO CTNR - Computer assigned Violation Control Number to include 3-digit Julian day and 3-digit alphanumeric serial number.
- h. FLP NO. - Followup Number.
- i. Image of suspended document.
- j. VRC - Under the header VRC there can be any Violation Reason Code (appendix A-82) or Manager Notification Information Code (MNIC) (appendix A-90).
- k. DATE - 1-digit year, 3-digit Julian day of receipt of rejected document.

l. HOUR - 4-digit numeric time of receipt of suspended document.

m. COMM - Media of communication by which rejected document was received. The following codes are applicable:

<u>CODE</u>	<u>MEDIA</u>
2	AUTODIN
3	Mail
4	Telephone
5	Teletype
6	Courier

n. OPT - Option Code - See DLAM 4140.2, Volume II, Chapter 49, paragraph 249105.

5. DATA ORGANIZATION

Multiple entries per page by ORC and page break upon change of ORC.

6. NUMBER OF COPIES AND DISTRIBUTION

Two copies to the directorate indicated by the ORC, one to the individual ORC responsible for corrective or review action and one for management quality control review.

7. PROCEDURES FOR REVIEW AND PROCESSING

a. The copy routed to the processing personnel will be used to locate the original violation output (appendix F-122) or manager review action (appendix B-127) for expedited processing.

b. The copy routed for management review will be analyzed to determine whether or not additional training for specific individuals or groups of personnel is required.

8. RETENTION PERIOD

a. The copy routed to the processing personnel will be destroyed when the original violation output or manager review action is located and processed.

b. The copy routed for management review may be retained for use as backup to any quality control studies initiated or for use in before and after corrective training and comparisons.

VIOLATION FOLLOWUP (CONT'D)

F120	ORC ZZ	VIOLATION FOLLOWUP	DATE	68277	PAGE	14		
ORC	VIO CT NR	FLP NR	INHHHHHH001111111122222222333333334444444455555555666666667777777778	VRC	DATE	HOUR	COMM	OPT
RN	275AAR	01	123456789012345678901234567890123456789012345678901234567890	D	7275		2	4
RN	275AAX	01	ZLLDNC54540002931333 EA00001FD20407230007RVEFDYALC	AM	7275		2	1
RN	275AAX	01	A0ASX0J3540003448642 EA00001SC070072746006H	AM	7275		2	1