

APPENDIX E-346 P

UNCONTROLLED VIOLATION PRINTOUT FOR REENTRY

1. FORM USED

The Uncontrolled Violation Printout, appendix F-117, is a single copy, mechanically prepared notice, that an input document rejected from computer processing but is not suspended on the Violation Control File.

2. REASON FOR PREPARATION

The Uncontrolled Violation Printout is output to provide the responsible organizational element a notice of an error condition which may or may not require correction for reentry processing.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

a. The organizational element or person responsible for the preparation of the reentry document will be determined by the ORC as established by the DSC for the applicable document in violation. The ORC is an element of the DIC Routing Table. See appendices E-159 P and F-20.

b. Data Entry Clerk will be responsible for keying in a new transaction from the annotated Uncontrolled Violation Printout.

4. INSTRUCTIONS FOR PROCESSING THE UNCONTROLLED VIOLATION PRINTOUT FOR REENTRY

a. SOURCE OF INFORMATION:

Information for the preparation of the reentry document will be provided in the applicable E appendix covering the document and the VRC.

b. PREPARATION OF UNCONTROLLED VIOLATION PRINTOUT FOR REENTRY

(1) The Uncontrolled Violation Printout is an image of an input transaction, rejected during processing, due to invalid data or condition and established in the DIC Routing Table as Output Option Code 3.

(2) The correcting organizational element will identify the DIC and VRC of the transaction printout to the applicable E appendix for processing instructions.

(3) To correct and/or reenter the transaction, the correcting organizational element will annotate the correct data elements on the printout, identified by position, in the format of the applicable document.

(4) Data Entry Clerk will receive the annotated Uncontrolled Violation Printout and will key in a new transaction from the corrected data for reentry.

c. SIGNATURE/APPROVAL REQUIREMENT

As required by the applicable E appendix.

d. DISTRIBUTION OF THE UNCONTROLLED VIOLATION LISTING

The completed listing will be routed by the correcting organizational element, through Data Entry facilities, for computer input.

5. PROCEDURES/INSTRUCTIONS FOR PROCESSING RESPONSE TO OR RETURNED FORM

Not applicable.

6. DISPOSITION OF LISTING AFTER FINAL ACTION

The completed Uncontrolled Violation Printout will be destroyed subsequent to the reentry action. If a need to maintain a copy of appendix F-117 exists within DSO, a copy will be made prior to releasing the original for computer input.

7. FLOW CHART

Flow chart not required.