



POLICY CHANGE ALERT #15-018F

TITLE: UNTIMELY REASON CODE AUTHORIZATIONS

ISSUE DATE: 06/05/2015

EFFECTIVE DATE: EFFECTIVE IMMEDIATELY

Summary

Programs Impacted: NA and CA

This Policy Change Alert is being issued to inform staff that it is no longer required to complete the Untimely Reason Code Authorization (FAA-1247A) form. Staff must continue to ensure the correct Untimely Reason Code is keyed and the case file is documented when the case is untimely due to either of the following:

- FAA caused delays
- Participant caused delays

Supervisor approval is no longer required authorizing the use of the appropriate Untimely Reason Code. In some situations, the code is generated by AZTECS. In those situations, the correct Untimely Reason Code is auto populated and is not to be changed.

For more information see FAA1.009 of the FAA Policy Manual, (Index: Untimely reason codes).

Revision Details

The FAA Policy Manual will be updated to include the information in this Policy Change Alert during one of the next bimonthly revisions. Until then, an alert will be placed in each revised section with a link to this document as a reminder of the policy change.

POLICY REFERENCE: FAA1.009 - UNTIMELY REASON CODES - OVERVIEW

When an application is not processed by the processing deadline, an Untimely Reason Code must be keyed on AFED, FSAD, FSED, MADA, or STAA. (See [AZTECS Monthly Production Schedule \(AMPS\)](#) for processing time frames)

The Untimely Reason Code is keyed by the EI; however, in some situations, the code is generated by AZTECS. In those situations, the EI CANNOT key a code.

Policy and procedures regarding the use of the Untimely Reason Codes are outlined as follows:

- FAA Caused Delays:
[All Programs \(SC, EP\)](#)
[AZTECS Generated - All Programs \(NT\)](#)



POLICY CHANGE ALERT #15-018F

- Participant Caused Delays:
[All Programs \(CR, CV\)](#)
[AZTECS Generated - All Programs \(CF\)](#)
- Good Cause Code:
[All Programs \(UC\)](#)
[No Issuance \(NI\)](#)

Please contact the FAA Policy Support Team by phone at **(602) 774-5523** or by e-mail at **FAAPolicyMgmt@azdes.gov** with any questions or concerns regarding this broadcast.

Please consider the environment before printing this broadcast.

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