

09 **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.

WARNING

Before keying an Untimely Reason Code on AFED, FSAD, FSED, MADA, or STAA, obtain approval from a supervisor or designated staff. Complete Section A of the Untimely Reason Code Authorization (FAA-1247A) form and submit the form to the supervisor or designated staff for approval. The supervisor or designated staff must complete Section B of the FAA-1247A authorizing the use of the appropriate Untimely Reason Code.

Place the completed FAA-1247A in the [case file\(g\)](#), with the application. The supervisor MUST retain a copy of the FAA-1247A for a period of not less than 90 days.

Completion of this form is mandatory for all offices.

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 \(NT\)](#)
 - [AZTECS Generated - MA \(RA\)](#)
- Participant Caused Delays:
 - [All Programs \(CR, CV\)](#)
 - [NA Only \(WR\)](#)
 - [GA and MA Only \(GV\)](#)
 - [MD Only \(SP\)](#)
 - [AZTECS Generated - All Programs \(CF\)](#)

- Good Cause Code:
 - [All Programs \(UC\)](#)
 - [No Issuance \(NI\)](#)

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