

.07 Drug Conviction Case Closure/Denial Procedures

REVISION 22
(10/01/12 - 12/31/12)

CA or NA cases must be closed or denied when either of the following occurs:

- The only participant in the budgetary unit has a verified disqualifying felony drug conviction. [Research and Analysis](#) (R&A) approval is required prior to closing or denying the CA or NA case. (See [Drug Conviction Disqualification](#))
- The participant fails to respond to a request for verification of a drug felony. R&A approval is NOT required prior to denial closure of the case.

To close or deny CA or NA complete the following:

- Close or deny the case for the first month possible allowing for NOAA.
- Key FD in the DENIAL CLOSURE REASON field on AFED or FSED.
- Send the appropriate notice to inform the PI of the case closure or denial.
- Document CADO or the CADO Extension Form (CEF) with the outcome of ALL actions taken.