

## **.02 DCSE Noncompliance Notification**

When a CA participant does not comply with DCSE, DCSE notifies FAA by sending the [DCSE Sanction FAA Outlook E-Form](#).

The E-Form is completed by DCSE and e-mailed to specific FAA local office staff designated for the noncompliance notification process. Designated FAA staff includes the Local Office Manager, the Primary Sanction Worker, and the backup Sanction Worker.

When the E-Form is received in the FAA local office, it is assigned in ACTS with a three [workday\(g\)](#) due date, to the primary Sanction Worker or the backup Sanction Worker.

(See [ACTS Change Type Codes](#) and [Imposing a New CA Sanction](#))

The DCSE Sanction FAA Outlook E-Form is available in the [Organizational Forms Library](#). (See [Outlook E-Forms](#))