

## **.02 QC District X - Procedures**

To request that an error be charged to District X, send an e-mail or interoffice memo to BOTH the Program Administrator and the Policy Support Team (PST) manager. (See [PST](#) for e-mail address)

When a District X is initiated by the PST, the local office and Program Administrator are notified via e-mail.

When a request for District X is received, the following representatives meet with the Program Administrator and clarify details of the situation as needed:

- District
- QC
- FAA Policy Support Team
- FAA Systems (as needed)

The Program Administrator and the Field Operations Manager review the circumstances when the error is cited as an agency payment error or an FS invalid denial or closure.

The final ruling on District X is issued by a memo from the Program Administrator.