

documentation submitted with the application.

Any applications with missing documentation, incomplete forms, or other errors are checked and/or verified by phone or by mail. If necessary, applications are held until missing information is supplied.

Any questionable applications are forwarded to a Senior Examiner for further checking. Senior Examiners may make judgement calls or use their discretion in approving applications, or may forward more sensitive ones to Adjudicators for further attention.

Adjudicators handle more "delicate" cases (such as those where there might be a question of child custody) and eventually approve or reject the application.

Applications that are routed through error processing, Sr. Examiners or Adjudicators and are eventually approved are returned to Examination for continued processing. After Examination is complete, applications are forwarded to Keyboard Ops.

Keyboard Ops (11.5 PYs)

All passport data is entered onto the M.R.P. (Machine Readable Passport) system and is stored on a floppy disk. (Note that data is NOT taken from the W.I.P. system - it is manually re-entered.) The W.I.P. file is updated with new location/status information. The Master Index is checked for duplicate passport issues and other inconsistencies. If no alerts are detected, the Master Index is updated with the new passport information. A final P.C.L. check is performed here (to catch errors in data that may have been mistyped in earlier stages, or to catch errors in regional or mission issued passports - see following para.) P.C.L. alerts are checked to ensure that the application has been stamped as approved, if not, the file is referred back to Security or Adjudication (depending on the type of alert). Master Index alerts are first checked by an analyst to determine if it is a true duplication - duplicates are re-routed to Security. If no alerts were