

DEPARTMENT OF THE NAVY
PRELIMINARY REPORT OF VIOLATION
ADMINISTRATIVE CONTROL OF APPROPRIATION REGULATIONS
(REPORT CONTROL SYMBOL DD-COMP(AR)170) (FY/___)

1. **Authorization Identification**
Include specific appropriation, eg. OPN FY 1987, Treasury symbol and subhead
2. **Authority Document**
What type of document was the obligation authority transmitted on? Include identifying information such as the date and appropriate document symbols.
3. **Authorization Grantor**
List the official name, title, beginning and ending of tenure, and the official business address for the grantor.
4. **Authorization Holder**
List the official name, title, beginning and ending of tenure, and the official business address for the authorization holder.
5. **Detection of Violation**
Explain how the violation was detected to include specific dates, documents, or other supporting information and/or circumstances.
6. **Financial Data**
Type of violation : 31 USC 1517(a), 1341, etc. (see FMR, Vol. 14, Chapter 2, Encl. 2-1)
Total funds authorized:
Charges in excess of authorization:
7. **Statement of Circumstances**
A complete and concise statement of the circumstance which lead to the violation is required. (See FMR, Vol. 14, Chapter 7, page 7-1-3).
8. **Signature, Title, and Command of the Appointed Investigators**
Each report must be signed and dated by the assigned ADA investigators. Identification of the investigator's permanent command and a current telephone number is required.
9. **Attach Supporting Documentation**
Documentation supporting the conclusion of the ADA team should be cataloged and submitted with the report. Such documents may include statements of witnesses, invoices, obligations documents, accounting records, contracts, funding documents, etc.