

.04 Pre-hearing Summary (FA 502)

REVISION 41
(04/01/16 - 05/31/16)

The Pre-hearing Summary (FA-502) form must be typewritten and contain the following information:

- The date of the hearing request. (See [Hearing Request Time Limits](#) regarding the date of the request)
- The appellant's name, Social Security Number, and case name when different.
- AZTECS case number.
- Program being appealed.
- Whether participation of the following was requested:
OSI
[AFPU](#)
- A brief summary supporting FAA's action on the appealed issue.
- FAA Policy Manual references and policy clarifications related to the determination.
- Legal references in the decision notice.
- The date the FAA pre-hearing conference was conducted.