

## D Appeals Specialist Responsibilities

**REVISION 46**

(01/01/18 - 12/31/18)

The appeals specialist responsibilities include, but are not limited to, the following:

- Review of the [case file\(g\)](#).
- Attempt to complete a pre-hearing conference.
- Identify any issue that needs to be resolved prior to the hearing.

When the appeals specialist identifies issues that need resolution prior to the hearing, the specialist attempts to resolve the issues.

Upon resolution of the issue, the appeals specialist completes the Request to Vacate and Remand (FAA-1389A) form and sends to the Appellate Services Administration (ASA), Office of Appeals.

### **WARNING**

Do not correct the case until a response to vacate and remand is received from the Office of Appeals. The response confirms that the matter was vacated and remanded back to the department for correction.

The following policies outline additional Appeals Specialist Responsibilities:

- [Official Pre-hearing Conference](#)
- [Pre-hearing Conference Follow-up](#)
- [Hearing Decision Implementation](#)
- [Preparing and Submitting a Petition to Review](#)