

.04 Local Office Hearing Request Procedures - Conducting the Pre-hearing Conference

A pre-hearing conference is an informal meeting at the local or region office level. The conference is used to review and explain to the appellant the policy used to justify FAA's eligibility determination.

The conference is an optional procedure for the budgetary unit. It is not a requirement that the appellant appear for the conference.

One of the following FAA staff must conduct the pre-hearing conference:

- Office Manager
- Supervisor
- Appropriate region fair hearing specialist in Maricopa county

NOTE The EI responsible for the action, or a designee of the office manager, may attend. When the fair hearing is a result of an OSI investigation, FAA must request the OSI investigator attend the pre-hearing conference.