

.15 Hearing Decision Implementation - Preparing and Submitting a Petition to Review

When there is disagreement with the [Office of Appeals](#) hearing decision, both the appellant and local offices have the right to appeal the decision.

When the local office is in disagreement, a [Petition to Review](#) must be submitted to the Office of Appeals.

NA EXCEPTION

FAA cannot appeal hearing decisions per federal regulations.

Local offices must notify the appropriate region office contact person verbally or via e-mail within one [workday\(g\)](#) from receipt of the hearing decision notice.

Region office notification must contain the following information:

- The PI's name and SSN
- AZTECS case number
- The appeal number
- The mail date shown on the hearing decision
- A brief explanation why the decision should be reviewed by the Appeals Board

WARNING

DO NOT take negative action on the budgetary unit's benefits while an Appeals Board decision is pending. (See [Adjusting Benefits](#))

Each region office is responsible for assigning a contact person to handle [Appeals Board](#) issues in a timely manner.

Region offices must notify the [Policy Support Team](#) (PST) via e-mail by close of business the SAME day the request is received from the local office.

The region office must follow-up the e-mail with a phone call to the PST, to indicate a request has been sent via e-mail.

No further action is required by the local or region offices unless notified by the PST manager.

Upon request, prepare and send the following information to the PST Manager:

- A copy of the original hearing request and [Pre-hearing Summary \(FA-502\)](#).
- Copies of supporting documents related to the original hearing request.
- Written explanation as to why the Hearing Officer's decision should be reviewed by the Appeals Board. Include FAA Policy Manual references and any other evidence to support the explanation.

NOTE Forward the information within THREE calendar days, to the PST Manager, ATTN: Appeals Board Request.