

.01 Pre-hearing Conference

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

A pre-hearing conference is an informal meeting at the local or Appeals Processing Unit (APU) 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.

The Appeals Processing Unit (APU) completes the pre-hearing conference. One of the following FAA staff may also conduct the pre-hearing conference:

- Appeals Specialist
- Office Manager
- Supervisor

Complete the following within seven days from receipt of the hearing request:

- Send a Pre-Hearing Conference (C834) notice to notify the appellant of the opportunity to have a Pre-hearing conference prior to the hearing.

NOTE The conference may be conducted by telephone. An informal conference may be scheduled at the appellant's request, even when a formal hearing request has not been filed. When this occurs, document the case file.

- Document the [case file\(g\)](#) when a pre-hearing conference is held.

NA EXCEPTION

Conduct the pre-hearing conference within TWO [workdays\(g\)](#) when the hearing request is for denial of expedited service, unless the PI is not in agreement or wants to schedule it for later.