

.01 Pre-hearing Conference

REVISION 47
(01/01/19 - 12/31/19)

A pre-hearing conference is an informal meeting at the FAA office or the 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 following FAA staff may conduct the pre-hearing conference:

- Appeals Specialist
- Overpayment Specialist
- Office Manager
- Supervisor

APU or the Overpayment (OP) Unit completes 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.

- Documents the [case file\(g\)](#) with the date and the outcome of a pre hearing conference 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 appellant is not in agreement or wants to schedule it for a later date.