

## **.07 Office of Appeals Responsibilities - Hearing Record**

Hearing records consist of the following information:

- Verbatim transcripts or recording of testimony and exhibits
- All records and requests filed in the proceedings
- A summary of the facts of the case
- Specific reasons for the decision, identifying supporting evidence and pertinent regulations and policies

NOTE Hearing records are made available for public inspection and copying, subject to [disclosure safeguards](#).

The Office of Appeals notifies the appellant of the hearing decision. A copy of the notification is sent to the Policy Support Team (PST). The PST reviews the notification and forwards the notification to the appropriate local office. Notification includes the following:

- All information listed in [Hearing Decision](#).
- The effect the decision has on the budgetary unit's benefit level, including the effective date of any action to be taken.
- Notice of right to file a Petition to Review within 15 calendar days following the date the decision is mailed.

When notified of a decision and the Appeals Board notification is not available, request a copy of the notification from the [PST](#) by e-mail.

Hearing decision notices may indicate the following hearing results:

- [AFFIRM](#) The decision found FAA's determination of benefits was correct.
- [REVERSE](#) The decision found FAA's determination of benefits was incorrect.
- [REMAND](#) The decision is to return the case and all documents to the local office for specific corrections.
- [DISMISSAL](#) The decision is to dismiss or deny the hearing due to the following:

The appellant (or representative) failed to, or did not establish good cause for nonappearance at the hearing.

The appellant did not request, or provide good cause for not requesting, the hearing in a timely manner.