

.16 Hearing Decision Implementation - Policy Support Team Actions

The [Policy Support Team](#) (PST) Manager is responsible for designating a staff person to review all region office requests for [Petition to Review](#). That designated staff completes the following:

- Determines whether a copy of the hearing officer's decision has been received in the central office.

NOTE When a copy has not been received, the appropriate local office is notified and applicable information and documentation is requested. (See [Local and Region Office Procedures](#))

- Prepares and submits a packet for the Program Administrator with an explanation as to why the decision should be appealed.
- Prepares and submits a request to the Attorney General's office when the Program Administrator agrees with the recommendation. The hearing packet must be submitted to the Attorney General's office within ten calendar days of the original Appeals Board decision.
- When the Attorney General's office is in agreement with FAA, the Attorney General's office submits the request for review to the Appeals Board.