

# e- Appeal Guide for Agency Users



October 13, 2023

## **INTRODUCTION**

This “e-Appeal Guide for Agency Users” provides information for agency users (Agency Representatives and Agency Legal Support) who have already: (1) been preregistered in e-Appeal by the Initial Contact/Superuser for their Work Unit; and (2) completed their individual registration in e-Appeal, as set forth in the Account Registration Guide that is separately posted on the [MSPB e-Appeal Information Hub](#). If you have not been preregistered, please contact the Initial Contact/Superuser for your Work Unit. If you have been preregistered by the Initial Contact/Superuser for your Work Unit but have not yet completed your individual registration, please see the Account Registration Guide for information on how to complete it.


## **VIEWING NEW APPEALS**

This section applies to the Initial Contact for the Work Unit. When a new MSPB appeal is filed, the Initial Contact for the Work Unit will receive an email notification of the appeal at the time MSPB issues an acknowledgment order in the appeal. The Initial Contact may wish to use Outlook rules to forward email notifications of new appeals to other agency users in the Work Unit. Additionally, after an appeal has been docketed by MSPB, it will appear in the “My Work Unit Cases” queue, which is available to the Initial Contact and all Superusers. As described in the section for Superusers, “Managing Appeals in the Work Unit,” the Initial Contact and Superusers can view the documents in all cases in the Work Unit.

## VIEWING YOUR CASES

### Agency Representatives

If you are an agency user in the role of “Agency Representative,” your dashboard includes your agency representative profile information and the “My Assigned Cases” queue. The “My Assigned Cases” queue displays: (1) Cases in which you are already an active designated representative; and (2) Cases in which you have accepted an invitation from a Superuser in your Work Unit or a current active agency representative on the case, but you have not yet filed a designation of representative pleading. For your designation to be effective in a case, you must file a designation of representative pleading. As a designated agency representative, you will receive email notifications of Board issuances and party pleadings in any of your assigned cases. \*



[Contact MSPB](#)

**Welcome to the MSPB e-Appeal System**

[Edit Profile](#)

**Agency Representative Profile**

John Jones

<b>Address</b>	<b>Phone Type</b>	<b>Service Method</b>
100 Washington Navy Yard	Work	E-filer
<b>City</b>	<b>Phone Number</b>	<b>Election Date</b>
Washington	1112223333	Election date
<b>Zip Code</b>	<b>Country</b>	<b>Email Address</b>
20001	United States of America	John.Paul.Jones_Navy@yopmail.cor Yes

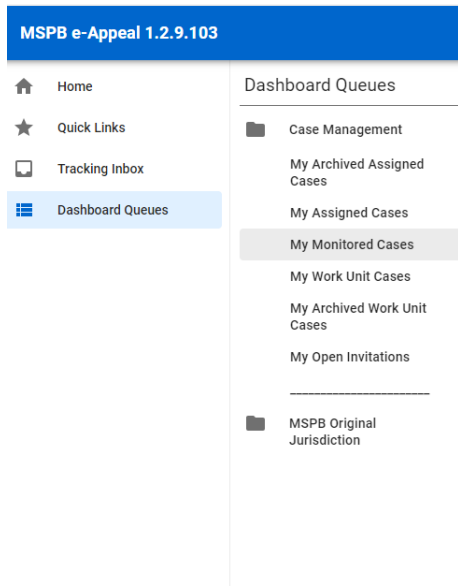
**My Assigned Cases**

Docket No.	Appellant	Agency	Current Agency Representative	Status
<a href="#">DA-0752-23-0057-I-1</a>	Yates, Marianne	Department of the Navy	Jones, John	Regional Pending
<a href="#">DA-315H-23-0056-I-1</a>	Grant, Alan	Department of the Navy	Miller, Doris; Jones, John	Regional Pending
<a href="#">DA-3330-23-0058-I-1</a>	Marsden, Kyra	Department of the Navy	Jones, John; Perry, Matthew	PFR Pending

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\* All docket numbers and party names are fictional data.

As described below, you may also be designated as a support team member by other agency representatives. If you are so designated, cases for the other agency representatives you support will appear in your Dashboard Queues in “My Monitored Cases.”



## Agency Legal Support

If you are an agency user in the role of “Agency Legal Support,” you may be designated as a support team member for one or more agency representatives in your Work Unit. Any cases assigned to an agency representative whom you support will appear in the “My Monitored Cases” queue on your dashboard. (For example, if you have been designated as legal support for the agency representatives Jane Doe and John Smith in your Work Unit, cases actively assigned to Jane Doe and John Smith will appear in your “My Monitored Cases” queue.) See the next section for more information on the support team.

### My Monitored Cases

Docket No.	Appellant	Agency	Current Agency Representative	Assigned MSPB Office	Status
<a href="#">DA-0432-24-0006-I-1</a>	Blanchard, Kamil	Department of Labor	Macias, Cody	Dallas Regional Office	Regional Pending
<a href="#">DA-0752-24-0005-I-1</a>	Blanchard, Kamil	Department of Labor	Macias, Cody	Dallas Regional Office	Regional Pending

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## **SUPPORT TEAM**

### **What Is a Support Team?**

An agency representative can authorize up to five members of their Work Unit as a “support team” to assist in monitoring their assigned cases. Support team members can be other Agency Representative users or Agency Legal Support users. Support team members have access to a “My Monitored Cases” queue, as shown above, where they can view the case record and file pleadings on behalf of a designated agency representative that they support. At the time an agency user is added to an agency representative’s support team, they will receive an email from e-Appeal informing them of the designation to the team. At this time, support team members will not receive email notifications from e-Appeal notifying of MSPB issuances or party pleadings in a monitored case. Accordingly, support team members may wish to actively monitor cases in the “My Monitored Cases” queue, regularly checking the case records for MSPB issuances and pleadings filed by other parties, or the designated representative may use Outlook rules to forward email notifications to their support team members.

### **Agency Representative: Setting Up Your Support Team**

As noted above, an agency representative can authorize up to five members of the Work Unit as a “Support Team” to assist in monitoring their assigned cases. To set up your Support Team:

1. Navigate to “Quick Links” on your Dashboard and select “My Profile.”
2. Select the tab “My Support Team.”

3. Any members of your Work Unit who are already designated as your Support Team appear in a listing. Select “Edit” to add or remove users.

Home

My Profile **My Support Team**

### My Selected Support Team Edit

Name	System Role	Email	User Info
Dewey, George (George.Dewey_Navy)	Agency Legal Support	George.Dewey_Navy@yopmail.com	<a href="#">View</a>
Farragut, David (David.Farragut_Navy)	Agency Legal Support	David.Farragut_Navy@yopmail.com	<a href="#">View</a>

Showing 1 to 2 of 2 entries

4. Add a checkmark next to the names of users that you wish to designate as part of your Support Team. Only agency users who are already registered as part of your Work Unit will be available options to add to your Support Team.

### Edit My Selected Support Team

<input type="checkbox"/>	Name	System Role	Email	User Info
<input type="checkbox"/>	Jones, John (John.Paul.Jones_Navy)	Agency Representative	John.Paul.Jones_Navy@yopmail.com	<a href="#">View</a>
<input checked="" type="checkbox"/>	Dewey, George (George.Dewey_Navy)	Agency Legal Support	George.Dewey_Navy@yopmail.com	<a href="#">View</a>
<input type="checkbox"/>	Perry, Matthew (Matthew.Perry_Navy)	Agency Representative	Matthew.Perry_Navy@yopmail.com	<a href="#">View</a>
<input checked="" type="checkbox"/>	Farragut, David (David.Farragut_Navy)	Agency Legal Support	David.Farragut_Navy@yopmail.com	<a href="#">View</a>
<input type="checkbox"/>	Nimitz, Chester (Chester.Nimitz_Navy)	Agency Representative	Chester.Nimitz_Navy@yopmail.com	<a href="#">View</a>
<input type="checkbox"/>	Chambers, Lawrence (Lawrence.Chamber_Navy)	Agency Legal Support	Lawrence.Chambers_Navy@yopmail.com	<a href="#">View</a>

Showing 1 to 6 of 6 entries

Cancel

Save

5. Select “Save.”
6. Your assigned cases will now appear in the “My Monitored Cases” queue for the Support Team members you designated. Your support team members will receive an email from e-Appeal at the time you add them to your Support Team. However, you should ensure that you separately communicate the designation to your Support Team members.

### Support Team Member: Filing a Pleading on Behalf of a Designated Agency Representative

A Support Team member can file a pleading on behalf of the designated agency representative in a case:

1. Navigate to the case in your “My Monitored Cases” queue in which you wish to file a pleading on behalf of the designated agency representative.
2. Select the tab “Pleadings.”
3. On the drop-down menu, select “New Pleading.”
4. Review the text and select “Next.”
5. On the page “Pleading Information,” select “Yes” when asked if you are conducting this action on behalf of someone else.
6. When asked on behalf of whom are you conducting this action, on the drop-down menu, select the name of the relevant agency representative.

#### Pleading Information

Are you conducting this action on behalf of someone else? \*

Yes  No

On behalf of whom are you conducting this action? \*

Perry, Matthew (Matthew.Perry\_Navy)

\* Indicates required field.

Delete
Previous
Save and Exit
Next

7. Select the pleading type on the next drop-down menu. Continue to navigate through the pleading and submit the pleading.

For more information on the general steps to submit a pleading, please refer to the General User Guide posted on the [MSPB e-Appeal Information Hub](#).

## **SUPERUSERS**

Each Work Unit can have up to five “Superusers” in addition to the Initial Contact. The Initial Contact for the Work Unit, who is automatically a Superuser, determines who is designated as a Superuser in the Work Unit (both agency representatives and legal support can be designated as a Superuser). Superusers can manage Work Unit users, manage all appeals pending in the Work Unit, and invite agency representatives to designate themselves on cases in the Work Unit.

### **Managing Users in the Work Unit**

Superusers can add/deactivate/edit agency users in the Work Unit. Superusers are responsible for deactivating agency users in their Work Unit when their need for access to e-Appeal ceases (such as when a user departs the agency or moves to a different Work Unit). To edit agency users in the Work Unit:

1. Navigate to the “Tracking Inbox” and select “Agency.”
2. Select the appropriate Work Unit on the listing.
3. Select the tab “Agency Users.”

4. This page displays active agency representatives and legal support for the Work Unit. Representatives and legal support can be added by selecting “Add Representative” or “Add Legal Support.”

Agency **Agency Users** Locations

**Agency Users** [View All](#)

**Active Agency Representatives** [Add Representative](#)

Name	Email	Initial Contact	Super User	Active	Registered	
Chester Nimitz	Chester.Nimitz_Navy@yopmail.com	No	No	Yes	Yes	<a href="#">View</a>
Doris Miller	Doris.Miller_Navy@yopmail.com	No	No	Yes	Yes	<a href="#">View</a>
John Paul Jones	John.Paul.Jones_Navy@yopmail.com	Yes	Yes	Yes	Yes	<a href="#">View</a>
Matthew Perry	Matthew.Perry_Navy@yopmail.com	No	No	Yes	Yes	<a href="#">View</a>

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**Active Legal Support** [Add Legal Support](#)

Name	Email	Initial Contact	Super User	Active	Registered	
David Farragut	David.Farragut_Navy@yopmail.com	No	No	Yes	Yes	<a href="#">View</a>
George Dewey	George.Dewey_Navy@yopmail.com	No	Yes	Yes	Yes	<a href="#">View</a>
Lawrence Chambers	Lawrence.Chambers_Navy@yopmail.com	No	No	Yes	Yes	<a href="#">View</a>

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Superusers can deactivate agency users in the Work Unit in the Agency Users tab by selecting “View” next to their name, selecting “No” for Active, and selecting “Save.”

### Managing Appeals in the Work Unit

Superusers have access to the “My Work Unit Cases” queue where they can view all appeals pending for their Work Unit. Cases appear in this queue after an appeal has been docketed by MSPB; the agency representative designated as the Initial Contact for the Work Unit will also receive email notification of an appeal at the time MSPB issues



an acknowledgment order in the appeal. Superusers can also view the documents in all cases in the Work Unit.

#### My Work Unit Cases

Docket No.	Appellant	Agency	Assigned MSPB Office	Status
<a href="#">DA-0353-23-0081-I-1</a>	Stafford, Bertha	Department of the Navy	Dallas Regional Office	Regional Pending
<a href="#">DA-0752-23-0054-I-1</a>	Bell-ATRO, Meera	Department of the Navy	Dallas Regional Office	Regional Pending
<a href="#">DA-0752-23-0057-I-1</a>	Yates, Marianne	Department of the Navy	Dallas Regional Office	Regional Pending
<a href="#">DA-0752-23-0061-X-1</a>	Day, Test	Department of the Navy	MSPB Headquarters	Regional Pending
<a href="#">DA-0752-23-0065-I-1</a>	Smith, Jane	Department of the Navy	Dallas Regional Office	Regional Pending
<a href="#">DA-0752-23-0069-I-1</a>	Swift, Taylor	Department of the Navy	Dallas Regional Office	Regional Pending
<a href="#">DA-0752-23-0072-X-1</a>	Harper, Bryce	Department of the Navy	MSPB Headquarters	Regional Pending
<a href="#">DA-0752-23-0078-X-1</a>	Swift, Taylor	Department of the Navy	MSPB Headquarters	Regional Pending
<a href="#">DA-1221-23-0060-W-1</a>	Bunny, Bugs	Department of the Navy	Dallas Regional Office	Regional Pending
<a href="#">DA-1221-23-0067-A-1</a>	Williams, Tawanda	Department of the Navy	Dallas Regional Office	Regional Pending
<a href="#">DA-1221-23-0070-W-1</a>	Swift, Taylor	Department of the Navy	Dallas Regional Office	Regional Pending
<a href="#">DA-315H-23-0056-X-1</a>	Grant, Alan	Department of the Navy	MSPB Headquarters	Regional Pending

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## Inviting an Agency Representative to a Case

Superusers, including the Initial Contact, and active agency representatives on a case can send invitations to other agency representatives in the Work Unit to designate themselves in particular cases.

To invite another agency representative to a case:

1. Navigate to the case.
2. Select the tab “Case Info.”
3. Select the subtab “Case Users.”
4. Select “Invite Participant.”
5. If you are currently a designated representative in the case, specify whether you wish to withdraw yourself from the case.
6. Select “Invite Representative.”

As the sender of the invitation, this case will appear in your “My Open Invitations” queue with an option to withdraw the invitation. E-Appeal will send an email to the agency representative you invited informing them that a designation invitation awaits. If the representative accepts the

invitation, it will no longer appear in your “My Open Invitations” queue and you will receive an email notifying you that the representative has accepted the invitation.

Appeal **Case Info** Pleadings Case Associations

Marianne Yates v. Department of the Navy

DA-0752-23-0057-I-1

Status	Assigned Office	Assigned
Regional Pending	Dallas Regional Office	Alexander, Joel

Case Info **Case Users**

**Select Participant**

Please select an Agency Representative below to invite to the case.

Role	Name	Email	User Info	Select
Agency Representative	Perry, Matthew (Matthew.Perry_Navy)	Matthew.Perry_Navy@yopmail.com	→	<input type="checkbox"/>
Agency Representative	Miller, Doris (Doris.Miller_Navy)	Doris.Miller_Navy@yopmail.com	→	<input type="checkbox"/>
Agency Representative	Nimitz, Chester (Chester.Nimitz_Navy)	Chester.Nimitz_Navy@yopmail.com	→	<input type="checkbox"/>

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Do you wish to withdraw yourself from this case upon the selected Agency Representative's acceptance of the invitation?

Yes 
  No

Cancel
Invite Representative

**DESIGNATION OF REPRESENTATION**

As explained above, Superusers, including the Initial Contact, and active representatives on a case must use e-Appeal “invitation” functionality to facilitate inviting agency representatives in the Work Unit to designate themselves in particular cases. When an invitation is sent to an agency representative, the receiving representative will receive an email notification of the invitation. Additionally, the invitation will appear in the agency representative’s “My Open Invitations” queue.

**My Open Invitations**   Q

Docket No.	Appellant	Agency	Date Sent	Sender	Recipient	Actions
<a href="#">DA-0752-23-0074-I-1</a>	Harper, Bryce	Navy	2023-09-25	Jones, John	Miller, Doris	<a href="#">Accept</a> <a href="#">Decline</a>

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### Accepting an Invitation in e-Appeal

1. In the “My Open Invitations” queue, select “Accept the Invitation.”
2. A prompt will appear indicating that if the invitation is accepted, the representative must file an Agency Representative Addition pleading.

Accept Invitation
×

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Are you sure you would like to accept this invitation?  
If yes, you must file an Agency Representative Addition pleading on this appeal to notify all parties.

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3. Select “Yes.” When “Yes” is selected, e-Appeal automatically generates a draft Agency Representative Addition Pleading for the case on the Pleading Listing.
4. The case is automatically removed from the agency representative’s “My Open Invitations” queue upon acceptance of the invitation.

### Filing a Designation of Representative in a Case

1. Navigate to the case in which you are filing the designation.
2. Select the tab “Pleadings.”
3. As referenced above, a draft pleading has been automatically generated and is available for your completion on the Pleading Listing, titled, “Agency Representative Addition.”
4. Finish submitting your designation. This pleading provides notice to the parties and MSPB of the designation and is included in the case record. For your designation to be effective in a case, you must complete this step to file a designation of representative. You will not be permitted to file any other pleading in the matter until you complete and submit the generated Agency Representative Addition pleading.

box / Appeal (DA-0752-23-0074-I-1) / Pleading Listing

Case Info **Pleadings** Case Associations

**Bryce Harper v. Department of the Navy**

DA-0752-23-0074-I-1

Status	Assigned Office	Assigned
Regional Pending	Dallas Regional Office	Alexander, Joel

**Pleading Listing** New

Pleading Type	Pleading Title	Submission Date	Status	Action
Agency Rep Addition	Agency Representative Addition		Pleading Draft	→

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## **HOW TO SUBMIT AN AGENCY FILE**

To submit an agency file:

1. Navigate to the case in which you wish to file the agency file.
2. Select the tab “Pleadings.”
3. On the drop-down menu, select “New Pleading.”
4. Review the text and select “Next.”
5. For Pleading Type, select the option on the drop-down menu for “Other Pleading.”  
Select “Next.”
6. When prompted to enter a brief title for your pleading, enter the title “Agency File.”
7. When prompted to enter the text online or to upload a file containing the pleading, select the option on the drop-down menu for “Upload.”
8. Upload the agency file document. For questions regarding the requirements for agency files and/or pleadings with three or more attachments, review the acknowledgment order issued in the case and the Board’s regulations.
9. Continue to navigate through the pleading and submit the pleading.

**ARCHIVED CASES**

Your Dashboard Queues will include “My Archived Assigned Cases” and, if you are a Superuser, will also include “My Archived Work Unit Cases.” These are cases that were assigned to you or your Work Unit that have been closed for over 180 days. E-Appeal automatically moves cases that have been closed for 180 days to the “My Archived Assigned Cases” queue and the “My Archived Work Unit Cases” queue.