



# Merit Systems Protection Board

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## **MSPB POSTS FILL-IN APPEAL FORMS ON WEBSITE**

The Merit Systems Protection Board (MSPB or the Board) has posted on its website new versions of the MSPB Appeal Form and Petition for Review Form that allow customers to complete those forms using their personal computers. The Appeal Form is provided by the MSPB as a convenient means for appellants to provide the information that MSPB administrative judges need to process appeals of agency personnel actions and other matters. The Petition for Review Form may be used by either party to an appeal to ask the three-member Board to review an initial decision of an administrative judge.

The new forms on the MSPB website are “fill-in” versions of the two paper forms. Each form is available in both PDF and HTML versions. While the forms can be filled in on a personal computer, they cannot be submitted to the MSPB electronically at this time. Instead, a completed Appeal Form must be saved to the personal computer, printed, signed, and filed in duplicate with the appropriate MSPB regional or field office. A completed Petition for Review Form must be saved, printed, signed, and filed with the Clerk of the Board at MSPB headquarters, and a copy must be served on the other party. Filing and service must be accomplished by one of the methods permitted under the Board’s regulations—regular mail, facsimile, commercial overnight delivery, or personal delivery.

“Making these new fill-in forms available on-line will allow our customers to take advantage of the technology that so many of them have now to create and save electronic versions of their appeals and petitions for review,” said MSPB Chairman Beth S. Slavet. “It also represents one step toward our goal of allowing electronic filing of MSPB appeals and other case documents. We fully expect to be able to offer electronic filing by October 2003, as required by the Government Paperwork Elimination Act.”

The new fill-in forms can be found on the MSPB website, [www.mspb.gov](http://www.mspb.gov), under “Forms and Publications.” Any problems encountered with the forms should be reported to the Office of the Clerk of the Board by sending e-mail to [mspb@mspb.gov](mailto:mspb@mspb.gov). Customers who prefer to complete the form manually may simply print it from the website and fill it in by hand or by typewriter.

The MSPB is an independent, quasi-judicial agency with responsibility for deciding Federal employee appeals from personnel actions taken against them, protecting the integrity of the civil service and other Federal merit systems, and conducting studies of the civil service and other merit systems in the Executive Branch.