

U.S. Merit Systems Protection Board Shield

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October 15, 2001

NEW MSPB VIDEO PROVIDES GUIDE TO APPEALS PROCESS

A new video released by the Merit Systems Protection Board (MSPB or the Board), provides parties to MSPB appeals with a useful guide to the Board's procedures for hearing and deciding appeals. The video, titled "Introduction to Federal Employee Appeals with the Merit Systems Protection Board," is available on videotape in VHS format and on a CD-ROM that includes electronic video files in both Windows and Mac formats.

"This video is a major addition to the public information materials that the MSPB provides to its customers," said Board Chairman Beth S. Slavet. "The half-hour video format enables us to explain MSPB appeals procedures in greater depth than is practical in the print publications we have made available for many years."

The professionally produced video, which features MSPB employees as actors and narrators, covers the following subjects:

- Filing an appeal with the MSPB;
- Issuance of an Acknowledgement Order after an appeal is filed;
- Discovery procedures (i.e., the exchange of information between the parties);
- Pre-hearing submissions by the parties;
- The pre-hearing conference;
- The hearing; and
- Issuance of an initial decision and further appeal rights.

The video is available for viewing at the MSPB Headquarters Library, 1615 M Street, NW,

Washington, DC, or in any of the ten MSPB regional and field offices. Addresses of the regional and field offices are on the MSPB website, www.mspb.gov.

Individuals may request a free copy of the VHS videotape or CD-ROM by writing to the Clerk of the Board, Merit Systems Protection Board, 1615 M Street, NW, Washington, DC 20419; by calling the Clerk at 202-653-7200; by FAX to 202-653-7130; or by e-mail to mspb@mspb.gov. The VHS version is close-captioned; a copy of the video script is provided with it. The CD-ROM version includes the video script as a document file in addition to the Windows and Mac video files. Because supplies are limited, there is a limit of one free copy of either the videotape or CD-ROM per customer.

Agencies or organizations that wish to order supplies of the video may place orders directly with the contractor: Creative Video of Washington, Inc. 200 North Glebe Road, Arlington, VA 22203. Telephone 703-524-1820, or send e-mail to kw@creativevideo.com. The costs for the VHS tape, based on the number of copies ordered, are: 1 copy - \$17.00; 2-5 copies - \$13.75 each; 6-15 copies - \$10 each; and 16-25 copies - \$8.75 each. The costs for the CD-ROM are: 1 copy - \$25.00; 2-5 copies - \$20.00 each; 6-15 copies - \$15.00 each; and 16-25 copies - \$12.00 each. Applicable taxes and shipping costs will be added. Creative Video accepts VISA, MasterCard, and American Express.

According to the manufacturers, the minimum system requirements to play the video files on the CD-ROM are as follows:

- For the Windows video file, a PC with at least a Pentium 166MHz processor and 32MB of RAM, running Windows 95 or later, at least a 256-color video card, a 16-bit or compatible sound card, speakers, and an application for video playback of .mpg files such as Windows Media Player. (Windows 98 and Windows Media Player version 7.1 are recommended.)
- For the Quicktime movie file, a PowerPC processor-based Macintosh computer with at least 32 MB of RAM, running Mac OS 7.5.5 or later, speakers, and the Quicktime application or equivalent media player that will play .mov files.

Free versions of Windows Media Player, Quicktime, and other media players are downloadable from the manufacturers' websites; follow the manufacturer's recommendations for installation and playback.

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.