

**COMMON REASONS WHY THE BOARD MAY INITIALLY
REJECT AN APPEAL**

In an effort to assist appellants and their representatives to file appeals that comply with the Merit Systems Protection Board's regulations and procedures, we have prepared a list of the most common reasons why appeals are rejected. In order to assure that your appeal is properly filed, you should comply with the requirements of 5 C.F.R. § 1201.24(a) and attempt to avoid these common errors. Doing so will allow the MSPB to begin processing your appeal as soon as it is received.

1. The appellant's appeal is premature because the Board received the appeal prior to the effective date of the action being appealed or prior to the agency issuing a final decision concerning the appellant's performance, conduct, or reduction-in-force status. *5 C.F.R. §1201.22(b)*.
2. The appeal is filed by someone other than the appellant, his or her representative, or a party properly substituted under § 1201.35. *5 C.F.R. §1201.24(a)*.
3. The appeal does not contain the appellant's name, address, and telephone number, and/or does not identify the name and address of the agency that took the action being appealed *5 C.F.R. §1201.24(a)(1)*.
4. The appeal does not contain a description of the agency's action and its effective date. *5 C.F.R. §1201.24(a)(2)*.
5. If the appeal is not electronically filed, it lacks the signature of the appellant or, if the appellant has a representative, of the representative. *5 C.F.R. §1201.24(a)(9)*.
6. If the appeal is not electronically filed, the appellant did not file two copies of the appeal and all attachments with the appropriate Board office. *5 C.F.R. §1201.26(a)*.
7. Pleadings and attachments were not filed on 8.5 by 11-inch paper, and no good cause was provided. *5 C.F.R. §1201.26(c)*.
8. The appellant checked multiple actions being appealed, and indicated only one effective date or no effective date at all for the appealed actions.
9. The appellant filed a stay request but did not submit evidence that the employing agency was served a copy of the request. *5 C.F.R. §1209.8(c)*.