

OPM eFile Instructions

Appellant and Appellant Representatives

Public Burden Statement

The public burden to complete this information collection is estimated at 60 to 120 minutes, with an average of 90 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collected information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Personnel Management, Forms Officer at FormsPRA@opm.gov. Current information regarding this collection of information - including all background materials - can be found at <https://www.reginfo.gov/public/do/PRAMain> by using the search function to enter either the title of the collection or 3206-0282.

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How to File a Suitability Action Appeal

How to File a Suitability Action Appeal

Filing with MSPB is not filing with OPM. Filing with MSPB does not constitute filing with OPM and does not by itself satisfy OPM's filing deadline. You must refile your appeal yourself through OPM eFile; MSPB will not forward or transfer your filing to OPM on your behalf.

Your OPM deadline is not paused. The deadline for filing an appeal with OPM continues to run while a misdirected filing is pending before MSPB.

You must document the MSPB filing date. OPM will not independently verify filings with MSPB. If you rely on an earlier MSPB filing date, you must produce documentation of that date when you submit your appeal through OPM eFile. That date may be relevant to a good cause showing, but it does not by itself make your OPM appeal timely.

All appeals must be filed through OPM eFile. OPM eFile is available at <https://opmefile.opm.gov/>. Submissions by email, mail, fax, or any other means will not be accepted. An appeal is timely only if filed by 11:59 p.m. Eastern Time on the 30th day. See ***Deadline Rules***.

Exemptions from Electronic Filing

What qualifies. A general preference for email or postal mail is **not** good cause. Exemptions are for documented technical barriers or circumstances that make eFile genuinely unavailable:

- A firewall or network restriction that blocks access to the system
- A disability or accommodation that prevents use of the system, including where assistive technology is not compatible
- A verified lack of internet access, or no email account you can use

How and when to request. Contact OPM SuitEA at SuitEAAppeals@opm.gov and explain the specific reason you cannot use eFile. Submit at least 14 calendar days before your filing deadline; if circumstances beyond your control prevent that, submit as early as possible. Requests submitted after the filing deadline has passed will not be approved. OPM decides each request at its sole discretion.

Wait for written authorization. Do not submit through any other channel until OPM authorizes it in writing. A filing sent by another method without OPM's written authorization is not an accepted filing.

Effect on your deadline. Your filing deadline pauses from the date OPM receives a timely exemption request until OPM issues its determination. If OPM grants the exemption, OPM will notify you of the deadline for submitting your paper filing.

Deadline Rules

An appeal must be filed within 30 calendar days. The count starts the day after the triggering date.

For **appointees and employees – 30 calendar days** from the day after the agency effectuates the action.

Applicants served electronically – 30 calendar days from the day after the date on the notice of final action.

Applicants served by mail – 40 calendar days from the day after the notice date (30 plus 10 for mail service).

Example — appointee or employee: The agency effectuates a removal under 5 CFR Part 731 on March 13. The count begins March 14, so the appeal must be filed no later than April 12.

Example — applicant served by mail: The notice of final action is dated March 13. Ten calendar days are added, so the count begins March 24 and the appeal must be filed no later than April 22.

If the last day falls on a Saturday, Sunday, or Federal holiday, the deadline moves to the next business day.

Late Filings

An appeal filed after the 30-day window will be dismissed as untimely. OPM may accept an untimely filing only upon a showing of good cause, committed to OPM's sole and exclusive discretion (5 CFR 731.502, 731.503(g)). You bear the burden.

Good cause requires a two-part showing:

- Circumstances **beyond your control** prevented timely filing; and
- You acted with **reasonable diligence** once the impediment was resolved.

Your request must state: why the filing is late; what prevented timely filing; when the impediment was removed; and why the delay should be excused.

Upload the request as an attachment in eFile with supporting documentation.

Late Filings: Examples and Lapse in Appropriations

Illustrations only — not a checklist. There is no fixed list of qualifying reasons for late filings; each request is judged on the two-part standard.

- Serious illness, hospitalization, or a death in your immediate family during the filing window — supported by records
- You never received the notice of final action, or it went to a wrong address
- You were given incorrect appeal rights or deadline information
- A documented eFile outage prevented timely submission despite diligent attempts

Lapse in appropriations. During a lapse, OPM will not accept new appeals and open appeals are placed in suspended status. When the government reopens, all appeal deadlines extend by the total number of calendar days of the lapse. OPM posts notice of the suspension and recalculated deadlines in eFile.

What to Include in Your Appeal

Your appeal submission must include all of the following:

Required Documents

- Proof of the suitability action — either the removal SF-50 or the agency's final action letter showing the action was taken under 5 CFR 731
- A written statement explaining the reasons for your appeal and why the suitability action should be overturned — this may be submitted on the form or as an attached document
- Your name, address, and email address or phone number — and your representative's, if you have one

If Applicable

- Written documentation designating your representative
- Agency point of contact information, if known

Requirements for Your Appeal to Be Accepted

- **Who is covered.** You must be an applicant, appointee, or employee in the competitive service or career SES. Suitability actions do not apply to contractor or non-appropriated fund positions.
- **Covered Suitability action.** You may appeal only a suitability action taken under 5 CFR part 731 — cancellation of eligibility, removal, cancellation of reinstatement eligibility, or debarment.
- **Timely filing.** File within the deadline that applies to you — timely if e-filed by 11:59 p.m. Eastern Time on the last day. See ***Deadline Rules***.
- **Correct filing method.** Submit through OPM eFile (<https://opmefile.opm.gov/>) unless OPM granted you an e-filing exemption. Request an exemption at least 14 calendar days before your deadline.
- **Required content.** A written appeal stating the basis of your appeal; your contact information (and your representative's, if any); and supporting documentation. An appeal missing a basis statement or appellant contact information may be dismissed.
- **Your burden.** You must show, by a preponderance of the evidence, that your appeal is timely and that OPM has jurisdiction, and must prove any improper-procedure claim. Only then does the agency bear the burden of proving the charges and the propriety of the action.
- **If requirements are not met.** A late appeal is dismissed unless you show good cause. An appeal outside OPM's jurisdiction is also dismissed.

Grounds Your Appeal Must Rest On

Even for a covered suitability action, OPM can reach the merits only if your appeal is grounded correctly.

- **Merits must rest on a suitability factor.** To challenge the merits, your appeal must be grounded in one or more of the suitability factors at 5 CFR 731.202(b). A challenge not based on those factors falls outside OPM's appellate jurisdiction.
- **Procedural grounds alone do not confer jurisdiction.** You may also argue the agency failed to provide the pre-action protections required under 5 CFR part 731, subparts C or D. But the basis for the appeal must still be one of the four appealable suitability actions under 5 CFR 731.101(a).

What You Cannot Appeal Here

- **A determination with no suitability action.** An unfavorable suitability determination that did not result in one of the four suitability actions is not appealable.
- **Non-selection or a pass over.** A non-selection, or cancellation of eligibility for the competitive service based on an objection to an eligible or pass over of a preference eligible under 5 CFR 332.406, is not a suitability action even if it was based on reasons set forth in 5 CFR 731.202.
- **Other actions.** Fitness determinations, security clearance and national security eligibility determinations, credentialing determinations, and adverse actions under 5 CFR part 752 are not appealable under this subpart.
- **Where else to go.** The part 731 process does not preclude filing a complaint, appeal, or other matter within the independent jurisdiction of the Department of Labor's VETS, the MSPB, the EEOC, the FLRA, an Inspector General, or the Office of Special Counsel.

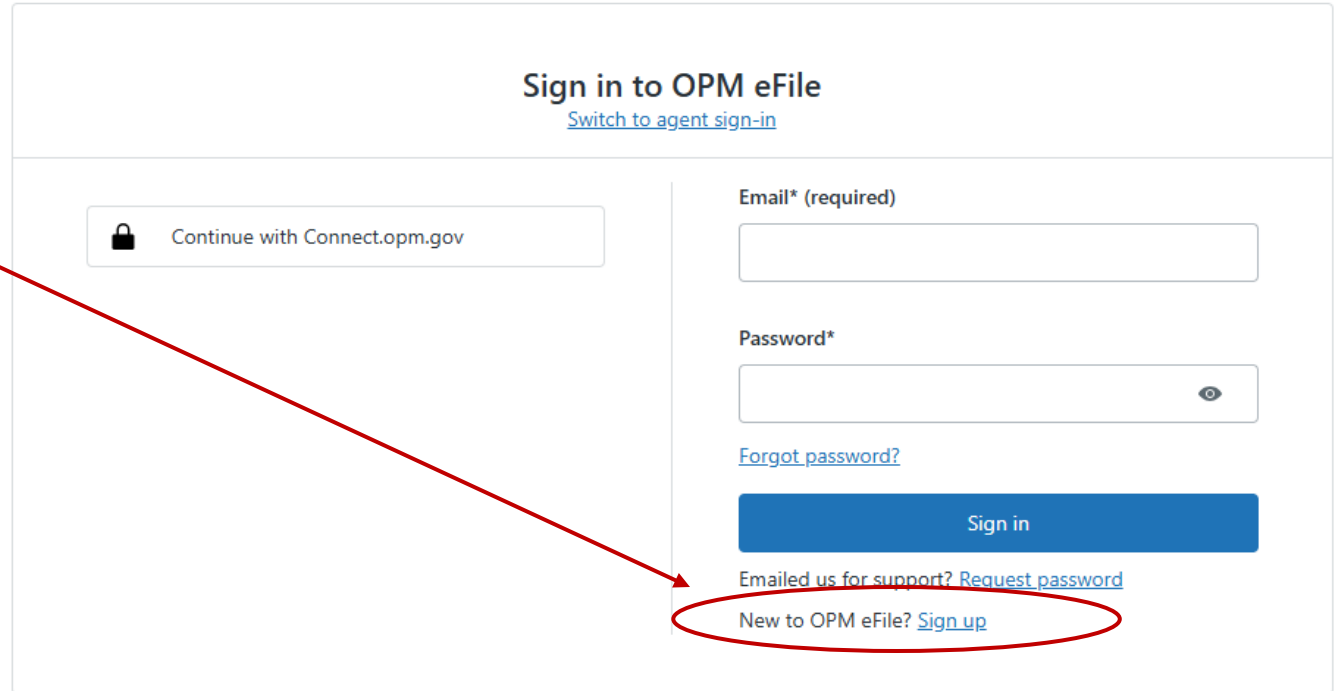
Step-by-Step Filing Instructions

Creating an Account

Register for an Account

You must create an OPM eFile account before you can file an appeal.

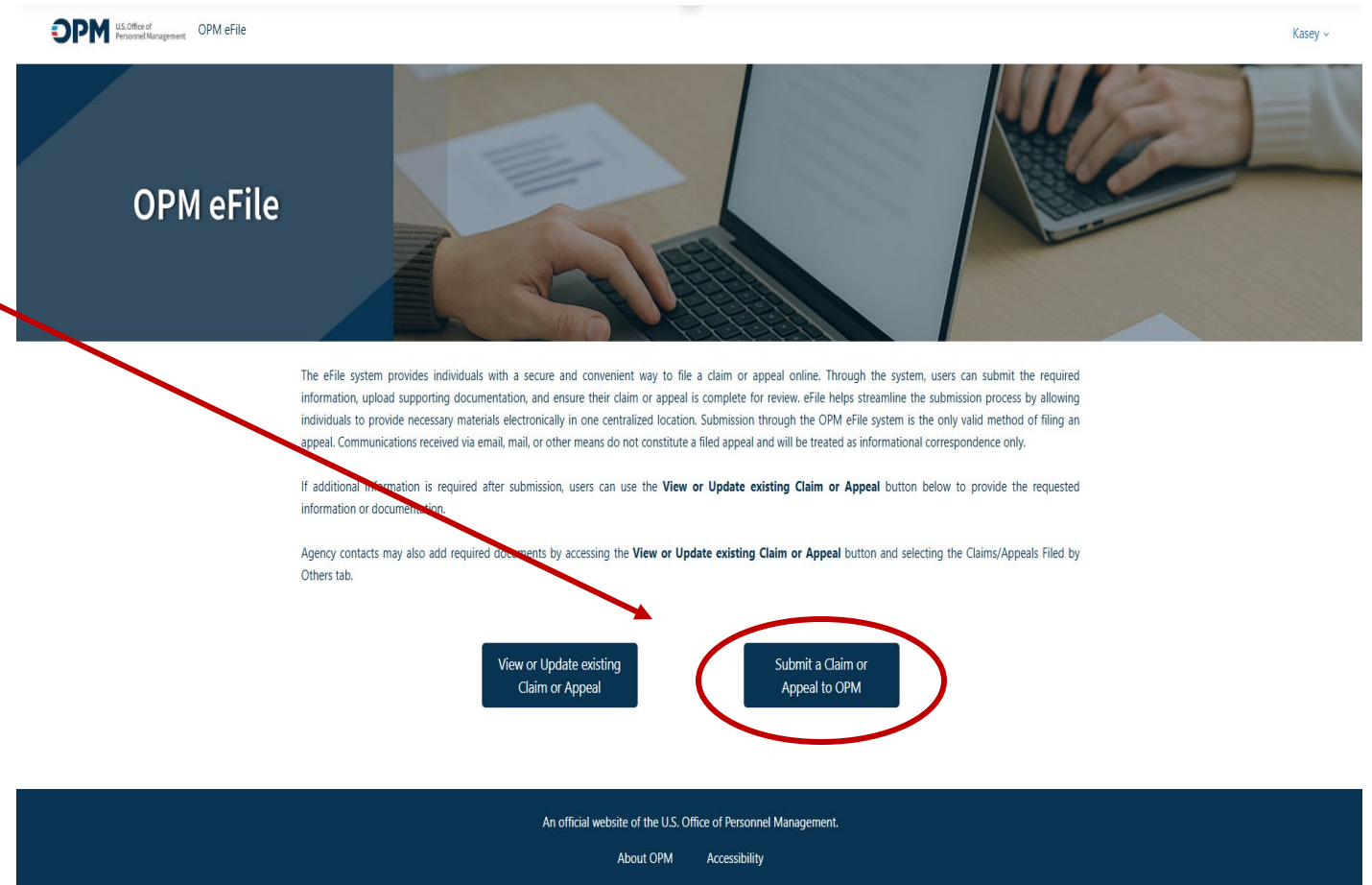
1. On the sign-in page, click "Sign up" in the bottom right.
2. Enter your email address and create a password.
3. OPM eFile will send a confirmation link to your email.
4. Click the link in that email to verify your account.
5. Return to <https://opmefile.opm.gov> and sign in with your new credentials.



The screenshot shows the 'Sign in to OPM eFile' page. At the top, there is a link to 'Switch to agent sign-in'. Below this, there is a button labeled 'Continue with Connect.opm.gov'. To the right of this button are two input fields: 'Email* (required)' and 'Password*'. Below the password field is a link for 'Forgot password?'. A blue 'Sign in' button is positioned below the password field. At the bottom of the form, there are two links: 'Emailed us for support? Request password' and 'New to OPM eFile? Sign up'. A red arrow originates from the text 'Sign up' in the instructions and points to the 'Sign up' link in the screenshot. The 'Sign up' link is also circled in red.

Go to OPM eFile

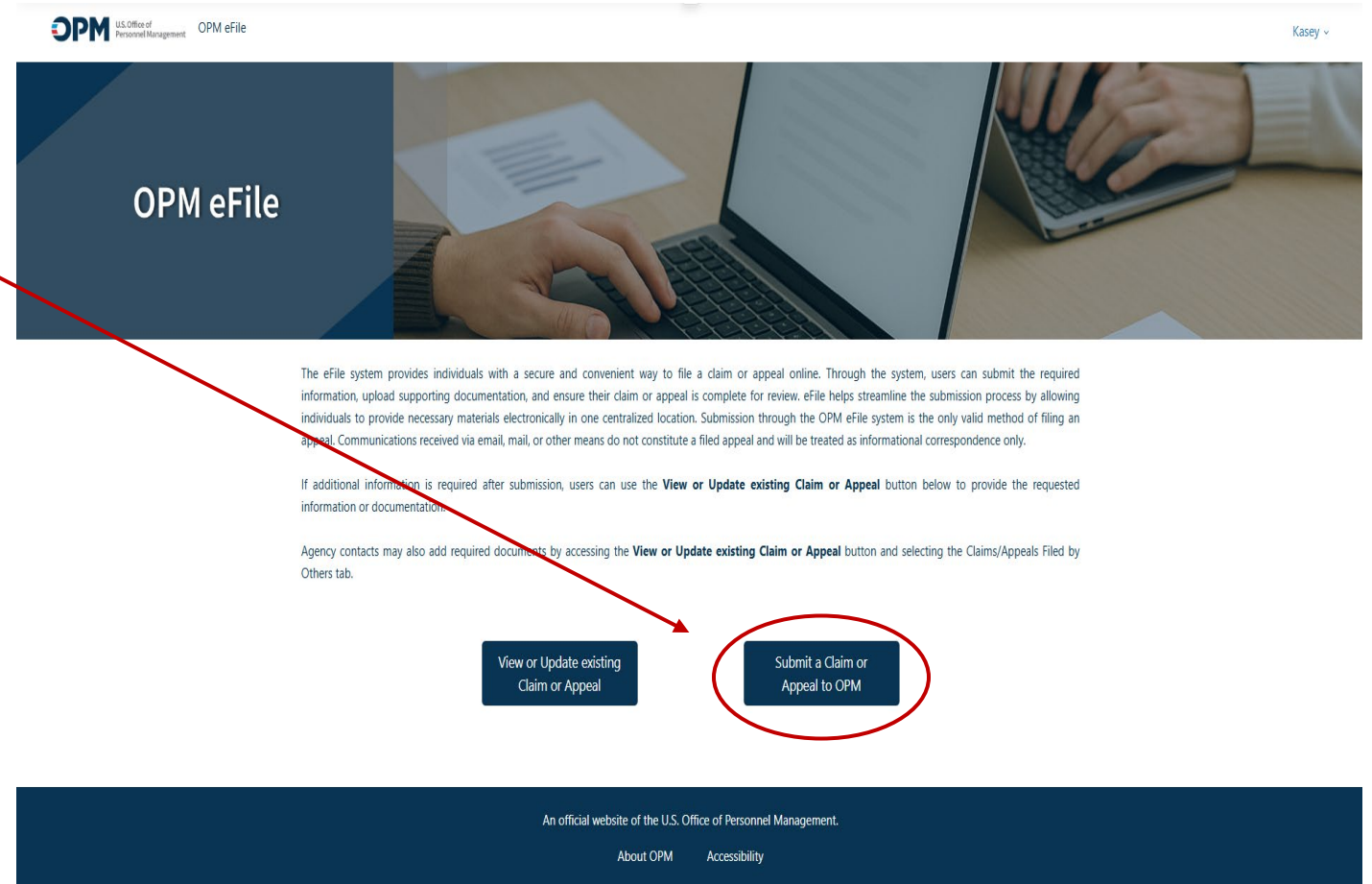
1. Open a web browser and go to <https://opmefile.opm.gov>.
2. To create an account, click "Submit a Claim or Appeal to OPM".
3. This will take you to the OPM eFile sign-in page.



Submitting a Claim or Appeal

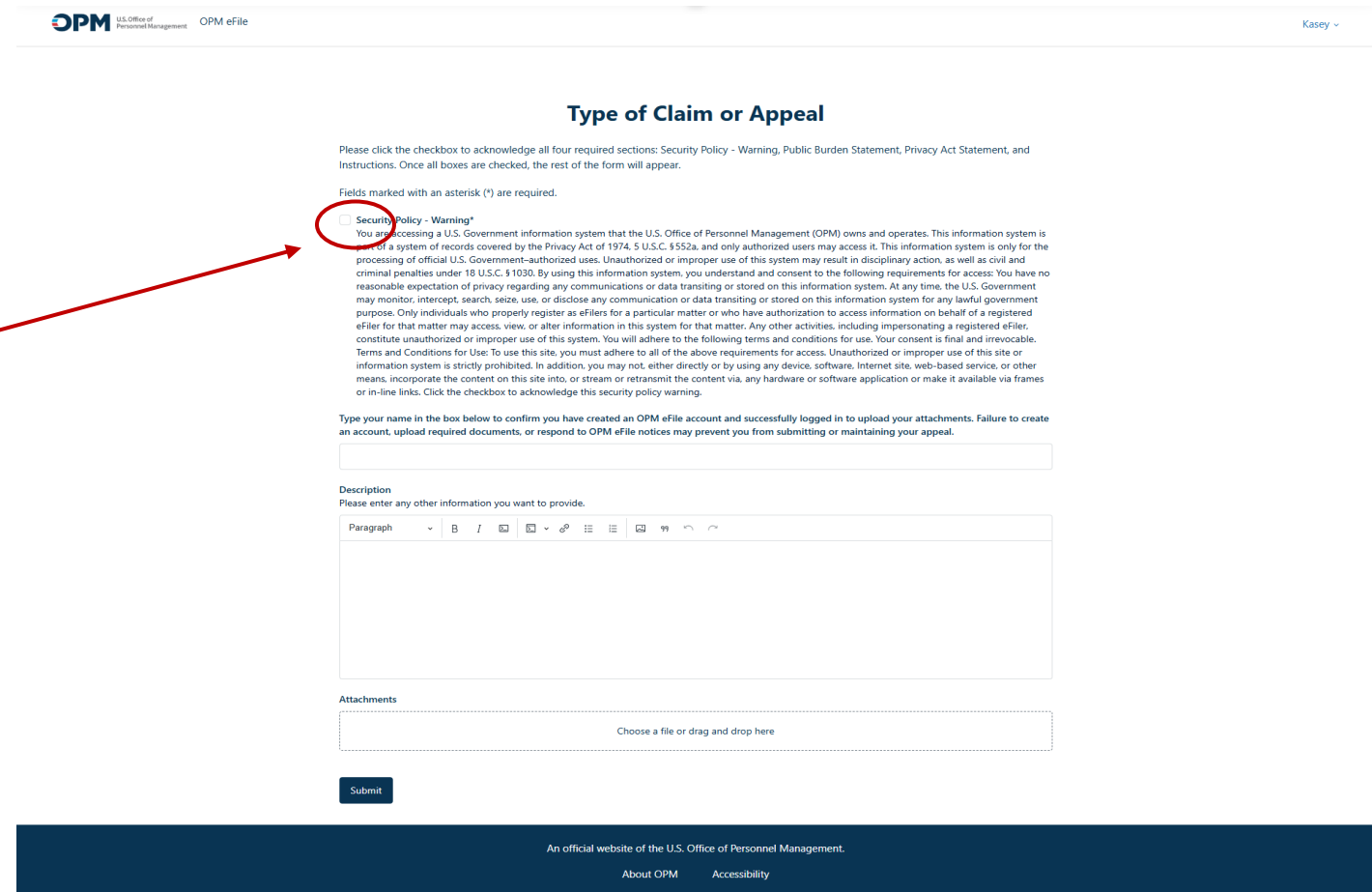
Start a New Submission

1. Sign in to OPM eFile at <https://opmefile.opm.gov>.
2. Click "Submit a Claim or Appeal to OPM" on the home page.
3. You will be taken to the "Type of Claim or Appeal" form.
4. Choose the **"Suitability Appeal"** submission form. Do not use other appeal forms — submitting under the wrong form type may result in a redirect or delay.



Acknowledge the Required Policies

1. Read each of the four sections: Security Policy, Public Burden Statement, Privacy Act Statement, and Instructions.
2. Click the checkbox next to EACH section to acknowledge it.
3. All four boxes must be checked before the rest of the form appears.



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Type of Claim or Appeal

Please click the checkbox to acknowledge all four required sections: Security Policy - Warning, Public Burden Statement, Privacy Act Statement, and Instructions. Once all boxes are checked, the rest of the form will appear.

Fields marked with an asterisk (*) are required.

☒ Security Policy - Warning*

You are accessing a U.S. Government information system that the U.S. Office of Personnel Management (OPM) owns and operates. This information system is part of a system of records covered by the Privacy Act of 1974, 5 U.S.C. § 552a, and only authorized users may access it. This information system is only for the processing of official U.S. Government-authorized uses. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties under 18 U.S.C. § 1030. By using this information system, you understand and consent to the following requirements for access: You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the U.S. Government may monitor, intercept, search, seize, use, or disclose any communication or data transiting or stored on this information system for any lawful government purpose. Only individuals who properly register as eFilers for a particular matter or who have authorization to access information on behalf of a registered eFiler for that matter may access, view, or alter information in this system for that matter. Any other activities, including impersonating a registered eFiler, constitute unauthorized or improper use of this system. You will adhere to the following terms and conditions for use. Your consent is final and irrevocable. Terms and Conditions for Use: To use this site, you must adhere to all of the above requirements for access. Unauthorized or improper use of this site or information system is strictly prohibited. In addition, you may not, either directly or by using any device, software, Internet site, web-based service, or other means, incorporate the content on this site into, or stream or retransmit the content via, any hardware or software application or make it available via frames or in-line links. Click the checkbox to acknowledge this security policy warning.

Type your name in the box below to confirm you have created an OPM eFile account and successfully logged in to upload your attachments. Failure to create an account, upload required documents, or respond to OPM eFile notices may prevent you from submitting or maintaining your appeal.

Description
Please enter any other information you want to provide.

Paragraph

Attachments
Choose a file or drag and drop here

Submit

An official website of the U.S. Office of Personnel Management.
About OPM Accessibility

Complete and Submit the Form

- 1. Once all boxes are checked, the full form will appear below.
- 2. Select “Suitability Appeal” from the dropdown menu.
- 3. Fill in your personal information, the agency that took the action, the type of action, the effective date of the action, and the reasons you believe the action should be overturned.

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Type of Claim or Appeal

Please click the checkbox to acknowledge all four required sections: Security Policy - Warning, Public Burden Statement, Privacy Act Statement, and Instructions. Once all boxes are checked, the rest of the form will appear.

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Public Burden Statement*

The public burden to complete this information collection is estimated at 60 to 120 minutes, with an average of 90 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collected information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OPM control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Personnel Management, Forms Officer at FormsPRA@opm.gov. Current information regarding this collection of information - including all background materials - can be found at <https://www.reginfo.gov/public/do/PRAmain> by using the search function to enter either the title of the collection or 3206-XXXX. Click the checkbox to acknowledge this statement.

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Privacy Act Statement*

ROUTINE USE(S): In addition to the full routine uses described in the following System of Records Notices, OPM/GOVT-1, OPM/GOVT-5, OPM/CENTRAL-2, OPM/CENTRAL-5, and OPM/CENTRAL-9, OPM may disclose information outside the agency when such disclosure is compatible with the purpose for which the information was collected. AUTHORITY: OPM is authorized to collect this information pursuant to 5 U.S.C. § 11406(D)(2); Civil Service Rule V, 5 C.F.R. §§ 5.2-5.4, and Civil Service Rule X, 5 C.F.R. §§ 10.1-10.3. PRINCIPAL PURPOSE(S): This information is being collected for the primary purposes of adjudicating the following matters: classification, compensation and leave, declaration of reasonable offer, Fair Labor Standards Act (FLSA) probationers, recoupment of awards, bonuses, or relocation expenses for VA employees, Reduction in Force (RIF), and suitability action (under 5 C.F.R. part 731), rendering decisions in these matters, and enabling case parties to have access to OPM's electronic filing system (E-File). Additionally, some information about the matter or case may be used in de-personalized form for statistical purposes. ROUTINE USE(S): The information on this form may be shared outside of OPM pursuant to the routine uses published in the following system of record notices: OPM/GOVT-1, OPM/GOVT-5, E-File on Position Classification Appeals, Job Grading Appeals, Retained Grade or Pay Appeals, and Fair Labor Standard Act (FLSA) Claims and Complaints; OPM/CENTRAL-2, Complaints and Inquiries Records; OPM/CENTRAL-5, Intergovernmental Personnel Act Assignment Records and OPM/Central-9, OPM Suitability Adjudications Files. Principal routine uses include: • To parties engaged in the adjudication or review of the matter, such as entities responsible for appeals, oversight, or administrative review. • To individuals or organizations participating in fact finding or decision making, including witnesses, subject matter experts, consultants, or others assisting in resolving the matter. • To oversight or compliance bodies responsible for reviewing program integrity, privacy compliance, or adherence to applicable laws, rules, or policies. • To entities responsible for addressing potential violations of law, where the information indicates a possible breach of civil or criminal statutes. • To courts or adjudicative bodies when the information is relevant to litigation or administrative proceedings. • To contractors or service providers engaged by OPM to support system operations, case management, or other authorized functions, where access is necessary for them to perform their duties. • To records management authorities responsible for ensuring proper maintenance, archiving, or disposition of Federal records. DISCLOSURE: The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent the proper docking or adjudication of a matter, which could result in dismissal or delay of your case, and/or prevent access to OPM's E-File system. Click the checkbox to acknowledge this Privacy Act Statement.

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Instructions*

Welcome to OPM's eFile system. You may use eFile to submit a claim, appeal, or other filing in matters handled through this system. You must set up your account before submitting a claim. Setting up your account is expected to take less than 20 minutes. Before you begin, make sure you have any relevant case or agency information available, if applicable. To create your account and register as an electronic filer, you will need to select your eFile role (Claimant/Appellant, Appellant Representative, or Agency Representative), provide your name and email address, create a username and password, verify your email address. After you create your account, you may log into the eFile system to submit a claim or appeal, upload supporting documents, review notices, and track the status of your submission through the system. By checking the box, you acknowledge that you have read these instructions and are ready to begin the account setup process.

Type of appeal*

Type your name in the box below to confirm you have created an OPM eFile account and successfully logged in to upload your attachments. Failure to create an account, upload required documents, or respond to OPM eFile notices may prevent you from submitting or maintaining your appeal.

Description

Please enter any other information you want to provide.

Paragraph

Attachments

Choose a file or drag and drop here

Submit

An official website of the U.S. Office of Personnel Management.

About OPM

Accessibility

For Official Use Only

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5. Click Submit — you will receive a confirmation to your registered email with your OPM case number. Save your case number — you will need it for all future correspondence.

Casey ▾

Appeal Communications through eFile

After filing, all communications with OPM regarding your appeal must go through the eFile system. Emails and phone calls to OPM will be directed back to eFile for case-specific matters. Monitor your eFile account regularly for notices and requests.

Case Processing and Decision

After You File

If your appeal is complete. If you submitted all required documents and no other information is needed, OPM SuitEA will issue an acknowledgment letter with your case number and notify the responsible agency that took the suitability action. The agency then has 30 calendar days to submit its complete Agency Response File (ARF).

If documents are missing. OPM SuitEA will contact you through eFile, and you will have 10 calendar days to provide them. Once received, OPM SuitEA will issue the acknowledgment letter.

If your appeal cannot proceed. If you do not provide the missing documents in time, or if timeliness or jurisdiction is not established, OPM SuitEA will issue a dismissal instead of an acknowledgment letter.

Your reply. Once the ARF is uploaded, you have 15 calendar days to file a written reply if you choose — not replying will not be held against you. These time limits apply unless the OPM adjudicator sets different ones. See the next two slides for what your reply should cover.

Your Reply to the Agency Response File

You may file a reply within 15 calendar days of the agency response. Because you do not see the agency's response file before OPM receives it, the reply is your opportunity to respond to the evidence and arguments the agency actually submitted.

Your reply may challenge how the agency described the evidence, submit documentation that rebuts a charge, identify information the agency omitted, or address the agency's suitability-factor analysis. It is a focused rebuttal to the agency's submission, not an opportunity to re-argue your original appeal.

Identify any material factual dispute. Name any factual finding underlying a charge or suitability factor you contend is wrong, and state whether resolving it turns on the credibility of a particular individual — naming that individual.

Any argument not raised in your initial appeal is generally foreclosed, and OPM is not required to consider grounds introduced for the first time in a reply. Raise every available ground when you first file. A reply may not raise new allegations of error unless they rest on information first disclosed in the agency response, or OPM grants leave for good cause.

Hearings and Making Requests During Your Appeal

There is no general motions practice in a suitability action appeal. Make every request through eFile.

Asking to raise a new allegation of error: Your reply may not raise a new allegation unless it rests on information the agency first disclosed, or OPM grants leave. File a motion before or with your reply explaining why you could not have raised it earlier. OPM may grant leave, deny it and strike the allegation, or let the agency respond first.

Protective or cease-and-desist orders. Request one at any stage, with a statement of reasons and supporting evidence.

Asking OPM to accept a late filing. Accepted only on a showing of good cause, in OPM's sole discretion.

Monitor eFile. Failure to monitor your case is not grounds for an extension.

Hearings. If resolving a material factual dispute requires evaluating witness credibility, or the written record cannot resolve a fact material to the outcome, OPM assigns an administrative judge. The hearing is limited to the issues OPM or the judge identifies; parties may not expand that scope.

The Decision

OPM SuitEA decides the appeal on the developed written record, plus any hearing record if applicable, and issues a written initial decision to you and the responsible agency. OPM may affirm, reverse, modify, vacate, or remand the action in whole or in part, with findings on each material charge, specification, and suitability factor relied upon.

Who decides. For appeals involving agencies other than OPM, OPM assigns its own personnel as deciding official, insulated from anyone who participated in the action. If you are an OPM applicant, appointee, or employee, OPM **must** assign an administrative law judge.

When the record closes. When your reply deadline passes, or any investigation or authorized hearing concludes — whichever is later. Failing to participate in a hearing after notice may result in sanctions.

Reconsideration and Finality

Either party may ask OPM SuitEA to reopen and reconsider the initial decision within 30 calendar days of issuance, through eFile, based on: (1) an erroneous finding of material fact; (2) an erroneous interpretation or application of the law; (3) new and material evidence unavailable despite due diligence when the record closed; or (4) other good cause. The OPM Director may also reopen a decision on the Director's own initiative. OPM may deny a request to reopen in its sole and exclusive discretion.

The decision stays in effect while you seek reconsideration. The initial decision remains in effect and requires compliance during the reconsideration period unless OPM issues a stay. Filing a request does not suspend the action.

When a decision becomes final. The initial decision becomes final if the 30 days pass with no timely request **and** the Director has not reopened it in that period. If OPM denies or dismisses a timely request without reopening, the decision becomes final 30 calendar days after that denial. If OPM grants the request, the reconsidered decision becomes final 30 calendar days after issuance. An untimely request does not affect finality.

Publication. OPM makes final merits decisions, or de-identified summaries, publicly available without disclosing protected information. On request, OPM provides a final merits decision to you, your representative, or an agency representative with a need to know.

Other Forums and Parallel Claims

You are not precluded from filing a complaint, appeal, or other matter with other Federal bodies that have independent jurisdiction over your claims: the EEOC, the FLRA, an Inspector General, the MSPB, the Department of Labor's Veterans' Employment and Training Service (VETS), or the Office of Special Counsel (OSC).

Which forum applies depends on when you file. Jurisdiction turns on the filing date, not the date of the suitability action. An appeal filed with MSPB before September 2, 2026 continues under MSPB's procedures. An appeal filed on or after September 2, 2026 must be filed with OPM, regardless of when the action was taken.

MSPB no longer hears suitability appeals. It retains only matters within its own statutory authority.

Example. You are removed on suitability grounds and believe the removal was also reprisal for whistleblowing. Appeal the suitability action to OPM under part 731, and separately pursue the reprisal claim at MSPB or OSC. Filing one does not preserve the other, and each has its own deadline.

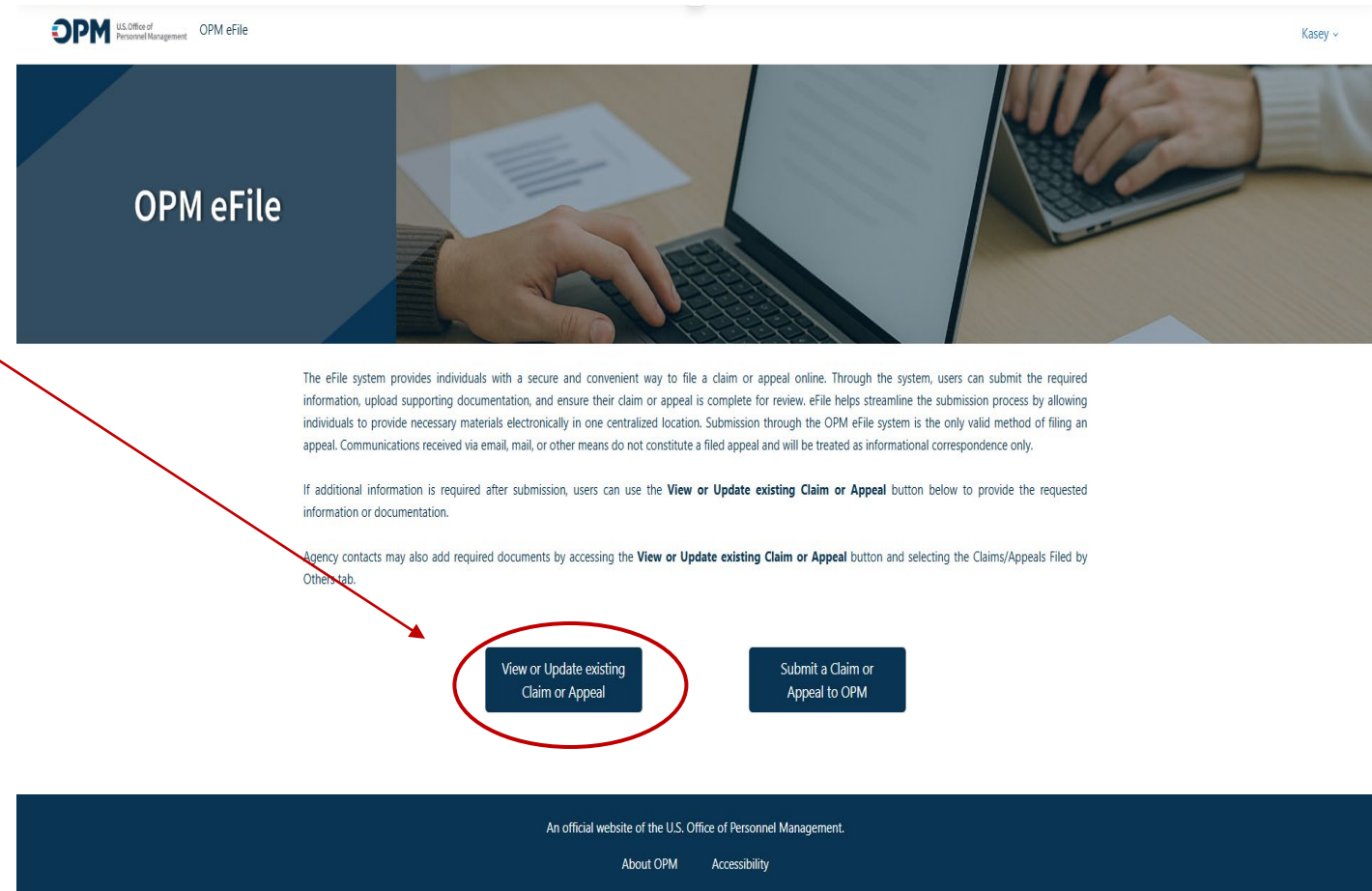
How to File a Reconsideration Request

- **File through eFile within 30 calendar days** of the initial decision's issuance. Create a new appeal, click “Yes” to the case being a reconsideration, and include your previous case number.
- **Grounds (§ 731.507):** (1) erroneous finding of material fact; (2) erroneous interpretation or application of law; (3) new and material evidence unavailable despite due diligence when the record closed; or (4) other good cause. State the ground(s) and explain how each affected the outcome — citing a ground without explanation is not enough.
- **If an ALJ decided your appeal.** Where you are an OPM applicant, appointee, or employee and an administrative law judge issued the decision, a higher standard applies: it may not be disturbed unless you show a harmful procedural irregularity likely to have changed the outcome, a clear error of law, or a material factual error that affected the outcome.
- **Attach everything at once.** All related documents and filings must be submitted with the request — supplements are not accepted.
- **Effect.** A timely request suspends finality; an untimely one does not. The decision stays in effect and requires compliance unless OPM stays it.

Finding Your Claims & Appeals

Finding Your Claims & Appeals

1. Sign in to OPM eFile at <https://opmefile.opm.gov>.
2. From the home page, click "View or Update existing Claim or Appeal".



View Your Claims & Appeals

1. The "My Filed Claims/Appeals" tab lists every claim you have submitted.

2. Each row shows the claim subject, ID, status, claimant name, and OPM case number.

3. Click any row to open that claim, view its details, or upload additional documents.

4. Use the Status dropdown or the search bar to filter results.

Representatives: use the "Claims/Appeals Filed by Others" tab.

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Claims and Appeals

My Filed Claims/Appeals Claims/Appeals Filed by Others

Search requests

Status: Any

Subject	Id	Created	Last activity	Status	Claimant First Name	Claimant Last Name	OPM eFile Case Number
Kasey Acres	#325893	3 minutes ago	41 seconds ago	Open	Kasey	Acres	—
YES	#188017	3 months ago	3 months ago	Open	Test	Test	CA-NV33-26-0001 TEST, TEST

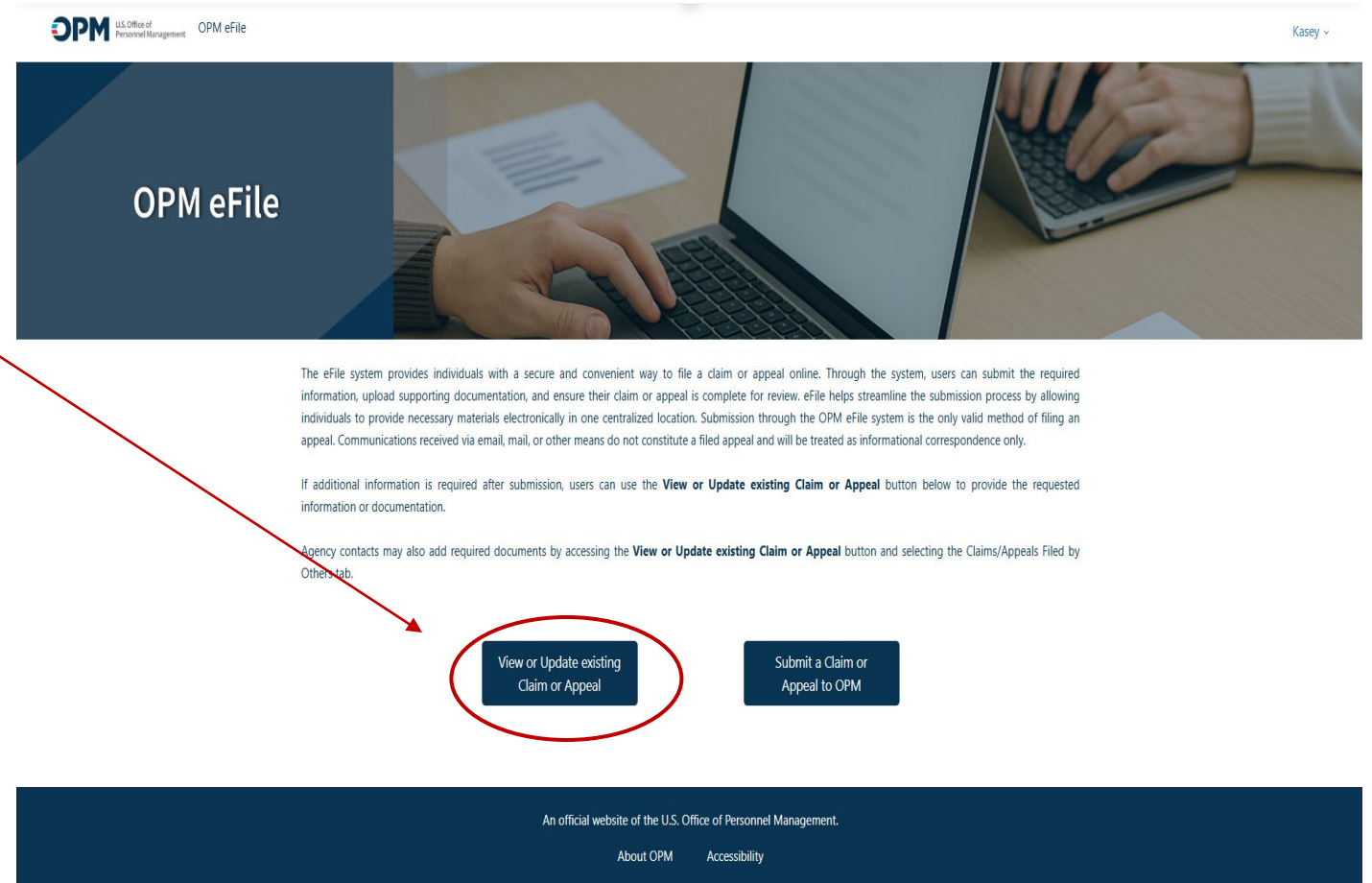
An official website of the U.S. Office of Personnel Management.

About OPM Accessibility

Replying Within an Appeal & Adding Documents to an Existing Appeal

Navigate to View/Update Existing Claim or Appeal

1. Sign in to OPM eFile at <https://opmefile.opm.gov>.
2. From the home page, click "View or Update existing Claim or Appeal".



Select the Claim/Appeal

1. The "My Filed Claims/Appeals" tab lists every claim you have submitted.

2. Select the claim you want to submit a reply to by clicking on it.

OPM U.S. Office of Personnel Management OPM eFile Kasey

Claims and Appeals

My Filed Claims/Appeals Claims/Appeals Filed by Others

Search requests Status: Any

Subject	Id	Created	Last activity ▼	Status	Claimant First Name	Claimant Last Name	OPM eFile Case Number
Kasey Acres	#325893	3 minutes ago	41 seconds ago	Open	Kasey	Acres	—
YES	#188017	3 months ago	3 months ago	Open	Test	Test	CA-NV33-26-0001 TEST, TEST

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About OPM Accessibility

Submit your Reply/Documentation

1. Add your reply in the text box.
2. Add any additional documentation that needs to be submitted.
3. Click Submit when complete.

OPM U.S. Office of Personnel Management OPM eFile

OPM eFile > Claims/Appeals

Kasey Acres

Kasey
8 days ago

submitting appeal via the eFile system.

Paragraph

Add file or drop files here

Submit

REQUESTER	Kasey
CREATED	August 3, 2026 at 8:20 AM
LAST ACTIVITY	August 3, 2026 at 8:22 AM
ID	#325893
STATUS	Open
PRIORITY	Normal
SECURITY POLICY - WARNING	Yes
PUBLIC BURDEN STATEMENT	Yes
PRIVACY ACT STATEMENT	Yes
INSTRUCTIONS	Yes
TYPE OF APPEAL	Suitability Action (under 5 CFR part 731)
USER ROLE	Appellant: You plan to file a new appeal with OPM eFile, or if you have a pending appeal and want to register as an eFiler with OPM.
USER ROLE	—
USER ROLE	—
IS THIS A REQUEST FOR RECONSIDERATION/REOPEN?	No
PREVIOUS CLAIM/FILE NUMBER	—

Appellant Representatives

Appellant Representatives

If you are filing a suitability action appeal, you have the right to designate a representative to help you prepare and present your case. A representative may be an attorney, a union official, a colleague, or another person of your choosing — subject to the restrictions. OPM SuitEA communicates with your representative as your authorized agent throughout the appeal.

Representative Designation

Written designation required. To be represented, you must submit a written designation for this specific appeal through the OPM eFile system. A verbal or email-only designation to OPM SuitEA staff is not sufficient.

What to provide. The name, contact information, and email address of your representative. Submit your designation with your appeal or at any later point in the proceeding.

Representative Designation Form (optional). OPM SuitEA provides this form to help ensure your designation includes everything required. Its use is optional. The form is available on the Appellant Representative page of OPM's Suitability Action Appeals website — complete it in full and upload it through eFile.

If your representative is a Federal employee. Additional restrictions apply, and a representative employed by OPM or the responsible agency may be disallowed. See [Who Can Be Your Representative?](#) and [Disallowance of a Representative](#).

Who Can Be Your Representative?

You may choose any person to represent you, as long as you designate them in writing for this specific appeal. If your representative is a Federal employee, additional restrictions apply.

A Federal employee acting as your representative may not perform that work **while in a duty status**. The work must be done on the employee's own time — for example, on annual leave, leave without pay, or while off duty. The employee also may not claim agency reimbursement for expenses of representing you.

The employee's agency should not authorize official time or approve expense reimbursement for this work. Whether a particular collective bargaining agreement or official time arrangement is affected is a question for that agency to resolve.

If these requirements are not met, the representative may not act on your behalf.

Disallowance of a Representative

Who decides: OPM or the responsible agency may disallow your choice of representative.

When — both conditions must be present: (1) the representative is an employee of OPM or of the responsible agency; **and** (2) the representative's activities would cause a conflict of interest or a conflict of position. Neither condition alone is enough.

OPM has the final say. Acting as the appeal entity, OPM evaluates any disallowance — including one made by the responsible agency — and may reject a disallowance that does not meet the regulatory standard and allow your representative to continue.

How you are notified: You will receive a letter through eFile explaining why the representative was disallowed, and the representative will be removed from your appeal. You may designate a different representative by submitting a new written designation in eFile, or continue on your own (pro se).

Representative Access and Responsibilities

Registration. OPM SuitEA emails your representative instructions to register in OPM eFile. Your case appears under the “Claims/Appeals Filed by Others” tab of “View or Update existing Claim or Appeal.”

Confirmation. OPM SuitEA confirms your representative is linked to your case before issuing the acknowledgment letter. All later communications copy your representative automatically.

Responsibilities. Your representative is responsible for all filings and communications submitted on your behalf through eFile, receives all case documents and notices, and must comply with all OPM SuitEA orders.

Changing your representative. You may change or withdraw your representative at any time by notifying OPM SuitEA in writing through eFile.

Filing by a Representative

Your representative may file the appeal for you. The steps below apply when your representative, rather than you, submits the appeal.

1. Create an account. Your representative must create an OPM eFile account before filing on your behalf. Please refer to page 14, ***Creating an Account***.

2. Submit the appeal. Your representative submits the appeal on your behalf through eFile.

3. Attach the written designation. The submission must include your written designation naming that person as your representative.

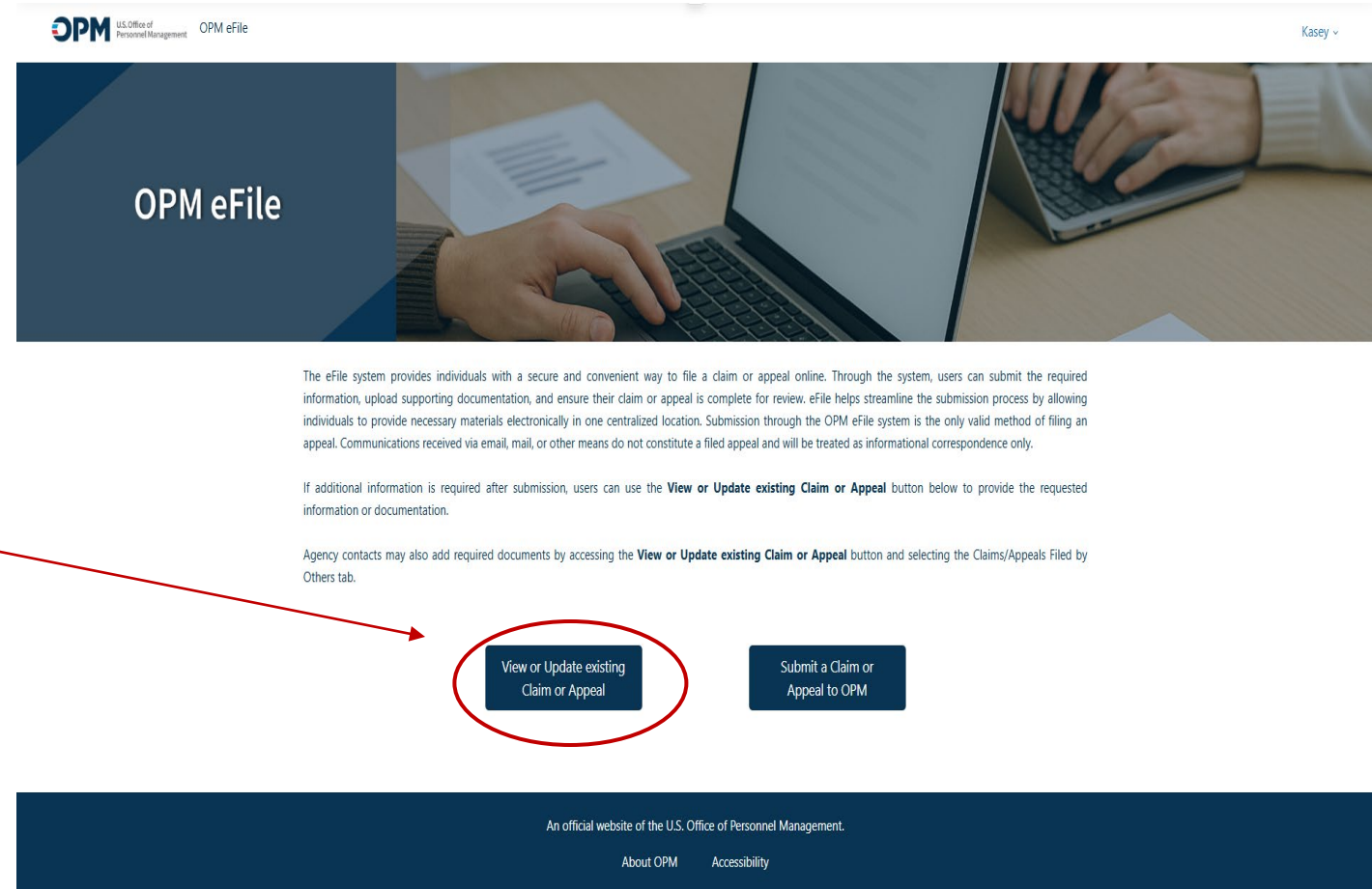
How you follow the case. You will find the appeal under the “Claims/Appeals Filed by Others” tab in eFile, and you will be copied on all case correspondence.

Finding the Claim & Appeal

Use these steps to view an appeal someone else filed — whether your representative filed on your behalf, or you are a representative viewing an appeal your appellant filed on their own.

1. Sign in to OPM eFile at <https://opmefile.opm.gov>.

2. From the home page, click "View or Update existing Claim or Appeal".



View Claims & Appeals Filed by Others

1. The "Claims/Appeals Filed by Others" tab lists every claim you have been designated on.
2. Each row shows the claim/appeal subject, ID, status, claimant/appellant name, and OPM case number.
3. Click any row to open that claim/appeal, view its details, or upload additional documents.
4. Use the Status dropdown or the search bar to filter results.

OPM U.S. Office of Personnel Management OPM eFile Kasey

Claims and Appeals

My Filed Claims/Appeals **Claims/Appeals Filed by Others**

Search requests Status: Any

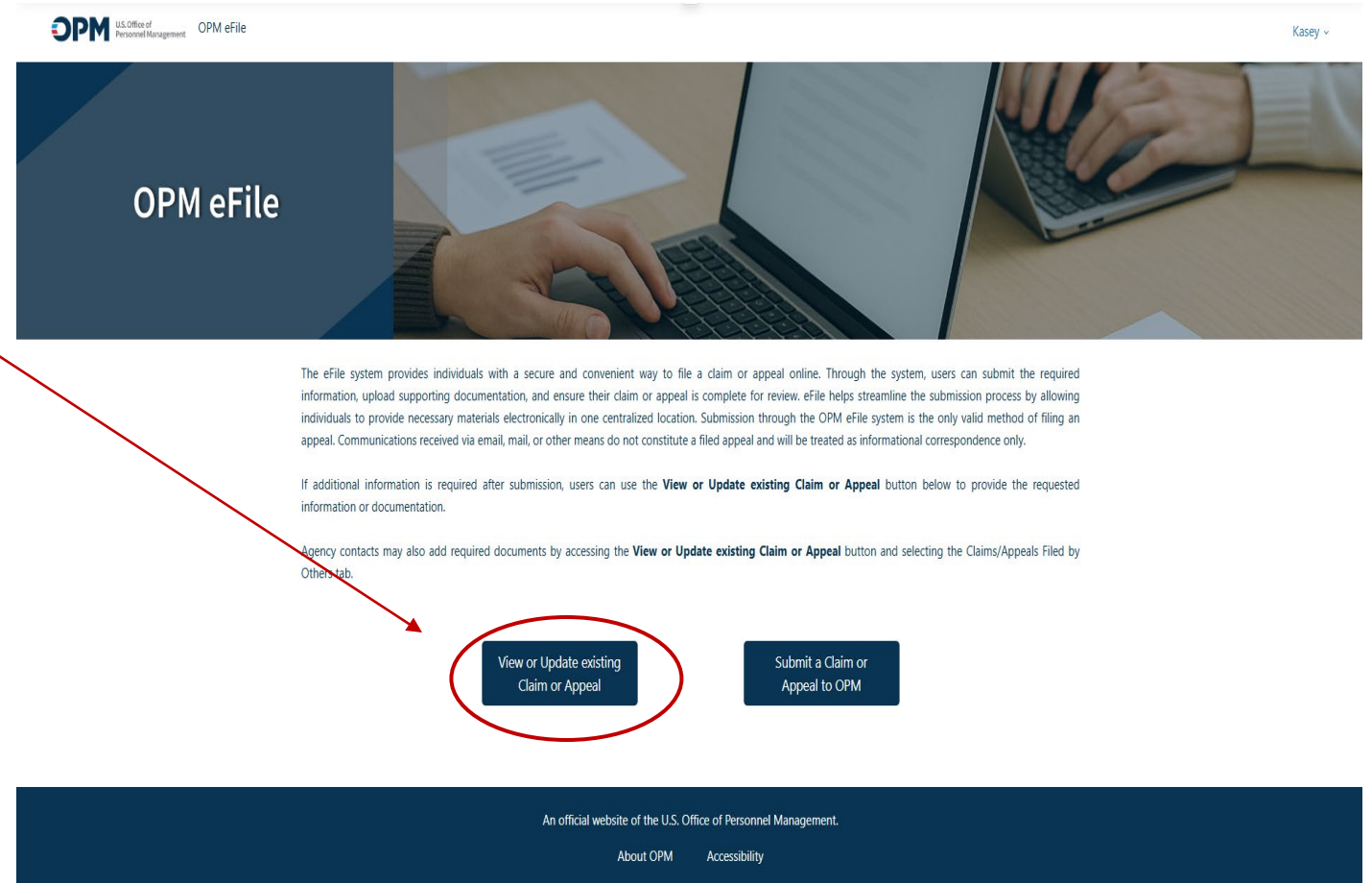
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About OPM Accessibility

Replying Within an Appeal and Adding Documents to an Existing Appeal

Navigate to View/Update Existing Claim or Appeal

1. Sign in to OPM eFile at <https://opmefile.opm.gov>.
2. From the home page, click "View or Update existing Claim or Appeal".



Select the Claim/Appeal

1. The "Claims/Appeals Filed by Others" tab lists every claim you have been designated on.

2. Select the claim you want to submit a reply to by clicking on it.

OPM U.S. Office of Personnel Management OPM eFile Kasey

Claims and Appeals

My Filed Claims/Appeals Claims/Appeals Filed by Others

Search requests Status: Any

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OPM U.S. Office of Personnel Management OPM eFile

OPM eFile > Claims/Appeals

Kasey Acres

Kasey
8 days ago

submitting appeal via the eFile system.

Paragraph B I [Icons]

Add file or drop files here

Submit

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USER ROLE	—
USER ROLE	—
IS THIS A REQUEST FOR RECONSIDERATION/REOPEN?	No
PREVIOUS CLAIM/FILE NUMBER	—

Need help?

Contact Information

For technical questions about the OPM eFile system, contact OPMeFile@opm.gov.

For questions about your suitability appeal, contact SuitEAAppeals@opm.gov.

All case-specific communications must go through the eFile system.

Resources

- OPM eFile — file and manage your appeal: <https://opmefile.opm.gov>
- OPM Suitability Action Appeals website — guidance, the Representative Designation Form, and FAQs
- 5 CFR Part 731, Subpart E — governing regulation, available at [eCFR.gov](https://www.ecfr.gov)
- eFile technical help: OPMeFile@opm.gov
- Appeal questions: SuitEAAppeals@opm.gov or (202) 599-0090