



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.

☐ **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-XXXX. Click the checkbox to acknowledge this statement.

☐ **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-9, 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. § 1104(b)(2), Civil Service Rule V, 5 C.F.R. §§ 5.2-5.4, and Civil Service Rule X, 5 C.F.R. §§ 10.1-3. PRINCIPAL PURPOSE(S): This information is being collected for the primary purposes of adjudicating the following matters: classification, compensation and leave, declination of reasonable offer, Fair Labor Standards Act (FLSA), probationer, recoupment of awards, bonuses, or relocation expenses for VA employees, Reduction in Force (RIF), and suitability action (under 5 CFR 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 depersonalized 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-9, 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, when 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 docketing 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.

☐ **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.



Suitability Action (under 5 CFR part 131)



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.



Is this a request for reconsideration/reopen?*

Yes



Previous claim/file number

Explanation of reopen/reconsideration

Employing agency/former employing agency*

-



Claimant/Appellant First Name*

Claimant/Appellant Last Name*

Are you a current federal employee?*

-



Provide current mailing address - street, city, state, and zip code are required to complete this step.*

You must promptly notify OPM in writing of any change in your contact information while your appeal is in review.

Phone number*

You must promptly notify OPM in writing of any change in your contact information while your appeal is in review. Please enter the phone number using this required format: XXX-XXX-XXXX.

Did OPM take the final suitability action?*

The final decision letter is sent by OPM if OPM took the suitability action.

-



Provide the agency's address shown on the Final Decision Letter.*

Provide the address of the location where you were working when the suitability action occurred.

What was the type of appointment when you received your Final Decision Letter?*

-



Position title*

Write the location where you worked when you received the agency's final decision letter.

Note: Representative must create account in eFile system.

This is the date the agency's decision took effect. For example, if appellant was removed from his or her job, list the date on the SF-50 that shows the removal.

This can include address, email, phone number and/or case number.

Click the checkbox to acknowledge you have uploaded the agency's final decision letter.

Agency Denial (if applicable), Supporting Documentation, Signed Representative Agreement (if applicable), Statement of Good Cause for Late Filing (if applicable).

<https://www.opm.gov/suitability/>

Please enter any other information you want to provide.

Paragraph ▾ B I   ▾     99  



Attachments

Choose a file or drag and drop here

Submit

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

[About OPM](#) [Accessibility](#)