

MSPB ADVOCATE'S CHECKLIST

MSPB paperback on advocacy (published by OPM "Representing and the Agency before the United States Merit Systems Protection Board". A handbook on MSPB Practice and Procedure.

- Letter of Proposed Action
- Oral & written reply to proposed action
- Letter of decision. (note effective date – 30 days to appeal)
- Inspection Service Memorandum & Exhibits
- Newspaper articles (any media coverage)
- Copies of elements of past record noted in Proposal and Decision Letters
- Copies of aggravating factors noted in same letters
- Latest PS Form 50 (1 year current continuous service in same or similar position required for MSPB jurisdiction)
- Copies of awards and commendations (both community and organizations)
- Copies of latest Merit Evaluations
- Statements of Trustworthiness etc. (in affidavit form)
- Copies of Medical Reports (with update, if necessary)
- Copies of EEO complaints and Investigative Files
- Copy of Agency Response (challenge if necessary)
- Designation of Appellant's Representative
- Request for Hearing
- Request for Discovery (a request for copies of relevant documents and exhibits)
- Petition for Appeal (MUST BE COMPLETE)
- Certificate of Service (MUST accompany ALL submissions to MSPB (Certified Mail)
- MSPB's Acknowledgement Order (strictly note all deadlines)
- Potential Witnesses 9list & identify USPS's & prepare yours as well)
- Evidence of Disparate Treatment (research & cite precedents)
- Written opening statement (road map of what you want & what you want to prove)
- Copies of appropriate regulations etc. (Policy – Local and National)

FACTS – NEXUS – PENALTY – AFFIRMATIVE –DEFENSES
(Tentative closing statement skeleton or outline)