

**UNITED STATES OF AMERICA  
MERIT SYSTEMS PROTECTION BOARD  
WASHINGTON REGIONAL OFFICE**

DAVID NOBLE,  
Appellant,

DOCKET NUMBER  
DC-0752-12-0054-I-1

v.

UNITED STATES POSTAL SERVICE,  
Agency.

DATE: October 31, 2011

**ACKNOWLEDGMENT ORDER**

This office has received the appellant's petition for appeal. A copy of the appeal is being sent to the agency with this Order. I am the administrative judge assigned to this appeal.

I **ORDER** the parties to follow the procedures set out in the separate notices below. If any party fails to follow my orders or the Board's regulations, I may impose sanctions pursuant to 5 C.F.R. § 1201.43. If either party has a question regarding any aspect of the case processing instructions set forth in this order, he or she may seek clarification at the phone number listed at the end of this order.

**NOTICE TO THE APPELLANT**

**INTRODUCTION**

If your appeal is timely filed, and within the Board's jurisdiction, you have the right to a hearing on the merits of your case. If you requested a hearing, I will schedule a hearing for you. If you did not request a hearing, you have 10 calendar days from the date of this Order to file a written request for one. If you do not request a hearing, you waive your right to one. In that event, you and the

agency will be given an opportunity to make written submissions before the record on your appeal closes.

### **DESIGNATION OF REPRESENTATIVE**

You may name a representative. If you already have a representative, you must fill out the enclosed “Designation of Representative” form and file it with the Board and with the agency within 10 calendar days of the date of this Order unless you have included your representative’s name, address, telephone number, and signature in your appeal. If your representative has filed the appeal for you and you have not personally signed the appeal or submitted a signed “Designation of Representative” form, you also must file a signed “Designation of Representative Form” with the Board and with the agency within 10 calendar days of the date of this Order. If you name a representative after receiving this Order, fill out the enclosed “Designation of Representative” form and file it with the Board and the agency **immediately** after obtaining your representative.

You must **immediately** notify the Board and the agency in writing of any changes in the name, address, or telephone number of your designated representative.

If you register as an e-filer (see information below), you can use electronic filing to file a Designation of Representative, or to notify the Board of a change in contact information.

### **DISCOVERY**

Discovery is the procedure you may use to learn of any facts, documents, or other evidence the agency has that may be helpful to your case. If you wish to engage in discovery, initial requests or motions must be served on the other party within 25 calendar days of the date of this Order. Responses to initial discovery requests must be served promptly but no later than 20 days after the date of service of the other party’s discovery request or the MSPB order. Unless you are filing a motion to compel, you must not submit your discovery requests and

responses to the Board. If you do, they will be rejected and returned to you. The procedures used for discovery are at 5 C.F.R. §§ 1201.71-.85.

It is the policy of the Board to decide an appeal within 120 calendar days of receipt. The Board expects all parties to assist in the expeditious processing of this case by honoring requests for relevant documents and producing material witnesses without additional Board intervention.

### **ADDITIONAL DISCOVERY PROCEDURES**

As required by 5 C.F.R. § 1201.73(a), without awaiting a discovery request and **within 10 days of the date of this order**, each party must provide the following information to the other:

- (1) The agency must provide:
  - (i) A copy of, or a description by category or location of all documents in the possession, custody, or control of the agency that the agency may use in support of its claims or defenses, and
  - (ii) The name and, if known, the address, telephone number, and e-mail address of each individual likely to have discoverable information that the agency may use in support of its claims or defenses, identifying the subjects of such information.
- (2) The appellant must provide:
  - (i) A copy of, or a description by category or location of all documents in the possession, custody, or control of the appellant that the appellant may use in support of his or her claims or defenses, and
  - (ii) The name and, if known, the address, telephone number, and e-mail address of each individual likely to have discoverable information that the appellant may use in support of his or her claims or defenses, identifying the subjects of such information.

These disclosures must be based on the information reasonably available to the parties at the time they are made. A party must make these disclosures even if it has not completed investigating the case, and despite any failure of the other party to comply fully with these requirements. **They must be served on the other party, but not on the Board.** If they are served on the Board, they will be rejected and returned to you.

In addition, the regulations require that the parties attempt to resolve a discovery dispute before filing a motion to compel with me. Thus, the party who disputes the other's compliance must discuss the anticipated motion with the other party, and they both must make a good faith effort to resolve the dispute and narrow their disagreement. They must also include with any motion a statement indicating that they have complied with this requirement.

### **RESPONSE TO MOTIONS**

You may file a response or objection to any motion filed by the agency. Unless otherwise specified by me or the Board's regulations, your response or objection must be filed with this office and served upon the agency within 10 calendar days of the date that appears on the agency's certificate of service. I will reject any untimely response or objection unless you show good cause for the delay in filing.

### **GENERAL INSTRUCTIONS**

#### **FILING PLEADINGS WITH THE MSPB**

A "pleading" is any written submission setting out claims, allegations, arguments, or evidence. Pleadings include briefs, motions, petitions, attachments, and responses. 5 C.F.R. § 1201.4(b). Pleadings can be filed via postal mail, facsimile (fax), personal or commercial delivery, or in electronic format via e-Appeal Online (<https://e-appeal.mspb.gov/>). Pursuant to 5 C.F.R. § 1201.26, all pleadings filed with the Board must meet the following requirements:

- (1) All pleadings must be legible and either printed on 8½ by 11 inch paper, or formatted so that they will print on 8½ by 11 inch paper.
- (2) All pleadings must be filed by the date set by me or the Board's regulations. The date of filing is the date your submission is postmarked, faxed, the date of electronic submission if you e-file, or the date of receipt if you personally deliver it to the Board's regional office. Extensions of filing dates will only be granted if requested in writing and if good cause is shown. **A continuance of a hearing date will be**

**granted only if requested in writing in accordance with the Board's regulation at 5 C.F.R. § 1201.51(c), which requires an affidavit or sworn statement, and if you are able to show extraordinary circumstances.**

- (3) All pleadings must be served upon opposing parties and their representatives, must be accompanied by a certificate of service stating (a) the names and addresses of the parties served; (b) the manner of service (personally delivered, mailed, faxed, or electronic delivery); and (c) the date of service. A certificate of service is attached to this Order and lists the names and addresses of the parties who must be served in this case. The attached certificate of service constitutes a model which you may follow in preparing your own certificate of service. The Board may reject a submission that does not have a certificate of service. If you register as an e-filer, a certificate of service will be prepared automatically as part of the pleading you file online.

### **Pleadings Submitted in Hardcopy**

When a pleading submitted by postal mail, fax, personal or commercial delivery includes three or more documentary attachments, the attachments should be "tabbed." A "tab" is a dividing page, a portion of which extends beyond the normal 8½ inch width of the paper, and which contains a description or label. When such a pleading is submitted via fax, each page of the attachments should be sequentially numbered and the attachments should be preceded by a table of contents describing each attachment and indicating the page on which it starts. Special instructions for preparing the Agency's response to the appeal under 5 C.F.R. § 1201.25 are included below.

All documents within a tab must have new page numbers (by hand if necessary) so that each document, within each tab, is re-numbered, from the first page of the first document to the last page of the last document. This will allow for specific page references to the record, by tab and by page number within a tab. The new page numbers should be placed in the bottom right-hand margin of each page. If some pages within a tab are already numbered in the bottom-right margin, parties should place the new page numbers just to the right of the original page numbers.

### **Pleadings Submitted via e-Appeal Online**

Electronic bookmarks and tables of contents take the place of physical “Tabs” in pleadings filed by traditional means. When an e-filed pleading contains three or more electronic supporting documents, each attachment must be identified, either by filling out the table for such attachments at e-Appeal Online, or by uploading the supporting documents in the form of one or more PDF files in which each attachment is bookmarked. 5 C.F.R. § 1201.14(g)(3).

Regardless of whether it is uploaded or entered online, each pleading will be assembled into a single PDF document, which will include all electronic attachments, and will contain sequential page numbers. E-filers need not manually paginate their pleadings and attachments.

Pleadings are subject to a 10 megabyte size limit. To avoid exceeding this limit, e-filers are encouraged to scan documents in black and white and to adjust settings to limit file size. If what would otherwise be a single pleading must be broken into multiple pleadings because of the size limit, each should contain the same descriptive title, together with a “Part” designation in parentheses, e.g., Agency File (Part A), Agency File (Part B), etc.

For more information about e-filing, read the Board’s regulation at 5 C.F.R. § 1201.14, or visit e-Appeal Online (<https://e-appeal.mspb.gov/>) and click the link entitled “How does Electronic Filing Work?”

### **REGULATIONS**

For more detailed information on these procedures, you should refer to the Board’s regulations in 5 C.F.R. Part 1201. The regulations are available for review in agency personnel offices, law libraries, some large public libraries, and at the Board’s website (<http://www.mspb.gov>).

## **NOTICE TO THE AGENCY/INTERVENOR**

### **AGENCY RESPONSE**

I **ORDER** the agency to read, comply with, and/or respond to any and all portions of the “Notice to Appellant” which are applicable to it. I also **ORDER** the agency to serve me, appellant, and appellant’s representative (if applicable), with the material listed on the enclosed schedule and any other information required by 5 C.F.R. § 1201.25 within 20 calendar days of the date of this Order.

### **DESIGNATION OF REPRESENTATIVE**

The agency must designate a representative. I **ORDER** the agency to file the name, address, and telephone number of the person authorized to act for the agency on the enclosed “Designation of Representative” form within 20 calendar days of the date of this Order. The representative must have authority to settle this appeal or be able to directly reach someone with that authority on short notice.

## **NOTICE TO THE PARTIES**

### **SETTLEMENT**

The Board strongly encourages the settlement of the appeals that come before it. Even where discussions between the parties do not result in settlement, they often help to define the issues and assist the parties in agreeing to stipulations. I therefore urge the parties to contact each other to discuss the possibility of settlement as early in this proceeding as possible. I am available to assist in the discussions. The parties should discuss concrete, specific settlement proposals unless either party concludes in good faith that no compromise of any kind is possible. They must also be prepared to discuss with me the status of any settlement discussions. *See* 5 C.F.R. § 1201.41(b)(12) (the administrative judge is authorized to “[h]old prehearing conferences for the settlement and simplification of issues”).

If the parties agree to settle this appeal, and to enter the agreement into the record, the Board will retain the authority to enforce its terms if the Board has jurisdiction over the appeal. However, if they do not enter the agreement into the record, or if jurisdiction has not been determined, the Board will have no authority to enforce the agreement.

FOR THE BOARD:

\_\_\_\_\_/S/\_\_\_\_\_  
Daniel Madden Turbitt  
Administrative Judge  
Washington Regional Office  
1800 Diagonal Road, Suite 205  
Alexandria, VA 22314-2840  
Phone: (703) 756-6250  
Fax: (703) 756-7112  
V/TDD (800) 877-8339

Enclosures



## **MSPB SCHEDULE 752 REQUIREMENTS FOR AGENCY FILE**

Insofar as the content of the Agency File is concerned, the instructions that follow apply in all cases. Insofar as the instructions refer to tabbing and numbering of Agency File materials, they apply only to instances in which the Agency File is submitted via postal mail, or personal or commercial delivery. **When the Agency File is submitted via e-Appeal Online, the requirements of 5 C.F.R. § 1201.14(g)(3) apply.** When the Agency File is submitted via fax, each page of the attachments should be sequentially numbered and the attachments should be preceded by a table of contents describing each attachment and indicating the page on which it starts.

### **General Information**

All evidence submitted will be disclosed to the parties. Therefore, no classified document can be received in evidence unless accompanied by a statement that it is declassified and that full disclosure is permitted.

### **Materials Required to be Tabbed, with Pages Re-numbered within a Tab, and Filed**

1. A narrative response to the appeal and all material issues raised by appellant.

[Indicate whether appellant is an "employee" as defined by 5 U.S.C. §7511(a)(1) or 39 U.S.C. §1005(a) (4) (A) (ii). If appellant was barred from active duty during the notice period, explain the reasons and authority for that action.]

2. With the exception of Postal Service cases, a statement whether appellant is covered by a collective bargaining agreement and whether that agreement covers the action being appealed.

[If so, provide a copy of the applicable provision(s) and state whether appellant has grieved the action. If appellant has, submit a copy of the grievance and indicate the date it was filed.]

3. A statement whether appellant has filed a formal complaint of discrimination on the action being appealed.

[If so, indicate its current status, provide a copy of the complaint, indicate the date the complaint was filed, and the agency's decision, if any.]

4. Copies of all other documents, which are relevant and material to this appeal.

[Provide copies of the notice of proposed action; appellant's written reply and summary of the oral reply, if any; the decision letter; the SF-50 (or other notification of personnel action) documenting the action; evidence supporting the action; and documentary evidence of any past record relied upon in taking the action.]

### **Instructions for Assembly of the Agency File**

The agency's file must be organized as described below. Failure to do so will result in rejection of the submission.

All documents submitted in hardcopy must be bound at the top (not the side) with a two-hole fastening device. The holes must be 2 and 3/4 inches apart. A cover is not required.

Documents in item 4 must be arranged by date with the most recent on top and the oldest on bottom. Documents must be individually tabbed using the letters of the alphabet, e.g., 4a, 4b, 4c, etc.

All documents within a tab must have new page numbers (by hand if necessary) so that each document, within each tab, is re-numbered, from the first page of the first document to the last page of the last document. This will allow for specific page references to the record, by tab and by page number within a tab. The new page numbers should be placed in the bottom right-hand margin of each page. If some pages within a tab are already numbered in the bottom-right margin, parties should place the new page numbers just to the right of the original page numbers.

A Table of Contents is placed on top of the tabbed documents. Use the following headings for the Table:

LocationDate            Document DescriptionSource

[The "location" is the tab number; the "date" is the date of the document; the "document description" fully identifies the document; and the "source" indicates the individual or office who authored or otherwise produced the document.]

A completed Designation of Agency Representative form must be placed on top of the Table, if not previously submitted. A transmittal letter, identifying the case by name and docket number, must be placed on top of the Designation.

A Certificate of Service must be inserted on the bottom of the tabbed file.



# Merit Systems Protection Board

## -- Designation of Representative --

Please print or type:

**Appellant's Name:** David Noble  
**Agency Name:** United States Postal Service  
**Docket Number:** DC-0752-12-0054-I-1

The parties may use this form or a similar document to designate any organization or individual to represent them before the Board. (Appellants representing themselves do not need to submit a designation of representative). The choice of representative must not result in a conflict of interest for the organization or person chosen. Each party must make all arrangements for representation. **The Board does not designate a representative for any party to this appeal.** The representative(s) must be able to proceed promptly. Normally, continuances or extensions of time **will not be granted** if the appellant or agency delays in seeking or arranging representation, if the representative cannot proceed in a timely manner, or for changes in representative(s). Despite the designation of representative, **the parties remain personally responsible for prosecuting the case in a timely manner.**

The purpose of the representative is to assist and counsel the appellant or agency in the preparation, presentation, or defense of the appeal. The representative appears with, or for, the party at hearings, settlement negotiations, or other proceedings before the Board. **The representative has the authority to settle the appeal. Any limitation on the representative's settlement authority must be filed in writing with the Board. By designating a representative, you agree to allow the Board to disclose to your representative all information concerning the appeal.**

**DESIGNATION:** The individual or organization named below is hereby designated to represent the  
Appellant  Agency

in connection with this appeal before the Board. **This individual or organization is to be served copies of all communications concerning this appeal from the Board or from the other party(ies).** The address and telephone number of the representative provided below must be correct and specific to ensure that mail or other communications are received promptly. Any change or cancellation of this designation **must be provided, in writing,** to the Board, and to the other party(ies).

**SERVICE METHOD:** US Mail  FAX  E-Mail

Name of Representative: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ FAX: \_\_\_\_\_ Other(E-Mail, etc.): \_\_\_\_\_

Signature of Appellant or Agency Authorizing Official: \_\_\_\_\_ Date: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN THIS FORM TO THE BOARD OFFICE WHERE THE APPEAL IS PENDING. PROVIDE A COPY TO THE OTHER PARTY(IES). BOARD REGULATIONS REQUIRE THAT COPIES OF ALL COMMUNICATIONS MUST BE SERVED ON THE OTHER PARTY(IES).**

## **PRIVACY ACT STATEMENT**

During the course of processing the appeal, which you or your representative has filed, it is necessary to collect personal information that is relevant and necessary to reaching a decision in your case. The Merit Systems Protection Board collects this information in order to process appeals under one or more of the following authorities: Title 5 U.S.C. §§ 1302, 1221, 3301, 3302, 4302, 5115, 5338, 5345, 5346, 7151, 7154, 7301, 7501, 7512, 7701, and 8347; as well as Executive Orders 9803, 11222, 11478, 11491, and 11787. Since your appeal is a voluntary action, you are not required to provide any personal information to the Merit Systems Protection Board in connection with your appeal. However, failure to provide all information essential to reaching a decision in your case could result in the cancellation of your appeal.

The appeal decisions of the Merit Systems Protection Board are final administrative decisions and as such are available to the public under the provisions of the Freedom of Information Act. Some information about the appeal is used in depersonalized form as a database for program statistics. If there is a need to disclose information from your appeal file for reasons other than these and those cited in the Privacy Act (Title 5, United States Code, 552 (a), (b), your prior written consent will be solicited.

**UNITED STATES OF AMERICA  
MERIT SYSTEMS PROTECTION BOARD**

**NOTICE**

**SUSPENDED APPEAL PROCEDURE**

Both the appellant and the agency are entitled to have this appeal adjudicated as quickly as possible, usually within 120 days (see 5 U.S.C. §7702(a)(1)). In some situations, however, the parties may conclude that they need more time than is routinely provided for discovery or settlement discussions. Therefore, should the agency and the appellant jointly agree that additional time is necessary to pursue discovery or settlement, additional time may be granted at the discretion of the presiding administrative judge for a period up to 30 days, and case processing will be **SUSPENDED**. In lieu of participating in a joint request, either party may submit a unilateral request for additional time of up to 30 days to pursue discovery. Such unilateral requests may be granted for good cause shown at the discretion of the administrative judge.

A request that the adjudication of this appeal be suspended must be filed with the administrative judge within 45 days of the date of this order (or within 7 days of the appellant's receipt of the agency file, whichever date is later). An untimely request may be granted at the discretion of the judge. No case may be suspended for more than a total of 30 days under these procedures.

Should the parties contact the administrative judge during the period of suspension for assistance relative to discovery or settlement, and if the administrative judge's involvement is likely to be extensive, the judge will notify the parties that it will be necessary to take the case off suspension and return it to standard processing.

## **NOTICE**

### **ALTERNATIVE DISPUTE RESOLUTION**

The Merit Systems Protection Board (MSPB), in an effort to provide alternatives to the regulatory adjudication process, offers the parties to the appeals brought to the Board several dispute resolution options. This notice will familiarize you with those possibilities so that you can consider them and discuss them with the Administrative Judge before you decide how to proceed. All options are cost free. Settling your case with the assistance of the professional who will guide the parties through the process offers your best chance of reaching a resolution of the appeal that benefits both parties. Accordingly, the MSPB urges you to be open to the possibility of such a resolution at all times.

### **THE MEDIATION APPEALS PROGRAM**

The Mediation Appeals Program (MAP) is a voluntary, confidential process in which the parties meet with a trained mediator in a non-litigious, non-adversarial setting. Even more than the other settlement options available, MAP encourages the parties to approach settlement with an open mind and to consider possible resolutions that may not mirror a potential outcome of the adjudication process. Both parties must agree to mediation, and the MSPB must concur that it could be beneficial, given the circumstances of the case and of the parties. Because the appeal will be outside the normal adjudication process while it is in MAP, your agreement to mediate requires that you be ready to proceed to mediation without delay, and that you be willing to finalize any settlement you may reach expeditiously. Cases should normally not spend more than 30 days in the program.

The mediator will meet with the parties and facilitate discussions between them in an effort to find common grounds on which to resolve the appeal. In some circumstances, mediations may be done by video-conference or by telephone, but they are usually done in person. If the efforts to resolve the appeal do not result in a settlement, the mediator will have no input into the adjudication of the appeal. Nonetheless, the parties are likely to return to adjudication with a better understanding of what is important to them and to the other party, which often helps them reach a settlement during the adjudicatory process. A brochure that further explains MAP is enclosed for your review or is available on-line at [www.mspb.gov/map](http://www.mspb.gov/map). If you have other questions specific to the mediation option, in addition to discussing them with the Administrative Judge, you may call the MAP Regional Operations Coordinator, Talethia Owens, at (202) 653-6772, ext. 4509, or e-mail at [regionaloperations@mspb.gov](mailto:regionaloperations@mspb.gov).

## **THE SETTLEMENT JUDGE PROGRAM**

A Settlement Judge is an Administrative Judge like the one assigned to your appeal, but he or she is assigned specifically and solely to discuss settlement options with the parties. Like the Administrative Judge assigned to your appeal, a Settlement Judge is skilled at evaluating the parties' positions and offering sound advice on the strengths and weaknesses of each party's position. A Settlement Judge plays no part in the processes and procedures through which an appeal goes during the course of the traditional adjudication process, and has no input into the decision if the appeal does not settle. For this reason, some parties feel more open to frank discussion of their appeals and their settlement goals with a Settlement Judge.

Unlike MAP, both parties do not have to request the services of a Settlement Judge. However, there must be a genuine willingness by both parties to explore settlement before one will be appointed. Accordingly, if, after initial settlement discussions between the parties and with the assigned Administrative Judge, a party believes the assignment of a Settlement Judge would be useful, a request may be made to the Administrative Judge or the Regional Director. If the Regional Director or Chief Administrative Judge concurs, a Settlement Judge will be assigned.

## **THE MSPB SETTLEMENT PROGRAM**

The Administrative Judge assigned to decide your appeal will explore the possibility of settlement with the parties to almost all appeals. Thus, you need not make any election if this is the option you prefer. Through the documents filed by the parties and the evidence submitted, the Administrative Judge becomes thoroughly familiar with the case and is in the best position to discuss the strengths and weaknesses of the appeal, as well as to evaluate not just the likelihood of success but also the validity of settlement offers made by the parties, and to suggest proposals for their consideration. Administrative Judges often spend considerable time working with the parties to help them craft mutually beneficial settlements in lieu of adjudication, in which it is more likely that there will be a "winning" and a "losing" side. Any settlement discussions with the Administrative Judge, however, have no effect on the ultimate outcome of the appeal if the case does not settle.

## **ELECTRONIC FILING AT THE MSPB**

Parties and representatives who register as e-filers can file virtually any type of pleading, including a new appeal, in electronic form. Those who register as e-filers will receive documents issued by the Board, and pleadings filed by other e-filers, in electronic form. Registration and filing are done via the Board's e-Appeal site on the Internet: (<https://e-appeal.mspb.gov>). The Board's electronic filing application includes the following features:

- Both the Board and e-filers will receive electronic documents on the same day they are submitted.
- E-filers need not disclose their e-mail addresses to anyone except the MSPB.
- E-filers can either enter their pleadings online or upload them as electronic files.
- Documents can be submitted in any common electronic format, including word-processing and image formats (electronic files created by scanning paper documents).
- Should they choose to do so, e-filers will be able to submit their pleadings and supporting attachments in the form of declarations made under penalty of perjury. The Board gives greater evidentiary weight to statements in this form than to unsworn statements.
- Regardless of whether it is uploaded or entered online, each pleading will be assembled into a single PDF document, which will include all electronic attachments, and which will contain sequential page numbers. Pagination will enable everyone involved to make specific citations to the record.
- If unable to complete a pleading while online, an e-filer will be able to save his or her work and complete it during a later session.
- E-filers will be provided a confirmation of electronic filing, and will be able to print or download a copy of the assembled pleading as a PDF document.
- Service of pleadings on other e-filers will be automated.
- If you elect to be served electronically, MSPB will e-mail you notification when documents are posted to the e-Appeal repository. You will need to download or read the documents from the repository. If your mail service has spam filters, please ensure that mail from @mspb.gov is approved or check your junk folder routinely.
- When a party who is an individual is represented, the party and the representative can separately decide whether to register for e-filing. If only the representative registers for e-filing, the party will continue to receive documents by regular mail.
- Although registration as an e-filer permits participants to file pleadings electronically, they may file any pleading, or portion of a pleading, by non-electronic means.
- Registration as an e-filer can be withdrawn at any time, but while in effect means that the individual consents to accept electronic service of all documents issued by the Board and all pleadings submitted by other e-filers.

For further information about electronic filing, please read the Board's regulation at 5 C.F.R. § 1201.14, or visit the Board's regular website (<http://www.mspb.gov>), or the Board's e-Appeal site (<https://e-appeal.mspb.gov>).



## Notice

The Washington Regional Office of the United States Merit Systems Protection Board (MSPB) is conducting an informational program to educate parties about the appeal process before the MSPB. The video presentation will discuss the procedures applicable to submissions about jurisdictional and timeliness issues, discovery, prehearing submissions and conferences, settlement, and hearing. The presentation will be followed by a question and answer period with an Administrative Judge.

The program is held on the third Monday of each month from **9:00 a.m. to 10:00 a.m.** at the Board's office located at 1800 Diagonal Road, Suite 205, Alexandria, Virginia. This program is open to all interested parties and is designed particularly for representatives with limited experience before the Board or appellants proceeding without representation. For more information, you may contact the Board's Washington Regional office at (703) 756-6250 between the hours of 8:15 a.m. and 4:45 p.m., Monday through Friday. Electronic inquiries may be made via fax at (703) 756-7112 and/or electronic mail at [washingtonregion@mspb.gov](mailto:washingtonregion@mspb.gov).

CERTIFICATE OF SERVICE

I certify that the attached Document(s) was (were) sent as indicated this day to each of the following:

Appellant

Electronic Mail      David Noble  
1 Fenceline Drive  
Gaithersburg, MD 20878

Agency Representative

Electronic Mail      Stephen W. Furgeson  
United States Postal Service  
Capital Metro Law Office  
8200 Corporate Drive  
Landover, MD 20785-2200

October 31, 2011  
\_\_\_\_\_  
(Date)

/s/  
\_\_\_\_\_  
Sheila Stanton  
Paralegal Specialist