

# OPM eFile Instructions

Appellant and Appellant Representatives

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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 your filing to OPM on your behalf. The date you filed with MSPB may be relevant to a good cause showing, but it does not by itself make your OPM appeal timely — keep proof of that date. If you believe your case involves a matter within MSPB's independent jurisdiction, consult an attorney or your agency's HR or legal office — but do not delay refiling with OPM while you seek that advice, because the 30-calendar-day deadline continues to run.

**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 and do not constitute a filed appeal. Your filing date is the date you submit electronically, and an appeal is timely only if filed by 11:59 p.m. Eastern Time on the 30th day. See the **Deadline Rules** section for how your 30 days are counted. (5 CFR 731.502)

# Exemptions from Electronic Filing

**How to request an exemption.** Contact OPM SuitEA at [SuitEAAppeals@opm.gov](mailto:SuitEAAppeals@opm.gov). A request made after your filing deadline will not establish good cause. OPM decides each request at its sole discretion.

**When to request.** Submit your request at least 14 calendar days before your filing deadline. If you cannot submit it that far in advance due to circumstances beyond your control, submit it as early as possible.

**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.

## **Examples of limitations OPM may consider:**

- A disability that prevents you from using the system, including where assistive technology is not compatible
- No reliable internet access, or no email account you can use

# Before You File

Confirm:

- You are an applicant, appointee, or employee in the competitive service or career SES
- The agency took a suitability action against you under 5 CFR Part 731 (not a fitness action, security clearance action, or other personnel action)
- You are filing within 30 calendar days of the effective date of the action (see ***Deadline Rules*** below)

# Deadline Rules

An appeal must be filed within 30 calendar days. The count starts the day after the triggering date. For **appointees and employees**, that is the date the employing agency effectuates the action. For **applicants**, that is the date on the notice of final action. Applicants served by mail get 10 additional calendar days; this addition does not apply to appointees or employees. See 5 CFR 731.502.

**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 appeal only upon a showing of good cause, which is committed to OPM's sole and exclusive discretion (5 CFR 731.502, 731.503).

To ask OPM to accept a late filing, upload a written statement as an attachment in the eFile system explaining why the appeal was not filed on time. Include documentation supporting the good cause claim with that attachment. You bear the burden of showing good cause.

**What OPM may consider.** There is no fixed list of qualifying reasons. OPM may weigh whether you acted diligently, whether the delay was outside your control, and whether you timely sought any needed e-filing exemption. Examples:

- Serious illness, hospitalization, or a death in your immediate family during the filing window — supported by medical or other 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 your diligent attempts

# 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

- **Covered 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 30 calendar days after the effective date of the action — timely if e-filed by 11:59 p.m. Eastern Time on the 30th day.
- **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 — see Exemptions from Electronic Filing.
- **Required content.** A written appeal stating the basis of your appeal; your contact information (and your representative's, if any); and supporting documentation (see ***What to Include in Your Appeal***).
- **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. (5 CFR 731.501)
- **If requirements are not met.** A late appeal is dismissed unless you show good cause. An appeal outside OPM's jurisdiction is also dismissed.

# 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 (5 CFR 731.501).
- **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 (5 CFR 731.203).
- **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 (5 CFR 731.501).

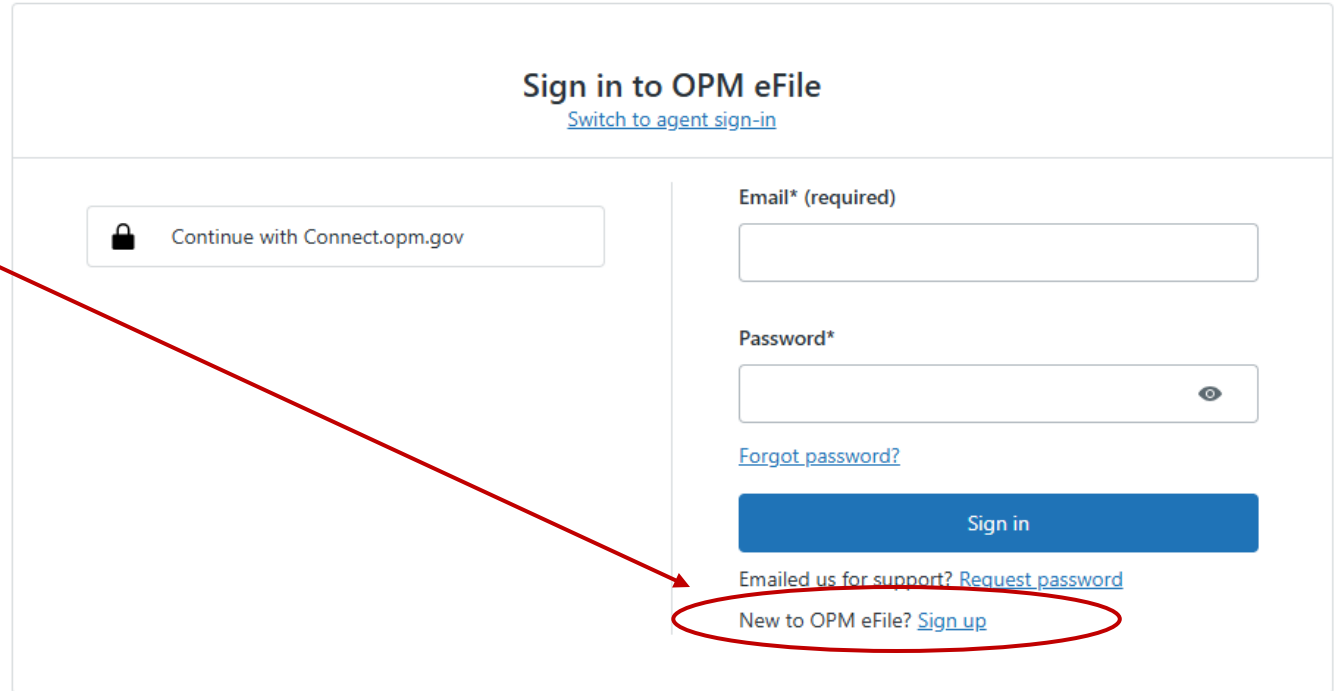
# Step-by-Step Filing Instructions

# Creating an Account

# Register for an Account

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

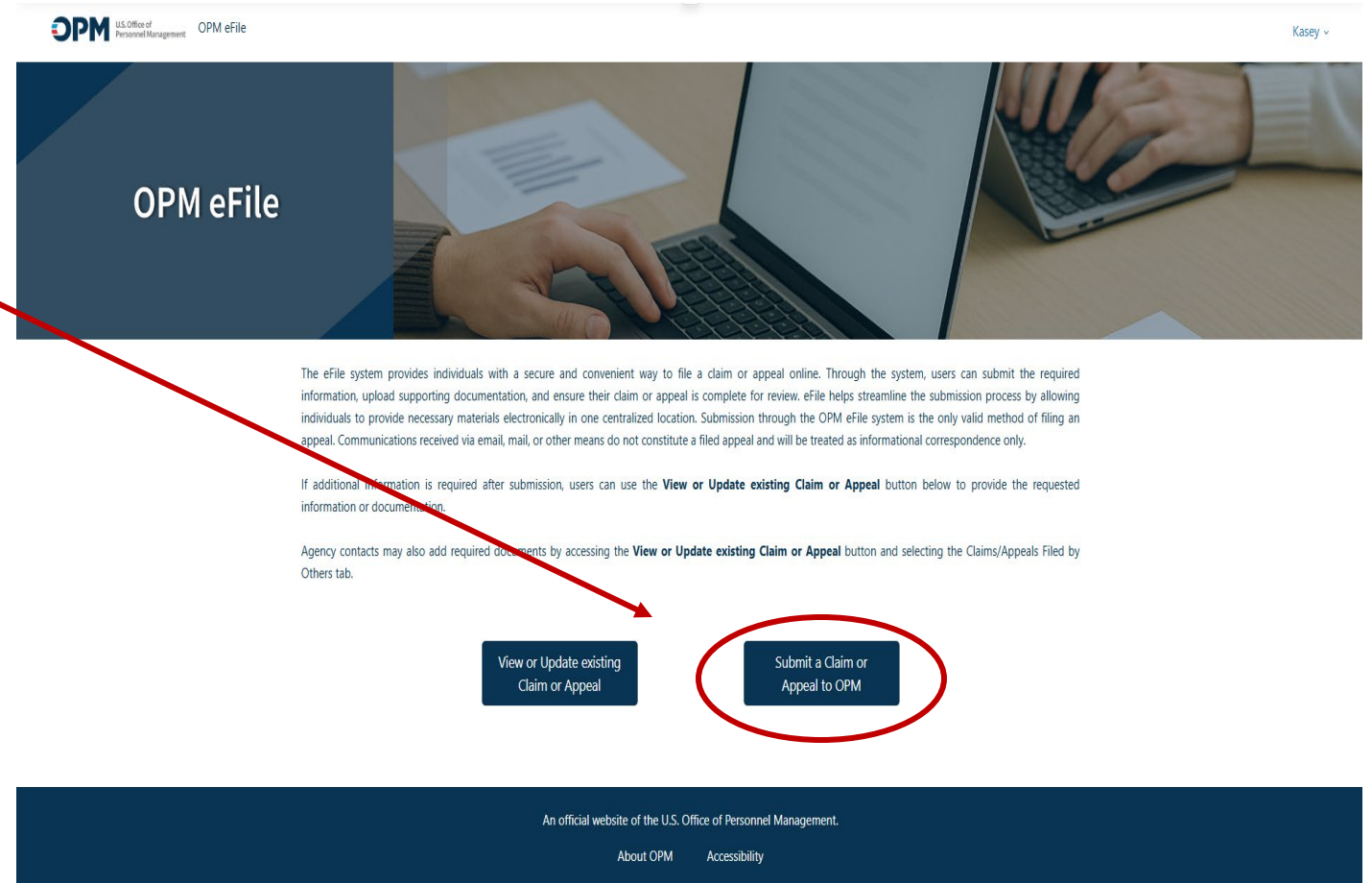
1. On the sign-in page, click "Sign up" in the bottom right.
2. Enter your email address and create a password.
3. OPM eFile will send a confirmation link to your email.
4. Click the link in that email to verify your account.
5. Return to <https://opmefile.opm.gov> and sign in with your new credentials.



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

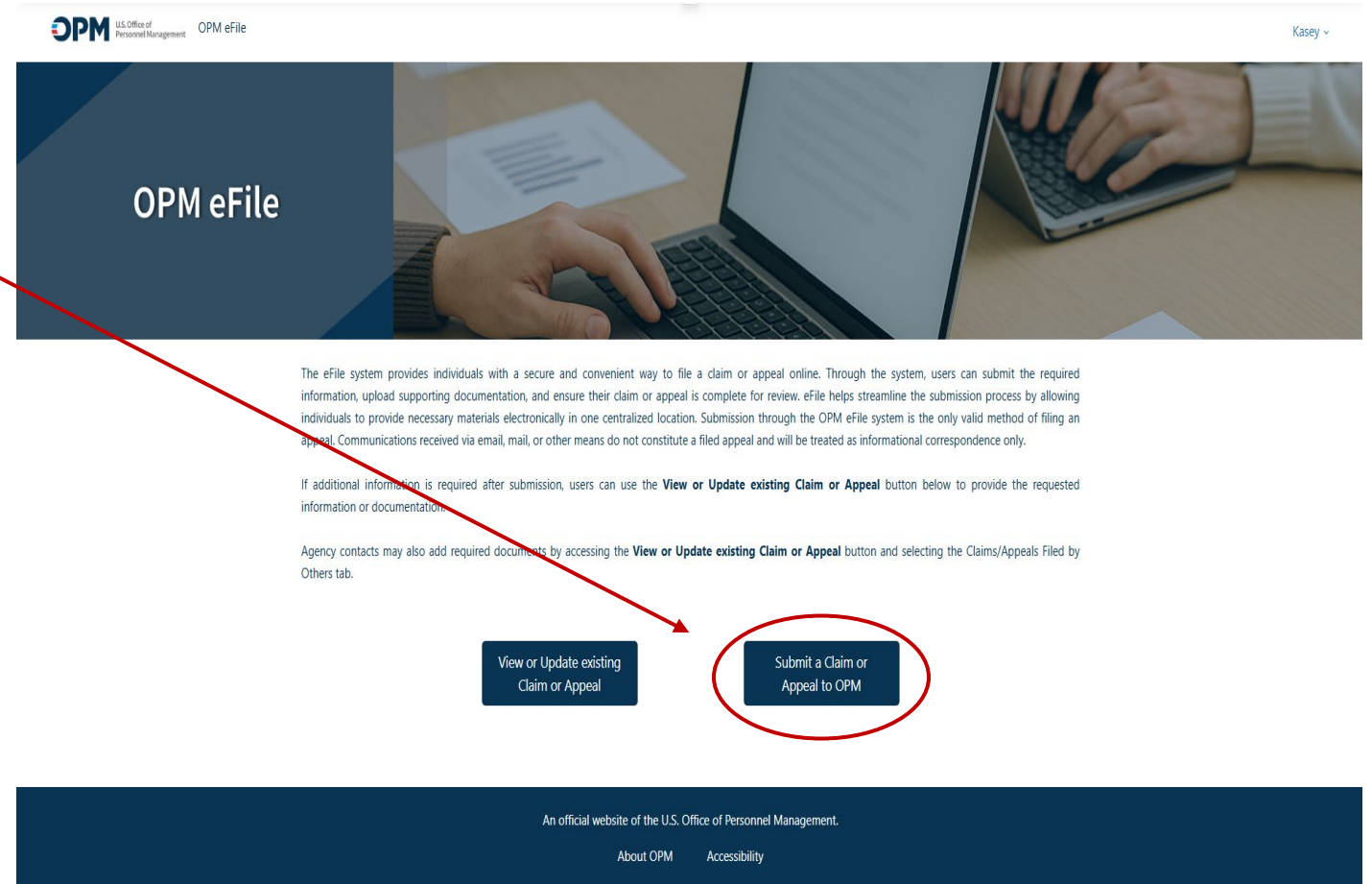
1. Open a web browser and go to <https://opmefile.opm.gov>.
2. To create an account, click "Submit a Claim or Appeal to OPM".
3. This will take you to the OPM eFile sign-in page.



# Submitting a Claim or Appeal

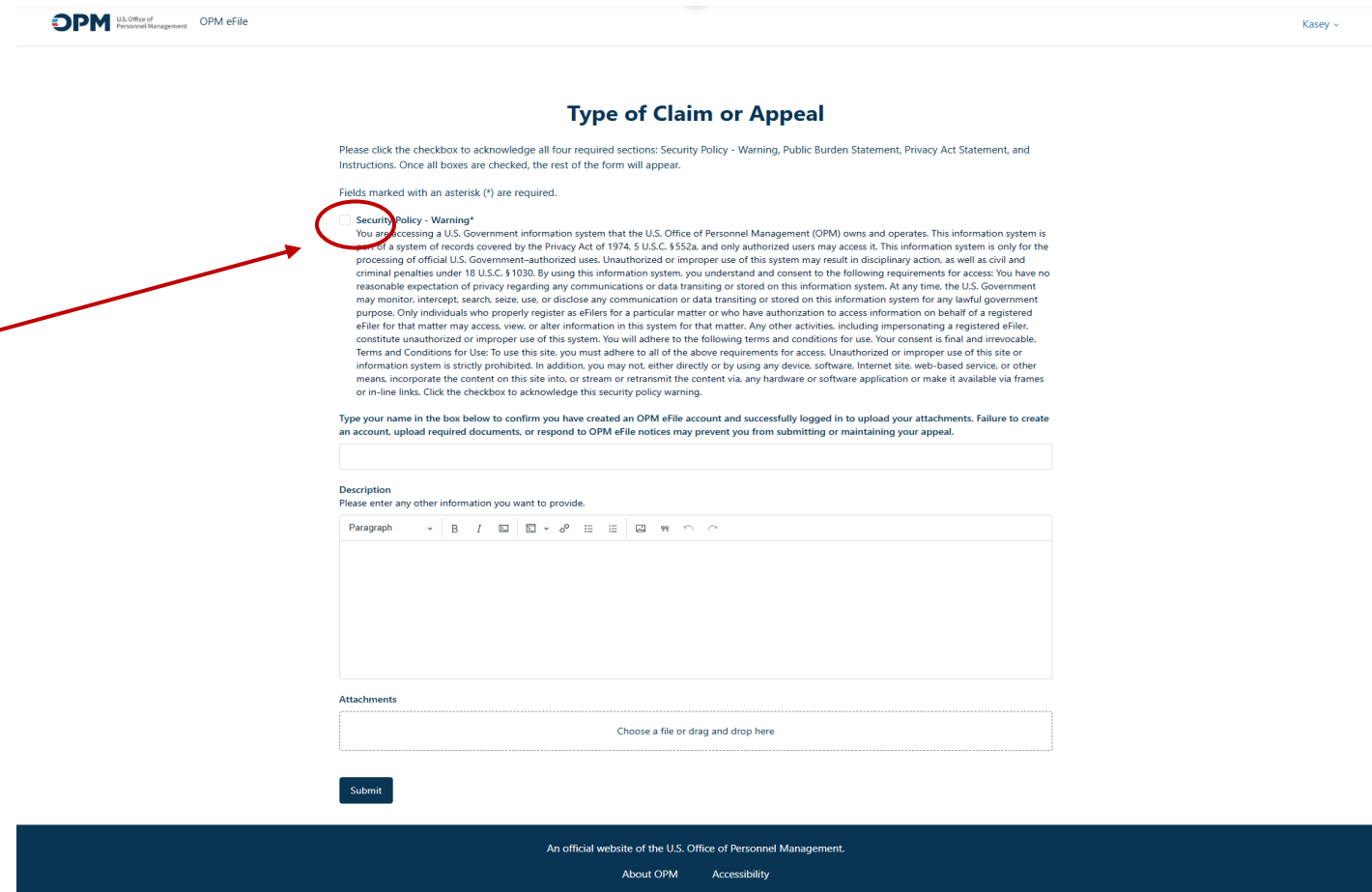
# Start a New Submission

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

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# 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.

☒ Security Policy - Warning\*

☒ Public Burden Statement\*

☒ Privacy Act Statement\*

☒ Instructions\*

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

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## OPM | 20

**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.

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# 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 (5 CFR 731.503).

# Your Reply to the Agency Response File

**What the reply is for.** 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 (5 CFR 731.503).

**Use it to.** 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.

# Your Reply: Hearings and New Allegations

**Why disputes matter.** OPM convenes a hearing only when the written record is insufficient to resolve a material factual dispute, including a material credibility dispute, and any hearing is limited to the material factual issues identified (5 CFR 731.505).

**Raise disputes here.** Because the reply comes after you have reviewed the agency response file, it is the right point to raise them. Failing to identify a factual or credibility dispute is not by itself grounds for dismissal, but do not assume OPM will infer a disputed fact your reply does not identify.

**New allegations of error.** 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. To request leave, file a motion before or with your reply explaining why the allegation could not have been raised earlier.

**Good cause does not include.** Oversight, failure to investigate available information, strategic omission, or disagreement with the agency's earlier decision.

# Other Requests During Your Appeal

There is no general motions practice in a suitability action appeal — every request is made through the eFile system.

- **Protective or cease-and-desist orders (5 CFR 731.506).** You may request one at any stage of the appeal. Include a statement of reasons justifying the request and any relevant supporting evidence.
- **Late filings.** OPM may accept an untimely filing only upon a showing of good cause, which is committed to OPM's sole and exclusive discretion (5 CFR 731.502, 731.503).

**Remember to Monitor eFile.** You are responsible for monitoring your case in eFile; failure to monitor the system is not grounds for an extension.

# The Decision

OPM SuitEA decides the appeal on the developed written record, plus the hearing record if OPM holds a witness credibility hearing, and issues an initial decision in writing to you and the responsible agency. OPM SuitEA may affirm, reverse, modify, vacate, or remand the suitability action in whole or in part.

**When a hearing is required.** If resolving a material factual dispute requires evaluation of witness credibility, or the developed written record is insufficient to resolve one or more facts material to the outcome, OPM may assign an administrative judge to preside over a hearing, limited to those material factual issues. There is no automatic right to a hearing in every appeal (5 CFR 731.505).

Every initial decision includes findings on each material charge, specification, and suitability factor, and assesses whether any sustained grounds support the action taken.

# Reconsideration and Finality

Either party may request that OPM SuitEA reopen and reconsider the initial decision within 30 calendar days of its issuance. Requests must be filed through eFile and based on: (1) an erroneous finding of material fact; (2) an erroneous interpretation or application of the law; (3) new and material evidence that was unavailable despite your due diligence when the record closed; or (4) other good cause. OPM may deny a request to reopen in its sole and exclusive discretion.

To file a reconsideration through eFile, click “Submit a Claim or Appeal to OPM”, click the “Suitability Appeal” form, click “Yes” to the case being a reconsideration, and complete the form (please ensure to include previous claim/appeal case number).

An initial decision becomes final if neither party requests reconsideration within 30 calendar days. There is no further administrative appeal from a reconsideration decision, although the OPM Director may independently reopen a decision that is not yet final at the Director’s sole discretion.

**Publication.** Your case may be summarized publicly. 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 (5 CFR 731.509).

# Other Forums and Parallel Claims

Revised 5 CFR 731.501(e) makes the part 731 process the exclusive appeal process for a suitability action. It does not preclude you from filing a complaint, appeal, or other matter with other Federal bodies that have independent jurisdiction over your claims: the EEOC, the FLRA, an agency Inspector General, the MSPB, the Department of Labor's Veterans' Employment and Training Service (VETS), or the Office of Special Counsel (OSC).

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

- Uniformed Services Employment and Reemployment Rights Act (USERRA) claims
- Veterans' Employment Opportunities Act (VEOA) claims
- Individual right of action appeals alleging whistleblower reprisal

**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.

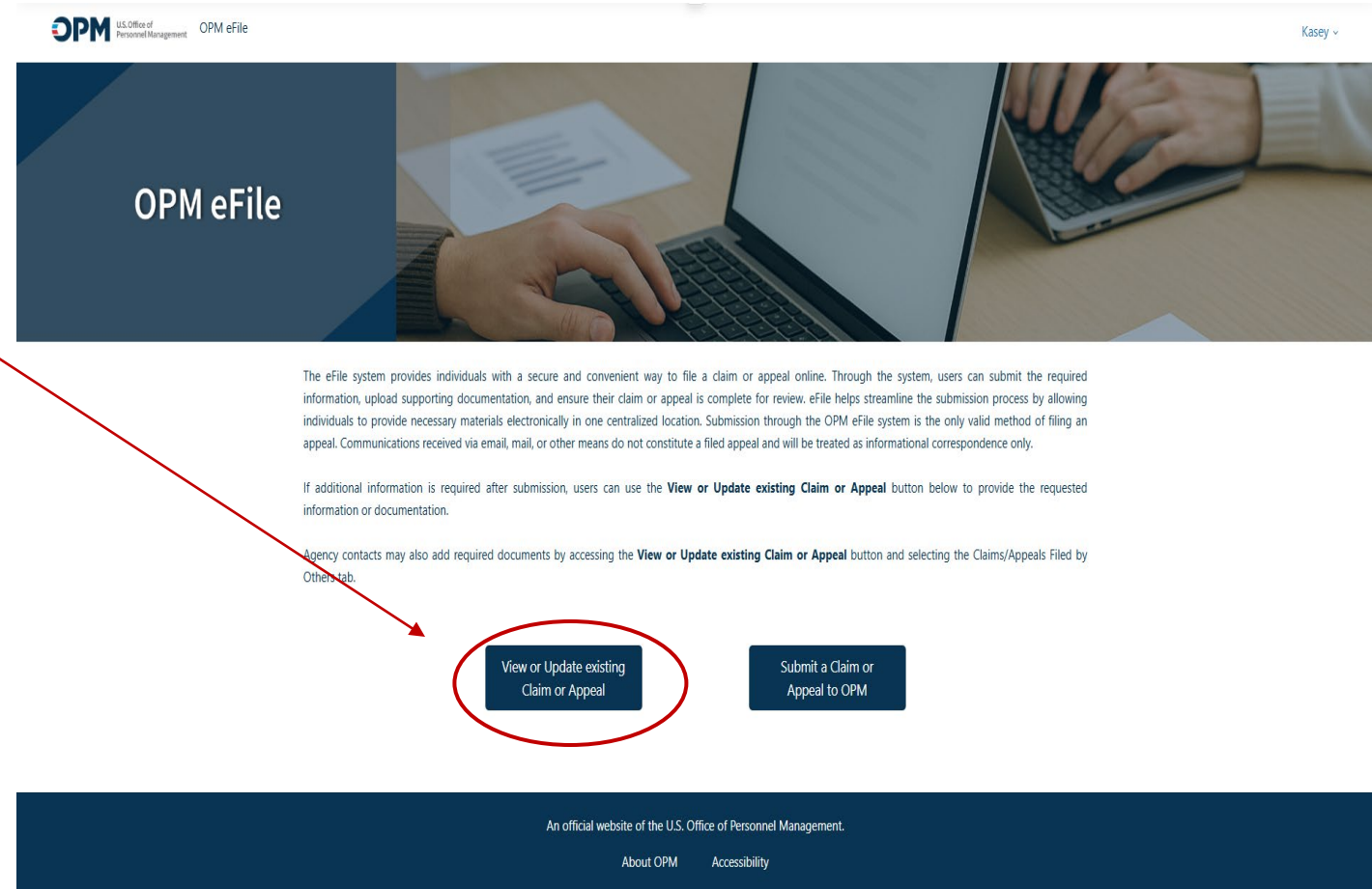
# How to File a Reconsideration Request

- **File through eFile within 30 calendar days** of the issuance of the initial decision (5 CFR 731.507). Either party may ask OPM to reopen and reconsider an initial decision within 30 calendar days of its issuance. Create a new appeal in the system, click “Yes” to the case being a reconsideration, and complete the form (please ensure to include previous claim/appeal case number).
- **Explain the impact.** State the ground(s) for reopening and explain how each affected the outcome of your case — citing a ground without explanation is not enough.
- **Grounds (§ 731.507):** (1) an erroneous finding of material fact; (2) an erroneous interpretation or application of the law; (3) new and material evidence that was unavailable despite your due diligence when the record closed; or (4) other good cause.
- **Attach everything at once.** All documents and further filings related to the request must be filed at the same time the request is submitted — supplements are not accepted.
- **Effect.** A timely request suspends finality; an untimely request does not. Ordered relief continues unless OPM stays it. See “Reconsideration and Finality” for the finality rules (5 CFR 731.509).

# 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 |

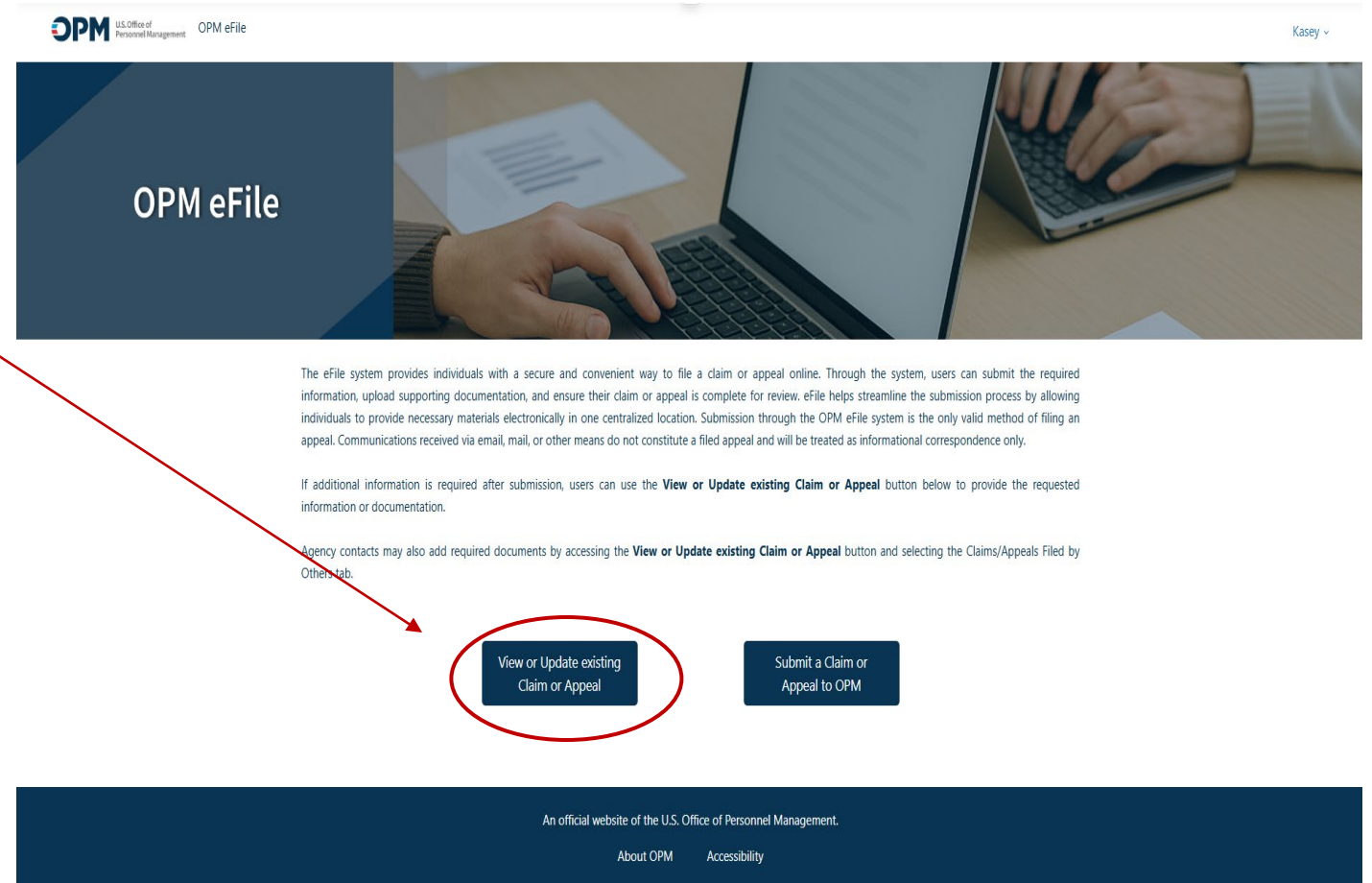
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# **Replying Within an Appeal & Adding Documents to an Existing Appeal**

# 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.

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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 |

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# 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 (5 CFR 731.504).

**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 (5 CFR 731.504).

A Federal employee acting as your representative may not do that work while in a duty status. This includes official time under 5 U.S.C. 7131. 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 ask their agency to pay back any expenses of representing you.

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. Each makes that decision at its sole and exclusive discretion (5 CFR 731.504).

**When:** A representative may be disallowed when the representative is an employee of OPM or of the responsible agency and the representative's activities would cause a conflict of interest or a conflict of position.

**How you are notified:** You will receive a letter through the eFile system explaining why the representative was disallowed, and the representative will be removed from your appeal in eFile. You may designate a different representative who meets the requirements by submitting a new written designation in eFile, or you may continue the appeal 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 13, ***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 (5 CFR 731.504).

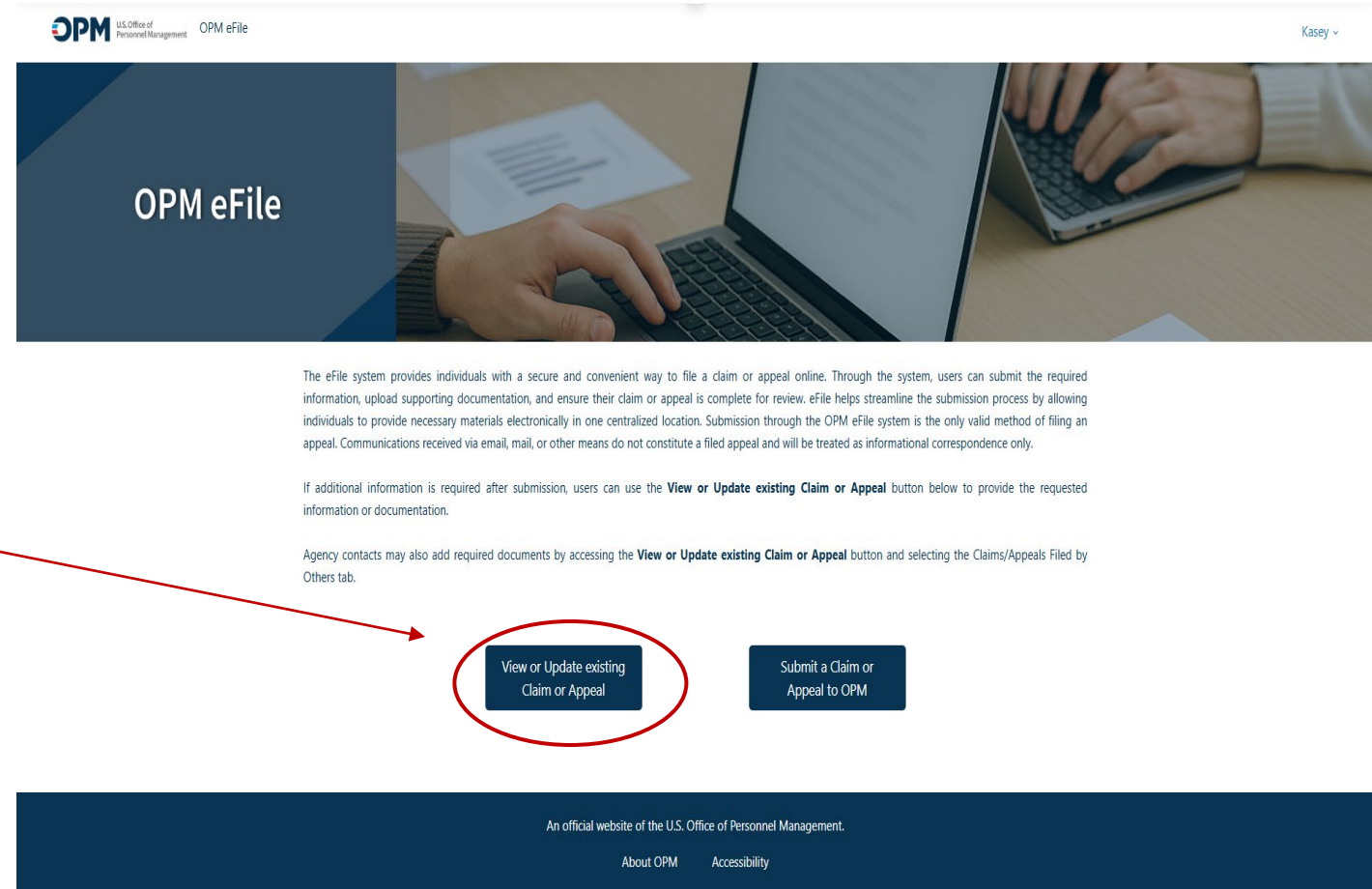
**How you follow the case.** You will find the appeal under the “Claims/Appeals Filed by Others” tab in eFile, and you will be copied on all case correspondence.

# 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

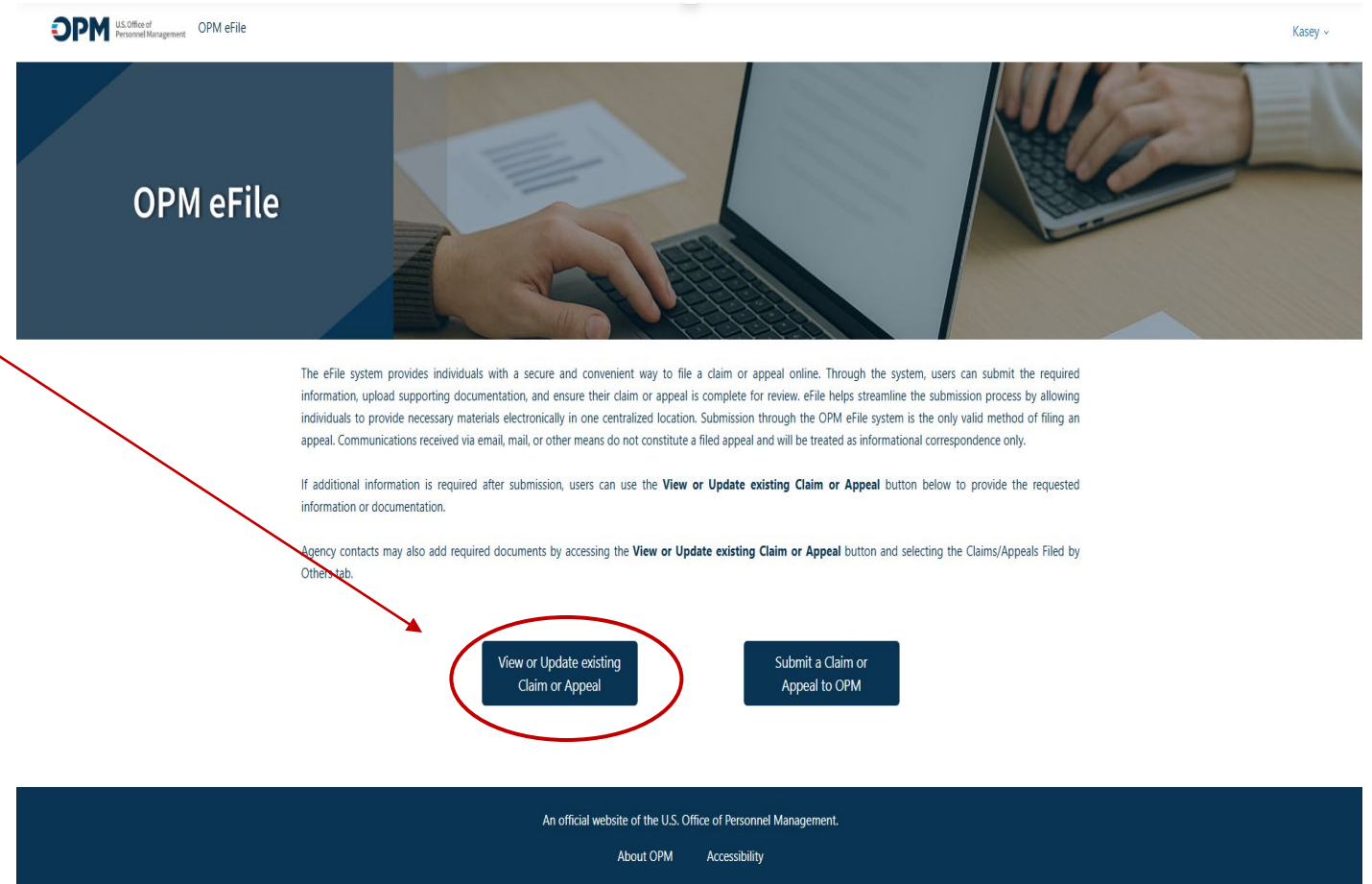
| Subject     | Id      | Created       | Last activity  | Status | Claimant First Name | Claimant Last Name | OPM eFile Case Number      |
|-------------|---------|---------------|----------------|--------|---------------------|--------------------|----------------------------|
| Kasey Acres | #325893 | 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 and Adding Documents to an Existing Appeal**

# Navigate to View/Update Existing Claim or Appeal

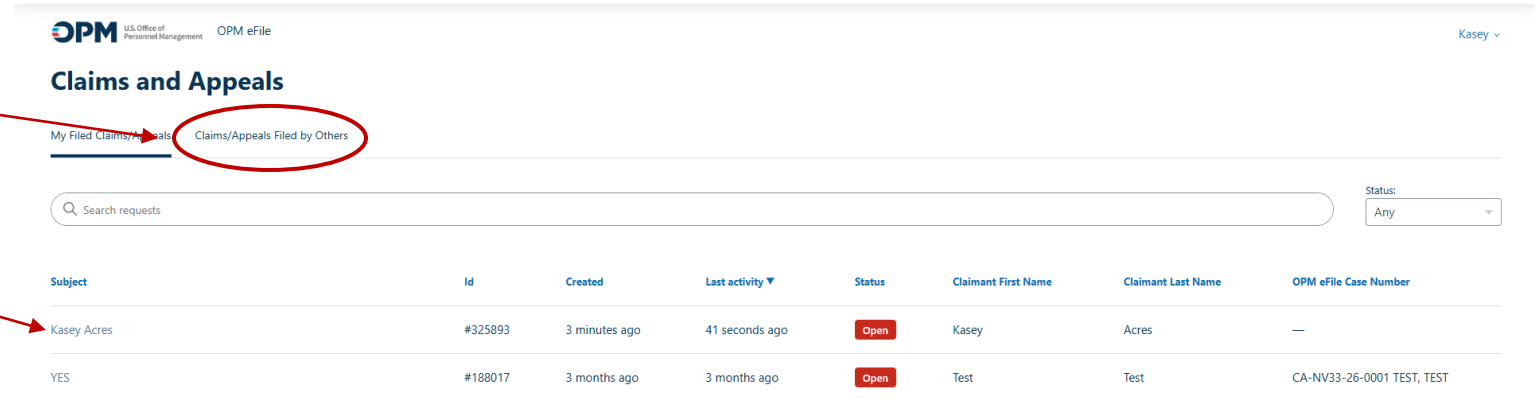
1. Sign in to OPM eFile at <https://opmefile.opm.gov>.
2. From the home page, click "View or Update existing Claim or Appeal".



# 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

| 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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# Submit your Reply/Documentation

**1.** Add your reply in the text box.

**2.** Add any additional documentation that needs to be submitted.

**3.** Click the 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

**B** *I*

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                                        | <b>Open</b>                                                                                                                          |
| 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                    | —                                                                                                                                    |

# Need help?

# Contact Information

For technical questions about the OPM eFile system, contact [OPMeFile@opm.gov](mailto:OPMeFile@opm.gov).

For questions about your suitability appeal, contact [SuitEAPpeals@opm.gov](mailto:SuitEAPpeals@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](mailto:OPMeFile@opm.gov)
- Appeal questions: [SuitEAAppeals@opm.gov](mailto:SuitEAAppeals@opm.gov) or (202) 599-0090