

Suitability Executive Agent Programs

CERTIFICATION OF COMPLETENESS AND SERVICE

Suitability Action Appeals | 5 CFR Part 731, Subpart E | Effective September 2, 2026

CASE INFORMATION**Appellant Name****OPM Appeal Case Number**

Note: Use the case number from OPM's acknowledgment letter — the appeal case number, not the underlying investigation number.

Position / Title**Agency / Component****Part I: CERTIFICATION OF COMPLETENESS**

I certify that I am a duly authorized representative of the Agency and that I have authority to submit this agency response file on behalf of the Agency.

Note: Under 5 CFR § 731.503(b)(1), the agency response file is due within 30 calendar days of the date of OPM's acknowledgment letter, unless the OPM adjudicator sets a different deadline. Check the acknowledgment letter for the exact due date.

I further certify, to the best of my knowledge and belief, that:

1. **Completeness.** This agency response file contains all records, documents, reports, memoranda, and other materials relevant to the suitability action identified above that are in the possession, custody, or control of the Agency, OPM, or another authorized entity, except as identified in Item 7 below. Where the action relies on an investigative file or continuous vetting records of another federal agency, the Agency has obtained the releasable copy from the originating agency and included it in this file. The Agency has not omitted any document considered, relied upon, generated, received, issued, or served in investigating, proposing, deciding, directing, or effectuating the suitability action.
2. **Format.** The file has been organized in accordance with OPM's agency response file instructions and is submitted as a single bookmarked, indexed, and sequentially paginated PDF. The file begins with a cover page and an index identifying each tab and the page on which it begins, is divided into Tabs 1 through 6 in the order required by OPM's instructions, and includes a bookmark for each document in the format Tab [#][letter] — Date — Title, in a single flat list in tab order. The PDF is not password-protected or encrypted, all redactions were applied so as to permanently remove the underlying text, and the file is text-searchable. If the file exceeds 50 MB and has been split into multiple labeled parts, each part is identified (e.g., "Part A of B"), and all parts together constitute the complete agency response file.
3. **Legibility.** All documents included in this file are as legible as practicable. Where a source document was unclear, the Agency has taken reasonable steps to improve legibility (e.g., re-scanning). The Agency retains the complete, unredacted original records and will preserve all records related to the suitability action until the appeal, including any request for reconsideration, is final.
4. **Page Numbering.** All pages have been consecutively numbered in the lower right-hand corner, beginning with page 1 on the cover page. Approximate total page count: _____ pages.

5. Service on Appellant. A complete copy of this file has been served on the appellant (and the appellant's representative, if any) simultaneously with submission to OPM. The copy served on the appellant is identical to the copy filed with OPM.
6. Releasability. All documents in this file are releasable to the appellant under the Privacy Act. Personally identifiable information not pertaining to the appellant has been removed, and information restricted from use has been removed in accordance with applicable statutes and executive orders. Where the file includes an investigative file or continuous vetting records of another federal agency, the Agency has confirmed the copy included is releasable and has included documentation showing releasability.
7. Obligation to Supplement. If the Agency discovers additional responsive records after this submission, the Agency will promptly notify OPM and supplement the record as directed by the OPM adjudicator.
8. Withheld Documents. *Check one — this item is mandatory:*
 - ☐ No documents have been withheld, redacted, or protectively handled.
 - ☐ One or more documents have been withheld, redacted, or protectively handled. A privilege log identifying each such document and the legal basis for withholding it is included in this file at Tab 6, page _____, unless identifying the document itself is prohibited by law.

Note: Affirmatively check one box. If no documents have been withheld, check the first box — do not leave this item blank. Contact SuitEAPpeals@opm.gov with questions about withholding.

PART II: CERTIFICATE OF SERVICE

Required by 5 CFR § 731.503(f). A certificate of service must accompany every submission to OPM. Include this completed Certification of Completeness and Service as the last part of the agency response file.

I certify that I have served a true and complete copy of the agency response file described in Part I on the appellant and the appellant's representative (if any). If the Agency cannot serve the file by the submission deadline, it will notify the OPM adjudicator immediately; failure to timely serve the appellant may result in sanctions, including exclusion of evidence. Select the method used below — the required information and proof of service differ by method.

Appellant's Full Name

Appellant's Mailing Address or Email

Appellant's Representative Name (if applicable)

Representative's Address or Email

Date of Service

Method of Service on Appellant (check one):

☐ OPM eFile System

Note: The agency record and response in the above-captioned matter were submitted to OPM through the electronic filing system established under 5 CFR § 731.502. Filing through that system constitutes simultaneous service on the appellant and the appellant's representative.

☐ Email — attach read receipt or delivery confirmation as proof

☐ First-Class Mail — attach USPS tracking or certified mail receipt as proof

☐ Other (describe): _____

Note: Filing through OPM's eFile system constitutes simultaneous service on the appellant and the appellant's representative. The email, mail, and other methods above may be used only where OPM has expressly approved an alternative method of transmission for good cause; in that case, attach proof showing how and when service was made. Service was made on the appellant and the appellant's representative at the addresses provided in the appeal or, if none were provided, at the last known addresses in the Agency's records, using a method that documents delivery. Filing with OPM must be through opmefile.opm.gov, not by email or postal mail, absent good cause and OPM approval (5 CFR § 731.502).

SIGNATURE BLOCK

By signing below, I certify to all matters set forth in both Part I (Certification of Completeness) and Part II (Certificate of Service) above. I understand that a willfully false, fictitious, or fraudulent statement in this certification may subject me and the Agency to criminal penalties under 18 U.S.C. § 1001 and other applicable law.

Signature

Printed Name and Title

Agency / Component

Phone Number

Email Address

Date Signed
