

Suitability Executive Agent Programs

AGENCY REPRESENTATIVE DESIGNATION

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. Include this designation in the agency response file, due within 30 calendar days of the date of OPM's acknowledgment letter, unless the OPM adjudicator sets a different date (5 CFR § 731.503(b)(1)).

AGENCY REPRESENTATIVE INFORMATION

The individual listed below is designated as the authorized representative of the agency in the above-referenced suitability appeal. The representative is responsible for submitting the complete, indexed, paginated, and certified agency response file within the applicable deadline; serving the file on the appellant simultaneously; monitoring the case docket; and serving as the agency's main point of contact for the case.

Note on who to designate: Appropriate representatives include an attorney from the agency's Office of General Counsel, the agency's suitability program manager or officer, a Human Resource official, or another official familiar with the suitability requirements. The designation must be in writing and specific to this appeal; a general power of attorney or a designation from another proceeding is not sufficient. The representative's signature below constitutes the designation.

Full Name

Title / Position

Agency Name

Office / Division / Component

Mailing Address

Phone Number

Email Address (opmefile.opm.gov registration)

Alternate Representative (optional)

Name / Title

Email Address (opmefile.opm.gov registration)

Phone Number

Office / Division / Component

Note: For each representative listed above, use a named individual's unique work email address — not a shared or group mailbox (e.g., suitability@agency.gov) and not a position title. OPM's notification message to the agency creates an eFile account at <https://opmefile.opm.gov/> using this email address. Each representative must have an active account before the response file is due. Registration constitutes consent to receive electronic service of all pleadings, evidence, notices, orders, and other documents filed by other parties or issued by OPM. Each representative must regularly monitor the eFile system for new case-related documents; failure to monitor is not grounds for an extension or relief from a deadline. OPM does not accept postal or email submissions without good cause and prior OPM approval (5 CFR § 731.502). Naming an alternate is optional but recommended, given the 30-day response deadline. An alternate must be separately registered in the eFile system in order to receive service and file on the agency's behalf. The primary representative remains responsible for all filings and deadlines unless the agency files an updated designation naming the alternate as primary.

DESIGNATION AND SIGNATURE OF AUTHORIZED AGENCY REPRESENTATIVE

By signing below, I confirm that the agency has designated me as its authorized representative in this appeal. I confirm that the contact information above is accurate; that I am registered (or will register before the response file is due) as an e-filer at opmefile.opm.gov; and that I am responsible for all required filings in this matter on behalf of the agency.

Signature

Printed Name

Title / Position

Date Signed

Note: This designation supersedes any prior designation filed in this case. Notify OPM immediately through opmefile.opm.gov if the representative changes.

FILING INSTRUCTIONS

- File this completed, signed designation in Tab 1 (Jurisdiction Documents) of the agency response file.
- Use of this template is recommended but not required — any written designation that identifies the representative by name and contact information and is specific to this appeal is sufficient. Questions about this form or the appeals process may be directed to SuitEA Appeals at SuitEAAppeals@opm.gov.
- Filing through OPM's eFile system constitutes simultaneous service on the appellant and the appellant's representative and satisfies the delivery requirement (5 CFR § 731.503(f)).
- Register agency representatives in the eFile system in advance of any appeal being filed. The eFile system is how OPM identifies the agency for service. Contact SuitEAAppeals@opm.gov to update the agency's designated representative when it changes.