

ATTACHMENT 5C3

APPEALS CASE LOG

This form is maintained in the Appeal Case File and is to be completed by both OGC HQ and the Working Region. Fill in the applicable dates or other information as appropriate.

TO BE COMPLETED BY OGC HQ:

Case No. _____
Dismissed by the _____ Region
Processed by _____ Region
Consolidated on appeal with Case No(s): _____

Date dismissed: _____
Date appeal filed: _____
Date investigative file sent by Dismissing Region to OGC HQ: _____
Dismissing Region comments on appeal: Yes ___ No ___
Date investigative file received by OGC: _____
Date files sent by OGC HQ to Working Region: _____

TO BE COMPLETED BY WORKING REGION:

Date files received by Working Region: _____
Date appeal assigned: _____
Date appeal ready for recommended decision by RD: _____
Date Working Region's recommended decision sent by E-mail: _____
Working Region recommendation: Deny appeal w/ form dismissal letter: _____
Deny appeal w/modified form
dismissal letter: _____
Case file analysis recommended:
Yes ___ No ___
Grant appeal: Yes ___ No ___

Further investigation: _____
Further analysis: _____
Reversal/Issuance of
complaint: _____

Date files and recommendations sent by Working Region to OGC HQ: _____

TO BE COMPLETED BY OGC HQ

Dismissal letter rescinded by Dismissing Region RD/Appeal case closed _____

Date files received by OGC HQ: _____

Date appeal issued by OGC HQ: _____

Final OGC HQ decision:

Deny appeal: _____

Grant appeal: _____

Further investigation: _____

Further Analysis: _____

Reversal/Issuance of complaint: _____

CFA issued: Yes ____ No ____

Date Director informs Dismissing Region of grant of an appeal and/or issuance of a CFA:

Date Director informs Working Region if appeal recommendation is adopted or not adopted:

Date Motion for Reconsideration filed: _____

Date of decision on Motion for Reconsideration: _____

Reconsideration decision: Granted: _____ Denied: _____