

# 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Dismissal letter rescinded by Dismissing Region RD/Appeal case closed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: \_\_\_\_\_