



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Merit System
Accountability and
Compliance

Monday, January 9, 2017

FROM: ANA A. MAZZI
DIRECTOR

Subject: Centralized Intake Point for OPM Classification Appeals

Under the provisions of 5 U.S.C. 5112 and 5346, a covered employee may file a classification or job grading appeal to OPM if he or she believes the title, series, grade, or pay system of his or her position is incorrect. OPM then determines the correct classification of the position and issues an appeal decision, which is binding upon the employing agency.

Previously, employees would file their appeals with one of OPM's five Agency Compliance and Evaluation field offices, depending on their duty station locations. However, to simplify and improve the efficiency of our intake process, we are now receiving all appeals only at OPM headquarters in Washington, DC. Effective immediately, employees filing appeals with OPM should send them to:

Classification Appeals and FLSA Claims
Program Manager
U.S. Office of Personnel Management
Merit System Accountability and Compliance
1900 E Street, NW
Room 6484
Washington, DC 20415

We have reflected this change on OPM's website under the "Filing Instructions" tab at <https://www.opm.gov/policy-data-oversight/classification-qualifications/appeal-decisions/>.

Please share this information with your staff. If you have any questions about this memorandum or need additional information, please contact Ms. Linda J. Kazinetz, Classification Appeals and FLSA Claims Program Manager, at (202) 606-1814 or linda.kazinetz@opm.gov.