HRDG 4178 - Compensation and Leave Claims Procedures - Section B - Filing a Claim

Last Modified:

Subchapter 4178 - Compensation and Leave Claims Procedures
Section B - Filing a Claim

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Compensation and leave claims must be filed with the servicing HRO within six (6) years of the date the right to payment accrued.

Filing a Claim

In instances where claims have been reviewed by the Human Resources Division (HRD) and the employee (claimant) is not satisfied with the case disposition, then the employee may file a claim with the Office of Personnel Management (OPM).

Step	Who?	Does What?
1	Employee (Claimant)	• Prepares written claim providing: ◦ Claimant’s name, address, phone number, email, Program, duty station, series, position title, grade, ◦ Details of the claim to include date(s), and Program, duty station, series, position title, and grade at the time the claim began if different from above, ◦ Statement on whether or not a collective bargaining unit member, ◦ Supporting documentation, if any, ◦ Amount sought, and ◦ Any other information believed to support the claim. • Forwards the claim to the appropriate servicing HRO office. **Note:** Claimant or his/her designated representative must sign and date the claim.
2	HRO Servicing Specialist	• Notifies appropriate Program official(s) that a claim has been filed. • Gathers necessary data. • Reviews and prepares a written case analysis. Written analysis must use the following format: • Background • Applicability - Indicate applicable laws, rules, regulations, and/or policies with relevant citations noted. (Attach copies of each item referenced.) • Factual Findings & Analysis • Collective Bargaining Unit Statement - Indicate if the claimant is or is not a member of a collective bargaining unit. If s/he is then indicate if the claim is or is not covered by a negotiated grievance procedure that specifically excludes the claim from review by OPM.

Initial compensation and leave claims must be forwarded to the appropriate HRO office as indicated below.

MRP & FAS Compensation Claims	MRP & FAS Pay & Leave Claims
Servicing Staffing Specialist Human Resources Office (HRO) Minneapolis, MN	Servicing Leave and Compensation Team Specialist (HRO) Minneapolis, MN

Note: “Compensation” claims typically arise from staffing functions, e.g., pay setting, SCD dates. “Pay” claims typically arise from e.g., disputed premium pay such as overtime, night differential.

Where to Send Claims

Employees with disapproved claims wanting additional claim review may forward claims to OPM as indicated below:

OPM Claim	Send To:
Compensation (to include pay) and Leave	Program Manager Office of Merit Systems Oversight and Effectiveness, Rm. 7671 Office of Personnel Management (OPM) 1900 E Street NW Washington, DC 20415 Telephone inquiries regarding such claims may be made to: (202) 606-7948. **OPM Claim Decisions**

MRP & FAS Approved Claims	Claims approved by the HRD Director or the FAS Chief Operating Officer may be paid when there is no question of law or fact. Payments are to be made timely and the claimant is to be advised as soon as possible.
OPM Approved Claims	OPM approved claims must be handled according to the instructions provided by OPM. Such instructions may be found in the letter or order transmitting the claim to the payroll office. When payment is to be made by the payroll office, the claim must be paid as part of the regular payroll.
Claim Reviews	OPM claim settlement is final. There is no further administrative review of claims within OPM. Claimants may choose to bring their claim before an appropriate U. S. court.

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