

Attachment 1 - MSPB listings

U.S. MERIT SYSTEMS PROTECTION BOARD

| Regional Office | Address   | Phone / Email  | Appellate Jurisdiction / States   |
|-----------------|---|--|---|
| Atlanta         | 401 W. Peachtree Street, NW, 10th Floor, Atlanta, GA 30308-3519 | (404) 730-2751 - phone<br>(404) 730-2767 - fax<br><a href="mailto:atlanta@mspb.gov">atlanta@mspb.gov</a>                                   | Alabama, Florida, Georgia, Mississippi, South Carolina, and Tennessee   |
| Central         | 230 South Dearborn Street, 31st Floor, Chicago, IL 60604-1669   | (312) 353-2923 - phone<br>(312) 886-4231 - fax<br><a href="mailto:chicago@mspb.gov">chicago@mspb.gov</a>                                   | Illinois, Indiana, Iowa, Kansas City (KS), Kentucky, Michigan, Minnesota, Missouri, Ohio, and Wisconsin   |
| Washington, DC  | 1901 S. Bell Street, Arlington, VA 22202                        | (703) 756-6250 - phone<br>(703) 756-7112 - fax<br><a href="mailto:washingtonregionaloffice@mspb.gov">washingtonregionaloffice@mspb.gov</a> | Washington, DC, Maryland (counties of Montgomery and Prince George's), North Carolina, Virginia, and all overseas areas not otherwise covered   |
| Northeastern    | 1601 Market Street, Suite 1700, Philadelphia, PA 19103          | (215) 597-9960 - phone<br>(215) 597-3456 - fax<br><a href="mailto:philadelphia@mspb.gov">philadelphia@mspb.gov</a>                         | Connecticut, Delaware, Maine, Maryland (except Montgomery and Prince George's counties), Massachusetts, New Hampshire, New Jersey (except Bergen, Essex, Hudson and Union counties), Pennsylvania, Rhode Island, Vermont, and West Virginia |
| Dallas          | 1100 Commerce Street Room 620, Dallas, TX 75242-9979            | (214) 767-0555 - phone<br>(214) 767-0102 - fax<br><a href="mailto:dallas@mspb.gov">dallas@mspb.gov</a>                                     | Arkansas, Louisiana, Oklahoma and Texas   |
| Western         | 1301 Clay Street, Suite 1380N, Oakland, CA 94612-5217           | (510) 273-7022 - phone<br>(510) 273-7136 - fax<br><a href="mailto:WesternRegionalOffice@mspb.gov">WesternRegionalOffice@mspb.gov</a>       | Alaska, California, Hawaii, Idaho, Nevada, Oregon, Washington and Pacific overseas  |
| New York        | 26 Federal Plaza Room 3137-A, New York, NY 10278-0022           | (212) 264-9372 - phone<br>(212) 264-1417 - fax<br><a href="mailto:newyork@mspb.gov">newyork@mspb.gov</a>                                   | New Jersey, (counties of Bergen, Essex, Hudson, and Union), New York, Puerto Rico, and Virgin Islands   |
| Denver          | 165 South Union Boulevard, Suite 318, Lakewood, CO 80228-2211   | (303) 969-5101 - phone<br>(303) 969-5109 - fax<br><a href="mailto:denver@mspb.gov">denver@mspb.gov</a>                                     | Arizona, Colorado, Kansas (except Kansas City), Montana, Nebraska, New Mexico, North Dakota, South Dakota, Utah and Wyoming   |

## Attachment 2 - General Legal Services Area Counsel

| Office           | Address   | Phone/Fax                           | States  |
|------------------|---|-------------------------------------|---|
| Atlanta          | 401 W. Peachtree Street,<br>NW - Peachtree Summit<br>Federal Building, Suite<br>640 Stop 183-R, Atlanta,<br>GA 30308-3539 | (470) 639-2167<br>Fax: 855-627-6586 | Alabama, Florida, Georgia,<br>Louisiana, North Carolina and<br>Tennessee.                             |
| Chicago          | 200 West Adams Street,<br>Bank of America Building,<br>Suite 2400, Chicago, IL<br>60606                                   | (312) 368-8836<br>Fax: 855-631-9887 | Illinois, Indiana, Kentucky,<br>Michigan, Ohio and Wisconsin  |
| Dallas           | 4050 Alpha Road, Federal<br>Building, MC 2400NDAL,<br>14th Floor, Dallas, TX<br>75244-4203                                | (469) 801-1003<br>Fax: 855-631-9893 | Minnesota, Missouri, Nebraska,<br>Oklahoma and Texas  |
| Manhattan        | 33 Maiden Lane, 14th<br>Floor, New York, NY<br>10038  | (646) 259-8102<br>Fax: 855-606-2385 | Connecticut, Massachusetts,<br>New Jersey, New York and<br>Pennsylvania                               |
| San<br>Francisco | 100 First Street, Suite<br>1800, San Francisco, CA<br>94105   | (415) 547-3718<br>Fax: 855-708-5685 | Arizona, California, Colorado,<br>Hawaii, Nevada, New Mexico,<br>Oregon, Utah and Washington<br>State |
| Washington<br>DC | 1111 Constitution Ave.,<br>NW, Room 6404,<br>Washington, DC 20224   | (202) 317-6999<br>Fax: 877-487-4659 | District of Columbia, Maryland<br>and Virginia  |

**NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE**

This form has been given to you because (1) you have been separated from your job, or (2) you were placed in a nonpay status, or (3) your records have been transferred to a different payroll office.

*Unemployment insurance (UI) for Federal workers.* When unemployed, Federal workers may be entitled to UI benefits similar to those of workers in private industry. If you become unemployed or are in a nonpay status and want to FILE A CLAIM, go to the nearest LOCAL PUBLIC EMPLOYMENT SERVICE OFFICE of the STATE EMPLOYMENT SECURITY AGENCY to register for work and file your claim for UI. Your ELIGIBILITY for UI CANNOT be determined until AFTER you file a claim. DO NOT DELAY filing a UI claim; if you wait, your unemployment benefits may be reduced or you may not qualify for any benefits.

To help EXPEDITE your claim, take THIS FORM with you, your SOCIAL SECURITY ACCOUNT NUMBER CARD, the OFFICIAL NOTICE of your most recent SEPARATION or of your present NONPAY status (Standard Form 50 if available), EARNINGS and LEAVE statements, or similar documents that indicate you were employed by a Federal agency.

FEDERAL AGENCY will insert in the box:  
 1st line--Parent Federal Agency Name and 3 digit code number  
 2nd line--Major Component (if any)  
 3rd and 4th line--~~address~~ to which all forms pertaining to a claim should be sent (ES-931, 931A, 934, 936, and notices of appeal, hearings, and determinations )

| 3 Digit Identification FEDERAL AGENCY |                 |
|---------------------------------------|-----------------|
|                                       | CODE NO.<br>410 |
| TALX UC Express                       |                 |
| P.O. Box 66945                        |                 |
| ST Louis, MO 63166                    |                 |

**TALX Analyst**  
 To be completed by the Federal Agency:  
 1-800-366-6660  
 Contact Name/Office  
 Telephone No. (include area code)

KEEP THIS FORM and TAKE IT WITH YOU if you file a UCFE/UI claim for unemployed Federal workers provided by Federal law (U.S. CODE, Title 5, Chapter 85). For more information about UCFE/UI, read the REVERSE SIDE of this form.

## Attachment 3- Form SF 8 Page 2

### UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM

#### UNEMPLOYMENT INSURANCE (UI) FOR FEDERAL WORKERS

#### TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

##### GENERAL INFORMATION:

##### 1. WHO WILL PAY UNEMPLOYMENT BENEFITS?

If you are eligible, you will be paid by a State employment security agency under the provisions of its unemployment insurance (UI) law. The amount of your regular weekly benefits and the period for which benefits will be paid will generally be determined by the law of the State in which you had your last Official Duty Station. This Duty Station will be printed on your final "Notification of Personnel Action", SF-50. If you have received all the regular benefits for which you are eligible, you may, under certain circumstances, become eligible for additional weeks of extended benefits; check with a State local office official. If your last duty station was outside the United States, you will not be eligible until you return to the United States, including the District of Columbia, Puerto Rico, and Virgin Islands. Your benefit rights will then be determined under the law of your State of residence.

UCFE/UI for unemployed Federal workers is paid from U.S. Government funds. No deductions were taken from your pay to finance these benefits.

##### 2. UNDER WHAT CONDITIONS WILL I BE ELIGIBLE?

All State UI laws require that:

- a. You must be unemployed, able to work, and available for suitable work; (In some cases, you may be eligible if you are employed less than full time);
- b. You must register for work and file a claim at a local public employment service/UI claim office;
- c. You must continue to report to the office as directed; and
- d. You must have had a certain amount of employment/wages within a base period of 1 year specified in the State law and have been separated through no fault of your own.

All State UI laws will deny you benefits for such reasons as:

- a. Quitting your job voluntarily without good cause or being discharged for misconduct connected with work; or
- b. Refusing an offer of a suitable job without good cause.

Some State UI laws deny or reduce UI benefits for certain types of payments you may receive (retirement, severance, and/or lump-sum amount for unused, accrued annual leave).

##### 3. DO I HAVE THE RIGHT OF APPEAL?

Yes. If a determination is made denying you benefits, you have the right to appeal as provided in the applicable State law.

##### 4. ARE THERE ANY PENALTIES?

Yes. If you willfully make a false (fraudulent) claim, you may be fined, imprisoned, or both. If you make a mistake in giving information when you file your claim, notify the local UI claim office as soon as you discover the mistake: prompt notification may avoid a penalty.

(The above statements are issued for general information; they do not have the effect of law, regulation, or ruling).

IF YOU BECOME REEMPLOYED and have been collection UCFE/UI benefit payments, it is your RESPONSIBILITY to notify the local office, in writing, to discontinue paying benefits now that you are employed. Failure to do so may result in a *penalty such as a fine, imprisonment, or both.*