

Pt. 20

or her individual capacity as a result of conduct taken within the scope of his or her employment, the employee should immediately notify his or her supervisor that such an action is pending. The supervisor shall promptly notify the head of his or her operating component and the Associate General Counsel for Litigation and Fair Housing Enforcement, if the supervisor is located at headquarters, or Field Assistant General Counsel—who shall promptly notify the Associate General Counsel for Litigation and Fair Housing Enforcement—if the supervisor is located in the field. As used in this section, the term “principal operating component” means an office in the Department headed by an Assistant Secretary, the General Counsel, the Inspector General, or an equivalent departmental officer who reports directly to the Secretary. Questions regarding representation of the employee will be determined by the Department of Justice pursuant to 28 CFR 50.15 (Representation of Federal officials and employees by Department of Justice attorneys or by private counsel furnished by the Department in civil, criminal, and congressional proceedings in which Federal employees are sued, subpoenaed, or charged in their individual capacities).

(e) The employee may, thereafter, request indemnification to satisfy a verdict, judgment or monetary award entered against the employee or to compromise a claim pending against the employee. The employee shall submit a written request, with appropriate documentation including a copy of the verdict, judgment, award or other order or settlement proposal, in a timely manner to the head of the employee’s principal operating component. The head of the employee’s principal operating component shall submit the written request and accompanying documentation, together with a recommended disposition of the request, in a timely manner to the General Counsel.

(f) The General Counsel shall seek the views of the Department of Justice on the request. Where the Department of Justice has rendered a decision denying representation of the employee pursuant to 28 CFR 50.15, the General Counsel shall seek the concurrence of

24 CFR Subtitle A (4–1–04 Edition)

the Department of Justice on the request. If the Department of Justice does not concur in the request, the General Counsel shall so advise the employee and no further action on the employee’s request shall be taken.

(g) In all instances except those where the Department of Justice has non-concurred in the request, the General Counsel shall forward for decision to the Secretary or his or her designee the employee’s request, the recommendation of the head of the employee’s principal operating component, the views of the Department of Justice, and the General Counsel’s recommendation.

(h) Any payment under this part, either to indemnify a Department employee or to settle a personal damage claim, is contingent upon the availability of appropriated funds of the Department that are permitted by law to be utilized for this purpose.

PART 20—BOARD OF CONTRACT APPEALS

Subpart A—Development of Housing and Urban Development Board of Contract Appeals

- Sec.
- 20.1 Scope of part.
- 20.2 Establishment of Board.
- 20.3 Organization and location of the Board.
- 20.4 Jurisdiction of the Board.
- 20.5 Board powers.

Subpart B—Rules of the Department of Housing and Urban Development Board of Contract Appeals

- 20.10 Rules.

PRELIMINARY PROCEDURES

Rules

- 1. Appeals, how taken.
- 2. Notice of appeal, contents of.
- 3. Docketing of appeals.
- 4. Preparation, content, organization, forwarding, and status of appeal file.
- 5. Dismissal for lack of jurisdiction.
- 6. Pleadings.
- 7. Amendments of pleadings or record.
- 8. Hearing election and motions.
- 9. Prehearing briefs.
- 10. Prehearing or presubmission conference.
- 11. Submission without a hearing.
- 12. Optional small claims (expedited) and accelerated procedures. (These procedures

Office of the Secretary, HUD

§ 20.3

are available solely at the election of the appellant.)

- 12.1 Elections to utilize small claims (expedited) and accelerated procedure.
- 12.2 The small claims (expedited) procedure.
- 12.3 The accelerated procedure.
- 12.4 Motions for reconsideration in Rule 12 cases.
13. Settling the record.
14. Discovery—depositions.
15. Interrogatories to parties, admission of facts, and production and inspection of documents.
16. Filing and service of papers other than subpoenas.

HEARINGS

17. Where and when held.
18. Notice of hearings.
19. Unexcused absence of a party.
20. Hearings: conduct; examination of witnesses.
21. Subpoenas.
22. Copies of papers.
23. Posthearing briefs.
24. Transcript of proceedings.
25. Withdrawal of exhibits.

REPRESENTATION

26. Appellant.
27. Government.

DECISIONS

28. Decisions.

MOTION FOR RECONSIDERATION

29. Motion for reconsideration.

DISMISSALS AND DEFAULTS

30. Dismissal without prejudice.
31. Dismissal or default for failure to prosecute or defend.

REMAND

32. Remand from court.

SANCTIONS

33. Sanctions.

MISCELLANEOUS PROCEDURES

34. Applicability.
35. Time, computation, and extensions.
36. Ex parte communications.

AUTHORITY: 41 U.S.C. 601-613; 42 U.S.C. 3535(d).

Subpart A—Department of Housing and Urban Development Board of Contract Appeals

SOURCE: 50 FR 45911, Nov. 5, 1985, unless otherwise noted.

§ 20.1 Scope of part.

This part establishes a Board of Contract Appeals, sets forth its function, policies and procedures regarding matters to be considered by the Board, and prescribes the rules of the Board.

§ 20.2 Establishment of Board.

There is established in the Office of the Secretary, the Housing and Urban Development Board of Contract Appeals ("the Board").

§ 20.3 Organization and location of the Board.

(a) *Location.* The Board is located at 1707 H Street, NW., Eleventh Floor, Washington, DC 20006. Mail and non-postal delivery may be sent to the Board at this address. Mail also may be addressed to: Board of Contract Appeals, U.S. Department of Housing and Urban Development, Room 2131, 451 Seventh Street, SW., Washington, DC 20410-0001. The telephone number of the Board is (202) 254-0000. (This is not a toll-free number.) For learning or speech-impaired persons, this number may be accessed via TTY by contacting the Federal Information Relay Service at 1-800-877-8339. The facsimile number is (202) 254-0011.

(b) *Organization.* The Board shall be comprised of a Chief Administrative Judge, who shall be the Chair, an Administrative Judge, who shall be the Vice-Chair, and such other Administrative Judges as may be appointed by the Secretary. All members of the Board shall be attorneys at law duly licensed by any State, commonwealth, territory, or the District of Columbia. All members shall be selected and appointed to serve in accordance with section 8(b)(1) of the Contract Disputes Act of 1978 (41 U.S.C. 608(b)(1)). Except as otherwise provided, appeals are assigned to a panel of at least three members who decide the case by a majority vote. The Chair shall assign one member of the panel to preside over the appeal and to conduct necessary conferences and hearings, supervise discovery and the development of the record for the Board, and to make such