United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

TAKE PRIDE IN AMERICA

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PERSONNEL BULLETIN No. 07-05 (771)

SUBJECT: Departmental Manual Chapter on Administrative Grievance Procedure (370 DM 771) – Implementation and Transition Guidelines

The Departmental Manual chapter on the Administrative Grievance Procedure, 370 DM 771, has been updated. The updated policy reflects a more collaborative process to resolve workplace disagreements and promotes the use of alternative dispute resolution (ADR). The new system also represents a more streamlined process, which eliminates the right to appeal to the Office of Hearings and Appeals (OHA).

This chapter will apply to all matters arising on or after its effective date, **except that the previous version of this chapter, dated May 4, 1981, will apply to any case in which the employee timely requested further review by a grievance examiner under 370 DM 771, 3.12B or 3.12C (May 4, 1981, version) prior to the effective date of this chapter.**

All requests for hearing made on or after the effective date of this chapter will not be considered or forwarded to OHA. The decision of the reviewing official will be the final decision on the grievance and that decision will not be reviewable or appealable.

As stated in the policy, Bureaus/Offices will not issue supplemental administrative grievance procedure policy (but may issue supplemental implementing guidance as needed.) Therefore, any existing bureau policies regarding the Administrative Grievance Procedure must be cancelled immediately.

This policy will be made available on the DOI HR website at www.doi.gov/hrm/guidance/curronly and on the Electronic Library of Interior Policies (ELIPS).

Nancy Mille
for Sharlyn Grigsby
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ATTACHMENT: Departmental Manual chapter on Administrative Grievance Procedures (370 DM 771)

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