

# DEPARTMENTAL MANUAL



# TRANSMITTAL SHEET

PART 370 DM 771	SUBJECT PERSONNEL MANAGEMENT Departmental Personnel Program Administrative Grievances Procedures	RELEASE NUMBER 4008
FOR FURTHER INFORMATION, CONTACT Office of Human Resources		DATE APR 2 2015

## **EXPLANATION OF MATERIAL TRANSMITTED:**

This Departmental Manual Release, 370 DM 771 – Administrative Grievance Procedures, corrects errors in Release #3996 – dated, December 19, 2014.

Specifically, the corrections are to references contained in the following paragraphs:

In paragraph 1.8 (B) of release #3996, the reference to paragraph “3.10” is incorrect and is corrected to “1.10A (2).”

In paragraph 1.10A (2) of release # 3996, the reference to paragraph “3.8B” is incorrect and is corrected to “1.8B.”

Principal Deputy Assistant Secretary – Policy, Management and Budget

## **FILING INSTRUCTIONS:**

Remove:

370 DM 771 (6 Sheets)

Insert:

370 DM 771 (7 Sheets)