

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 370 DM 771	SUBJECT PERSONNEL MANAGEMENT Departmental Personnel Program Administrative Grievance Procedures	RELEASE NUMBER 3996
FOR FURTHER INFORMATION, CONTACT Office of Human Resources		DATE DEC 19 2014

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release updates the Department's Administrative Grievance Procedures (370 DM 771). The updated policy streamlines the administrative grievance procedures and provides a more user-friendly grievance process. It also clarifies matters included and excluded as well as better describes when/how alternative dispute resolution processes may be utilized.

Note: The chapter number was previously changed from 370 DM 771 to 370 DM 752.3. Along with this update, the chapter number is now being changed back to its original number (370 DM 771).

Principal Deputy Assistant Secretary – Policy, Management and Budget

FILING INSTRUCTIONS:

Remove:
370 DM 752.3
(6 Sheets)

Insert:
370 DM 771
(7 Sheets)