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U. S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
DIRECTIVES SYSTEM

Subject Number: PER 22-1
Transmittal Number: 438
Date: 4/8/88

Subject: Agency Administered Grievance Procedure

Approval: [signature] Title: Acting Director

To clarify the language and intent of this directive and to reflect the role of the Servicing Personnel Offices as a result of the administrative decentralization, the following additions and changes are made to PER-22.

Paragraph	Change or addition
2.	Add: j. Servicing Personnel Office means Branch of Headquarters Personnel Services in Washington, D.C.; Branch of Personnel Management in Denver, Colorado; or Personnel Services in Pittsburgh, Pennsylvania.
3.f.(3)(d)	Insert "Servicing" between "the" and "Personnel."
3.g.(1)(b)	Change "Division of Personnel or Administrative Service Center" to "employee's Servicing Personnel Office."
3.g.(1)(b)1	Change "Division of Personnel" to "employee's Servicing Personnel Office."
3.g.(1)(b)2	Delete.
3.g.(1)(b)3	Change 3 to 2.
3.g.(1)(b)4	Change 4 to 3. Change wording to: "The OSMRE ethics counselors designated under 43 CFR Part 20.735."
3.g.(2)	Change "Division of Personnel or the Administrative Service Center" to "employee's Servicing Personnel Office."
3.g.(3)	Add after second sentence: "Advising of consultation is required only for contacts concerning the substance of the grievance; contacts concerning only the mechanics of the grievance process are excluded."

CHANGE NOTICE

Paragraph	Change or addition
3.i.(1)	Change "Division of Personnel or the Administrative Service Center" to "employee's Servicing Personnel Office."
3.i.(2)	Change "Division of Personnel or the Administrative Service Center" to "employee's Servicing Personnel Office."
3.i.(2)(a)	Insert in sixth line down after the word "request": "within fifteen (15) days of receipt of the rejection notice."
3.i.(2)(c)	Change "Personnel Office or Administrative Service Center" to "employee's Servicing Personnel Office."
3.j.(1)	Change "Division of Personnel or the Administrative Service Center" to "employee's Servicing Personnel Office."
3.j.(2)	Change "Division of Personnel or the Administrative Service Center" to "employee's Servicing Personnel Office."
3.q.	Change "Division of Personnel or Administrative Service Center" to "employee's Servicing Personnel Office."

Appendix B

Step 4	Change "Personnel Office or Administrative Service Center" to "employee's Servicing Personnel Office."
Step 4.a.	Change "Director of Personnel, DOI" to "Personnel Officer, OSMRE."