

	U.S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Code: PER-22
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Subject: PER-22 Agency Administered Grievance Procedure		
Approval: Glenda H. Owens		Title: Acting Director
<h2>CHANGE NOTICE</h2>		

1. **Purpose.** The chapter on Administrative Grievance Procedures, 370 DM 771, in the Departmental Manual, has been updated. This chapter states that bureaus/offices must adopt Departmental policy on grievance procedures, and can no longer issue their own. The purpose of this Change Notice is to adopt the Department's Administrative Grievance Procedures, 370 DM 771. For your convenience, a link to the Departmental Manual 370 DM 771 is provided below.

2. **Summary of Changes.** PER-22 is being replaced by 370 DM 771. Policy guidance is now provided through the Departmental Manual. The Department Manual Chapter, 370 DM 771, provides policy guidance and can be accessed on the web at:
www.doi.gov/hrm/guidance/370%20DM%20770.pdf.

3. **Effects on Other Documents.** This change notice applies to all previous editions of Directive PER-22.

4. **Effective Date.** Upon issuance

5. **Distribution.** By electronic format

Contact: Division of Finance and Administration