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**From:** Sandra R. Manning [Announcement@noaa.gov]  
**Sent:** Tuesday, November 23, 2010 11:06 AM  
**To:** NOAA Rating Officials  
**Subject:** Submission of Formal Grievances Under DAO 202-771



**NOAA** NATIONAL OCEANIC AND  
ATMOSPHERIC ADMINISTRATION  
UNITED STATES DEPARTMENT OF COMMERCE

**MEMORANDUM FOR:** All NOAA Rating Officials

**FROM:** Sandra R. Manning  
Acting Director for Workforce Management

**SUBJECT:** Submission of Formal Grievances Under DAO 202-771

Effective immediately, all formal grievances associated with Department Administrative Order (DAO) 202-771 "Administrative Grievance Procedure" will be processed through the Employee and Labor Relations Division (ELRD), Workforce Management Office (WFMO). This includes grievances involving reconsideration of summary performance ratings under the Commerce Alternative Personnel System.

DAO 202-771 specifies that formal grievances be submitted to the Servicing Human Resources Office (SHRO). As a means to ensure adherence to timeframes - and thorough processing of formal grievances - all formal grievances must be submitted via the ELRD. Formal grievances should be submitted directly to the WFMO specialist that is assigned to the organization in which the grieving employee works.

To identify the specialist that provides services to your organization please see the following link:

[http://www.wfm.noaa.gov/pdfs/Contact\\_ELRD.pdf](http://www.wfm.noaa.gov/pdfs/Contact_ELRD.pdf)

If you have problems viewing this email, an html format is provided here:

[http://www.wfm.noaa.gov/emails/DAO202\\_771.html](http://www.wfm.noaa.gov/emails/DAO202_771.html)

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