

Once the referral is received, the dispute will be reviewed for action by the National Office. Regardless of the conclusion reached, a written reply will be prepared. This may take the form of a Modification Order signed by the Director of DEEOIC or written communication to the District Director resolving the dispute. With the issuance of a modification order, this will be prepared on the motion of the Director of DEEOIC and will become part of the case record. The text of the modification order will merely reference that it is the prerogative of the Director to review any case to ensure compliance with the EEOICPA. Any other written communication regarding the dispute will be affixed to the outside of the case file jacket and returned to the District Office.

Upon receipt of the case file, the District Office or FAB should take appropriate action as described. Any communication concerning the dispute, other than a modification order, is to remain separate from the case file. The District Office should maintain a copy of any response in the dispute file maintained locally.

SUPERSEDED