

Policy Clarifications - Employment & Training - Policy/Procedures EPP665135

Submitted:01/10/12

Agency: Headquarters

TR No. 1940

Citations:

Subject: Sanction Reconsiderations Continue

How do the software changes introduced in [D3588](#) impact the requirement to submit sanction reconsiderations to Headquarters? Should the CIS Hotline be contacted when the sanction changes cannot be processed?

Response By: Daphne Anderson

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Sanction modifications have not changed; sanctioned cases should continue to be sent to Headquarters following the process in the [Sanction Desk Guide](#) for the following scenarios:

- to repeat a sanction when an administrative error has occurred or due to CIS software changes
- a previous sanction was entered in CIS for failure to comply with RESET requirements
- to impose the correct level sanction or if previous entry was entered in error
- the sanction was entered in error prior to the actual start of the sanction

Headquarters will contact the CIS Hotline if a system update is required.

[D3588](#) discusses two specific sanction scenarios when the CAO does not need to contact BETP or the CIS Hotline:

- The next level of sanction can be imposed by the CAO through normal processing when a negated sanction exists in CIS. Negated sanctions are no longer used to determine the next level of sanction to be imposed.
- The system is able to determine the correct sanction level to a particular individual's line number when imposing a sanction for any sanction code.