

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**



AIR FORCE INSTRUCTION 36-1203

**439TH AIRLIFT WING
Supplement 1**

1 NOVEMBER 1999

Personnel

ADMINISTRATIVE GRIEVANCE SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is 439 SPTG/DPC (Mr. Michael Kennedy). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-1203, 1 May 1996. The AFI is published word-for-word without editorial review. 439 Airlift Wing (AW) supplementary material is indicated by "439 AW" in boldface type. This supplement describes 439 AW procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement, discard the standalone Air Force basic. This supplement applies to all personnel assigned to Westover Air Reserve Base.

3. Respective group commanders are designated to carryout the functions outlined in the basic publication. This includes decisions on the rejection and cancellation of grievances.

7. Requests for duty time will be in writing to the immediate supervisor. Immediate supervisors will coordinate with Civilian Personnel (DPC) on such requests.

11.2. The employee shall file the grievance in writing with their respective group commander. Address the formal grievance, in turn, to DPC and then the commander.

11.4. Final written decision will be issued by the respective group commander. Submit requests for a review within 30 calendar days after the date of receipt of the decision.

11.7. Submit requests for review by the grievant through DPC to the next higher official in the chain of command for a decision.

MARTIN M. MAZICK, Colonel, USAFR
Commander