

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 36-1203

**AIR FORCE RESERVE COMMAND
Supplement 1**

12 February 1997

Personnel

ADMINISTRATIVE GRIEVANCE SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

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The OPR for this supplement is HQ AFRC/DPCE (Mary Lou New). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-1203, 1 May 1996. This supplement applies to Air Force Reserve Command (AFRC) installations/bases and non-AFRC civilian personnel offices (CPO) servicing air reserve technicians (ART) assigned to reserve units. The AFI is published word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

2. The AFRC Labor Relations Officer (LRO) at HQ AFRC/DPCE is designated as the principle point of contact for administrative grievances.

11.2. Address the formal grievance to the Civilian personnel Officer, then the Commander, IN TURN.

11.4. Submit the request for review within 30 calendar days after the date of receipt of the decision to the next higher official in the chain of command.

11.6. AFRC tenant/activities will NOT request OCI investigators. Commanders may designate an investigator from their staff or request HQ AFRC/DPC appoint an investigator. The designated investigator must not have been involved in the events leading to the issue being grieved or in the supervisory chain of command. In addition, the investigator should be sufficiently familiar with laws, regulations, and policies related to the issue to render an informed recommendation to the deciding official. HQ AFRC/DPC maintains a roster of qualified personnel to perform this role.

11.7. Submit requests for review by the grievant to the next higher official in the chain of command. AFCARO will NOT be used for such reviews.

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