

ADMINISTRATIVE GRIEVANCE SYSTEM

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AFI 36-1203, 1 May 1996, is supplemented as follows:

3.1. (Added) The deciding official for formal grievances shall be the group commander of the organization to which the employee is assigned unless that commander has been involved in or had direct interest in the matter being grieved. In this event, the grievance will be referred to the next higher organization level in the employee's chain of command at which point it will not be referred higher. In tenant organizations, except for the unified commands, the deciding official is the organizational commander. In the unified commands, the commander making the decision will be at the directorate/functional level.

3.2. (Added) Formal grievances regarding matters outside the authority of the chain of command within tenant organizations will be filed with the 6" Support Group Commander.

11.4.1. (Added) The employee may request review of a formal grievance decision by the Air Force Civilian Appellate Review Office (AFCARO) when that decision:

11.4.1.1. (Added) Rejected, canceled, or otherwise terminated the grievance without a decision on its merits.

11.4.1.2. (Added) Did not grant the relief sought when the grievance involved a suspension without pay, an allegation of harassment or reprisal for having filed a grievance under this instruction, or an alleged commission of a prohibited personnel practice.

11.4.1.3. (Added) Involves suspensions without pay or for removal, reduction in grade or pay, or furlough for 30 days or less of a Civilian Intelligence Personnel Management System employee.

11.4.2. (Added) The request for review must be submitted to the Civilian Personnel Flight, in writing, within 15 calendar days after the date of receipt of the contested decision, and must fully and clearly explain the reasons for disagreeing with that decision.

11.4.3. (Added) Within 10 calendar days after receipt of the employee's request for review of the grievance decision, the Civilian Personnel Flight will forward the request for review and the original grievance

file to AFCARO. A copy of the letter transmitting the file will be provided the employee and representative, if any.

11.6. Costs associated with the appointment of a fact finder or investigator from Department of Defense Office of Complaint Investigations will be borne by the organization where the grieving employee is assigned.

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Commander