

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 36-7

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Personnel

**EMPLOYEE AND LABOR-MANAGEMENT
RELATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication establishes policy for Labor-Management Relations, civilian conduct, discipline and adverse actions, and agency grievance procedures. This directive implements DoDD 1400.25, *Department of Defense Civilian Personnel Management System*, DoDI 1400.25-M, *DoD Civilian Personnel Management*, Volume 711, *Labor Management Relations*, DoDI 1400.25-M, *DoD Civilian Personnel Management*, Volume 731, *Suitability and Fitness Adjudication for Civilian Employees*, DoDI 1400.25-M, *DoD Civilian Personnel Management*, Volume 771, *Administrative Grievance System*, and DoDI 1400.25-M, *DoD Civilian Personnel Management*, Volume 2009, *Disciplinary, Performance-Based, and Adverse Action Procedures*. The provisions of this policy apply to Air Force civilian employees, except for Air National Guard Technicians administered under Title 32 of the United States Code and non-U.S. citizen personnel employed at Air Force installations outside the United States. In addition to above exclusions, labor provisions in this policy do not apply to those excluded by law or regulation, or to Air Force organizations excluded by the President.

In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops policy for Air Force Employee and Labor-Management Relations. This publication may not be supplemented. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in

the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This revision makes administrative changes throughout; adds use of alternative dispute resolution; adds responsibility and authority for the Administrative Grievance System; adds guidance prescribing a drug free workplace and prohibiting workplace violence; and it adds guidance prohibiting unlawful discrimination in employee and labor relations programs.

1. Overview. The Air Force is committed to improving workforce efficiency, maintaining high standards of employee performance, and facilitating the amicable settlement of employee disputes regarding their conditions of employment. This directive provides overarching policy guidance for administering employee and labor relations programs.

2. Policy. It is Air Force policy to:

2.1. Notify appropriate unions concerning changes in terms and conditions of employment affecting bargaining unit employees, consult or negotiate in good faith, cooperate in impasse procedures, conduct agency head review of labor agreements as appropriate, and implement applicable Federal Labor Relations Authority decisions.

2.2. Respect employees' right to organize, bargain collectively and participate in decisions which affect them through labor organizations that have representational authority.

2.3. Train management officials and supervisors in labor-management and employee relations.

2.4. Ensure applicants and employees are suitable for initial and continued employment.

2.5. Inform employees of standards of conduct and responsibilities.

2.6. Maintain a constructive, disciplined work environment in which both management and employees recognize and carry out their responsibilities. The Air Force shall take disciplinary and adverse actions only for such cause as will promote the efficiency of the service.

2.7. Provide a drug-free workplace.

2.8. Provide a workplace free of harassment and workplace violence.

2.9. Administer employee and labor relations programs without unlawful discrimination because of race, color, religion, sex (including pregnancy), national origin, disability, age (40 or older), sexual orientation, or prior EEO activity.

2.10. Process lawful expressions of dissatisfaction on matters of civilian employment fairly, impartially, and in a timely manner. The Air Force will resolve civilian disputes as early as possible, and ensure that such disputes are administered free from any unlawful discrimination, as set out in Para. 2.9., and with no consideration of any other unlawful factors.

2.11. Voluntarily use alternative dispute resolution and other conflict management processes to the maximum extent practicable and appropriate to prevent or collaboratively resolve work

place disputes at the earliest stage feasible, by the fastest and least expensive method possible and at the lowest possible organizational level.

3. Responsibilities and Authorities. This directive establishes the following responsibilities and authorities:

3.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing Employee Relations and Labor-Management Relations and the Administrative Grievance System.

3.2. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) develops, coordinates, and executes personnel policy and essential procedural guidance for the management of the employee and labor-management relations programs, and the Administrative Grievance System.

3.3. Air Force General Counsel (SAF/GC) provides legal advice for the Secretariat and the Headquarters Air Force on the matters covered by this Policy Directive. SAF/GC provides controlling legal opinions on matters of policy covered by this Policy Directive for the Air Force.

3.4. The Judge Advocate General (AF/JA) through The Staff Judge Advocates (SJA) and the Labor Law Field Support Center (JACL/LLFSC) provide legal support for the labor relations program. AF/JA undertakes legal representation on labor negotiations, grievances, and litigation concerning matters covered by this Policy Directive.

Deborah Lee James
Secretary of the Air Force

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- 5 USC, Chapter 71, *Labor-Management Relations*
- 5 USC, Chapter 73, *Suitability, Security, and Conduct*
- 5 USC, Chapter 75, *Adverse Actions*
- 5 USC, Chapter 77, *Appeals*
- 5 CFR, Part 731, *Suitability*
- 5 CFR, Part 735, *Employee Responsibilities and Conduct*
- 5 CFR, Part 752, *Adverse Actions*
- 5 CFR, Part 771, *Agency Administrative Grievance System*
- 5 CFR, Part 772, *Interim Relief*
- DoDD 1400.25, *Department of Defense Civilian Personnel Management System*, November 25, 1996.
- DoDI 1400.25-M, *DoD Civilian Personnel Management*, November 25, 1996 (Certified current as of December 1, 2003)
- DoDI 1400.25, *DoD Civilian Personnel Management*, Volume 711, *Labor Management Relations*, December 1, 1996
- DoDI 1400.25, *DoD Civilian Personnel Management*, Volume 731, *Suitability and Fitness Adjudication For Civilian Employees*, August 24, 2012
- DoDI 1400.25, *DoD Civilian Personnel Management*, Volume 771, *Administrative Grievance System*, December 26, 2013
- DoDI 1400.25, *DoD Civilian Personnel Management*, Volume 2009, *Disciplinary, Performance-Based, and Adverse Action Procedures*, May 20, 2012
- HAF Mission Directive 1-24, Assistant Secretary of the Air Force, Manpower and Reserve Affairs, 15 December 2008
- HAF Mission Directive 1-32, Deputy Chief of Staff of The Air Force, Manpower, Personnel and Services, 1 July 2009.
- Air Force Manual (AFMAN) 33-363, *Management of Records*, March 1, 2008
- Air Force Form (AF) 847, *Recommendation for Change of Publication*, September 22, 2009

Abbreviations and Acronyms

- ADR**—Alternative Dispute Resolution
- AGS**—Administrative Grievance System
- CFR**—Code of Federal Regulations
- USC**—United States Code