

**BY ORDER OF THE COMMANDER  
HILL AIR FORCE BASE**

**HILL AIR FORCE BASE INSTRUCTION  
36-701**



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Personnel**

**LABOR MANAGEMENT RELATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 36-7, Employee and Labor Relations Management. This instruction provides direction to all supervisors and management personnel to maintain proper relations with employees and the Union. It states the Base Commander's policy for labor-management relations and provides directives and procedures to ensure all related transactions are carried out in a uniform and proper manner. It applies to all Hill AFB and associate organizations serviced by the Civilian Personnel Section (CPS) at Hill AFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier number ("T-0, T-1, T-2, T-3") following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and are disposed of IAW the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

## ***SUMMARY OF CHANGES***

The publication has been revised. This revision of HAFBI 36-701 includes pre-decisional involvement, management/Union partnering, coordination requirements, tier numbering compliancy, and updated organization titles and symbols.

### **1. Background.**

1.1. The provisions of Title VII of the Civil Service Reform Act necessitated changes in our relationship and responsibilities in dealing with the local Union. Management officials and supervisors must comply with the AFMC/AFGE Master Labor Agreement (MLA) and the Local Supplement Agreement (LSA), and are encouraged to use collaborative methods to develop solutions to effectively and efficiently accomplish mission requirements (T-0).

### **2. Policy.**

2.1. All management personnel and supervisors share the responsibility to actively participate in a program of full and positive support to improve relations with the labor organization at Hill AFB through meaningful collective bargaining and management/labor partnering. Guidelines from the Office of Personnel Management, Merit Systems Protection Board, Federal Labor Relations Authority, and all levels of the federal government will be followed (T-0).

2.2. To have the best labor relations program possible, each supervisor and manager must be very familiar with all applicable labor agreements (T-2). It must be understood and accepted that contractual relationships now exist which define the rights and obligations of both parties and that close observance of these rights and obligations is mandatory by all parties in order to avoid labor disputes (T-2).

### **3. Responsibilities.**

3.1. Labor and Employee Management Relations Branch (75 FSS/FSMC) will:

3.1.1. Serve as the formally established labor relations advisor to Hill AFB leadership (T-2).

3.1.2. Provide information and guidance to directors, chiefs of staff, associate unit commanders, and supervisors on labor-management relations (T-2).

3.1.3. Plan and schedule training in labor relations as necessary (T-3).

3.1.4. Coordinate on publications and major policy changes relating to personnel policies, practices, working conditions, and other labor relations matters applicable to Hill AFB (T-2).

3.1.5. Arrange for distribution of information about labor relations policies, instructional opportunities, items of interest, and so forth (T-3).

3.1.6. Lead negotiations and consultations with the Union as required (T-2).

3.1.7. Ensure timely responses with the Union through the efforts of Labor Relations Specialists or Employee Relations Specialists servicing each organization (T-2).

- 3.1.8. Provide expertise necessary to ensure the terms of all labor-management agreements, including the processing of grievances filed under negotiated grievance procedures, are correctly and properly applied (T-2).
  - 3.1.9. Provide management guidance and expertise on grievance proceedings, unfair labor practice actions, and bargaining unit determinations (T-3).
  - 3.1.10. Review all proposed written and oral agreements with union officials, including settlement agreements, memoranda of agreement, and memoranda of understanding, to ensure the terms of the agreement are procedurally correct prior to executing the agreement (T-2).
  - 3.1.11. Continue an effective labor/management forum to address overarching installation issues (T-2).
  - 3.1.12. Promote the use of pre-decisional involvement to improve existing processes and facilitate resolution of disputes (T-2).
- 3.2. Commanders, Chiefs of Staff, and Directors, or their designee, will:
- 3.2.1. Distribute labor relations guidance initiated by appropriate leadership levels, the Labor Relations Officer, or higher authority, to affected organizations (T-3).
  - 3.2.2. Contact 75 FSS/FSMC prior to implementing changes in past practices or procedures which affect personnel policies or working conditions (T-2). If unsure whether a proposed change affects personnel policies or working conditions, contact 75 FSS/FSMC.
  - 3.2.3. Contact 75 FSS/FSMC as the command point of contact (POC) for all formal communications with the Union (T-2). If unsure of what constitutes formal communications/ discussions, contact 75 FSS/FSMC.
  - 3.2.4. Coordinate all proposed written and oral agreements with union officials, including settlement agreements, memoranda of agreement, and memoranda of understanding, with 75 ABW/JA and 75 FSS/FSMC to ensure the terms of the agreement are legally sufficient and procedurally correct prior to executing the agreement (T-2).
  - 3.2.5. Coordinate with 75 FSS/FSMC before implementing new or updated publications or policies originating from higher headquarters which impact any personnel policies, practices, or working conditions (T-2). If unsure of the impact, contact 75 FSS/FSMC. A copy of such documents will be sent to 75 FSS/FSMC (T-2).
  - 3.2.6. Coordinate with 75 FSS/FSMC before publication and issuance of any locally produced publications on personnel policies, practices, or working conditions (refer to AFI 33-360, Publications and Forms Management, Chapter 3) (T-2). If unsure, contact 75 FSS/FSMC.
  - 3.2.7. As requested, participate in labor/management forums that address overarching installation issues (T-3).
  - 3.2.8. Promote the use of pre-decisional involvement to improve existing processes (T-3).

### 3.3. Supervisors will:

3.3.1. Have full knowledge of all articles in existing labor agreements that affect their areas of responsibility (T-2). Training and answers to questions are always available from 75 FSS/FSMC.

3.3.2. Ensure actions taken do not conflict with applicable labor agreements (T-2).

3.3.3. If uncertain as to the interpretation of labor agreements, contact the assigned Labor Relations Specialist in 75 FSS/FSMC for assistance (T-2).

3.3.4. Be alert to all situations which may require notifying the Union. Coordinate with the assigned Labor Relations Specialist in 75 FSS/FSMC before changing any past practice or implementing new procedures that affect personnel policies or working conditions which will require notification and possible bargaining with the Union (T-2). For definitions of these terms, contact 75 FSS/FSMC.

3.3.5. Coordinate all proposed written and oral agreements with union officials, including settlement agreements, memoranda of agreement, and memoranda of understanding, with 75 ABW/JA and 75 FSS/FSMC to ensure the terms of the agreement are legally sufficient and procedurally correct prior to executing the agreement (T-2).

3.3.6. Ensure management's position has been agreed upon before discussing labor/management relations matters with Union representatives (T-2).

3.3.7. Ensure that answers to written communications from the Union are promptly given and comply with the MLA and LSA. All written communication must be coordinated with the assigned Labor Relations Specialist in 75 FSS/FSMC (T-2).

3.3.8. Maintain positive working relations with union stewards, meet with them on labor/management business, and ensure such business is properly carried out (T-2).

3.3.9. View the labor contracts as "living" documents subject to continuing improvement in coverage, use, and control. Problems from vague language, contract interpretation, or other issues should be reported to the assigned Labor Relations Specialist in 75 FSS/FSMC (T-2).

3.3.10. As required by the MLA, ensure union stewards submit an AFMC Form 949, Union/Employee Official Time Permit, to document official time used to conduct authorized union/management business. Maintain the AFMC Forms 949 (T-2).

### 3.4. The Judge Advocate (75 ABW/JA) will:

3.4.1. Take part in labor contract negotiations and give legal advice and assistance in all related matters (T-2).

3.4.2. Advise commanders, staff offices, supervisors, and other management officials of the legal implications of labor relations matters (T-3).

3.4.3. Review all proposed written and oral agreements, including settlement agreements, memoranda of agreement, and memoranda of understanding, to ensure the terms of such agreements are legally sufficient and procedurally correct prior to executing the agreement (T-2).

3.4.4. As resources permit, act as a management representative in grievances processed under labor arbitration procedures, unfair labor practice actions, and bargaining unit determinations (T-3).

RONALD E. JOLLY, Sr., Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

**Executive Order 13522**, *Creating Labor-Management Forums to Improve Delivery of Government Services*

**5 USC Chapter 71**, *Labor-Management Relations*

**DoD Directive 1426.1**, *Labor-Management Relations in the Department of Defense*

**AFPD 36-7**, *Employee and Labor-Management Relations*, 15 December 2008

**AFMAN 33-361**, *Publishing Processes and Procedures*, 21 March 2014

**AFMAN 33-363**, *Management of Records*, 1 March 2008

**AFI 33-360**, *Publications and Forms Management*, 25 September 2013

**AFMCI 36-701**, *Labor Management Relations*, 10 February 1997

**AFMC and AFGE Council 214**, *Master Labor Agreement*

**HAFB and AFGE Local 1592**, *Local Supplement Agreement*

*Adopted Forms*

**AF Form 847**, *Recommendation for Change of Publication*

**AFMC Form 913**, *Standard Grievance Record*

**AFMC Form 949**, *Union/Employee Official Time Permit*

*Abbreviations and Acronyms*

**AFGE**—American Federation of Government Employees

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFMCI**—Air Force Materiel Command Instruction

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**CPS**—Civilian Personnel Section

**DoD**—Department of Defense

**HAFBI**—Hill Air Force Base Instruction

**LSA**—Local Supplement Agreement

**MLA**—Master Labor Agreement

**OPR**—Office of primary responsibility

**POC**—Point of contact

**RDS**—Record Disposition Schedule

**USC**—United States Code