

**BY ORDER OF THE COMMANDER,
MINOT AFB**

AIR FORCE INSTRUCTION 36-1203



**MINOT AFB
Supplement 1
01 APRIL 2001**

Personnel

ADMINISTRATIVE GRIEVANCE SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally.

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This supplements AFI36-1203, *Administrative Grievance System*, 01 May 1996, by describing the procedures used at Minot AFB when submitting a formal administrative grievance. Send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*, to 5 MSS/DPC.

SUMMARY OF REVISIONS

This is an initial publication of AFI 36-1203_MINOTAFBSUP2. Paragraphs **3.**, **11.2.** and **11.7.** are amended to clarify local decision authority and filing procedures for a formal administrative grievance.

3. Commanders. Program responsibility rests with the installation commander who has delegated the authority to decide formal grievances to group commanders. Specifically, the delegation is to 5 OG/CC, 5 LG/CC, 5 SPTG/CC, and 5 MDG/CC. Grievances filed in tenant units will be decided by an official in the grievant's chain of command.

11.2. The employee shall file the formal grievance in writing with the deciding official through the Civilian Personnel Office. Civilian Personnel will create the case file consisting of the writing grievance and background materials.

11.7. Requests by the grievant for review under paragraph 11.4 are submitted to the 5 BW/CC through the Civilian Personnel Office.

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