

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

DODI1400.25-V771_AFI36-706



**EGLIN AIR FORCE BASE
Supplement**

16 SEPTEMBER 2025

Personnel

**DOD CIVILIAN PERSONNEL MANAGEMENT
SYSTEM ADMINISTRATIVE GRIEVANCE
SYSTEM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of Defense Instruction 1400.25-v771_Air Force Instruction 36-706, 29 August 2022 and is supplemented as follows:

This supplement is applicable to all appropriated funds non-bargaining unit civilian employees serviced by the Eglin AFB Civilian Personnel Section. Send recommended changes or comments for this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is in the Air Force Records Information Management System.

ENCLOSURE 3

PROCEDURES

3. PROCESS.

a. Problem-Solving Process

(2) (a) (Added)(96 TW) If an informally raised matter is presented to the next level supervisor, he/she may designate another Deciding Official (DO) at same level or higher to handle the matter and render a decision.

(3) (a) (Added)(96 TW) Upon receipt of the grievance, the supervisor will contact the servicing Labor Relations (LR) Office, 96 FSS/FSCAL, within 1 workday.

(5) (a) (Added)(96 TW) The supervisor, in coordination with assigned LR Specialist, must provide notification in writing when a grievance is deemed untimely or not covered by the Administrative Grievance System.

(5) (b) (Added)(96 TW) When issuing the informal grievance decision, the supervisor must provide the name and office symbol of the official who is the DO for a final decision on the formal grievance.

b. Grievance Process

(1) (a) (Added)(96 TW) The formal grievance must be filed by email to the LR Office and the appropriate formal DO as identified in the informal grievance decision.

(10) (a) (Added)(96 TW) If the employee has elected to utilize Alternative Dispute Resolution (ADR), the LR specialist will contact the ADR Office to request a mediation on the parties' behalf. The ADR office will then facilitate the remainder of the actions required (scheduling, selecting location, confirming mediator, settlement agreement, etc.) per DAFI 51-1201, *Negotiation and Dispute Resolution Program*.

(10) (b) (Added)(96 TW) If ADR satisfactorily resolves the grievance, the parties involved will sign a settlement agreement. Each party and the LR office will receive a copy of the signed settlement agreement. If ADR does not resolve the grievance, the ADR Office will provide each party and the LR Office with a statement documenting that ADR efforts were unsuccessful and did not result in a mediated settlement. Then, the grievance process resumes automatically unless the employee withdraws the grievance.

MARK A. MASSARO
Brigadier General,
USAF Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-322, *Records Management and Information Governance Program*, 23 March 2020

DODI 1400.25-V771_AFI 36-706, *DOD Civilian Personnel Management System Administrative Grievance System*, 29 August 2022

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*