

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



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INSTRUCTION 36-706**

**OFFUTT AIR FORCE BASE
Supplement**

20 MAY 2021

Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of DODI 1400.25-V771_36-706, *DoD Civilian Personnel Management System: Administrative Grievance System*. This supplement also applies to supervisors, civilian personnel officers, career Senior Executive Service (SES), Senior Level (SL), Scientific or Professional (ST), and other management officials serviced by Offutt AFB Civilian Personnel Section, 55 FSS/FSCA. This supplement also covers former Air Force employees with respect to matters arising during their employment at Offutt AFB, provided a remedy is available and is consistent with applicable law and regulation. This supplement is applicable to all non-bargaining unit civilian employees, and bargaining unit civilian employees serviced by Offutt AFB Civilian Personnel Section, 55 FSS/FSCA, when a matter covered by the Administrative Grievance System (AGS) cannot be grieved under a Negotiated Grievance Procedure (NGP), either because the NGP is not in effect at the relevant time, or because it does not cover the matter being grieved.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This supplement provides major changes to include: administrative revisions; defines local employee coverage; clarifies authorities and responsibilities in Enclosure 3; identifies the form of Alternative Dispute Resolution (ADR) in Enclosure 3; changed the informal dispute resolution to the problem-solving process in Enclosure 3; and adds local procedures for formal grievance process contained in Enclosure 3.

2. COVERAGE d. Grievance File.

(2) (Added) The Civilian Personnel Section (CPS), 55 FSS/FSCA, will establish the grievance files for each formal grievance.

(3) (Added) Records are accessed by person(s) responsible for servicing the records system in performance of their official duties and by authorized personnel.

3. PROCESS a. Problem-Solving Process

(4) (Added) Upon receipt of an informal grievance, the unit recipient should contact CPS, 55 FSS/FSCA, before proceeding.

b. Grievance Process

(2) (Added) The grievance should be submitted to Civilian Personnel Section, 55 FSS/FSCA, for formal review and establishment of the official grievance file. The Civilian Personnel Section will assist in determining whether the grievance is acceptable under the AGS, and will forward a copy of the grievance file to the deciding official appointed by 55 MSG/CC, along with a synopsis of the facts in the dispute known at the time and a copy of this supplement. An Employee Relations Specialist will provide the parties with information on the mediation process to encourage the parties to seek informal resolution of the matter.

(6) (Added) This applies to all 55 Wing organizations as well as tenant units at Offutt AFB who are serviced by 55 FSS/FSCA. For large tenant units, such as USSTRATCOM, the deciding official equivalent for formal grievances would normally be a Division Chief.

(9) (d) (Added) The deciding official or designee will notify the grievant of the requirement to provide additional information. Grievant will have a reasonable amount of time to respond, normally seven calendar days.

(11) (c) (Added) Requests for review will be submitted to the management official at the next higher organizational level than the Deciding Official who made the initial formal grievance decision.

(13) (Added) If ADR process is invoked by the parties at any phase of the process, the grievance will be held in abeyance pending the completion of the ADR efforts. If the dispute is not resolved using ADR, normally within 30 calendar days the deciding official will resume processing of the grievance, ensuring compliance with applicable time parameters. The 30 day limit may be extended if the parties are making progress towards a resolution. 55 WG/EO, the ADR Office, will provide the CPS a statement documenting that ADR efforts were unsuccessful and did not result in a mediated settlement.

(14) (Added) If the employee elected to utilize ADR and the ADR meeting results in an agreement, a mediated agreement will be composed and signed by the parties. Any written agreement will be provided to 55 WG/JA and CPS, 55 FSS/FSCA, for review, to ensure no ambiguous, illegal, unenforceable, or improper provisions are included. Once coordinated and approved, a signed copy will be provided to the parties.

(15) (Added) If ADR process is invoked by the parties at any phase of the process, the grievance will be held in abeyance pending the completion of the ADR efforts. If the dispute is not resolved using ADR, the deciding official will resume processing of the grievance, ensuring compliance with adjusted time parameters. 55 WG/EO, the ADR Office, will provide the CPS, 55 FSS/FSCA, a statement documenting ADR efforts were unsuccessful and did not result in a mediated settlement.

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