

**BY ORDER OF THE COMMANDER
SHEPPARD AIR FORCE BASE (AETC)**

**DODI1400.25-V771_AFI36-706
Supplement**



**SHEPPARD AIR FORCE BASE
Supplement**

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Personnel**

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and further extends Department of Defense Instruction (DODI) 1400.25-V771_Air Force Instruction (AFI) 36-706, *DoD Civilian Personnel Management System Administrative Grievance System*. It establishes policies and procedures for the Administrative Grievance System (AGS) within 82d Training Wing (82 TRW), 80th Flying Training Wing (80 FTW), and Sheppard Air Force Base (SAFB). It applies to all Air Force (AF) appropriated fund civilian employees and military personnel at SAFB to include associate organizations per host/tenant support agreements with the 82 TRW, as well as covered personnel at geographically separated 82 TRW organizations. This supplement requires the collection and or maintenance protected by the Privacy Act of 1974 authorized by Title 5, Code of Federal Regulation Section 293; Title 10, United States Code Section 8013, and Executive Order 9397. The applicable SORN OPM/GOVT-1, General Personnel Records is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force (AF) Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with AF Records Information Management System Records Disposition Schedule, or any updated statement provided by the AF Records Management office (SAF/CIO A6P). Refer

recommended changes and questions about this publication to the Office of Primary Responsibility using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. See Attachment 1 for a Glossary of References and Supporting Information.

ENCLOSURE 2

J(1) (Added) The Deciding Official will be the first person in the chain of command above anyone involved in the grievance or having a direct interest in the matter being grieved.

I. (Added) Civilian Personnel Section (CPS). The CPS will establish and maintain the grievance file for each formal grievance. The grievance file will only be accessed by those responsible for servicing the records system in performance of their official duties and by authorized personnel with a "need-to-know." Records will be stored in locked rooms and cabinets.

ENCLOSURE 3

1.c.(1). **(Added)** An aggrieved employee or their representative must submit any request for information in writing to the Deciding Official. The request for information must be signed, dated, and contain a sufficiently detailed statement of the information being sought, as well as a statement of the particularized need for the information. Upon receipt of the request for, the Deciding Official will then:

1.c.(1)(a) **(Added)** Forward the request (and any subsequently furnished information) to the CPS for inclusion in the grievance file.

1.c (1)(b) **(Added)** Provide requested information, or the reason(s) the information cannot be provided (unduly burdensome or contrary to law or regulation), to the employee and/or their representative within 30 days.

1.g (1) **(Added)** The aggrieved employee must submit, in writing, the name of his/her representative to the Deciding Official, who will then forward the information to the CPS for inclusion in the grievance file.

3.b.(1)(a) **(Added)** Upon receipt of the grievance, the Deciding Official will provide a copy of it and all supporting documents to the CPS for formal review, advice, and establishment of the official grievance file.

3.b.(1)(b) **(Added) The CPS will:**

3.b.(1)(b)(1) **(Added)** Assist the Deciding Official in determining if the grievance is acceptable under the AGS.

3.b.(1)(b)(2) **(Added)** Assist the Deciding Official in determining if the grievance was filed with the appropriate person. If not, the CPS will route the grievance to the correct Deciding Official, and notify the grievant in writing of the correction and the date the correct Deciding Official received the grievance.

3.b.(1)(b)(3) **(Added)** Provide both the grievant and the Deciding Official with information on the mediation process to encourage the parties to seek informal resolution on the matter.

3.b.(6)(a)(1) **(Added)** The date of filing will be either the date the grievant filed with their supervisor or the date the Deciding Official received the grievance from the CPS under the procedure contained in paragraph 3.b.(1)(b)(2), whichever is later.

3.b.(7)(f) **(Added)** The grievant resigns, retires, or accepts employment outside the Deciding Official's realm of authority, subject to the requirements of Enclosure 3, paragraph 2.a.1.

(9) (b)(1) **(Added)** The Higher-Level Reviewer will always be at a higher organizational level than the official who made the initial decision, subject to the limitation in paragraph (9)(c) of Enclosure 3.

RONALD E. JOLLY SR.
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

DODI1400.25-V771_AFI36-706, *DoD Civilian Personnel Management System Administrative Grievance System*, 14 November 2018

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

80 FTW—80th Flying Training Wing

82 TRW—82d Training Wing

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AGS—Administrative Grievance System

CPS—Civilian Personnel Section

DODI—Department of Defense Instruction