



DEPARTMENT OF THE ARMY
SEVENTH U.S. ARMY JOINT MULTINATIONAL TRAINING COMMAND
UNIT 28130
APO AE 09114

REPLY TO
ATTENTION OF

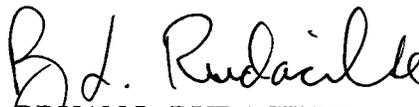
AETT-SGS

27 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Personnel Administrative Grievance Procedure (Command Policy Letter 18)

1. PURPOSE: Department of Defense (DoD) has established a DoD-wide employee Administrative Grievance System (AGS) for resolving matters of concern or dissatisfaction of DoD employees (enclosed). All DoD employees are entitled to present all employment disputes, except those matters specifically excluded, under DoD AGS and have them considered expeditiously, fairly and impartially.
2. APPLICABILITY: This AGS procedure applies to U.S. appropriated fund civilian personnel employed with the 7th Army Joint Multinational Training Command (JMTC) and the Grafenwoehr Garrison, serviced by the Civilian Personnel Advisory Center in Grafenwoehr.
3. PROCEDURE:
 - a. JMTC and Garrison employees are strongly encouraged to seek informal resolution of their employment dispute by using the AGS problem solving process.
 - b. Deciding officials are the employee's second-line supervisor, or the next level supervisor that is not directly involved in the matter being grieved. Deciding officials involved in a grievance or having a direct interest in the matter being grieved have discretion to forward a grievance to the next management level if it would aid in maintaining the integrity of the procedure. All grievances being elevated will follow the chain-of-command. If required, the last level of grievance consideration will be the Chief of Staff, JMTC.
4. POC for this action is the Management Employee Relations Specialist at the Civilian Personnel Advisory Center at 475-6648.


BRYAN L. RUDACILLE
Colonel, Infantry
Commanding