

NON-US INTERNAL GRIEVANCE AND APPEAL PROCEDURE

The USAFE grievance and appeal procedure gives each employee the opportunity for fair and impartial review of grievances/appeals with equitable treatment in every respect.

The following is a short summary of prerequisites, responsibilities, and procedural steps. First it has to be mentioned that the grievance procedure does not apply for certain issues (e.g. classification, termination during probationary period, or resignation).

The employee first must seek informal adjustment of the matter through supervisory channels. The grievance will be presented (orally or in writing) to the supervisor or, if the grievance concerns the supervisor, to the next higher supervisor. Within 10 calendar days the employee will get a decision. On receipt of an unfavorable decision the employee may request in writing a further review from the Civilian Personnel Officer. The decision about this grievance has to be provided to the employee again within 10 calendar days. In case this decision is also unfavorable for the employee, he/she may request a last review by the responsible HQ USAFE office under consideration of the 10 calendar days. The decision of HQ USAFE is the final step of the internal grievance procedure.

The employee has the right to be advised, accompanied, or represented by a representative of his/her choice in the presentation of a grievance. The grievance has to state the case in detail as well as the remedy sought.

The details of the procedure are prescribed in USAFE Instruction 36-1201 (Grievances and Appeals Non-US Citizen Employees).

Questions about the issue may be addressed to the Non-US section, phone 06371-47-5365/7153 or DSN 480-5365/7153.