



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
111 ARMY PENTAGON  
WASHINGTON DC 20310-0111

SAMR

12 AUG 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Administrative Grievance System

1. References:

a. DoDI 1400.25, Volume 771, subject: DoD Civilian Personnel Management System: Administrative Grievance System, December 26, 2013.

b. Part 771 of Title 5, Code of Federal Regulations.

2. The purpose of this memorandum is to implement the DoD Administrative Grievance System (AGS) at Reference 1a and to supplement it with Army's AGS policy and procedures. The Office of the Assistant G-1 for Civilian Personnel will issue supplemental guidance to the DoD AGS procedures. Commanders of Army Commands, Army Service Component Commands, Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army shall ensure the AGS is implemented in their command/organizations and provide appropriate guidance to their organizations. Commands and organizations with an established AGS must ensure their system is in compliance with the current DoD AGS. Army Regulation 690-700, Chapter 771, is herewith rescinded.

3. It is Army's policy that:

a. Army employees shall be treated fairly in all aspects of their employment. Employees who believe that they have not been treated fairly have a right to submit a grievance regarding their concerns to the appropriate management official in their organization for impartial and prompt consideration, and a fair decision in accordance with law and regulation.

b. Employees may be represented by an individual of their choosing for the grievance taking into considerations applicable limits established at Enclosure 3 of Reference 1a.

c. Grievances shall be resolved at the lowest possible supervisory level and as early as possible.

d. Employees and their representative, if in a duty status, shall submit a written request for approval and use of official time to their respective supervisor or appropriate management official.

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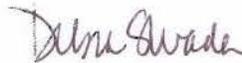
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e. Employees shall submit a written request for extensions to the appropriate management official.

f. Alternative Dispute Resolution (ADR) techniques are encouraged for resolving informal (problem solving) and formal grievances.

4. The DoDI AGS applies to Army employees (including civilian technicians of the U.S. Army Reserve) who are paid from appropriated funds. The AGS does not apply to civilian technicians in the Army National Guard.

5. The points of contact for this action are Ms. Constance Ray, of my office at [constance.b.ray2.civ@mail.mil](mailto:constance.b.ray2.civ@mail.mil), (703) 695-5149, DSN 225-5149, and Mr. Tony Wai, Office of the Assistant G-1 for Civilian Personnel, [tony.f.wai.civ@mail.mil](mailto:tony.f.wai.civ@mail.mil), (703) 806-4037, DSN 656-4037.



DEBRA S. WADA  
Assistant Secretary of the Army  
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