



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO:
12771 MRSO
MRG
01 DEC 2006

PERSONAL AND FAMILY READINESS DIVISION (MR) SPECIAL ORDER 12771

From: Director, Personal and Family Readiness Division
To: All NAF Employees

Subj: ADMINISTRATIVE GRIEVANCE PROCEDURE FOR NONAPPROPRIATED FUND EMPLOYEES

Ref: (a) MCO P12000.11A

Encl: (1) Grievance Procedure Chart

1. Purpose. This order establishes a procedure through which Nonappropriated Fund (NAF) employees may present complaints and grievances to management officials for prompt and equitable consideration per section 5006 of the reference.
2. Cancellation. MWDO 12771 of 20 March 1997.
3. Exclusions. This grievance procedure does not cover the following:
 - a. Any matter which is subject to final administrative review above the MR level and any matter over which the Director of MR does not have control or the authority to change;
 - b. The content of published policy. (The interpretation or application of the policy may be grieved);
 - c. Non-selection for promotion, except for procedural error;
 - d. An action terminating a temporary promotion or detail;
 - e. An action terminating a temporary, flexible, or probationary employee;
 - f. Non-adoption of a suggestion or any type of discretionary award;
 - g. A proposed action, notice of warning or caution, or any other prospective discretionary management action;
 - h. Alleged discrimination;
 - i. Any action for which another adjudicatory procedure exists;
 - j. Failure to receive a pay increase or the amount of a pay increase or terminating a temporary pay increase;
 - k. A business-based action (BBA), on grounds other than regulations and procedures not properly applied;
 - l. A reassignment action; or
 - m. A change in the employee's schedule.

Subj: ADMINISTRATIVE GRIEVANCE PROCEDURE FOR NONAPPROPRIATED FUND EMPLOYEES

4. Procedure

a. The grievant has the right at any step in the grievance procedure to be accompanied, represented, and advised by a person of the grievant's own choice subject to the willingness and availability of the chosen person to serve, assuming there is no conflict of interest or position, and does not interfere with the priority needs of MR. The employee will designate the representative in writing to the immediate supervisor. It is a conflict of interest and position for a supervisor or manager to represent an employee under their supervision or in their chain of command. Additionally, members of the Human Resources and Training Branch (MRG) may not represent employees.

b. Step One - Informal Presentation. The aggrieved employee will present his or her grievance, orally or in writing, to the immediate supervisor within seven calendar days following the condition or circumstances which caused the employee to be aggrieved.

(1) The grievance must specify the matter being grieved and the relief requested.

(2) If the grievance is against the immediate supervisor, or if the employee believes discussion of the problem with the immediate supervisor would be prejudicial to his or her interest, the employee will present the grievance to the next higher supervisor.

(3) The supervisor receiving the grievance will provide a response to the grievant within seven calendar days after receipt of the informal grievance. If the grievance was filed in writing, the decision must also be in writing.

c. Step Two. If the informal grievance was not resolved to the satisfaction of the employee at Step One, the employee has seven calendar days from receipt of the Step One response to present a written grievance to the second level supervisor.

(1) The written grievance must state the specific nature of the grievance, the corrective action desired, the date of the supervisor's response to the Step One grievance, and any relevant information the grievant believes should be considered.

(2) The supervisor that addressed the Step One grievance will provide the Step Two deciding official with any information necessary to complete a review of the grievance.

(3) The Step Two deciding official will attempt to resolve the grievance and provide a final written response to the grievant within 20 calendar days after receipt of the written grievance.

d. Step Three. In cases where the deciding official at Step Two was personally involved in the matter initially grieved and the grievance was not resolved to the satisfaction of the employee at Step Two, the employee has seven calendar days from the receipt of the Step Two response to present a written grievance to the third level supervisor.

Subj: ADMINISTRATIVE GRIEVANCE PROCEDURE FOR NONAPPROPRIATED FUND EMPLOYEES

(1) The written grievance must state the specific nature of the grievance, the corrective action desired, and must include a copy of the original grievance and response at Step Two.

(2) The Step Two deciding official will provide the deciding official at Step Three with any information necessary to complete a review of the grievance.

(3) The Step Three deciding official will attempt to resolve the grievance and provide a final written response to the grievant within 20 calendar days after receipt of the written grievance. This constitutes the final decision on the grievance.

e. The time limits may be extended by increments of seven calendar days on a case-by-case basis when circumstances warrant. However, the final written decision must be provided to the grievant within 90 calendar days of the initial presentation of the grievance.

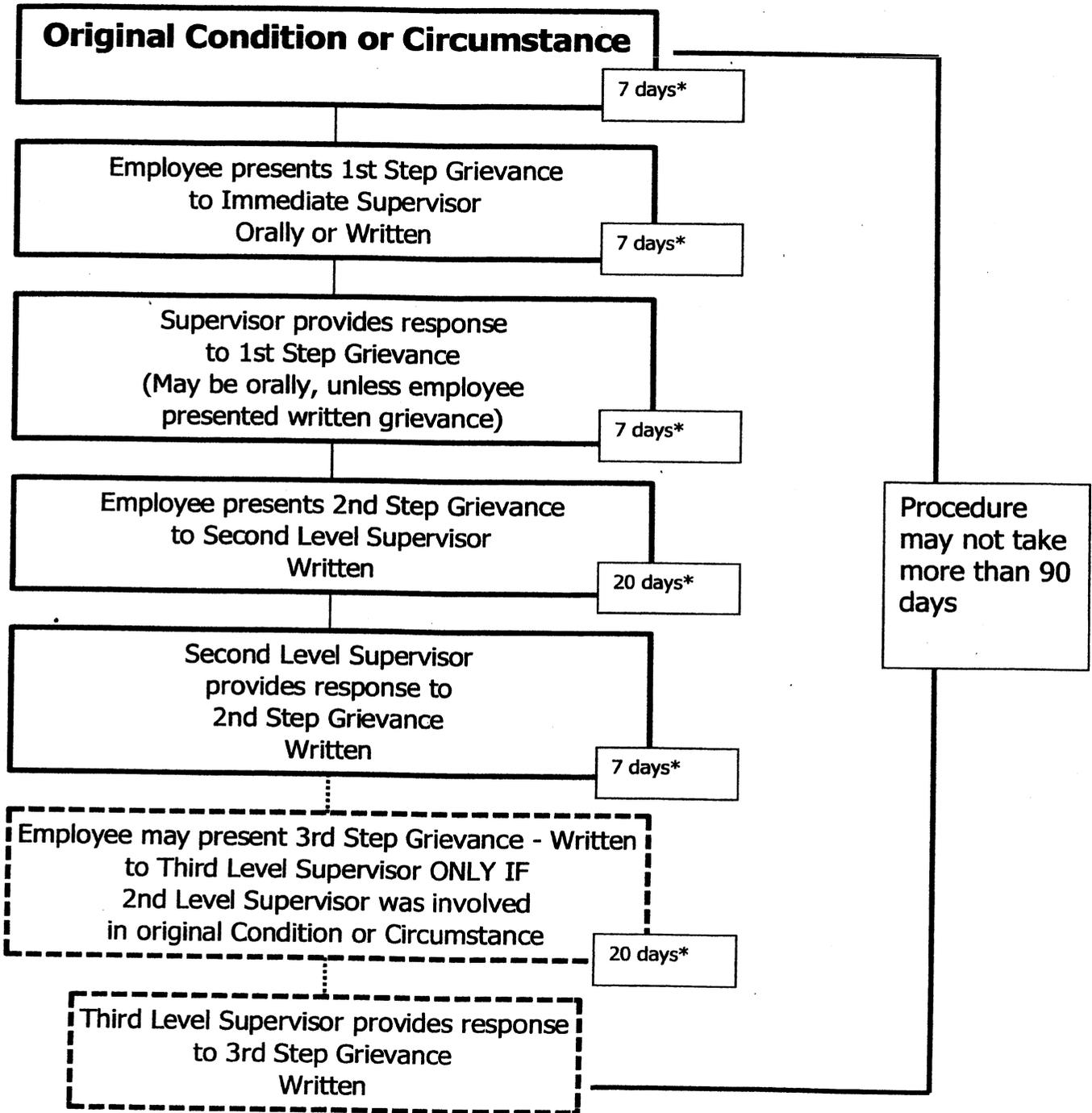
5. This grievance procedure is effective the day it is signed.

6. Our point of contact is Mr. Grant Stewart, Head, Human Resources and Training Branch (MRG) at (703) 432-0417.


MICHAEL P. DOWNS

Copy:
MR DepDirs
MR Br Hds

GRIEVANCE PROCEDURE



* Time limits may be extended by seven calendar day increments on a case-by-case basis.