



REPLY TO
ATTENTION OF
SAAL-ZAC

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

6 DEC 2000



MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CCAS Grievance Procedures

At Enclosure 1 is the CCAS Grievance Procedures. These procedures are effective immediately and will be incorporated into the Army Operating Procedures. It is requested that dissemination of these procedures be made to your AcqDemo workforce. If clarification is required, please contact Jerry Lee at 703-604-7027 or leeja@sarda.army.mil.

John A. Como
CCL, GS
Acting Deputy Director
Acquisition Career Management

Enclosure

DISTRIBUTION:
ASSISTANT SECRETARY OF THE ARMY (RESEARCH, DEVELOPMENT AND
ACQUISITION)

COMMANDERS

U.S. ARMY MILITARY TRAFFIC MANAGEMENT COMMAND
U.S. ARMY MEDICAL COMMAND
U.S. ARMY TEST AND EVALUATION COMMAND
U.S. ARMY CONTRACTING COMMAND KOREA
DEFENSE SUPPLY SERVICE WASHINGTON
RESEARCH, DEVELOPMENT AND ACQUISITION INFORMATION
SYSTEMS ACTIVITY

PROGRAM EXECUTIVE OFFICERS

COMMAND, CONTROL AND COMMUNICATIONS SYSTEMS
GROUND COMBAT AND SUPPORT SYSTEMS
INTELLIGENCE, ELECTRONIC WARFARE, AND SENSORS
RESERVE COMPONENT AUTOMATION SYSTEM
STANDARD ARMY MANAGEMENT INFORMATION SYSTEMS

PROGRAM MANAGER, JOINT PROGRAM OFFICE FOR BIOLOGICAL
DEFENSE

DIRECTORS

ARMY DIGITALIZATION OFFICE
ARMY ACQUISITION EXECUTIVE SUPPORT AGENCY

COPY FURNISHED:

ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND
RESERVE AFFAIRS)
OFFICE OF THE GENERAL COUNSEL, ATTN: ERNIE WILLCHER

Army 6.6 CCAS Grievance Procedures. Bargaining unit employees who are covered under a collective bargaining agreement may grieve CCAS pay determination and CCAS OCS (rating of record) under the grievance-arbitration provisions of the agreement. The negotiated grievance system will be used by employees included in a bargaining unit and whose negotiated grievance procedure does not exclude such grievances. Employees not covered by a collective bargaining agreement, or who's negotiated grievance procedure specifically excludes grievances over pay determination and ratings of record, shall use the following grievance procedure:

(a) The employee submits his or her grievance to the rating official who forwards the grievance, along with the rating official's recommendation, to the pay pool panel. The employee must file this grievance no later than 15 days following receipt of the rating. The rating official must forward his/her recommendation and the grievance to the pay pool panel within 10 days from the filing of the grievance. [Days are calendar days.]

(b) Pay Pool Panel Process (Problem Solving) Stage. The pay pool panel accepts the rating official's recommendation or reaches an independent decision. In the event that the pay pool panel's decision is different from the rating official's recommendation, written justification shall be provided to both the rating official and the employee. The employee and the rating official will be notified of the decision within 30 days from the filing of the grievance.

(c) The pay pool panel's decision is final unless the employee requests reconsideration by the next higher official to the pay pool manager. That official would then render the final decision on the grievance.

(d) If the employee is satisfied with the pay pool manager's decision and the decision changed the CCAS OCS and/or compensation, a revised Part I CCAS Salary Appraisal Form will be prepared. Copies will be provided to the rating official, employee and to the CPAC for appropriate action to implement the pay pool manager's decision. If an employee is dissatisfied with the pay pool manager's decision, within 15 days he or she must request reconsideration with the next higher official to the pay pool manager (normally the Executive Director that has oversight of the pay pool).

(e) Reconsideration Process (Formal Grievance) Stage. The deciding official will:

- Receive request for reconsideration;
- Consultation with CPAC for advice is required; eventhough CCAS grievance is typically non-personnel related, one can never be sure that there is not a personnel issue behind a CCAS grievance.
- Determine method of investigation, amount of official time to grant (if requested), and approval of representative;
- Review the grievance and issue a written decision with supporting rationale for the decision;
- Issue decision NLT 60 days from the filing of the grievance (paragraph (d) above).

- If decision require change to the CCAS OCS and or compensation, prepare a revised Part I and provide copies to rating official and employee and to the CPAC and CPOC for any necessary action required to implement the deciding official's resolution.
- May extend time frames when warranted by special circumstance; however, a grievance decision should be rendered no more than 90 days from the filing of the grievance absent mutual agreement to extend this time limit to accommodate resolution of the dispute.
- If the deciding official fails to provide a decision within 90 days absent such mutual agreement, the grievant may request review by the next higher management level.

(f) Wherever possible, the deciding official should rule on the merits of a grievance. However, the deciding official may cancel or temporarily suspend a grievance, or the appropriate portion of a grievance, if:

- The grievant requests such action;
- The grievant fails to provide sufficient detail to identify clearly the matter being grieved or specify the personal relief requested;
- The grievant fails to comply with applicable time limits or procedural requirements or requests actions be taken against another employee; or
- The grievant raises the same matters under another formal dispute resolution process.

(g) A deciding official's decision on the merits of the grievance is final and not subject to further review. However, an employee may request that an individual at the next higher management level within Army review a decision to cancel a grievance.

(h) A deciding official must be at an organizational level higher than any employee involved in the grievance or has a direct interest in the matter being grieved unless the deciding official is the head of a DoD Component, installation, or activity.

(i) Alternative Dispute Resolution (ADR) techniques should be used to resolve disputes consistent with the requirements of this section. ADR techniques include a broad range of approaches for dealing with conflict and seeking solutions satisfactory to all parties. These techniques include, but are not limited to, problem solving, mediation, facilitation, conciliation, early-neutral evaluation, fact-finding, settlement conferences, ombudsmen, peer review, and arbitration.

(j) Annually, but no later than May 15, participating activities will report the grievances filed under this section to the Acquisition Career Management Office, ATTN: SAAL-ZAC (Pers Demo), 10th Floor, 2511 Jefferson Davis Highway, Arlington, VA 22202-3911.