DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, DC 20362-5101

IN REPLY REFER TO

NAVSEAINST 12771.1A
OPR 00R
6 FEB 90

NAVSEA INSTRUCTION 12771.1A

From: Commander, Naval Sea Systems Command

Subj: ADMINISTRATIVE GRIEVANCE PROCEDURES

Ref: (a) CPI 771

1. Purpose. To update the provisions of reference (a) as it pertains to administrative grievances originating in the Naval Sea Systems Command (NAVSEA) Shore Activities where the deciding official is assigned to NAVSEA Headquarters.

2. Cancellation. NAVSEAINST 12771.1 of 24 July 1982.

3. Background. Reference (a) contains the Department of the Navy (DON) revised Administrative Grievance system policy and procedure.

4. Scope. Reference (a) requires that where the head of an activity has been involved in the grievance, the next higher level of management in the chain of command will be designated as the deciding official. This instruction applies in such cases.

5. Policy. Grievances received from NAVSEA Shore Activities will be processed in accordance with the provisions of reference (a), as supplemented by this instruction.

6. Delegation of Authority. Deputy Commanders and equivalent heads having management responsibility for Shore Activities, or designees, are designated as deciding officials for grievances submitted by employees of their respective Shore Activities. (R)

7. Responsibilities

a. The deciding official is responsible for those actions in paragraph 6e of reference (a). The Deputy Commander for Nuclear Propulsion will be kept advised of those matters involving work under his cognizance. Final decisions will be rendered within 100 calendar days of receipt in NAVSEA if a hearing is not held, or 130 calendar days if a hearing is held. (R)

b. The Civilian Personnel Office at the activity where the grievance originates is responsible for:

(1) Counseling grievants and their representatives on processing grievances submitted under this instruction.

(2) Receiving grievances, preparing a preliminary case file of relevant material, including the local grievance instruction, and promptly forwarding the material to the Director, Human Resources Management Office (NAVSEA 00R).

c. The Director, Human Resources Management Office, will:

(1) Review grievances forwarded by the activity Civilian Personnel Office on behalf of the deciding official.

(2) Provide advice, guidance and necessary assistance on the processing of grievances and obtaining a fact finder or
(R) hearing examiner.

(3) Maintain grievance files established by the deciding official for a period of three years after the case is closed.

d. Grievants are responsible for complying with the provisions of reference (a), paragraph 6f. The grievance will be submitted to the local Civilian Personnel Office for forwarding
(R) to the deciding official.

8. Time Limits. Grievances must be presented to the local Civilian Personnel Office within fifteen calendar days of the act or occurrence giving rise to the grievance or from the date the employee became aware of the act or occurrence.

M. MACKINNON III
Vice Commander

Distribution:
SNDL C84 COMNAVSEASYSCOM Shore Based Detachments
FKP COMNAVSEASYSCOM Shore Activities (less FKP6C)
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