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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3771.1A
Effective Date: January 21,
2016
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Request Notification of Change (NASA Only)

Subject: NASA's Administrative Grievance System (AGS)

Responsible Office: Office of Human Capital Management

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Chapter 3. Employee Rights under the AGS

3.1 Right to Pursue Resolution of Grievance using the AGS

3.1.1 An employee is entitled to pursue resolution of a grievance using the AGS for matters covered by this directive. The appropriate supervisor/management official must accept and process a properly presented grievance in accordance with the provisions of this directive.

3.2 Right to Representation

3.2.1 Employees may represent themselves or be represented by someone of their choice. When using a representative, the grievant shall notify the deciding official and the servicing Human Resources representative, in writing, of the name and contact information of the representative.

3.2.2 The selection of a representative may be disallowed if it has the potential to result in conflict of position or interest, conflict with the priority needs of the Agency, or unreasonable costs. Decisions regarding the acceptability of the employee's choice of representative are made by the HRD and shall not be further delegated.

3.3 Right to Present a Grievance

3.3.1 In presenting a grievance, an employee and his/her representative shall not be subjected to restraint, interference, coercion, discrimination, or reprisal.

3.4 Right to Official Time

3.4.1 Upon request to their respective supervisors, a grievant and his/her representative are allowed a reasonable amount of official time (i.e., duty time) to prepare and present a grievance, to respond to requests for information or discussion from the immediate supervisor or deciding official, and to review and provide comments on the grievance file when requested to do so. The employee and supervisor should arrive at a mutual understanding as to the amount of official time to be used prior to the employee's use of such time.

3.5 Right to Information

3.5.1 An employee pursuing a grievance is entitled to seek and obtain information about the grievance process and to get clarification about any provision of this directive from appropriate sources (e.g., the servicing HRO). In addition, grievants and their representatives have the right to review all relevant documents/files regarding the grievance.

3.6 Right to Withdraw a Grievance

3.6.1 An employee may withdraw a grievance at any step in the process, by submitting a written statement that the grievance is withdrawn to the HRD.

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