

ADMINISTRATIVE GRIEVANCE SYSTEM

1. Purpose

This directive establishes Department of Homeland Security (DHS) policy regarding the administrative grievance system (AGS).

2. Scope

A. This directive applies to all DHS Headquarters elements.

B. This directive applies to DHS Headquarters employees.

C. AGS procedures do not apply to bargaining unit employees under 5 U.S.C., Chapter 71, except for workplace disputes on subjects the parties have agreed to exclude from applicable negotiated grievance procedures.

3. Authorities

This directive is governed by numerous Public Laws and regulations, such as:

A. 5 U.S.C., Sections 301, 1302, and 7301

B. 5 CFR, Part 771.101

4. Definitions

Administrative Grievance: An employee's dissatisfaction or dispute in the workplace for which there is no other form of review within or outside of DHS.

5. Responsibilities

The Secretary of DHS (or his/her designee) is responsible for ensuring that DHS Headquarters complies with this directive and with all applicable laws, regulations, and Executive Orders.

The Under Secretary for Management, through the DHS Chief Human Capital Officer, shall be responsible for all aspects of this directive.

6. Policy & Procedures

A. Providing employees an opportunity to seek review of workplace disputes contributes to the efficient administration of DHS. Unresolved disputes undermine the ability of the workforce to maintain the high level of performance necessary to ensure homeland security. The policies and principles of the DHS headquarters administrative