

## **WHERE TO GO FOR HELP IN USAG-AK**

### **Supervisor**

If you have a workplace issue, the first step is to talk to your supervisor. If the issue is between you and your direct supervisor, contact the next person in the chain of command.

### **Negotiated Grievance Procedures (Appropriated Funds)**

An employee may go to the local Union regarding any employment matter. The USAG-AK Union contacts are:

Fort Richardson, AFGE 1712, 384-0683

Fort Wainwright, AFGE 1834, 353-7299

### **Administrative Grievance System – CPAC (Appropriated Funds)**

The Administrative Grievance System applies to DA employees, including supervisors and managers, who are not covered by the negotiated grievance procedure. This system does not apply to employees who are members of a bargaining unit officially represented by a union. Additionally, this system does not apply to Non-Appropriated Fund employees. The POC's are as follows:

Diana Snow – MEDDAC/DENTAC – all 3 posts; CRTC; NWTC, SMDC, 353-7201

Steve Janik – DPW, DRM, CPAC – all 3 posts; Pacific Region CPOC, 353-7248

Yuko Megan – DCA, DOC, DPTSM, Office of the CG, CS, and GC, SJA, EEO, IRAC, Safety, Provost Marshall, CID – all 3 posts, 384-7241

Bobby Cayabyab – DOL, 59<sup>th</sup> Signal Bn, IG, AG, Protocol, MEPS, WSMR dy sta Fairbanks, and all other USARAK, USAG-AK, and tenanted activities not listed above – all 3 posts, 384-7252

### **Non-Appropriated Fund Employee Grievances**

Non-Appropriated Fund employees who feel they have not been treated fairly and equitably have a right to present their grievances to management officials for prompt consideration and decision. The servicing CPAC/NAF-CPU will freely supply information on the grievance procedures, including information on the time limits.

Fort Wainwright, 353-7378

Fort Richardson, 384-3745

## **Equal Employment Opportunity Office**

The Equal Employment Opportunity Office handles complaints of discrimination. If you are being treated differently, or your employment opportunities are being affected based on your race, color, national origin, sex, religion, age, disability, or reprisal for participation in an EEO matter, then EEO is the appropriate avenue of redress.

Sandra Martinez, USAG-AK EEO Officer, 384-2034

Wanita Pressley, Fort Richardson EEO Specialist, 384-2080

Mae Marsh, Fort Wainwright EEO Specialist, 353-9063

## **Post Commander**

For complaints of sexual harassment, civilian employees may contact and request an appointment with the Post Commander. The Commander will carry out an investigation in accordance with 10 USC, Section 1561. To the extent practicable, the investigation will be completed not later than 14 days after the date on which the investigation is commenced.

Fort Wainwright, 353-7660

Fort Richardson, 384-2280

## **Office of Special Counsel**

The Office of Special Counsel (OSC) is an independent federal investigative and prosecutorial agency. Their primary mission is to safeguard the merit system by protecting federal employees and applicants from prohibited personnel practices, especially reprisal for whistleblowing. OSC also serves as a safe and secure channel for federal workers who wish to disclose a specific danger (fraud, waste, abuse) to the public health and safety.

[www.osc.gov](http://www.osc.gov)

## **Merit Systems Protection Board**

You will be advised in writing when you have the right to appeal under MSPB. The Board is comprised of administrative law judges who hear and make ruling on employees' appeals on the following kinds of actions:

- Removals
- Suspensions of more than 14 days
- Reductions in grade or pay due to reclassification
- Furloughs of 30 days or less
- Performance-based removals or reductions in grade
- Denials of within-grade-increases
- Reduction-in-force actions
- OPM employment practices
- OPM determinations in retirement matters
- Denials of restoration or reemployment rights

- Termination of probationary employees under certain conditions.  
<http://cpol.army.mil/permis/422.html>

## **Inspector General**

The Army Inspector General is an extension of the eyes, ears, voice and conscience of the commander. The Inspector General is a personal staff officer providing the commander with a sounding board for sensitive issues.

Fort Richardson, 384-0323  
Fort Wainwright, 353-6203

## **Commanding General's Open Door Policy**

Look for Policy # 0-23 United States Army Alaska (USARAK) Commanding General's Open Door Policy.

[http://www.usarak.army.mil/USARAK\\_Pubs/Policies/CG\\_CofS\\_Policy\\_List.htm](http://www.usarak.army.mil/USARAK_Pubs/Policies/CG_CofS_Policy_List.htm)

## **USARAK Actionline**

The Actionline exists to provide a channel to express your concerns and good ideas directly to the commanding general. Use the actionline for conflicts you cannot resolve through traditional means, for questions about how the command operates, or to offer your ideas on how to improve the organization. Your message will be taped and your chain of command will be consulted.

Actionline, 384-2677

## **Employee Assistance Program (EAP)**

This is a primary assessment and referral service for any problem an employee experiences on or off the job that has a negative impact on job performance or safety in the workplace. EAP can offer short-term counseling depending on the specifics.

Fort Wainwright, 353-1273  
Fort Richardson, 384-1411

## **Post Chaplain**

The post chaplain is available for pastoral counseling. For an appointment contact:

Fort Wainwright, 353-9825  
Fort Richardson, 384-1468