



## DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE  
101 FULLER ROAD SUITE 221  
MERIDIAN, MS 39309-5404

TRARONNINEINST 5700.1F  
N125  
30 Apr 15

### TRARON NINE INSTRUCTION 5700.1F

From: Commanding Officer, Training Squadron NINE

Subj: RESOLUTION OF GRIEVANCES

Ref: (a) Manual for Courts-Martial U.S. 2008 (MCM)

1. Purpose. To establish procedures to quickly and effectively resolve grievances brought by Training Squadron NINE personnel.

2. Cancellation. TRARONNINEINST 5700.1E

3. Discussion. It is essential for good morale and unit efficiency for each squadron member to be familiar with and support command policies. It is equally important to provide each member with a means to seek redress when they perceive a squadron policy to be inefficient, ineffective, discriminatory or creating undue personal hardship.

4. Action. The following avenues to air grievances are available to all hands:

a. Informal Complaint Procedures. This is the first attempt to resolve the complaint, at the lowest level, with the person(s) involved. Assistance of the immediate supervisor may be requested as circumstances require. Requests are normally done verbally but may be requested in writing. If the object of the complaint is the immediate supervisor, the complaint should first be attempted to be resolved with the above methods, otherwise a request in writing should be submitted for Commanding Officer's (CO) Mast. If the resolution of the informal complaint is considered unjust, use the formal procedures.

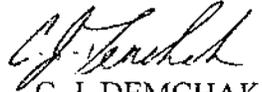
b. Formal Complaint Procedures. This is a formal redress of wrongs by a superior, NAVREGS ART 1150. If the grievance is against a superior in the same command, other than CO, submit the formal complaint to the CO. If the resolution is felt to be unjust, submit a complaint against the CO using UCMJ ART 138 per reference (a). If the complaint is against a superior in another chain of command, submit the complaint through Training Squadron NINE's (VT-9) CO.

5. Individual Rights and Responsibilities.

a. Individual Rights. Every member has the right to present any legitimate complaint to the command without fear of intimidation, reprisal or harassment. He or she also has the right to be educated on the Navy's complaint and appeal procedures, as well as the right to communicate with the CO concerning a complaint. The right to military legal assistance in submitting formal complaints is also guaranteed.

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b. Individual Responsibilities. Conversely, each member has the responsibility to advise the command of the specifics of sexual harassment or discrimination complaints and to provide the command an opportunity to rectify, remedy or take appropriate action before the complaint becomes formal and is brought to the attention of higher authority. It is also the member's responsibility to submit only legitimate complaints and to exercise caution against reckless charges.

  
C. J. DEMCHAK

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