



DEPARTMENT OF THE NAVY

TRAINING SQUADRON THIRTY-ONE (VT-31)
501 BATAAN STREET SUITE B
CORPUS CHRISTI TEXAS 78419-5249

VT31INST 5354.1G

CME0

29 OCT 2004

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 5354.1G

Subj: GRIEVANCE/REDRESS PROCEDURE

Ref: (a) OPNAVINST 5354.1E
(b) VT31INST 1000.2J
(c) U.S. Navy Regulations Article 1150
(d) UCMJ Article 138
(e) 10 USC 1034
(f) MILPERSMAN 1070-210

1. Purpose. This instruction provides the necessary information and procedures to follow in filing discrimination complaints and grievances for military personnel attached to TRARON THIRTY-ONE.

2. Cancellation. VT31INST 5354.1F

3. Discussion. Reference (a) requires Officers in command to establish formal procedures, to investigate, review and resolve discrimination complaints. Reference (b) establishes procedures for submission and processing of special requests of enlisted personnel. Reference (c) states that complaints must be forwarded to each person in the chain of command. Reference (d) establishes the right of any armed forces member to file a complaint to any superior commissioned officer. Reference (e) establishes the right for any member of the armed forces to communicate with a member of Congress or an Inspector General. Reference (f) establishes the procedures for service record corrections.

4. Action.

a. Upon receipt of a discrimination complaint the Commanding Officer shall ensure that the following steps are taken:

(1) Appoint an individual, not directly involved in the complaint, to conduct a prompt investigation of the complaint and submit findings to the Human Relations Officer for an independent review of the investigation. The investigation will be completed within five working days. Where doubt exists as to

VT31INST 5354.1G

the ability of an impartial investigation, the Commanding Officer will refer the complaint to the Commander, Training Air Wing FOUR.

(2) Take appropriate action with any Officer or Enlisted member who is found to have taken retaliatory action against an individual for filing a discrimination complaint.

(3) Take prompt corrective action if the allegations in a complaint are found to be accurate. Corrective action will be taken or decided upon within seven calendar days after completion of investigation.

b. Procedural steps for filing complaints and grievances:

(1) Request verbal assistance from immediate supervisor.

(2) A special request chit (NAVPERS 1336/3) should be submitted per reference (b).

(3) A Navy member may request an audience with the Commanding Officer to voice a grievance or obtain assistance in resolving a problem. This should be done if the first two procedures fail or if the problem is of a special nature and demands immediate action. When requesting mast, each person in the chain of command is required by reference(c), to forward the request. It is suggested that the individual concerned consult the Squadron Legal Officer when requesting mast.

(4) Any Navy member may submit a written complaint to any superior commissioned officer, who will forward the complaint to the officer who exercises general court-martial jurisdiction over the officer against whom the complaint is made per reference (d). This should be done if the first three procedures fail. It is highly encouraged that individuals desiring to file a formal complaint contact the Naval Air Station, Legal Office for guidance.

(5) A congressional letter may be submitted directly to any member of the U.S. Congress at any time, unless the communication is unlawful or violates a security regulation as discussed in reference (e). This procedure should be followed as a last resort when recourse via the chain of command fails. CAUTION: Irresponsible use of this procedure may cause serious

problems for the entire chain of command, including the member making the complaint. It is suggested, but not required, that congressional letters be submitted through the chain of command even when the request was previously submitted through the chain.

c. Service Record Corrections. Enlisted Navy members may also submit requests for service record corrections through the Board of Naval Records or the Navy Discharge Review Board, Navy Department, Washington, D.C. 20370, per references (f).

d. A copy of this instruction shall be provided to all newly arriving personnel on the initial check-in to the command and to all personnel presently on board.


A. P. CHATHAM

Distribution: (VT31INST 5216.1U)
List I and II