

DRMS Directive 5500.2

DRMS-G
December 1, 2000

LEGAL SERVICES IN ARBITRATION PROCEEDINGS

A. REFERENCES.

1. DRMS-D 5500.2, Legal Services in Arbitration Proceedings, October 31, 1996, (hereby superseded).
2. DLAR 1406.1, Maintaining Discipline.

B. PURPOSE. This directive:

1. Supersedes reference A1 above.
2. Sets forth policies relative to legal services provided by the Office of Counsel (DRMS-G) in Defense Reutilization and Marketing Service (DRMS) arbitration proceedings arising from employee grievances asserted under collectively bargained union contracts.

C. APPLICABILITY AND SCOPE. This directive is applicable to all organizational elements of HQ DRMS.

D. DEFINITIONS. (Reserved for future use.)

E. POLICY.

1. The Human Resources Office (DRMS-TM) will review all proposed disciplinary and adverse actions with the proposing supervisor.
2. DRMS-TM will review the results of the investigation leading to any proposed final decision of the agency with respect to any disciplinary or adverse action and will review the proposed final decision letter with the proposing supervisor and the deciding official. Where the final decision could result in a demand for arbitration, DRMS-TM will send the file and the proposed final decision letter to DRMS-G for concurrence.
3. If DRMS-G does not concur with the proposed final decision letter, representatives of DRMS-G and DRMS-TM will meet with DRMS-D to formulate a unified command position.
4. When a demand for arbitration is received, DRMS-TM will provide DRMS-G with written notification thereof and will take such action as may be required to formally designate DRMS-G in writing as the agency's representative.
5. When a demand for arbitration is received, DRMS-G and DRMS-TM will work together in developing and presenting the agency's defense, with DRMS-TM acting as technical assistant and DRMS-G acting as official agency representative.

F. RESPONSIBILITIES.

1. DRMS-TM will act as a technical assistant to DRMS-G in connection with preparing and presenting the agency's case in arbitration proceedings.

2. DRMS-G will:

- a. Act as the agency representative in any arbitration proceeding.
- b. Maintain this directive in a current status and review it biennially.

G. EFFECTIVE DATE AND IMPLEMENTATION. This directive is effective immediately and shall be implemented promptly upon distribution.

H. INFORMATION REQUIREMENTS. (Reserved for future use.)

BY ORDER OF THE COMMANDER

/s/
JANINE DES VOIGNES
Executive Assistant