**COMMANDING OFFICER GRIEVANCE CHECKLIST**

(Registration of the grievance, and this checklist, must be completed upon receipt of a grievance)

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| **Rank** | **Grievor’s Name (Surname and Initials)** |
| Master Corporal | Pelletier, C |

QR&O Article 7.01 (Right to Grieve)

1. Was the grievor a member[[1]](#footnote-1) of the CAF when they submitted their □ Yes / □ No

grievance? (If no, return the grievance to the former member)

QR&O Article 7.02 (Exceptions to Right to Grieve)

2. What is the date the grievance was submitted? \_\_\_\_\_\_\_\_\_\_\_

3. What was the date of discovery that the grievor ought reasonably to

have known of the decision, act or omission that gave rise to the

grievance? \_\_\_\_\_\_\_\_\_\_

4. Was the grievance submitted within the prescribed time limit? □ Yes / □ No

(If no, ensure that reasons are provided by the grievor for the late submission)

QR&O Article 7.08 (Submission of Grievance)

5. Was the grievance submitted to the CO? □ Yes / □ No

6. Is the grievance in writing?[[2]](#footnote-2) □ Yes / □ No

7. Is the grievance signed?[[3]](#footnote-3) □ Yes / □ No

8. Does the matter grieved pertain to **one** decision, act or omission? □ Yes / □ No

(If no, for multiple issues more than one grievance must be submitted)

9. What is the matter grieved (the decision, act or omission that gave rise

to the grievance)? Note: If the matter grieved is not clear, the grievor

must be contacted to clarify whose decision, what act, or what omission

personally aggrieved them.

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|  The matter grieved concerns … |

10. Was the redress sought clearly stated? Note: If the redress sought is □ Yes / □ No

not clear, the grievor must be contacted to clarify what they want as a

result of their grievance.

11. Was the grievance submitted jointly with any other grievor? □ Yes / □ No

(If yes, return the grievance to the member)

12. Does the grievance contain language or comments that are □ Yes / □ No

insubordinate? (If yes, return the grievance to the member)

QR&O Article 7.09 (Commanding Officer's Duties on Receipt of Grievance)

13. Is the CO able to grant the redress sought? □ Yes / □ No

(If no, the CO is unable to act as the IA. Proceed directly to Registry)

(If yes, the CO is the IA. If the CO believes they should not act as the IA,

Contact[[4]](#footnote-4) DGCFGA prior to registering the grievance)

14. Does the grievance relate to a decision, act or omission of the CO to □ Yes / □ No

whom the grievance was submitted?

(If yes, the CO is unable to act as the IA. Proceed directly to Registry)

15. Register the grievance from the DGCFGA website.

(On completion of the registration process, a grievance # will be provided. This

should normally occur within three business days)

16. Did the CO acknowledge receipt of the grievance? □ Yes / □ No

a. In the acknowledgement, was the grievance # provided? □ Yes / □ No

b. In the acknowledgement, did the CO inform the grievor □ Yes / □ No

whether they were the IA or whether the file was sent to

DGCFGA for IA determination?

17. Within 10 days after the day on which a grievance is received, if the

CO is unable to act as the IA, forward the grievance to DGCFGA. Refer

to the Initial Authority Staff Manual, chapter 4 (Commanding Officer).

18. Did the CO confirm whether **the grievor has signed, dated and**

**forwarded a** **Consent Form** to DGCFGA after grievance registration.

(If no, the CO must ensure a consent form is forwarded with the

grievance file) □ Yes / □ No

QR&O Article 7.07 (Duty to Assign Officer or Non-Commissioned Member to Assist)

18. Has an assisting member been assigned? □ Yes / □ No

19. If no, did the grievor reject assistance? □ Yes / □ No

20. **Place this completed checklist on the grievance file.**

1. Includes members of the Regular Force, Primary Reserve, Supplementary Reserve, the Cadet Instructor Cadre and Rangers. [↑](#footnote-ref-1)
2. Refer to the Initial Authority Staff Manual, chapter 4, paragraph 4-8(a) for clarification of “in writing”. [↑](#footnote-ref-2)
3. Refer to the Initial Authority Staff Manual, chapter 4, paragraph 4-8(b) for clarification of “signed”. [↑](#footnote-ref-3)
4. DGCFGA can be contacted by phone at (866) 474-3867 or email at DGCFGA@forces.gc.ca. [↑](#footnote-ref-4)