



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
950 JEFFERSON AVENUE  
FORT EUSTIS, VIRGINIA 23604-5700

ATBO-C

05 May 2015

MEMORANDUM FOR RECORD

SUBJECT: Memorandum of Intent – Article 47, Negotiated Grievance Procedure

1. The purpose of this memorandum to clarify the intent of the Employer and the Union with regard to the involvement of Party representatives during Step 1 of the Negotiated Grievance Procedure, under Article 47, Section 6, of the Collective Bargaining Agreement (CBA) dated 20 November 2015 between HQ TRADOC, ARCIC, MICC, CIMT, and NAGE R4-12.
2. The Parties agree that the expeditious resolution of grievances at the lowest possible level is in the best interest of all concerned. The Parties expect employees and supervisors to make a sincere effort to reconcile differences and matters of concern.
3. To that end, it is the intent of the Parties that Step 1 will be a one-on-one, face-to-face meeting with only the employee and supervisor in attendance, unless otherwise agreed to by both the Employer and the Union. The objective is to discuss the issue or concern and resolve it at this stage if at all possible.

Handwritten signature of Tony Whitehouse in blue ink.

Mr. Tony Whitehouse  
Chief Management Negotiator  
05 May 2016

Handwritten signature of Robert Novak in blue ink.

Mr. Robert Novak  
NAGE R4-12 Union President  
05 May 2016