



The FCSS Non-Concurrence Process

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Purpose of Discussion

- Why are We Here?
- What is Concurrence?
- Why Would I Not Concur?
- What's Next?
- What's the Process?

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|------|----------|--|--------------------|--|---------------|--|
| OFC | FCFB | | FCFB | | OGC | |
| NAME | John Doe | | Intern on Rotation | | Matlock | |
| OFC | NSIR | | ECSS | | NMSS | |
| NAME | D.O.E. | | Unknown | | Homer Simpson | |

Why are We Here?

- To discuss concurrence.
- To inform staff that an informal non-concurrence process exists to address concurrence concerns.
- Answer questions on the non-concurrence process or other related concerns.

What is Concurrence?

- Ensuring all contributors and responsible people are aware and agree. Verification of factual accuracy and clarity.
- Your initials mean agreement in those areas of your responsibility.
- This does not mean agreement with structure or every detail.

Why Would I Not Concur?

- No employee is expected to concur if they disagree with statements within their knowledge, expertise, or responsibility.

What's Next?

- Apply the usual problem-solving process of discussing the issue with line management.
- If a solution to the concern is not agreed between staff and section, branch and division management, then a non-concurrence may be appropriate.

What's the Process?

- Note the non-concurrence on the concurrence sheet and separately document basis in memo to DD responsible for approval.
- The project manager will assure that the non-concurrence memorandum is placed in ADAMS (non-publicly available).
- The cognizant DD will forward the non-concurrence memo and proposed resolution to the OD for action as appropriate.
- The memorandum should include a reference to the action in question to facilitate ADAMS searches.
- NOTE: The non-concurrence does not halt the concurrence process.

What Other Choices Do I Have?

- For concerns that an employee believes is more significant, and that an employee believes is not properly served by the non-concurrence process, use the Differing Professional View/Differing Professional Opinion Program (MD 10.159)

Conclusion

- Discuss all concerns with line-management per standard procedure. It is most effective for management to resolve concerns at that point.
- Non-concurrence and DPV/DPO processes are available to all staff to use to air and resolve concerns.