
FACT SHEET

**SUBMISSION OF COLLECTIVE BARGAINING AGREEMENTS
FOR AGENCY HEAD REVIEW**

In accordance with 5 U.S.C. §7114(c)(1), Agency Head Review (AHR) is the statutory requirement that all negotiated agreements be reviewed for legal sufficiency by the head of the agency or designee, which for DoD is the DCPAS LER Division,. The AHR must be accomplished within 30 days from the date the agreement is executed in accordance with 5 U.S.C. §7114(c)(2). Likewise, agreements that contain “automatic renewal” or “rollover” clauses are also subject to AHR at the close of any “open window” provision in the agreement if the parties elect not to renegotiate any provision in the agreement. If not approved or disapproved within that time, the agreement goes into effect the 31st day after execution (to the extent it is consistent with law and Government-wide regulation) in accordance with 5 U.S.C. §7114(c)(3).

Submit agreements for AHR immediately following execution of the agreement to: dodhra.mc-alex.dcpas.mbx.hrops-lerd-labor-relations@mail.mil. When submitting an agreement for AHR, please include the following:

1. The agreement in MS Word (preferred format) or Adobe PDF.
2. An Adobe PDF of the completed signature page with date of execution and all signatures required to finalize the agreement.
3. The agency point of contact information, including mailing address, email address, and phone numbers.
4. The union's point of contact and official mailing address.
5. A copy of the Bargaining Unit Certification.