STATE-13

System name:
Foreign Service Grievance Board Records.
System location:
Department of State, 2201 C Street NW,
Washington, DC 20520.
Categories of individuals covered by the
system:
Foreign Service personnel of the Department of
State, the Agency for International Development
(AID) and the U.S. Information Agency (USIA)
who have filed a formal grievance with the
Foreign Service Grievance Board.
Categories of records in the system:
Case files.
Authority for maintenance of the system:
3 FAM 660.
Routine uses of records maintained in the
system, including categories of users and the
purposes of such uses:
This system of records is maintained in order to
settle grievances presented by employees against
the agencies which employ them. No one other
than the individual grievant, his
representative(s), if any, the representative(s), of
the Agency against whom the grievance has been
filed, and the Foreign Service Grievance Board
may have access to the records of proceedings.
However, when the Secretary of State, the
Administrator of AID, or the Director of USIA
are acting on a recommendation by the Board
concerning promotion, assignment, or
disciplinary action submitted under 3 FAM
667.3 only, the record will be made available to
them alone upon request. A copy of the official
record is provided to the appropriate court
whenever a grievant files a court suit over his or
her grievance. Also see “Routine Uses”
paragraphs of Prefatory Statement.
Policies and practices for storing, retrieving,
accessing, retaining, and disposing of records
in the system:
Storage:
Hard copy.
Retrieveability:
By individual name; by log numbers.
Safeguards:
All employees of the Department of State have
undergone a thorough background security
investigation. Access to the Department of State
building and its annexes is controlled by security
guards, and admission is limited to those
individuals possessing a valid identification card
or individuals under proper escort. All records
containing personal information are maintained
in secured file cabinets or in restricted areas,
access to which is limited to authorized
personnel.
Retention and disposal:
These records are retained indefinitely. More
specific information may be obtained by writing
to the Director, Foreign Affairs Document and
Reference Center, Room 1239, Department of
State, 2201 C Street NW, Washington, DC
20520.
System manager(s) and address:
Executive Secretary, Foreign Service
Grievance Board, Room 3418A, Department of
State, 2201 C Street NW, Washington, DC
20520.
Notification procedure:
Individuals who have cause to believe that the
Foreign Service Grievance Board might have
records pertaining to them should write to the
Director, Foreign Affairs Document and
Reference Center, Room 1239, Depart ment of
State, 2201 C Street, NW, Washington DC
20520. The individual must specify that he/she
wishes the records of the Foreign Service
Grievance Board to be checked. At a minimum,
the individual must include: Name; date and
place of birth; current mailing address and zip
code; signature; the approximate date upon
which the individual filed a formal grievance
with the Foreign Service Grievance Board.
Record access procedures:
Individuals who wish to gain access to or amend
records pertaining to themselves should write to
the Director, Foreign Affairs Document and
Reference Center (address above).
Contesting record procedures:
(See above).
Record source categories:
The individual; the agency which employs the
individual.
Systems exempted from certain provisions of
the act:
Certain records contained within this system of
records are exempted from 5 U.S.C. 552a (c)(3),
(d), (e)(1), (e)(4)(G), (H), and (I), and (f). See
Department of State rules published in the
Federal Register.