

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.

Retrievability:

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, Department 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.