

**Major Functional Series 400: PERSONNEL
ADS Chapter 486 - GRIEVANCES - FOREIGN SERVICE**

Table of Contents

<u>486.1</u>	<u>Authority</u>	<u>2</u>
<u>486.2</u>	<u>Objective</u>	<u>2</u>
<u>486.3</u>	<u>Responsibility</u>	<u>2</u>
<u>486.4</u>	<u>Definitions</u>	<u>2</u>
<u>486.5</u>	<u>POLICY</u>	<u>3</u>
<u>486.5.1</u>	<u>FOREIGN SERVICE GRIEVANCE SYSTEM</u>	<u>3</u>
<u>486.6</u>	<u>Supplementary Reference</u>	<u>3</u>
<u>486.7</u>	<u>Mandatory References</u>	<u>3</u>

Major Functional Series 400: PERSONNEL
ADS Chapter 486 - GRIEVANCES - FOREIGN SERVICE

486.1 Authority

[Foreign Service Act of 1980, as amended.](#)

486.2 Objective

This chapter provides information on the [grievance](#) system for Foreign [Service](#) (FS) employees in the Agency.

486.3 Responsibility

1. The American Foreign Service Association is responsible for representing unit employees filing grievances.
2. The Supervisor (or responsible officer having immediate jurisdiction over a grievance) is responsible for providing the [grievant](#) with an initial written response, including a proposed resolution.
3. Office Head: Prior to review at the Agency level, the office head is responsible for deciding appealed grievances that were not resolved by the supervisor or responsible officer.
4. The Deputy Assistant Administrator, [Bureau](#) for Management, Office of Human Resources (DAA/M/HR) or designee is responsible for reviewing and deciding grievances at the Agency level.
5. The Foreign Service [Grievance Board](#) (Grievance Board) is responsible for reviewing and deciding Agency level decisions appealed by the grievant.

486.4 Definitions (See [ADS GLOSSARY](#) and [3 FAM 4412](#))

BUREAU
DAYS
FOREIGN AFFAIRS AGENCY
GRIEVANCE
GRIEVANCE BOARD
GRIEVANT
IMPLEMENTATION DISPUTES
LABOR ORGANIZATION
PARTY
SERVICE

486.5 POLICY

The statements contained within the .5 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

486.5.1 FOREIGN SERVICE GRIEVANCE SYSTEM

The Agency shall adhere to the policies and essential procedures of the Foreign Service Grievance System contained in 3 FAM 4400 (**See Mandatory Reference, [3 FAM 4400](#)**).

486.6 Supplementary Reference - N/A

486.7 Mandatory References

[3 FAM 4400](#)

486_w090903