3 FAM 4330
ADMONISHMENT
(TL:PER-486;   10-28-2003)
(Office of Origin: HR/ER/CSD)

3 FAM 4331 DECIDING OFFICIAL

(TL:PER-486;   10-28-2003)
(Uniform State/USAID/BBG/Foreign Service Corps, USDA/Commerce)
(Applies to Foreign Service Only)

A management official or a deciding official described in 3 FAM 4342, 3 FAM 4352 or 3 FAM 4368 may decide to admonish an employee.

3 FAM 4332 DELIVERING AN ADMONISHMENT

(TL:PER-486;   10-28-2003)
(Uniform State/USAID/BBG/Foreign Service Corps, USDA/Commerce)
(Applies to Foreign Service Only)

a.   An admonishment normally will be delivered to an employee orally and in private by the deciding official or other management official, who should discuss with the employee the conduct involved and provide appropriate counseling.

b.   The employee is not entitled to written notice or an opportunity to respond in writing to an admonishment.

c.   The deciding official may retain any reports of inquiry and other documents supporting the admonishment under appropriate safeguards, but these may not be placed in the employee's Official Performance File.

d.   While an admonishment normally will be delivered orally, an admonishment may be delivered in writing when, due to distance or other extraordinary circumstance, oral communication is not possible, or when the deciding official issues an admonishment in lieu of disciplinary action. When an admonishment is made in writing, the employee will receive the original. The deciding official will retain a copy of the admonishment, under appropriate safeguards, but will destroy the copy no later than one year after the date of the admonishment.

e.   After receiving a written admonishment, the employee may present his or her views in writing to the deciding official. The employee's views, if any, will be attached to the copy of the admonishment retained by the deciding official.

f.   A letter of written admonishment will not be placed in the employee's Official Performance File.

3 FAM 4333 THROUGH 4339 UNASSIGNED