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# ADS Chapter 486

## Grievances - Foreign Service

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ADS 486 – Grievances – Foreign Service  
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## **ADS 486 – Grievances – Foreign Service**

### **486.1 OVERVIEW**

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

### **486.2 PRIMARY RESPONSIBILITIES**

- a. The American Foreign Service Association** is responsible for representing unit employees filing grievances.
- b. 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.
- c. 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.
- d. The Deputy Assistant Administrator, Office of Human Capital and Talent Management (DAA/HCTM)** or designee is responsible for reviewing and deciding grievances at the Agency level.
- e. The Foreign Service Grievance Board (Grievance Board)** is responsible for reviewing and deciding Agency level decisions appealed by the grievant.

### **486.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

The statements contained within the .3 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

#### **486.3.1 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 [3 FAM 4400](#)).

### **486.4 MANDATORY REFERENCES**

#### **486.4.1 External Mandatory References**

- a. [3 FAM 4400](#)**
- b. [Foreign Service Act of 1980, as amended](#)**

*Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

**486.4.2 Internal Mandatory References**

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There are no Internal Mandatory References for this chapter.

**486.5 ADDITIONAL HELP**

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There are no Additional Help documents for this chapter.

**486.6 DEFINITIONS**

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

**Bureau**

A major organization unit of the Agency that reports to the Office of the Administrator; a Bureau is a Level 1 organization. A Bureau administers complex and diverse programs involving a designated geographic area; major policy, program and technical advisory services; or management and program support functions. ([Chapter 102](#), [103](#), 486)

**days**

See [3 FAM 4310](#). (Old 3 FAM 761.2) (Chapters [485](#) and 486)

**foreign affairs agency**

See [3 FAM 4412](#). (Chapter 486)

**grievance**

See [3 FAM 4412](#). (Chapter 486)

**Grievance Board**

See [3 FAM 4412](#). (Chapter 486)

**grievant**

Any Civil Service (CS) or Administratively Determined (AD) employee, including a former employee for whom a remedy can be provided by the Agency. (See [3 FAM 4412](#)) (Chapters 486 and [490](#))

**implementation disputes**

See [3 FAM 4412](#). (Chapter 486)

**labor organization**

See [3 FAM 4412](#). (Chapter 486)

**party**

See [3 FAM 4412](#). (Chapter 486)

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**service**

See [3 FAM 4310](#) and [3 FAM 4412](#). (Chapters [485](#) and 486)

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