

February 8, 1972

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70: The Director of Personnel
Department: of State

SUBJECT: Record of Proceedings Nizisber 72~35-State-D12:
Reeiedial Order in the Case of FSS *Grievant*

R2F: 3 FAM 667.2.5.1.

[Grievant], an FSS-5 career foreign service secretary, has been on assignment ~~in~~ the Departraent of State as ~~sin~~ administrative assistant since Kbversber 29S9. In her grievance subndtted to the Board she stated that the absence of two interim evaluation reports frcsn her per-forra&nce file placed her at a competitive disadvantage for promotion between 2970 end 1972. Her chances for promotion were further undermined, she claimed, because of £ disagreement over whether she should be considered for promotion as a secretary or a staff officer <administrative assistant) in 1970 and 1971.

The investigation undertaken by a member of the Board cantered on an examination of her performance records, reference to pertinent portions of the Foreign Affairs Manual, and a discussion of her case with her former supervisor in the Department, withtwo officials in the Personnel Division, and with [grievant],

The investigation disclosed that in violation of regulations no
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interim evaluation report was rendered on [grievant] for her performance from March 2S, 1969 to Septeiaber 4, 1969, while serving in Reykjavik, Iceland, despite a sessage to the post requesting one. Further, an interim evaluation report covering the period from January 6, 1971 to June IS, 1972 was prepared late and was not in her performance folder when the proEiotion panel reviewed her file in September of that year. This report had rates her outstanding and recommended her promotion. Another finding of the investigation was that [grievant] was considered for promotion solely as a secretary in 1S7C; as a secretary by s panel meeting in April, 1972, and as an administrative assistant/secretary by a panel meeting in SepteJsber 1971; and according to present plans, will be considered solely as an administrative assistant/ secretary by a panel in 1972.

On the basis of its investigation, the Board has determined that two violations of the regulations in connection with the preparation and transmittal of evaluation reports rendered on her have resulted in placing her at a significant competitive disadvantage for promotion. To repair this injustice, and given the outstanding ratings accorded [grievant] by two Ambassadors in 1365, as well as the outstanding rating contained in the tardy evaluation report in 1371, the Grievance Board recommends that [grievant] be promoted by the next Selection Board. This recommendation is made with reference to whether [grievant] should have been considered for promotion as an administrative assistant instead of a secretary in 1370. Due to the relatively short period she worked in that capacity in the Department up to that time, the Board believes that her opportunities for promotion as a staff officer were not

As illustrated by this case, the Board is particularly

convinced that the Board is particularly

adoption of a policy that would treat violations of these regulations in a manner somewhat similar, to lesser security violations, namely to inform the responsible officer that a report of his deficiency in this matter would be placed in his performance file

The Board recommends that a copy of this letter be placed in [grievant's] personnel file. Your confirmation, of this action should be provided this office within the next 30 days.

Very truly yours,
E. Sinclair
Foreign Service Grievance Board