

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SECURITY AND HAZARDOUS MATERIALS DIVISION

CITATIONS:

HRPM: ER 4.1 Paragraph 2, EMPLOYEE RESPONSIBILITIES: All employees are responsible for conducting themselves in a manner, which will ensure that their activities do not reflect discredit on the Federal Government and the FAA. Employees must observe the following basic on-the-job rules:

- c. Respond promptly to and fully comply with directions and instructions received from their supervisor or other appropriate management officials.
- d. Exercise courtesy and tact at all times in dealing with fellow workers, supervisors, contract personnel and the public. Support and assist in creating a productive and hospitable work environment..
- h. Observe and abide by all laws, rules, regulations and other authoritative policies and guidance, written and unwritten. Employees will familiarize themselves with the Standards of Conduct contained in this Human Resources Policy Manual (HRPM), as well as, the Standards of Ethical Conduct for Executive Branch Employees, 5 CFR Part 2635, transmitted by FAA FAA Order 3750.7, Ethical Conduct and Financial Disclosure (Appendix 1 thru 5; Appendix 6, Standards of Ethical Conduct) - [PDF Download Instructions]
- i. Report known or suspected violations of law, regulations or policy through appropriate channels and fully participate in inquiries. This includes reporting any personal violation that has the possibility or appearance of impacting on the employee's position (e.g., an arrest for an alcohol or drug-related driving infraction by an employee in any safety or security-sensitive position).

HRPM: 4.1, Para 9 Giving Statements and/or Testimony:

- a. It is the duty and requirement of every employee to give, orally and/or in writing as directed, to any supervisor or DOT official conducting an investigation, inquiry or hearing in the interest of the agency, complete and truthful information and testimony pertaining to all matters in which queried.
- b. All employees must give complete and truthful information in response to requests received from Congress, the General Accounting Office, the Office of the Inspector General, the Office of Personnel Management or other duly authorized investigative bodies, regarding matters under their jurisdiction. It is FAA policy to cooperate with such bodies in the public interest. Employees must

Interviewed/Reviewed on: 3/26/2007

At Hawthorne, CA

By  Special Agent James Austin,

Case No. AWP20070078

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notify their supervisor, or their second-level supervisor if the inquiry concerns the first-line supervisor, of any such request.

HRPM: 4.1 Para. 13. Workplace Violence: Violent, threatening, harassing and/or confrontational behaviors in any form are unacceptable and will not be tolerated. Threatening behavior may include harassment in the form of intimidation, or any oral and/or written remarks or gestures that communicates a direct or indirect threat of physical harm, or otherwise frightens, or causes an individual concern for their personal safety. Such irresponsible and inappropriate behavior may include pushing, poking, physically crowding, stalking, fist shaking, throwing objects regardless of the target of the object being thrown, name calling, obscene language or gestures, or any other intimidating or abusive action which creates a fearful environment and apprehension of harm. Employees, supervisors and managers are responsible for enforcing the highest standards of personal safety and welfare at the workplace. Consequently, employees must immediately report threats of violence, violent incidents or other inappropriate behavior to their supervisors. For additional information, refer to the Department of Transportation Supervisor's Guide for Responding to Violence, Threats or Inappropriate Behaviors.

HROI Table of Disciplinary Offences and Penalties

20. Intimidating, harassing, abusive, disorderly, disruptive or other inappropriate behavior; unbecoming conduct; engaging in dangerous horseplay.
21. Use of language or remarks which are insulting, abusive or obscene,
22. Making false, unfounded, disparaging, disrespectful, or other inappropriate statements to or about others.
23. Providing/making false, misleading, untruthful statements, or concealment of material fact or pertinent information in connection in connection with any official inquiry, investigation, etc.

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