

WHAT IS THE ACCOUNTABILITY BOARD?

The Accountability Board is comprised of senior executives who oversee management's response to allegations or incidents of harassment or other misconduct that creates an intimidating, hostile or offensive work environment as defined in FAA Order 1110.125A. The objective of the Board is to ensure that all such allegations are responded to in a timely, consistent and appropriate manner. Listed below are the Board members:

- ◆ The Accountability Board Director
- ◆ The Assistant Administrator for Human Resource Management
- ◆ The Assistant Administrator for Civil Rights
- ◆ The Assistant Administrator for Security and Hazardous Materials
- ◆ A representative from the Office of Chief Counsel serves in an advisory capacity
- ◆ The Departmental Director, Office of Human Resource Management, or his or her designee
- ◆ The Associate/Assistant Administrator employing the individual against whom the allegation is made

BACKGROUND

On July 1, 1998, the Board was established by the FAA Administrator in response to concerns regarding the agency's handling of sexual harassment allegations. With the creation of the Board, the Administrator standardized procedures to ensure management's uniform and effective handling of sexual harassment allegations and related misconduct of a sexual nature. The Board, comprised of senior level executives, is responsible for overseeing and ensuring that managers and supervisors are accountable for properly responding to allegations in a timely, consistent, and appropriate manner. Pursuant to FAA Order 1110.125A, issued on July 1, 2000, the scope of the

Board was expanded to include harassment and other misconduct that creates or may create an intimidating, hostile or offensive work environment.

SCOPE

The Accountability Board reviews:

- ◆ Allegations of sexual harassment that may include unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when:
 - Submission to or rejection of such advances is made a term of employment;
 - Submission to or rejection of such conduct is the basis for employment decisions; or
 - Such conduct has the purpose of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.
- ◆ Allegations or incidents of misconduct of a sexual nature that include behavior that falls short of the legal definition of sexual harassment but impacts job performance or is not conducive to a professional work environment.
- ◆ Allegations or incidents of verbal, written, graphic, or physical harassment and other misconduct that create an intimidating, hostile, or offensive work environment based on:
 - Race
 - Color
 - Religion
 - Gender
 - Sexual Orientation
 - National Origin
 - Age
 - Disability
- ◆ Reprisal for participating in the Board process

The scope of the Board does not include allegations of discrimination involving non-selections, disciplinary actions, promotions, performance management, or other personnel actions.

TIMEFRAMES

- ◆ Allegations should be reported to management or directly to the Board as soon as possible after the incident occurred but not later than 60 days after the incident occurred.
- ◆ Allegations reported to management, EEO counselors, Office of Civil Rights staff, or the Administrator's Hotline, must be reported to the Board within 2 working days from the date of becoming aware of the allegation.
- ◆ Management officials have 15 working days from the date he or she became aware of the allegation to conduct an inquiry and advise the Board of the proposed action.
- ◆ Management request a security investigation through the Board. If the Board Director and the Special Investigations Officer concur that an investigation is warranted the security investigation has 30 working days to complete the report of investigation. Management has 10 working days from receipt of the report of investigation to advise the Board of the proposed action.

WHAT SHOULD I DO TO REPORT ALLEGATIONS RELATED TO THE SCOPE OF THE BOARD?

You can report an allegation to:

- ◆ Your Management Official
- ◆ The Accountability Board
- ◆ The Civil Rights Office
- ◆ The Administrator's Hotline
- ◆ Your local Human Resource Point of Contact
- ◆ Security

CAN I REPORT ALLEGATIONS DIRECTLY TO THE ACCOUNTABILITY BOARD?

Yes, you may contact the Board by phone, electronic mail, and facsimile or visit us in person.

HOW CAN I GET MORE INFORMATION ABOUT THE BOARD?

- ◆ FAA Order 1110.125A
- ◆ Interweb.FAA.gov/ahr/account/account.cfm
- ◆ 9-AWA-AHR-Accountability-Board

In addition, you may contact the Board by calling (202) 267-3065.

OFFICE OF THE ACCOUNTABILITY BOARD

800 Independence Avenue, SW
Room 332
AHA-1
Washington, DC 20591

Office: (202) 267-3065
Fax: (202) 493-4852

Maria C. Fernandez-Greczmiel
Director, AHA-1

Board Consultants

Tom Novak
Andrew Robinson
Debbie Williams

Program Assistant

Natalie Sullivan

**Administrator's
Policy Statement on...**

THE ACCOUNTABILITY BOARD

Personal accountability is the cornerstone of the Flight Plan's goal for organizational excellence. As professionals in the workplace, we are all accountable for our actions. The Accountability Board was created in 1998 to ensure that each of us lives up to this standard.

Specifically, the Accountability Board reviews responses to allegations and incidences of harassment and misconduct. It was put in place to ensure that our workplace remains free from sexual harassment, offensive behavior, intimidation, hostility, and inappropriate conduct.

The Accountability Board cannot make this happen on its own. Each and every one of us at the FAA has responsibility for ensuring a professional environment in our own organizations and the places where we work. Please join me in making the FAA an example of organizational excellence in the federal service where everyone regardless of gender, race, color, national origin, religion, sexual orientation, age or disability is respected.


Marion C. Blakey
Administrator

May 2004



**Federal Aviation
Administration**

**THE
CORNERSTONE OF
ORGANIZATIONAL
EXCELLENCE**



pxb-f09030

September 2005