



Accountability Board Information Paper

Background

On July 1, 1998, the Accountability Board (Board) was established by the FAA Administrator in response to concerns expressed by Congress 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 fashion. Pursuant to FAA Order 1110.125A, issued on July 1, 2000, the scope of the Board was expanded, as indicated below, to include harassment and other misconduct that creates or may create an intimidating, hostile or offensive work environment.

Scope

The Accountability Board reviews management's responses to:

- 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 or rejection of such advances is made a term of employment; or
 - 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 impact on job performance or are not conducive to a professional work environment.
- Allegations or incidents of verbal, written, graphic, or physical harassment and other misconduct that create or that may reasonably be expected to create an intimidating, hostile, or offensive work environment based on -

- Race	- Sexual Orientation
- Color	- National Origin
- Religion	- Age
- Gender	- Disability
- Allegations of 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

- The reporting party should report each allegation or incident of harassment or misconduct within the scope of the Accountability Board as soon as possible after the incident occurs but not later than 60 days after the date the incident is alleged to have occurred.
- Whenever management becomes aware of misconduct within the scope the Accountability Board, the Accountable Official must report the allegation to the Accountability Board within 2 workdays of the date the allegation is first made.
- When an allegation or complaint of misconduct within the scope of the Accountability Board is made to an EEO counselor, the EEO Counselor or the Civil Rights Staff is responsible for reporting the allegation with in 2 workdays.

TIMELY

CONSISTENT

APPROPRIATE



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- When an allegation of misconduct with in the scope of the Accountability Board is reported to the Administrator's Hotline, The Hotline Coordinator will report the allegation to the Accountability Board within 2 workdays
- If management determines that a formal investigation is not necessary, management has 15 workdays from the date the allegation was first reported in which to address the allegation.
- If management believes the allegation warrants formal investigation, he or she will notify the Accountability Board as soon as possible but not later than 15 workdays from the date the allegation is first reported or the date the incident otherwise becomes known to management.
- The Special Investigations Officer will assign the allegation to the Security and Hazardous Materials Division in the appropriate region or center.
- The security investigator shall complete the investigation and provide a copy of the report of investigation (ROI) to management with in 30 days of referral for investigation
- Management has 10 workdays from the receipt of the ROI to propose action.

Membership

- Director, Accountability Board
- Assistant Administrator for Human Resource Management
- Assistant Administrator for Civil Rights
- Assistant Administrator for Security and Hazardous Materials
- Representative from the Office of the Chief Counsel
- Representative from the Office of the Secretary of Transportation's Office of Human Resource Management
- Associate/Assistant Administrator employing the individual against whom the allegation is made.

Reports

Board reports are issued quarterly and can be found on the Human Resource Management website – www.FAA.gov/ahr/account/account.cfm.

Contacts

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