



## Appendix A. Responsibilities and Procedures for Receipt of Aviation Safety Inspector Credentials

<b>Subject: Responsibilities and procedures for receipt of Aviation Safety Inspector Credentials</b>		
<b>Employee name:</b>	<b>Routing:</b>	<b>Credential No:</b>

(Please include name, routing and credential number)

**I hereby acknowledge receipt of the Aviation Safety Inspector credentials (DCA Form FSS-PEL-FORM001 and numbered badge) and agree to comply with the procedures specified below:**

- I assume responsibility for safeguarding the issued credentials that is considered accountable Government property. When not in use, it will be protected, to the best of my ability, against loss or theft. Because credentials are to be used as official identification and for official purposes only, I will not loan, give, or otherwise allow any other person to use it for any purpose.
- If lost or stolen, I will notify the Director through the unit Chief and the Deputy Director of Safety (DDS), within 48 hours. New credentials will be reissued in accordance with the applicable provisions noted in TGM Volume 1 and 3.
- If I am negligent in meeting the prescribed security requirements, I understand that I will be held accountable and subject to administrative or disciplinary action.

### **Surrender of DCA Aviation Safety Inspector credentials:**

- I understand that I am responsible for turning in my credentials to my immediate supervisor or manager upon expiration, or if I retire or terminate employment with DCA or if I am reassigned to a position that does not meet the eligibility requirements.
- I understand that DCA management may request my credentials if an administrative inquiry indicates that its loss or theft was due, in part or in full, to my negligence or misconduct. I understand that I could face disciplinary action in accordance with the PSR.
- I understand that if I surrender my credentials, they must be returned to my manager or immediate supervisor. The office manager or designee will then notify the Office of the Director through the DDS, on the inspector status. Deviating from either prescribed method could result in disciplinary action.

Credentials Recipient Signature	Date Signed
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