



Appendix B. Acknowledgement Letter for Possession of DCA – FSS-PEL-FORM001 Credentials

(Please complete)

Name	Credential No.	Badge (Airport Pass) No.

Possession of FSS-PEL-FORM001 Credentials. I understand that the issued credentials are used only to conduct official business in support of the DCA mission.

Penalties for Misuse of DCA Credentials

Penalties for Misuse of Credentials or Badges. DCA management may request the credentials, if an administrative inquiry indicates improper use, abuse, intentional misrepresentation, or misconduct of official credentials. Failure to fully comply with the provisions of this order or related laws and regulations may result in corrective action, including temporary suspension, reassignment, or employee’s removal, in accordance with the PSR’s.

Reporting Misuses. Report any actual or alleged misuse of credentials to the immediate supervisor, and then to Deputy Director of Safety (DDS) within 24 hours from receipt of the information.

Employees are responsible for seeking advice and guidance through their supervisory chain of command concerning their responsibilities under this and other policies governing employee conducts.

Surrender of Credentials. Upon request, credentials must be returned to their immediate supervisor for return to the Office of the DDS.

By signing this letter, I hereby acknowledge that I have read the information and agree to comply with applicable Orders, laws, and regulations:

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Recipient Signature

Date Signed