

DEPARTMENT OF HOMELAND SECURITY
Transportation Security Administration

Employee Responsibilities and Code of Conduct Acknowledgement

INSTRUCTIONS: This form must be completed and signed by the employee after reading TSA MD 1100.73-5, Employee Responsibilities and Code of Conduct, the accompanying Handbook, and the Standards of Ethical Conduct for Employees of the Executive Branch (5 C.F.R. Part 2635) (Standards), or a comprehensive summary of the Standards. Employees must either check Section I or II. Supervisors will ensure that the signed form is filed in the employee's Employee Performance File (EPF).

Note: New employees must turn this form in to their supervisor within one week of their start date.

SECTION I. Employee Acknowledgement (Initial or Annual Review)

☒ I acknowledge that I have read a copy (paper or electronic) of TSA MD 1100.73-5, Employee Responsibilities and Code of Conduct, the accompanying Handbook, and the Standards of Ethical Conduct for Employees of the Executive Branch (5 C.F.R. Part 2635) (Standards), or a comprehensive summary of the Standards.

SECTION II. Employee Acknowledgement (Revisions)

☒ I acknowledge that I have read a copy (paper or electronic) of the revised (select applicable document):

☒ TSA MD 1100.73-5, Employee Responsibilities and Code of Conduct

☒ TSA MD 1100.73-5, Handbook, Employee Responsibilities and Code of Conduct

☐ The Standards of Ethical Conduct for Employees of the Executive Branch (5 C.F.R. Part 2635) (Standards), or a comprehensive summary of the Standards.

SECTION III. Employee and Supervisor/Manager Signature

Employee Signature:	(b)(6)	Date:	11-20-13
Supervisor /Manager Signature:	(b)(6)	Date:	11-21-13

PRIVACY ACT STATEMENT: AUTHORITY: 49 U.S.C. § 114(n). **PRINCIPAL PURPOSE(S):** To ensure employees have read and understand TSA MD 1100.73-5, Employee Responsibilities and Code of Conduct, the accompanying Handbook, the Standards of Ethical Conduct for Employees of the Executive Branch (5 C.F.R. Part 2635) (Standards), or a comprehensive summary of the Standards. **ROUTINE USE(S):** This information may be shared, in response to a request for discovery or for appearance of a witness, if relevant to the subject matter involved in a pending judicial or administrative proceeding, or for other routine uses identified in the Office of Personnel Management's system of records notice, OPM/GOVT-2 Employee Performance File System Records. **DISCLOSURE:** Voluntary; failure to furnish the requested information may result in the appropriate administrative action. **Note:** These materials can also be viewed via the Online Learning Center.

Previous editions of this form are obsolete