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Category: 13 - Conduct; Accountability and Discipline

OPR: OS

Title: AR 13-6, App I (U) APPENDIX I - STANDARDS FOR EMPLOYEE ACCOUNTABILITY

CL BY: **CL REASON:** , **DECL ON:** , **DRV FROM:**

(b)(3)

AR 13-6, APPENDIX I

STANDARDS FOR EMPLOYEE ACCOUNTABILITY

- a. Consequences will follow an employee's failure to comply with a statute, regulation, policy or other guidance that is applicable to the employee's professional conduct or performance.
- b. The lack of knowledge of a statute, regulation, policy or guidance does not necessarily excuse the employee. However, lack of knowledge may affect the level of employee responsibility and the extent to which disciplinary action is warranted. Therefore the following factors will be considered prior to holding an employee accountable for a particular act or omission:
 - (1) Agency efforts to make employees aware of the statute, regulation, policy or guidance;
 - (2) The extent of employee awareness of the statute, regulation, policy or guidance;
 - (3) The importance of the conduct or performance at issue;
 - (4) The position or grade of the employee.
- c. Any finding of deficient performance must be specific and may include omissions and failure to act in accordance with a reasonable level of professionalism, skill, and diligence.
- d. Determinations under the above standard will be based in part on whether the facts objectively indicate a certain action should have been taken or not taken and whether the employee had an opportunity and the responsibility to act or not act.
- e. Managers may be held accountable in addition for the action(s) or inaction of subordinates even if the manager lacks knowledge of the subordinate's conduct. Such accountability depends on:

- (1) Whether the manager reasonably should have been aware of the matter and has taken reasonable measures to ensure such awareness.
- (2) Whether the manager has taken reasonable measures to ensure compliance with the law and Agency policies and regulations.