

ANDERSEN AFB CIVILIAN PERSONNEL OFFICE

FACT SHEET

PROHIBITED PERSONNEL PRACTICES

Under 5 U.S.C. § 2302(b)(1)-(b)(12), a federal employee authorized to take, direct others to take, recommend or approve any personnel action may not:

- **Discriminate (including discrimination based on marital status and political affiliation).**
- **Solicit or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics.**
- **Coerce the political activity of any person, or take action against any employee as reprisal for refusing to engage in political activity.**
- **Deceive or willfully obstruct any person from competing for employment.**
- **Influence any person to withdraw from competition for a position to improve or injure the employment prospects of any other person.**
- **Give an unauthorized preference to a person to improve or injure the employment prospects of any particular employee or applicant.**
- **Engage in nepotism.**
- **Take a personnel action against an employee because of whistleblowing.**
- **Take a personnel action against any employee because of the exercise of an appeal, complaint, or grievance right.**
- **Discriminate against an employee on the basis of conduct, which does not adversely affect the performance of the employee (including discrimination based on sexual orientation).**
- **Take or fail to take a personnel action, if such action would violate a veterans' preference requirement.**
- **Take a personnel action against an employee which violates a law, rule, or regulation which implements a merit systems principle.**