

I sent this email to Klusacek on March 28<sup>th</sup> telling him I had told her to go in and fix it. She obviously didn't get it completely done until March 12<sup>th</sup>. There is no conspiracy here.

At the beginning of March I took a 3 day weekend for my daughter's birthday. When I returned on the fourth I had an email from Jack letting me know that BDO (b)(6) hadn't been filling out her daily summary sheets when she worked as a BDO after her TSO NH training. I spoke with (b)(6) and told her she needed to go back and fix it. She explained that she didn't think she had to on overtime. I didn't believe this for a minute, but told her that she did and she needed to go back and fill them in. I spoke with her again the next day and she hadn't done it yet. Told her she had to do it. I gave her some time during her break from New Hire training to work on it. She told me she couldn't remember everything. I said fine do the best you can do. I knew she wasn't going to be my problem soon enough.

Last week you sent an email asking about her schedule precisely whether she worked the 5<sup>th</sup> 6<sup>th</sup> and 7<sup>th</sup>. I dbl checked the schedule and told you she hadn't. Going back over the daily summary and talking to Tony I see that she put in the daily summary that she was at the checkpoint when she didn't work that day. Obviously that's why she couldn't remember what she did and didn't have any notes, she didn't work as a BDO that afternoon and was nervous because I was so upset with her that she messed up. (b)(6) was off that day so I never even looked for a daily summary sheet for that day

change 1  
Spec 6

April 30, 2014

Your actions were also in violation of the following sections of TSA Management Directive (MD) No. 1100.73-5: *Employees Responsibilities and Code of Conduct*:

Section 5.A, that states in part, "TSA employees are responsible for ... observing the following basic on-the-job rules: (7) Observing and abiding by all laws, rules, regulations and other authoritative policies and guidance."

Section 5.B that states: "Managers and supervisors are responsible for:

(4) Providing positive leadership and serving as a role model for subordinates by complying with all employee responsibilities, and demonstrating a commitment and sense of responsibility to their job and high ethical standards."

(7) Enforcing employee compliance with all TSA directives, policies, programs and, where applicable, DHS directives, policies and programs; timely investigation of reported non-compliance with all directive, policies and programs; immediate and appropriate corrective action when an employee is found not to be in compliance with TSA directives, policies and programs."

Section 6.A, that states: "TSA employees must comply with all standards, responsibilities and code of conduct established by this directive and shall report any violation(s) of this directive to appropriate management officials. NOTE: Failure to comply with this directive and/or failure to report violations of this directive may result in appropriate corrective, disciplinary, or adverse action, up to and including removal.

Section 6.E, that states: "While on or off-duty, employees are expected to conduct themselves in a manner that does not adversely reflect on TSA, or negatively impact its ability to discharge its mission, cause embarrassment to the agency, or cause the public and/or TSA to question the employee's reliability, judgment or trustworthiness."

**Charge 2: Leaving your duty station without authorization .**

**Specification:** On March 18, 2014, without permission or prior approval from anyone higher in authority, you left your assigned position as the SPOT / BDO Program Manager to attend a job fair type event at another building on airport property. You were absent from your primary duties at the passenger terminal during the timeframe of approximately 0900 - 1430 hours.

Your actions are in violation of the following sections of the Behavior Detection and Analysis Transportation Security Manager Handbook:

(b)(3): 49 U.S.C. § 114(r)

**WARNING:** This record contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. § 552 and 49 CFR parts 15 and 1520.