

U.S. Department of Homeland Security
Los Angeles International Airport
5767 W. Century Blvd., Suite 300
Los Angeles, CA 90045



Transportation
Security
Administration

Date: August 25, 2013

To: (b)(6)
Master Behavior Detection Officer
Los Angeles International Airport

From: David Bustrum
SPOT Transportation Security Manager
Los Angeles International Airport

Subject: Letter of Counseling

The purpose of this letter is to counsel you for misplacing your government issued cellular phone. Specifically, on August 24th, 2013, you were assigned to work in Terminal 1 and assigned a government cellular phone to use. You stated that you checked the time on your phone at 2100 hours and placed it back in your front pants pocket. After that, you went on break, returned to work, and noticed the phone was missing at approximately 2140 hours when you returned to the office to conclude your shift. A thorough search of the areas you were working returned negative results that night. On August 25, 2013, you rechecked with the airlines and discovered that the missing phone was turned in to Southwest Lost and Found.

It is expected of you to maintain your assigned property. TSA MD 200.56 Section 6.A. states that "all employees shall exercise prudence in providing proper care, use and protection of all Government personal property in their physical possession, custody, or control". In addition, TSA MD 1100.73-5 Section 5.A.(7) states that employees are responsible for "observing and abiding by all laws, rules, regulations, and other authoritative policies and guidance, written and unwritten". With this in mind, keeping track of your assigned items is extremely important.

On August 25, 2013 I met with you to discuss this matter. You stated that you understand the importance of securing assigned property and equipment. You were very candid with the situation and continued to search for the property even after ending your shift. Your efforts and attitude are appreciated.

Please be advised that any future incidents of misconduct may result in disciplinary action, up to and including removal from Federal service. If you need further clarification regarding this memorandum and my expectations, please let me know.

This letter of counseling is not a disciplinary action and may not be grieved through the agency grievance procedures, nor addressed via the Peer Review process (where applicable). This letter will not be placed in your Official Personnel File (OPF). However, a copy of this letter may be retained in the local supervisory file for up to one

year as documentation that you have been placed on notice regarding this issue of concern and the consequences of repeat behavior.

The Employee Assistance Program (EAP) is available to you to provide counseling services and/or assistance and may be contacted at 1-800-222-0364. The EAP is a confidential resource designed to help employees address a wide range of personal or family issues.

Please sign the acknowledgement of receipt below. Your signature does not indicate agreement with this action; it only represents receipt of this notice on the date signed.

Acknowledgement of Receipt

(b)(6)

08/25/2013
Date

Delivery Information:


Hand Delivered By
David Bustrum, STSM

8/25/13
Date

U.S. Department of Homeland Security
Los Angeles International Airport
100 World Way T-1 Door 332
Los Angeles, California 90045



Transportation
Security
Administration

MEMO TO FILE

DATE: 08/25/2013

Control #

FROM: MBDO (b)(6)

TO: TSM (b)(6)

SUBJECT: THE LOSS OF BDO PHONE #16

On August 24, 2013 at approximately 2100 hours, I was standing in front of Terminal One's Exit Lane at the Main Checkpoint after finishing a SPOT play with my partner. At this very moment, I decided to pull out my BDO phone in order to check the time. Because the time on my phone read 2100 hours, I made the decision to take my last break. At that very moment, I put my phone back into my front pants pocket and continued to walk to McDonald's and then to the seat near Gate 4 where I began my break. At the end of my break at 2115 hours, I returned to the Terminal 1 Checkpoint in order to conduct my SPOT duties. At 2140 hours, my partner and I returned to the BDO office to turn in our phones and notebooks. When I reached into my front pants pocket, I realized that my BDO phone was not there. I immediately began to retrace my steps. I started at the Terminal 1 Checkpoint Podium where I notified the Supervisor On Duty (b)(6) about my lost phone. The Supervisor informed me that no phone had been turned in but allowed me to use her duty phone in order to call my lost phone. I called the phone and after a few rings, it gave me no answer. I called twice more and still it gave me no answer. I then notified the LEO on duty and a McDonald's cashier that my phone was missing. They too informed me that no phone had been returned to them. After checking where I sat near Gate 4, at 2145 hours, I informed TSM Roger Michel that I could not find my assigned phone. He then alerted TSM David Bustrum about the incident. After searching for the phone for another hour, I still did not find the phone. On the following day, August 25, 2013 at 1530 hours, I checked with Southwest Airlines Lost and Found who did in fact have the lost phone.

Respectfully,

MBDO (b)(6)
Behavior Detection Program
Los Angeles International Airport

(b)(6)

www.tsa.gov