

U.S. Department of Homeland Security
11100 Metro Airport Center Drive
Suite 160
Romulus, Michigan 48174



Transportation
Security
Administration

Letter of Counseling

Date: 08/23/2013

To: (b)(6)
MBDO
DTW/SPOT

From: STSM Tammie Manor
DTW/TSA

Subject: Letter of Counseling

Reference: (b)(6)

The purpose of this letter is to counsel you for inattention to duty TSA MD 1100.73-5, Section 6.B and failure to follow SPOT SOP 3.6 walk the line (WTL) on 08/23/2013.

On 08/23/2013, at 0600 while conducting BDO duties at Red 2, you left your partner and walked over to TSO (b)(6) who had just assumed the position of gatekeeper. You and TSO (b)(6) were engaged in conversation from 0600 to 0604 as passengers walked by the two of you. Today, I provided you with an opportunity to review the video footage. When I stated how inappropriate and unprofessional you looked you said "ya, I guess". I reminded you that last week while another BDO (at another checkpoint) and TDC officer were engaged in conversation, he (the TDC officer) missed the Selectee resulting in a Letter of Reprimand for both officers.

You are required to WTL, engaging individuals in verbal exchanges and remaining mobile. Per TSA MD 1100.73-6.B, "employees' conduct at work directly affects the proper and effective accomplishment of their official duties and responsibilities. Employees must perform their duties in a professional and business-like manner throughout the workday. Employees are also expected to behave professionally and in accordance with this directive and/or other applicable guidance while in a temporary duty travel status (e.g. while attending training) or when otherwise away from their regularly assigned post of duty (e.g.

www.tsa.gov

while attending meetings at an off-site location). Employees in direct contact with the public bear a heavy responsibility, as their conduct and appearance have a significant impact on the public's attitude toward the Federal government and TSA.

The expectation is that you follow SPOT SOP. You are required to WTL with your partner not engage in conversation other officers.

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 repeated 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)(5)

8.23.13

Date

Delivery Information:

(b)(5)

8.23.13

Date

Hand Delivered By

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Withheld pursuant to exemption

(b)(6)

of the Freedom of Information and Privacy Act