

U.S. Department of Homeland Security
Hartsfield-Jackson Atlanta International Airport
3848 Northwest Drive
Atlanta, Georgia 30337



Transportation
Security
Administration

Date: 8/24/2103

To: (b)(6)
Transportation Security Officer
Hartsfield-Jackson Atlanta International Airport

From: (b)(6)
Transportation Security Manager
Hartsfield-Jackson Atlanta International Airport

Subject: Letter of Counseling – Failure to Follow Procedures

Ref: (b)(6)

On July 30, 2013, you were working (performing SPOT) on F-Checkpoint without a partner. Your partner was missing from his assigned position for over two hours. Our SOP requires BDOs to perform SPOT with a partner. Management did not receive a call stating that you needed a partner to perform SPOT.

TSA Management Directive No. 1100.73-5, Employee Responsibilities and Conduct (MD 1100.73-5), provides TSA policy, procedures, and standards for employee responsibilities and conduct within the TSA that conform to generally acceptable standards of behavior and ethical conduct.

MD 1100.73-5, section 5, paragraph A (7), provides, in pertinent part, that TSA employees must respond promptly and fully comply with directions and instructions Received by their supervisors or other identified or appropriate management officials.

In addition, MD 1100.73-5, section 5, provides, in pertinent part, that employees are responsible to behave in a way that does not bring discredit upon the Federal Government or TSA, which includes the following basic on-the-job rules:

MD 1100.73-5, section 5, paragraph A (7), provides, in pertinent part, that TSA employees must observe and abide by all laws, rules, regulations and other authoritative policies and guidance, written and unwritten.

MD 1100.73-5, Section 6, paragraph A, provides, in pertinent part, that TSA employees shall comply with all standards and responsibilities established by this directive and shall report any violation(s) of this directive to appropriate management officials. Failure to comply with this

directive and/or failure to report violations of this directive may result in appropriate corrective action, including discipline up to and including removal.

This memorandum is not a formal disciplinary action and may not be grieved through the agency grievance procedures. It will not be placed in your official personnel file.

However, I will retain a copy of this memorandum indefinitely in the event that it is necessary to demonstrate that you have been placed on notice regarding unacceptable performance or conduct.

Please be advised that any future incidents of this nature or other violations of the TSA Management Directive No. 1100.73-5 on Employee Responsibilities and Conduct may result in disciplinary action, up to and including removal from the Federal service. A copy of this letter will not be placed in your eOPF.

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.

(b)(6)

Manager Transportation Security Officer

8/24/2013
Date

Acknowledgement of Receipt:

Refused to Sign

(b)(6)

Behavior Detection Officer

Date

(b)(6)

8/24/13

Page 096 of 227

Withheld pursuant to exemption

(b)(6)

of the Freedom of Information and Privacy Act