

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



Transportation
Security
Administration

Letter of Counseling

Date: 06/25/2013
To: (b)(6)
MBDO
DTW/SPOT
From: STSM Tammie Manor
DTW/TSA
Subject: Letter of Counseling
Reference: (b)(6)

RECEIVED
JUN 28 10 14 AM '13

The purpose of this letter is to counsel you for not following SPOT SOP 3.6 to "walk the line." On 06/19/2013 you and your partner were conducting BDO duties at Blue 2 Checkpoint. Blue 2 stanchions were constantly filled with passengers during the morning push. Between 0500 - 0600 you did not "walk the line" with your partner as required or engage individuals in brief verbal exchanges and remain mobile.

Instead, of walking the line, you stood behind the Ticket Document Checkers (TDC) and occasionally walked over and spoke to your partner then returned and stood behind the TDC area again.

On 06/21/2013, you were at Red 2 and again, not walking the line. I told you then that you would be receiving a LOC for failing to following SPOT SOP 3.6 on 06/19/2013.

On 06/25/2013 I met with you to discuss this matter and provide you with an opportunity to view video footage of yourself at Blue 2 so you could witness how disengaged and unprofessional your appearance was to your coworkers and the traveling public.

When I asked you to explain why you didn't walk the line as required and you stated that you had no excuse for not walking the line.

www.tsa.gov

The expectation is that you follow SPOT SOP 3.6 and walk the line with your partner.

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)

6-27-13
Date

Delivery Information:

(b)(6)

Hand Delivered By

6-27-13
Date

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Withheld pursuant to exemption

(b)(6)

of the Freedom of Information and Privacy Act

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2013 JUN 20 11:19 AM
RECEIVED

The purpose of this letter is to counsel you for not following SPOT SOP 3.6 to "walk the line." On 06/19/2013 you and your partner were conducting BDO duties at Blue 2 Checkpoint. Blue 2 stanchions were constantly filled with passengers during the morning push. Between 0500 - 0600 you did not "walk the line" with your partner as required or engage individuals in brief verbal exchanges and remain mobile.

Instead, of walking the line, you stood behind the Ticket Document Checker (TDC) and next to the wall. Occasionally, you left that area, walked behind the TDCs and spoke to your partner then returned to stand stationary by the wall.

On 06/25/2013, I met with you to discuss this matter and provide you with an opportunity to view video footage of you at Blue 2 so you could witness how disengaged and unprofessional your appearance was to your coworkers and the traveling public.

When I asked you for an explanation, you said that any explanation you gave would not justify not following the SOP. You also said that you would make every effort to ensure that this behavior didn't happen again.

www.tsa.gov

The expectation is that you follow SPOT SOP 3.6 and walk the line with your partner.

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.

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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)

Employee's Signature

6-27-13

Date

Delivery Information:

(b)(5)

Hand Delivered By

6-27-13

Date

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