

CASE FILE COVER SHEET

Important: This document contains confidential personnel information and must not be disclosed to unauthorized individuals

From: (airport point of contact) (b)(6)	Employee Relations Case No.:
Phone: 314-656-(b)(6)	Airport Name: Lambert-St. Louis International Airport
Fax: 314-890-2769	Airport Code: STL
Employee's name: (b)(6)	SSN:
Position Title: Master Transportation Security Officer - BDO	Initial Certification Date/EOD:
Disciplinary Action: ☒ Letter of Reprimand ☐ Suspension: ☐ Reduction in Pay/Pay Band ☐ Removal during trial period ☐ Removal (non-trial period) ☐ Other (specify): _____	Date of alleged incident: Ongoing - April 2012 - Current Offense Code: Process: ☒ 1-Step ☐ 2-Step
Please indicate below the incident or circumstances for which this disciplinary action was proposed. Also, indicate the documents enclosed supporting the proposal. Include documents such as witness statements, counseling memoranda, statements made by the employees and any law, rule, policy, regulation, or procedure that was violated.	
Reason for action: ☐ Conduct (including security breach) ☒ Performance ☐ Medical issue ☐ Other (specify): _____	Materials relied upon to support action (To be included in case file, as appropriate): ☒ Chronology of events ☒ Witness statements ☐ Employee's statement ☒ Counseling memos/prior discipline ☐ Medical documentation ☐ Leave records/T&L reports/SF-71s ☐ Incident/police reports ☐ Alcohol/drug test results ☒ Analysis Factors Worksheet ☐ Deciding Official's Notes for Oral Reply ☐ Publicity ☒ Policy, Law, Rule, Regulation Violated ☐ Other --
The employee's actions adversely affect: ☒ TSA Operations: ☒ Employee Morale: ☒ Image of TSA:	
Documents to be included: ☐ Proposal, if applicable ☐ Employee's Written Reply, if any ☐ Deciding Official's Notes of Oral Reply, if any	☐ Decision Letter ☒ All other documents in the case file ☐ SF-52, where applicable

Within seven (7) days of the issuance of the decision, forward a copy of the complete case to TSA- Employee Relations at:

Fed-Ex Address:
TSA Headquarters
Crystal City Annex
Office of Human Resources
2800 Crystal Drive
Suite 3B30
Arlington, Virginia 22202