

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: 801-606 (b)(6)		Airport Name: Salt Lake City International Airport	
Fax: 801-524-4529		Airport Code: SLC	
(b)(6)			
Position Title: MBDO		Initial Certification Date (EOD) 10/15/2012	
Disciplinary Action: ☐ Letter of Reprimand ☐ Suspension: _____ days ☐ Reduction in Pay/Pay Band ☐ Removal during trial period ☐ Removal (non-trial period) ☒ Other (specify): LOC		Date of alleged incident: 10-4-12 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 ☐ Douglas Factors Worksheet ☐ Deciding Official's Notes for Oral Reply ☐ Publicity ☐ Policy, Law, Rule, Regulation Violated ☐ Other (specify) _____	
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

