

On Dec 10th I was still the SPOT Coordinator per Klusacek so I took this as more of a suggestion.

From: Klusacek, Michael

Sent: Tuesday, December 10, 2013 8:15 AM

To: (b)(6)

Cc: Duarte, Anthony; Engelhardt, Jack

Subject: RE: E-mailing: SWF Daily Summary PP24-2013 Dec 1- Dec 14.zip

(b)(6)

This form will work. Please have a blank form printed for each day and have the BDOs complete it as they move from position to position; take breaks etc. The requirement will be for the form to represent real time activity. The form will be kept at the STSO Podium so the STSOs will know where the BDOs are and what their status is. At the end of the shift the BDOs can secure the handwritten form from the Supervisor to use for their computer entries. The original handwritten form is to be retained in a file in the BDO Office and you should move them on a monthly basis to your office to retain for 3 years.

Please instruct the BDOs to begin completing the form as of 04:00 hours on Sunday 12/15/2013.

Thank you for your assistance with this accountability matter.

Mike Klusacek

From: (b)(6)

Sent: Monday, December 09, 2013 3:34 PM

To: Klusacek, Michael

Subject: E-mailing: SWF Daily Summary PP24-2013 Dec 1- Dec 14.zip

This is our daily shift summary. We can print one out every day and leave it at the sups podium if that's what you want? Right now we just do it electronically daily. Nat'l PP

<< File: SWF Daily Summary PP24-2013 Dec 1- Dec 14.zip >>

Change 3

Spec 5

(b)(6)

From: Klusacek, Michael
Sent: Tuesday, August 13, 2013 3:58 PM
To: (b)(6)
Cc: Johansson, Brian
Subject: RE: MCOP

(b)(6)

The AFSD-Screening is the SPOT Coordinator for ALB and Spoke Airports. I am not. Sorry I can't help with this one.

I would think that by your appointment to the STSM position for SWF you are the local SPOT coordinator with daily oversight of the BDO activities.

Mike Klusacek

From: (b)(6)
Sent: Tuesday, August 13, 2013 3:18 PM
To: Klusacek, Michael
Subject: MCOP

Do you happen to have an appointment letter from the FSD for this MCOP or even an email. If not could you just send me and Tony an email saying you were appointed the TSA SPOT Coordinator please. Thank you.

Did the FSD assign a TSA SPOT coordinator to provide daily and general oversight of SPOT operations and the personnel assigned to SPOT duties?

(b)(6)

*SPOT Transportation Security Manager
Stewart International Airport (SWF)
Office 845-220-(b)(6)
W Cell (b)(6)
P Cell
Fax 845-567-0482*

(b)(6)

SENSITIVE SECURITY INFORMATION

Revision: 3

Release Date: October 23, 2013

Implementation Date: November 22, 2013

SPOT SOP

**Chapter
2**

(b)(3);49 U.S.C. § 114(f)

SENSITIVE SECURITY INFORMATION

WARNING: THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.

SENSITIVE SECURITY INFORMATION

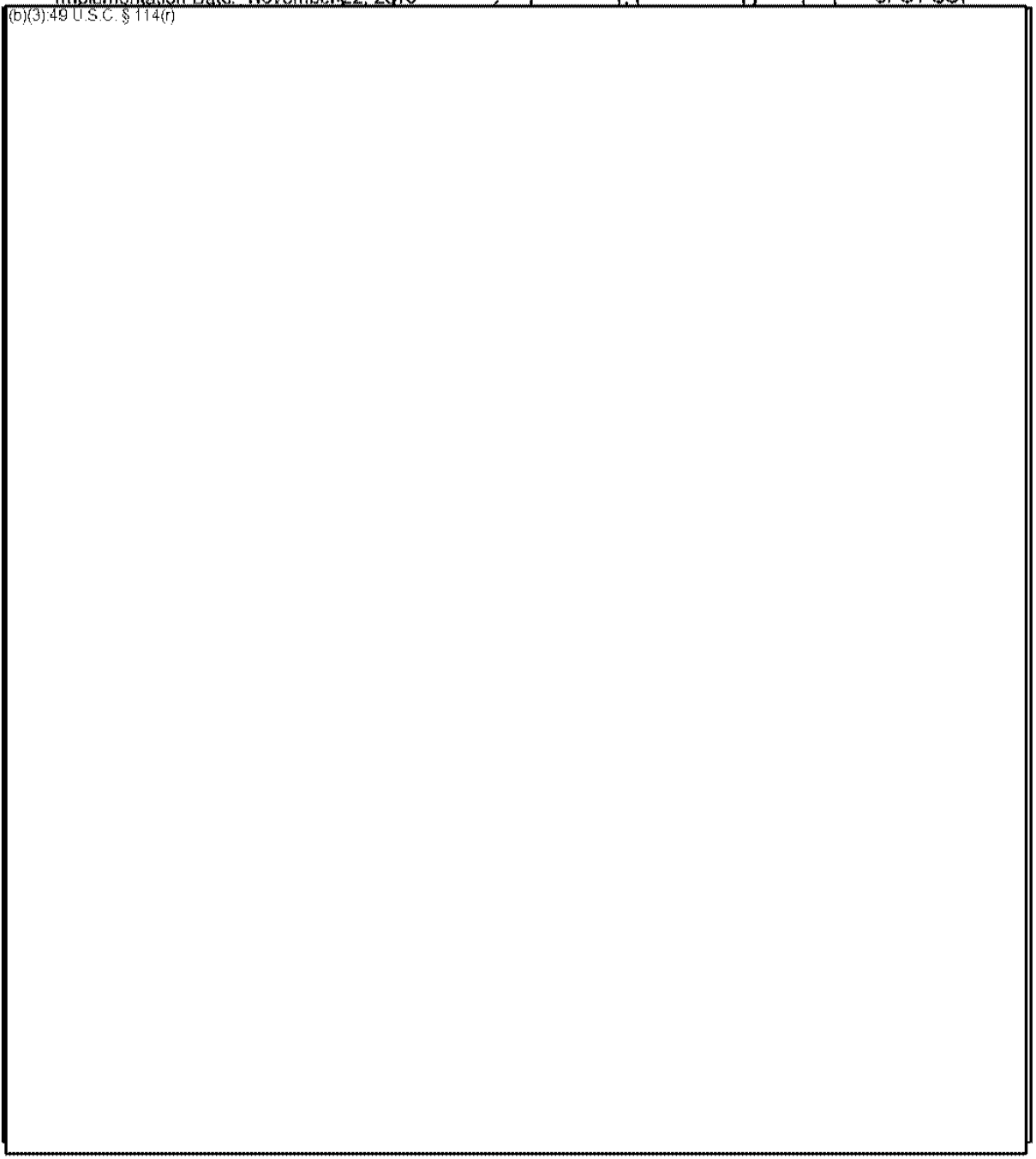
Revision: 3

Release Date: October 23, 2013

Implementation Date: November 22, 2013

SPOT SOP

(b)(3)-49 U.S.C. § 114(r)



SENSITIVE SECURITY INFORMATION

WARNING: THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.

(b)(3) 49 U.S.C. § 114(r)

WARNING: This record contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520.

(b)(6)

From: Klusacek, Michael
Sent: Monday, December 16, 2013 9:08 AM
To: (b)(6)
Cc: Johansson, Brian
Subject: RE: Audit of SPOT Activities at SWF

(b)(6)

As of right now I will be for SWF. Once we have an AFSD-Screening We will see if FSD Johansson wants me to have oversight of SWF or if he will have the AFSD-S control both airports.

Mike

From: (b)(6)
Sent: Monday, December 16, 2013 9:04 AM
To: Klusacek, Michael
Subject: RE: Audit of SPOT Activities at SWF

Actually that is what I'm doing this morning. Unfortunately the Daily Summary sheet hasn't been saving and it's showing some of the days blank. So I am having to go in and input the data. Are you going to be the SPOT Coordinator now?

From: Klusacek, Michael
Sent: Monday, December 16, 2013 8:14 AM
To: (b)(6)
Cc: Johansson, Brian
Subject: Audit of SPOT Activities at SWF

(b)(6)

As the STSM for SWF you bear the responsibility of assuring the Behavior Detection Program is being properly performed and activities are accurately recorded.

Please conduct a comprehensive review of the SWF BDO activities during the period of December 1, 2013 through December 14, 2013. (PP-24). This review should include a comparison of the BDO Activity Sheets; PMIS information or entries; BDO database information; Playbook hours performed; BDO Notebooks; assigned schedules; actual hours worked; Kronos swipes and other records review. You should provide a detailed response relative to each day's activities for each BDO that was on duty; the information reviewed; the method used to verify the accuracy and completeness of the program information they recorded and any errors; omissions or discrepancies noted. Your report should also include recommendations for corrective actions if deemed appropriate by your review.

Please have your report prepared and submitted to me in a password protected document by Thursday January 2, 2014.

I have provided guidance from the STSM Handbook and the BDO SOP for your use. The information is contained in the password protected document. Use the current SSI password to open the document.

<< File: SWF.BDO Audit.12.16.2013doc.doc >>

Please reference TSA MD 1100.73-5 Employees Responsibilities and Code of Conduct and Handbook; TSA MD 1100.75-3 Addressing Unacceptable Performance and Conduct and Handbook and the TSA Table of Penalties if there is any indication of the rules; policies; procedures and instructions are not being complied with. I have included the links for the MDs and the Table of Penalties. You can access the Handbooks for 1100.73-5 & 1100.75-3 through the link in the MD.

<https://ishare.tsa.dhs.gov/Offices/HumanCapital/HumanCapPolicy/Documents/Other%20Docs/Table%20of%20Offenses%20and%20Penalties%20GD%20Edit-%207-11-13%20final.pdf>

<< File: TSA MD 1100.73-5, FINAL, 130930.pdf >> << File: TSA MD 1100.75-3, FINAL, 130603.pdf >>

If you have any questions or if I can be of any assistance please feel free to contact me.

Michael Klusacek
AFSD
TSA Albany
518-452-(b)(6)

(b)(6)

From: (b)(6)
Sent: Monday, December 16, 2013 11:11 AM
To: Klusacek, Michael
Subject: RE: Daily BDO Work Sheet 121613.xls

I have a lot of things I want to change on our Daily Shift summary sheet. I just got access this morning so I am hoping to revamp the way that they are putting things in. I hope to have these changes done in the next couple of days. I am sure you will be getting some emails since change seems to be a hard thing for some. I will tell them the tracking sheet needs to be saved. I was only aware that the BDO notebooks had to be kept indefinitely at this time. Since all the info is sent to PMIS and to SPOT-FTE electronically I didn't think the field notes needed to be saved.

From: Klusacek, Michael
Sent: Monday, December 16, 2013 11:04 AM
To: (b)(6)
Cc: Johansson, Brian
Subject: RE: Daily BDO Work Sheet 121613.xls

(b)(6)

Let's revisit the daily tracking sheet that is to be maintained at the STSO podium. To be clear, this tracking sheet, with the handwritten notes of the BDOs is to be retained for a three year period. Best case scenario is that you attach the handwritten sheet to the back of the daily PMIS entry / BDO Shift report. The handwritten notes are considered a source document and used to verify the computer entries. It also provides you with an accountability tool to cross check the tracking sheet with the computer data. One would expect them to be the same however you don't know until you review them.

As I noted in my email directing you to complete a review of PP-24 activities: "This review should include a comparison of the BDO Activity Sheets; PMIS information or entries; BDO database information; Playbook hours performed; BDO Notebooks; assigned schedules; actual hours worked; Kronos swipes and other records review. You should provide a detailed response relative to each day's activities for each BDO that was on duty; the information reviewed; the method use to verify the accuracy and completeness of the program information they recorded and any errors; omissions or discrepancies noted. Your report should also include recommendations for corrective actions if deemed appropriate by your review." As you complete the review I directed, you will get a clearer understanding of what is being documented by the SWF BDOs versus what tasks or duties are actually being performed

I appreciate the fact that you are at the airport and running back and forth to your office on the hill. You can scale back from 80% - 90% at the terminal to 50% - 60% so that you can complete the other tasks, including email review and responses. As you are aware, you need to maintain your BDO Certification and should incorporate those hours into the 50% - 60%. I'm sure you understand the BDO program requirements and your on-site presence will afford the opportunity to share with your BDOs what is expected and required. Your on-site presence will also afford you an opportunity to verify the notations made by the BDOs on the daily tracking sheet maintained at the STSO podium. The sheet will also provide you with an instant tracking of the location of the BDOs and what activity they should be performing.

If you have any additional questions or I can be of any further assistance, please feel free to contact me.

Mike Klusacek

3

Klusacek, Michael

From:

(b)(6)

Sent:

Monday, December 16, 2013 11:43 AM

To:

(b)(6)

(b)(6)

Cc:

Engelhardt, Jack; Duarte, Anthony; Klusacek, Michael

Subject:

Daily Summary

I was mistaken in giving you direction that you only needed to check in with the STSO's to complete the daily sheet when I'm not there. Every day there has to be a blank Summary Sheet at the suvs podium. Every time you change position from checkpoint-ticket counter-Playbook-breaks-etc. you need to personally document the information yourself on that daily sheet. So if 2 of you are going to do the playbook you both need to fill your own spot out. If you have any questions let me know. Thank you.

(b)(6)

*SPOT Transportation Security Manager
Stewart International Airport (SWF)*

Office 845-220-(b)(6)

W Cell (b)(6)

P Cell

Fax 845-567-0482

(b)(6)

I saw I made a mistake and addressed it

From: (b)(6)
Sent: Monday, December 16, 2013 10:44 AM
To: Klusacek, Michael
Subject: RE: Daily BDO Work Sheet 121613.xls

I told them after the PMIS entries and our daily shift was filled out to shred them.

From: Klusacek, Michael
Sent: Monday, December 16, 2013 10:11 AM
To: (b)(6)
Subject: RE: Daily BDO Work Sheet 121613.xls

(b)(6)

Thanks you for the completed sheet. Is it correct that there are No "AM" entries because (b)(6) called in sick?

Also, please scan and send me the original sheet, with the handwritten entries that was completed by BDO (b)(6) and maintained at the STSO podium.

Mike Klusacek

From: (b)(6)
Sent: Monday, December 16, 2013 10:06 AM
To: Klusacek, Michael
Subject: Daily BDO Work Sheet 121613.xls

<< File: Daily BDO Work Sheet 121613.xls >>

Charge 4

Notice of Proposed Removal: Pasieka

April 30, 2014

instructions to turn over administrative duties to the TSMs as directed by AFSD Klusacek.

Specification 4: In an email dated March 28, 2014 to FSD Brian Johansson and AFSD Michael Klusacek you listed 28 Administrative duties you stated you continue to perform beyond your primary duties as the SPOT / BDO Manager. You did not comply with the instructions that you were to transition these tasks to the two screening managers as issued on January 8, 2014, and February 28, 2014, by AFSD Klusacek.

Specification 5: On December 10, 2013 AFSD Michael Klusacek, via email, issued you an instruction that a BDO tracking sheet would be placed at the checkpoint supervisor's podium and the BDOs were to begin recording their status with the supervisors effective Sunday, December 15, 2013. On Monday December 16, 2013 you advised AFSD Klusacek via email you had not instituted the tracking sheet as directed on December 10, 2013. You did not comply with AFSD Klusacek's instruction until December 16, 2013.

Your actions are in violation of TSA MD No. 1100.73-5: *Employees Responsibilities and Code of Conduct*, Section 5.A (7), that states in part, "TSA employees are responsible for behaving in a way that does not bring discredit upon the Federal Government or TSA, and for observing the following basic on-the-job rules: (7) Observing and abiding by all laws, rules, regulations and other authoritative policies and guidance." Your actions were also in violation of Section 5.B (4) that states Managers and supervisors are responsible for, "Providing positive leadership and serving as a role model for subordinates by complying with all employee responsibilities, and demonstrating a commitment and sense of responsibility to their job and high ethical standards."

Charge 4: Inappropriate Conduct

Specification 1: On August 5, 2013 you sent an email to TSA SWF personnel entitled "MADE IN INDIA" which contained several photographs of life in India. You sent the email out as "High" Importance even though this information was not related to any TSA process; procedure or security matter.

Specification 2: On February 7, 2014 you sent an email to 44 TSA SWF employees entitled "So Be It". This email contained a joke or something to that effect unrelated to any TSA process; procedure or security matter.

I feel safe saying it wasn't offensive, surely would have been pointed out

Your actions are in violation of TSA MD No. 1100.73-5: *Employees Responsibilities and Code of Conduct (Handbook)*, Section D, (2) that states:

"Email: The government e-mail system is provided for the conduct of official TSA business. However, limited personal use is authorized as long as this use does not interfere with official duties or cause degradation of network services."

WARNING: This record contains ~~Sensitive Security Information~~ that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. §552 and 49 CFR parts 15 and 1520.

Change 4
Spec 2 (34)

Klusacek, Michael

Subject: FW: So be it.

From: (b)(6)

Sent: Friday, February 07, 2014 7:58 AM

To: (b)(6)

(b)
(6)

Subject: So be it.

So be it.

When I was ready to check out and pay for my groceries the cashier said,
"Strip down, facing me."

Making a mental note so I could complain to my local State Senator about
this unnecessary security rubbish, I did just as she instructed. After the
shrieking and hysteria finally subsided, I found out she was referring to
how I should position my credit card.

Nonetheless, I've been asked to shop elsewhere in the future. They need
to make their instructions a little clearer for seniors.

Man, I hate this getting older stuff.

(b)(6)

From: Klusacek, Michael
Sent: Tuesday, April 22, 2014 2:55 PM
To: (b)(6)
Cc: Duarte, Anthony; Engelhardt, Jack
Subject: RE: BDO (b)(6) Tracking Submissions

Doreen:

Who is he to tell me when I need clarification?

OD regarding Breaks & Lunches is clear – needs no clarification. We as management set the working hours / duties for our employees. We listen to them, consider what they have to say and then render our decision. In this instance the employee has been advised she is not to take her 15 minute break at the end of her shift. She is to be out on the floor performing BDO activities during the shift change

Also – She has been instructed in writing she is not to attend the briefing from 12:15 – 12:30 and will go to the briefing earlier in her shift during the down time. Please reinforce this instruction with BDO Jones which was told to her by TSM Engelhardt and reiterated by TSM Duarte so there is no confusion as to what is expected. Simply put she is to attend the PT Employee briefing which is held at approximately 08:00 hours. If there is no PT employee working she will do a one-on-one session with the STSO. This same information was in a confirmation email to all STSOs; TSM Duarte and you on 4/21/2014 from TSM Engelhardt.

Regarding the intelligence information from TSM Mattison or LTSO (b)(6) This is infrequent and sporadic and is an occasional read not a daily event. Not something that would be extremely time consuming. LTSO (b)(6) is able to provide this information to the screening force in less than 15 minutes. I would expect a single employee to get the information much quicker. Most of the information is a repeat of the information that is contained in the National Shift Brief the STSOs are putting out.

Both TSM Jack Engelhardt and TSM Anthony Duarte are management officials and can direct the actions of employees. As I noted in my prior emails they will continue to receive the daily BDO reports; review them; identify any issues or concerns and send me an email with a copy to you. You as the STSM should be taking corrective action. This is team work and expected of a management level official.

If you and Jack and Tony wish to hold a meeting that is acceptable and another part of being a team.

Mike Klusacek

From: (b)(6)
Sent: Tuesday, April 22, 2014 2:02 PM
To: Klusacek, Michael
Cc: (b)(6)
Subject: RE: BDO Jones Tracking Submissions

I just want to clarify a few things from the message below. I spoke with Jack I believe the 1st of April or 2nd about Jones taking her breaks at the end of her shift. I printed out the OD-400-30-5 Screener Meal and Rest Breaks. It states; *Employees shall not be permitted to take their 30-minute unpaid meal break or rest break(s) at the start or end of a shift, or skip the break altogether, in order to reduce their time on duty.* I showed it to Jack to see if he understood it to read the same as I did. When I had asked (b)(6) about it she said she preferred to take it then so she could clean up before leaving work. It wasn't so she could leave earlier. After talking with him we decided even if she wasn't leaving early she needed to take her break earlier in the day. (b)(6) said he would talk to her about it because Mike



Transportation
Security
Administration

Chief Operating Officer

August 16, 2005

Operations Directive

OD-400-30-5: Screener Meal and Rest Breaks

Expiration: Indefinite

This Operations Directive cancels and supersedes Aviation Operations Directive 400.30.3-2A -- Screener Meal and Rest Breaks, dated December 8, 2003.

Summary

This directive provides guidance concerning meal and rest breaks during an employee's work shift. Federal Security Directors (FSDs) are permitted to schedule their employees in a manner that best serves their needs, to include both full-time and part-time scheduling, standard, and extended shifts.

Procedures

Screening supervisors must ensure adequate coverage at all duty stations at all times. A meal or rest break for each staff person will not always occur at the halfway point of their shift or at the same time each work day. FSDs are strongly encouraged to work with screening supervisors to allow for all breaks to be taken within reasonable timeframes.

A. Meal Breaks

FSDs shall provide one 30-minute unpaid meal break per employee for every 8 hours of scheduled duty. For employees scheduled for less than 8 hours of duty, FSDs may provide one 30-minute unpaid meal break per employee after 6 hours of scheduled duty.

B. Rest Breaks

FSDs shall provide at least one 15-minute paid rest break per employee for every four hours of scheduled duty. FSDs may provide additional 15-minute paid breaks as necessary. FSDs retain the authority to reduce or eliminate a rest break.

Employees shall not be permitted to take their 30-minute unpaid meal break or rest break(s) at the start or end of a shift, or skip the break altogether, in order to reduce their time on duty. Employees must work the full length of time as scheduled, even if they elect to skip the 30-minute unpaid meal break or rest break(s). The unpaid meal break and paid rest break(s) may be combined under exceptional circumstances, as approved by the screening supervisor.

Point of Contact

OSO Communications (Watch Desk), Office of Security Operations, (571) 227-4449 or email to OSO.Communication (b)(6)

/s/

James D. Blair
Acting Chief Operating Officer

(b)(6)

From: Hull, Stephanie
Sent: Wednesday, December 18, 2013 2:59 PM
To: (b)(6)
Subject: RE: Playbook CC

(b)(3);49 U.S.C. § 114(r)

Stephanie M. Hull

Program Analyst,
Metrics & Analysis | Behavior Detection & Analysis
Threat Assessment Division | Security Operations
TSA | US Dept of Homeland Security
Office: 571.227.(b)(6) | BB: 202.329.(b)(6)

(b)(6)

CONFIDENTIALITY NOTICE: This communication (including attachments) is covered by the Electronic Communication Privacy Act, U.S.C. Sections 2510-2521.

It is intended only for the party to whom it is addressed and may contain privileged and confidential information. Any unauthorized use, dissemination or copying of this communication is prohibited.

-----Original Message-----

From: (b)(6)
Sent: Wednesday, December 18, 2013 2:45 PM
To: Hull, Stephanie
Subject: RE: Playbook CC

(b)(3);49 U.S.C. § 114(r)

-----Original Message-----

From: Hull, Stephanie
Sent: Wednesday, December 18, 2013 2:44 PM
To: (b)(6)
Subject: Re: Playbook CC

Yes ma'am...
Did you have a question?

Stephanie Hull
Sent via Blackberry

----- Original Message -----

From: (b)(6) [mailto:(b)(6)]
Sent: Wednesday, December 18, 2013 02:38 PM
To: stephanie.hull(b)(6); stephanie.hull(b)(6)

(b)(6)

From: Corrales, Briana
Sent: Thursday, May 01, 2014 2:55 PM
To: (b)(6)
Subject: RE: Playbook ?

(b)(6) is correct!

Thank you,

Briana Corrales
Program Analyst
Transportation Security Administration
Operations Performance

Security Countermeasures - Playbook

Briana Corrales (b)(6)

(O): 571-222 (b)(6) (C) 202 (b)(6)

CONFIDENTIALITY NOTICE: This communication (including attachments) is covered by the Electronic Communication Privacy Act, U.S.C. Sections 2510-2521. It is intended only for the party to whom it is addressed and may contain privileged and confidential information. Any unauthorized use, dissemination or copying of this communication is prohibited. If you have received this communication in error, please notify me immediately by telephone, fax, or e-mail, return this communication, and delete or destroy any copies (digital or paper).

From: (b)(6)
Sent: Thursday, May 01, 2014 2:54 PM
To: Corrales, Briana
Subject: Playbook ?

What is the least number of officers you can have on (b)(3) 49 U.S.C. § 114(f)

(b)(6)

*SPOT Transportation Security Manager
Stewart International Airport (SWT)*

Office 845-220 (b)(6)

W Cell (b)(6)

P Cell

Fax 845-567-0482

(b)(6)

(b)(6)

From: Hull, Stephanie
Sent: Friday, May 02, 2014 8:22 AM
To: (b)(6)
Subject: RE: Playbook ?

(b)(6)

Good morning!

I checked your airport's allocation. You have 5 BDO's allocated total. (b)(3); 49 U.S.C. § 114(r) A couple things are concerning me:

(b)(3); 49 U.S.C. § 114(r)

Please let me know if you have additional questions or if I can be of further assistance.
Thank you!
Stephanie

Stephanie M. Hull

Program Analyst,
Metrics & Analysis | Behavior Detection & Analysis
Threat Assessment Division | Security Operations
TSA | US Dept of Homeland Security
Office: 571 (b)(6) BB: 202 (b)(6)
Stephanie.Hul (b)(6)

CONFIDENTIALITY NOTICE: This communication (including attachments) is covered by the Electronic Communication Privacy Act, U.S.C. Section 2510-2521.

It is intended only for the party to whom it is addressed and may contain privileged and confidential information. Any unauthorized use, dissemination or copying of this communication is prohibited.

From: (b)(6)
Sent: Thursday, May 01, 2014 5:01 PM
To: Hull, Stephanie
Subject: RE: Playbook ?

That's fine (b)(3); 49 U.S.C. § 114(r) Thank you!

(b)(6)

Subject: FW: SOP

From: (b)(6)

Sent: Friday, March 28, 2014 8:08 AM

To: Klusacek, Michael; (b)(6)

Cc: (b)(6) Johansson, Brian

Subject: RE: SOP

That's ok I will just use the electronic copy.

From: Klusacek, Michael

Sent: Friday, March 28, 2014 6:25 AM

To: (b)(6)

Cc: Duarte, Anthony; Engelhardt, Jack; Stevens, Raymond; Leimonas, Tim D.; Johansson, Brian

Subject: RE: SOP

(b)(6)

The OD requires any SOP to be printed on the tear resistant paper, a zip-tie through all of the pages and another zip-tie that fastens it to the metal frame in the 3 ring binder.

Also where will it be maintained?

Thanks

Mike Klusacek

From: (b)(6)

Sent: Thursday, March 27, 2014 10:30 AM

To: (b)(6)

Cc: Klusacek, Michael; Duarte, Anthony; Engelhardt, Jack

Subject: SOP

(b)(6) I have printed out a SPOT SOP. How would you like to include it in your SSI audits?

(b)(6)

SPOT Transportation Security Manager

Stewart International Airport (SWF)

Office 845-220-3 (b)(6)

W Cell (b)(6)

P Cell

Fax 845-567-0482

(b)(6)

(b)(6)

contradicting on

Subject:

FW: Tear Resistant Paper procedures

Lack of candor

From: Stevens, Raymond

Sent: Thursday, May 01, 2014 6:40 AM

To: Klusacek, Michael (b)(6)

Cc: (b)(6) Johansson, Brian; Engelhardt, Jack; Duarte, Anthony; (b)(6) Johnson, Bart

Subject: Tear Resistant Paper procedures

The daily SOP log has several different program office SOPs that audited daily by spokes and approved by 2nd party. The sign-out log is daily; and at the end of the week each airport sends the completed log for SSI filing. Hopefully, staff is using the tear resistant paper and not checking each individual page in all these SOPs listed on the log and sent to me weekly with a written report?

Spoke airports do have tear resistant paper and special hole ties because I've approved and this special paper is part of the reason our paper usage is up as reported to the environmental office. Mike may have found an Award winning suggestion.....

Ray

-----Original Message-----

From: Klusacek, Michael

Sent: Tuesday, April 29, 2014 6:04 AM

To: Stevens, Raymond (b)(6)

Cc: Leimonas, Tim D.; Johansson, Brian; Engelhardt, Jack; Duarte, Anthony; Pasieka, Doreen

Subject: RE: REPLY TO: SOP Verif 4 26 14

(b)(6)

As noted, the "once a week by page" audit is only required if the SOP is not printed on tear resistant paper. Please make arrangements to have the remaining SOPs printed on tear resistant paper. If we do not have any in stock at SWF please place and order through a Manager and I will approve the purchase.

Please reply to all advising me of the anticipated date of completion.

Thank you.

Mike Klusacek

-----Original Message-----

From: Stevens, Raymond

Sent: Monday, April 28, 2014 8:04 AM

To: (b)(6)

Cc: Klusacek, Michael; (b)(6)

Subject: REPLY TO: SOP Verif 4 26 14

(b)(6)

It's not a problem if you do 2 separate audits on 2 different days; I can record fine.

I was thinking of your audit role and just 1 audit per week of both Screening Ops and BDO SOPs. That is what we do in ALB, but if this works OK for you, keep doing the same.

Ray

-----Original Message-----

From: (b)(6)
Sent: Monday, April 28, 2014 7:46 AM
To: Stevens, Raymond
Cc: Klusacek, Michael; (b)(6)
Subject: RE: SOP Verif 4 26 14

Ray,

I didn't realize that there needed to be two entries made with two different audit checks. I was talking to TSM (b)(6) on Friday and he suggested that I do the BDO SOP on Friday instead of waiting for Saturday. I don't think he realized the entry necessity either.

I will certainly do all in one day from now on. My apologies.

Does it matter if all are done on a Friday as opposed to a Saturday?

What is the preferred method? I will do what is best. Let me know.

Thank you and again, I apologize.

Respectfully,

(b)(6)

From: Stevens, Raymond
Sent: Monday, April 28, 2014 6:40 AM
To: (b)(6)
Cc: Klusacek, Michael; Leimonas, Tim D.
Subject: SWF: SOP Verif 4 26 14

(b)(6)

Thank-you. The report is complete, but is there a reason the SWF BDO SOPs have to be examined on weekday; all others on weekend day?

It's not a problem for me to record your audit information for 2 different audit dates.

(b)(6)

From: (b)(6)
Sent: Saturday, April 26, 2014 3:47 PM
To: (b)(6)
Subject: SOP Verif 4 26 14

Ray/Tim,

Attached are the SOP Audit Logs for 4/20/14 – 4/26/2014. Use current PW to open.

The "once a week by page" was conducted on Saturday, April 26, 2014 with the exception of the BDO SOP being conducted on Friday, April 25, 2014. Page by page was performed on the following SOPs: Playbook, Specialized Screening, RPD, and L3 . All other SOPs are zip tied and on tear resistant paper.

April 26, 2014

Per OD-400-18-6A: Safeguarding Standard Operating Procedures and Sensitive Security Information that was issued August 15, 2011, updated/superseded on September 10, 2012 by OD-400-18-6B and updated/superseded on March 4, 2013 by OD-400-18-6C, the FSD and SSI Coordinator are tasked with ensuring the proper handling, safeguarding, and auditing Standard Operating Procedures (SOP) and other reference materials that contain Sensitive Security Information (SSI).

As the SWF designee for SSI materials, I verify that the SOPs that are located in the SWF STSO Office and BDO Offices as well as the Administrative Offices have been accounted for at the end of every shift for the week starting 4/20/14 and ending 4/26/2014.

Respectfully,

(b)(6)

(b)(6) ATI

Department of Homeland Security
Transportation Security Administration
SWF - Stewart International Airport
1130 First Street Main Terminal
New Windsor, NY 12553
Checkpoint 845.567 (b)(6)

(b)(6)

From: Klusacek, Michael
Sent: Tuesday, January 14, 2014 6:56 AM
To: (b)(6)
Subject: BDO (b)(6)

(b)(6)

I need to clarify an issue. I am being told by an officer at the checkpoint that you met with BDO (b)(6) on 1/13/2014 and reviewed paperwork with him prior to him leaving work for the day.

Please advise me the contents of your conversations with BDO (b)(6) at the airport after your meeting with him in the Admin Conference Room where he was showed the CCTV Video. I will need a comprehensive accounting of what paperwork you reviewed; (b)(6) comments and any directions given by you to him.

Thanks

Mike Klusacek

He is having TSO's follow me and report back to him. I met with my BDO and reviewed paperwork. I'm the TSM for SPOT!

(b)(6)

From: Klusacek, Michael
Sent: Tuesday, January 14, 2014 10:41 AM
To: (b)(6)
Subject: RE: BDO (b)(6) Matter

(b)(6)

I advised you of what I was being told and offered you an opportunity to respond and clarify the matter. This was a professional question regarding your actions as a manager. Your response, as highlighted below, was an inappropriate comment and unprofessional. Please refrain from doing this again.

(b)(6) advised me the CCTV Video review did show inconsistencies with the times the BDOs were reporting in the notebooks and daily BDO Reporting sheets. This will be discussed further at a future time.

Based upon your email response and your notes I re-contacted the individual to verify the information. After further discussion the timeframe the employee observed you and (b)(6) together was in the morning prior to you and Jack speaking with (b)(6). This information is consistent with our conversation yesterday morning in which you advised me BDO (b)(6) told you that morning at the airport he could not respond to your email about the OLC because he didn't know what he did when and anything he told you would be inaccurate.

Mike Klusacek

From: (b)(6)
Sent: Tuesday, January 14, 2014 8:30 AM
To: Klusacek, Michael
Subject: RE: BDO (b)(6)

I did not go back down to the terminal until after one. Jerome leaves at 1230. I did not see him after he left Jack's office. So your source is an out an out liar! The same as the one who said the BDO's never go to the gates. When Tony and I looked at a 2 week stretch the only day they didn't go to the gates was the snow day and the flights were canceled.

From: Klusacek, Michael
Sent: Tuesday, January 14, 2014 6:56 AM
To: (b)(6)
Subject: BDO (b)(6) Matter

(b)(6)

yes I met + my BDO

I need to clarify an issue. I am being told by an officer at the checkpoint that you met with BDO (b)(6) on 1/13/2014 and reviewed paperwork with him prior to him leaving work for the day.

Please advise me the contents of your conversations with BDO (b)(6) at the airport after your meeting with him in the Admin Conference Room where he was showed the CCTV Video. I will need a comprehensive accounting of what paperwork you reviewed; (b)(6)'s comments and any directions given by you to him.

If I meet with them it's wrong. If I don't it's wrong!

Thanks

Mike Klusacek

(b)(6)

From: Stevens, Raymond
Sent: Monday, May 19, 2014 12:35 PM
To: (b)(6)
Subject: RE: Payroll

(b)(6)

No, I do not remember any request from January to perform a SWF on-site payroll audit.

Ray

Raymond Stevens
Administrative Officer
ALB-SWF-SLK-PBG
Office: 518.451 (b)(6)

From: (b)(6)
Sent: Monday, May 19, 2014 11:30 AM
To: Stevens, Raymond
Subject: Payroll

In January Klusacek came down and had a meeting with the managers at SWF. During that meeting he told me that he had discussed payroll with you and claimed that you said I was falsifying pay roll data. He told me that you and he would be down the next week to do a very thorough Audit. This was never mentioned again. I am writing my appeal and I want to make sure it's accurate. Do you know anything about these claims?

(b)(6)

*SPOT Transportation Security Manager
Stewart International Airport (SWF)
Office 845-220- (b)(6)
W Cell (b)(6)
P Cell (b)(6)
Fax 845-567-0482*

(b)(6)

Johansson, Brian

From: Boller, John
Sent: Friday, May 30, 2014 9:57 AM
To: (b)(6)
Cc: Johansson, Brian; Johnson, Bart
Subject: Re: Romero's exit interview

Good morning (b)(6) Yes, I did specifically request your assistance in conducting (b)(6) exit interview and equipment retrieval at SWF's management office. Seeking your assistance in this matter was discussed with AFSD Klusacek and other members of ALB's senior staff.

R\

JAB

From: (b)(6)
Sent: Friday, May 30, 2014 09:05 AM
To: Boller, John
Subject: Romero

I am trying to tie up a few loose ends on Collateral Duties that I been ordered to reassign to someone else. One of those was Exit Interviews. The last one I did was March 4 for (b)(6) Could you confirm that you had requested me to join you for this and do you remember if AFSD Klusacek was aware of your request and approved it? I didn't keep any of the emails. Thank you.

(b)(6)

*SPOT Transportation Security Manager
Stewart International Airport (SWF)
Office 845-220-(b)(6)
W Cell (b)(6)
P Cell (b)(6)
Fax 845-567-0482
(b)(6)*

Johansson, Brian

From: Duarte, Anthony
Sent: Friday, May 30, 2014 9:55 AM
To: Johansson, Brian
Cc: Klusacek, Michael
Subject: FW: SWF PIV Jan 2014.xls

FYI Brian, (b)(6) sent me this PIV, SIDA and Metal Badge list on March 26, 2014. SWF.2013

Anthony C. Duarte
Transportation Security Manager
Transportation Security Administration
Stewart International Airport - SWF
33 Airport Center Drive - Suite 101
New Windsor, NY 12553
(845) 220 -- (b)(6) - Office
(b)(6) - Cell

From: (b)(6)
Sent: Wednesday, March 26, 2014 10:55 AM
To: Duarte, Anthony
Subject: FW: SWF PIV Jan 2014.xls



SWF PIV Jan
2014.xls

Johansson, Brian

From: (b)(6)
Sent: Friday, May 30, 2014 9:42 AM
To: Johansson, Brian
Subject: FW: KRONO Exceptions

FYI

From: Klusacek, Michael
Sent: Tuesday, April 15, 2014 11:06 AM
To: (b)(6)
Cc: Engelhardt, Jack; Duarte, Anthony; Butler, Marlaine; Cafarelli, Ralph; Lawrence, Kimberly; Stevens, Raymond
Subject: RE: KRONO Exceptions

(b)(6)

Yes you may continue to process KRONOS exceptions when needed. As always and per established TSA procedures, before an exception is cleared you must have the appropriate documentation e.g.: employee statement; STSO statement for file inclusion for the audits.

If you have any questions please reach out to either SOO Ralph[h Cafarelli 518-452-(b)(6) or TSM (b)(6) 518-562-(b)(6)

Mike Klusacek

From: (b)(6)
Sent: Tuesday, April 15, 2014 8:36 AM
To: Klusacek, Michael
Cc: Butler, Marlaine
Subject: KRONO Exceptions

Will I still be able to do the KRONO Exceptions on days the other Timekeepers aren't here?

(b)(6)

*SOOT Transportation Security Manager
Stewart International Airport (SWF)
Office 845-220-(b)(6)
W Cell (b)(6)
P Cell
Fax 845-567-0482*

(b)(6)

Johansson, Brian

From: (b)(6)
Sent: Friday, May 30, 2014 9:42 AM
To: Johansson, Brian
Subject: FW: KRONO Exceptions

FYI

From: Klusacek, Michael
Sent: Tuesday, April 15, 2014 11:06 AM
To: (b)(6)
Cc: Engelhardt, Jack; Duarte, Anthony; Butler, Marlaine; Cafarelli, Ralph; Lawrence, Kimberly; Stevens, Raymond
Subject: RE: KRONO Exceptions

(b)(6)

Yes you may continue to process KRONOS exceptions when needed. As always and per established TSA procedures, before an exception is cleared you must have the appropriate documentation e.g.: employee statement; STSO statement for file inclusion for the audits.

If you have any questions please reach out to either SOO Ralph (b)(6) Cafarelli 518-452-8944 or TSM Kim Lawrence 518-562-

(b)(6)

Mike Klusacek

From: (b)(6)
Sent: Tuesday, April 15, 2014 8:36 AM
To: Klusacek, Michael
Cc: Butler, Marlaine
Subject: KRONO Exceptions

Will I still be able to do the KRONO Exceptions on days the other Timekeepers aren't here?

(b)(6)

*SFO Transportation Security Manager
Stewart International Airport (SWF)
Office 845-220 (b)(6)
W Cell (b)(6)
P Cell (b)(6)
Fax 845-567-0482*

(b)(6)

Johansson, Brian

From: (b)(6)
Sent: Friday, May 30, 2014 9:34 AM
To: Johansson, Brian
Subject: FW: Fuel Receipts

Tony confirmed that I had passed these duties off to him, I gave Jack the Property/Inventory either the same day or the day before. I don't have anything to prove that though. These 3 Admin duties (Fleet Management, Property/Inventory, and Key Control) were pretty much the ones I had to do on a reg basis. I have one more email coming to you from John Boller explaining my last time and reason doing an exit interview on March 4th. Would you like me to continue looking for any other emails that might prove I was handing these assignments off? I am going to my Dr. Appointment at West Point at 1000, but I can come back afterwards if needed. Thank you for taking the time out to read these and I just wanted to say I am sorry about getting all emotional yesterday I had really hoped I wouldn't do that. Thanks again!

Respectfully,

(b)(6)

From: (b)(6)
Sent: Friday, May 30, 2014 9:21 AM
To: (b)(6)
Subject: RE: Fuel Receipts

(b)(6) yes I can confirm the re-assignment of the keys along with the Fleet Management. On 2/14/14, I sent an e mail in an attempt to keep better track of the fuel receipts during our extensive use of the GOV due to deployments to ALB.

Anthony C. Duarte

Transportation Security Manager

Transportation Security Administration

Stewart International Airport - SWF

33 Airport Center Drive - Suite 101

New Windsor, NY 12553

(845) 220 (b)(6) - Office

(845) 418 (b)(6) - Cell

From: (b)(6)
Sent: Friday, May 30, 2014 8:19 AM
To: (b)(6)
Subject: FW: Fuel Receipts

Tony I am trying to clarify that I had passed on duties as best as I could between Jan and March. This email shows that you had taken over Fleet Mgmt by Feb 14th. Could you confirm that I passed on the Key Inventory the same day I gave you Fleet Mgmt? I don't know the exact day, but it was obviously the end of Jan beginning of Feb. thank you.

From: Duarte, Anthony
Sent: Friday, February 14, 2014 3:21 PM
To: Klusacek, Michael; Engelhardt, Jack; (b)(6)
Cc: (b)(6); Acosta, Ralph; Lorenzo, Ivan; Rodriguez, Ernesto; Boggess, Teresa; McKee,

(b)(6)

Subject: Fuel Receipts

To all:

With the upcoming deployments to ALB and the re-fueling of the GOV on a daily basis, the following will be adhered to until further notice:

1. Obtain receipt from the pump after filling vehicle, if pump receipt does not work, go inside and get receipt from clerk.
2. Secure the receipt and photo copy the receipt, give to the STSO on duty, if after hours and no STSO, put in an envelope, addressed to the next shift STSO.
3. The STSO will scan the copy and attach in an e mail to the SWF Management Team and send the original via interoffice mail to SWF Management.
4. Please do not forget to check the box in the vehicle log indicating that you re-filled the vehicle.

Thank you in advance for the necessary extra steps to document our fuel usage and assisting ALB with their extra workload.

Anthony C. Duarte

Transportation Security Manager

Transportation Security Administration

Stewart International Airport - SWF

33 Airport Center Drive - Suite 101

New Windsor, NY 12553

(845) 220-(b)(6) Office

(b)(6) Cell

Johansson, Brian

From: (b)(6)
Sent: Thursday, May 29, 2014 3:23 PM
To: Johansson, Brian
Subject: FW: Fuel Receipts

Here is an email from Tony showing that he had taken over Fleet Mgmt in Feb. That was a duty I passed on to him. As most Collateral Duties go I didn't work on them every day or even weekly. Things like; Computer Refresh, Inspections, Exit interviews, CFC hadn't been done since the end of Jan if not before.

From: Duarte, Anthony
Sent: Friday, February 14, 2014 3:21 PM
To: Klusacek, Michael; Engelhardt, Jack; (b)(6)
Cc: (b)(6)

Subject: Fuel Receipts

To all:

With the upcoming deployments to ALB and the re-fueling of the GOV on a daily basis, the following will be adhered to until further notice:

1. Obtain receipt from the pump after filling vehicle, if pump receipt does not work, go inside and get receipt from clerk.
2. Secure the receipt and photo copy the receipt, give to the STSO on duty, if after hours and no STSO, put in an envelope, addressed to the next shift STSO.
3. The STSO will scan the copy and attach in an e mail to the SWF Management Team and send the original via interoffice mail to SWF Management.
4. Please do not forget to check the box in the vehicle log indicating that you re-filled the vehicle.

Thank you in advance for the necessary extra steps to document our fuel usage and assisting ALB with their extra workload.

Anthony C. Duarte
Transportation Security Manager

Transportation Security Administration
Stewart International Airport - SWF
33 Airport Center Drive - Suite 101
New Windsor, NY 12553

(845) 220-(b)(6) Office
(b)(6) Cell

Klusacek, Michael

Subject: FW: E-malling: SWF Daily Summary PP24-2013 Dec 1- Dec 14.zip

From: Klusacek, Michael
Sent: Tuesday, December 10, 2013 8:15 AM
To: (b)(6)
Cc: Duarte, Anthony; Engelhardt, Jack
Subject: RE: E-malling: SWF Daily Summary PP24-2013 Dec 1- Dec 14.zip

(b)(6)

This form will work. Please have a blank form printed for each day and have the BDOs complete it as they move from position to position; take breaks etc. The requirement will be for the form to represent real time activity. The form will be kept at the STSO Podium so the STSOs will know where the BDOs are and what their status is. At the end of the shift the BDOs can secure the handwritten form from the Supervisor to use for their computer entries. The original handwritten form is to be retained in a file in the BDO Office and you should move them on a monthly basis to your office to retain for 3 years.

Please instruct the BDOs to begin completing the form as of 04:00 hours on Sunday 12/15/2013.

Thank you for your assistance with this accountability matter.

Mike Klusacek

From: (b)(6)
Sent: Monday, December 09, 2013 3:34 PM
To: Klusacek, Michael
Subject: E-malling: SWF Daily Summary PP24-2013 Dec 1- Dec 14.zip

This is our daily shift summary. We can print one out every day and leave it at the sups podium if that's what you want? Right now we just do it electronically daily. Nat'l PP

<< File: SWF Daily Summary PP24-2013 Dec 1- Dec 14.zip >>

Klusacek, Michael

Subject: FW: E-malling: SWF Daily Summary PP24-2013 Dec 1- Dec 14.zip

From: (b)(6)
Sent: Monday, December 16, 2013 9:10 AM
To: Klusacek, Michael
Subject: RE: E-malling: SWF Daily Summary PP24-2013 Dec 1- Dec 14.zip

X The tracking sheet did not began on the 15th It's been ongoing, what is all this about! I finally just got Roche to give me access to be able to work on this. I am trying to be down here 80% of the time and it's getting a little frustrating having to run back and forth to my office. I have been working all last week to be able to work down here and be out on the checkpoint. I work my butt off here and get the lowest pay, but do all the work. I am going up to my office because I need the files up there to work on this data sheet. I believe the STSO's have the extra copy If you want it sent to you. I will call you as soon as I get up there. I don't want a hard copy that is field notes and a mess. It should be done electronically.

From: Klusacek, Michael
Sent: Monday, December 16, 2013 8:15 AM
To: (b)(6)
Cc: Duarte, Anthony; Engelhardt, Jack
Subject: RE: E-malling: SWF Daily Summary PP24-2013 Dec 1- Dec 14.zip

(b)(6)

The requirement for the BDO Tracking sheets began on Sunday 12/15/2013. Please provide me with the Tracking sheet for Sunday 12/15/2013 today and the Monday 12/16/2013 sheet tomorrow.

Thank you.

Mike Klusacek

From: Klusacek, Michael
Sent: Tuesday, December 10, 2013 8:15 AM
To: (b)(6)
Cc: Duarte, Anthony; Engelhardt, Jack
Subject: RE: E-malling: SWF Daily Summary PP24-2013 Dec 1- Dec 14.zip

(b)(6)

This form will work. Please have a blank form printed for each day and have the BDOs complete it as they move from position to position; take breaks etc. The requirement will be for the form to represent real time activity. The form will be kept at the STSO Podium so the STSOs will know where the BDOs are and what their status is. At the end of the shift the BDOs can secure the handwritten form from the Supervisor to use for their computer entries. The original handwritten form is to be retained in a file in the BDO Office and you should move them on a monthly basis to your office to retain for 3 years.

Please instruct the BDOs to begin completing the form as of 04:00 hours on Sunday 12/15/2013.

Thank you for your assistance with this accountability matter.

Klusacek, Michael

From: (b)(6)
Sent: Monday, December 16, 2013 11:43 AM
To: (b)(6)
Cc: Engelhardt, Jack; Duarte, Anthony; Klusacek, Michael
Subject: Daily Summary

I was mistaken in giving you direction that you only needed to check in with the STSO's to complete the daily sheet when I'm not there. Every day there has to be a blank Summary Sheet at the suvs podium. Every time you change position from checkpoint-ticket counter-Playbook-breaks-etc. you need to personally document the information yourself on that daily sheet. So if 2 of you are going to do the playbook you both need to fill your own spot out. If you have any questions let me know. Thank you.

(b)(6)

*SPOT Transportation Security Manager
Stewart International Airport (SWF)*

Office 845-220-(b)(6)

W Cell(b)(6)

P Cell

Fax 845-567-0482

(b)(6)

Klusacek, Michael

From: Klusacek, Michael
Sent: Monday, December 16, 2013 8:14 AM
To: (b)(6)
Cc: Johansson, Brian
Subject: Audit of SPOT Activities at SWF

Tracking:	Recipient	Delivery
	(b)(6)	Delivered: 12/16/2013 8:14 AM
	Johansson, Brian	Delivered: 12/16/2013 8:14 AM
	Engelhardt, Jack	Delivered: 12/16/2013 8:14 AM

(b)(6)

As the STSM for SWF you bear the responsibility of assuring the Behavior Detection Program is being properly performed and activities are accurately recorded.

Please conduct a comprehensive review of the SWF BDO activities during the period of December 1, 2013 through December 14, 2013. (PP-24). This review should include a comparison of the BDO Activity Sheets; PMIS information or entries; BDO database information; Playbook hours performed; BDO Notebooks; assigned schedules; actual hours worked; Kronos swipes and other records review. You should provide a detailed response relative to each day's activities for each BDO that was on duty; the information reviewed; the method used to verify the accuracy and completeness of the program information they recorded and any errors; omissions or discrepancies noted. Your report should also include recommendations for corrective actions if deemed appropriate by your review.

Please have your report prepared and submitted to me in a password protected document by Thursday January 2, 2014.

I have provided guidance from the STSM Handbook and the BDO SOP for your use. The information is contained in the password protected document. Use the current SSL password to open the document.



SWF BDO
Audit.12.16.2013...

Please reference TSA MD 1100.73-5 Employees Responsibilities and Code of Conduct and Handbook; TSA MD 1100.75-3 Addressing Unacceptable Performance and Conduct and Handbook and the TSA Table of Penalties if there is any indication of the rules; policies; procedures and instructions are not being complied with. I have included the links for the MDs and the Table of Penalties. You can access the Handbooks for 1100.73-5 & 1100.75-3 through the link in the MD.

<https://ishare.tsa.dhs.gov/Offices/HumanCapital/HumanCapPolicy/Documents/Other%20Docs/Table%20of%20Offenses%20and%20Penalties%20JGD%20Edit-%207-11-13%20final.pdf>



TSA MD
1100.73-5, FINA... 1100.75-3, FINA...



TSA MD

If you have any questions or if I can be of any assistance please feel free to contact me.

Michael Klusacek
AFSD
TSA Albany
518-452-(b)(6)

Klusacek, Michael

Subject: FW: Daily BDO Work Sheet 121613.xls

From: Klusacek, Michael
Sent: Monday, December 16, 2013 11:04 AM
To: (b)(6)
Cc: Johansson, Brian
Subject: RE: Daily BDO Work Sheet 121613.xls

(b)(6)

Let's revisit the daily tracking sheet that is to be maintained at the STSO podium. To be clear, this tracking sheet, with the handwritten notes of the BDOs is to be retained for a three year period. Best case scenario is that you attach the handwritten sheet to the back of the daily PMIS entry / BDO Shift report. The handwritten notes are considered a source document and used to verify the computer entries. It also provides you with an accountability tool to cross check the tracking sheet with the computer data. One would expect them to be the same however you don't know until you review them.

As I noted in my email directing you to complete a review of PP-24 activities: "This review should include a comparison of the BDO Activity Sheets; PMIS information or entries; BDO database information; Playbook hours performed; BDO Notebooks; assigned schedules; actual hours worked; Kronos swipes and other records review. You should provide a detailed response relative to each day's activities for each BDO that was on duty; the information reviewed; the method used to verify the accuracy and completeness of the program information they recorded and any errors; omissions or discrepancies noted. Your report should also include recommendations for corrective actions if deemed appropriate by your review." As you complete the review I directed, you will get a clearer understanding of what is being documented by the SWF BDOs versus what tasks or duties are actually being performed

I appreciate the fact that you are at the airport and running back and forth to your office on the hill. You can scale back from 80% - 90% at the terminal to 50% - 60% so that you can complete the other tasks, including email review and responses. As you are aware, you need to maintain your BDO Certification and should incorporate those hours into the 50% - 60%. I'm sure you understand the BDO program requirements and your on-site presence will afford the opportunity to share with your BDOs what is expected and required. Your on-site presence will also afford you an opportunity to verify the notations made by the BDOs on the daily tracking sheet maintained at the STSO podium. The sheet will also provide you with an instant tracking of the location of the BDOs and what activity they should be performing.

If you have any additional questions or I can be of any further assistance, please feel free to contact me.

Mike Klusacek

From: (b)(6)
Sent: Monday, December 16, 2013 10:44 AM
To: Klusacek, Michael
Subject: RE: Daily BDO Work Sheet 121613.xls

I told them after the PMIS entries and our daily shift was filled out to shred them.

From: Klusacek, Michael
Sent: Monday, December 16, 2013 10:11 AM

To: (b)(6)

Subject: RE: Daily BDO Work Sheet 121613.xls

(b)(6)

Thanks you for the completed sheet. Is it correct that there are No "AM" entries because (b)(6) called in sick?

Also, please scan and send me the original sheet, with the handwritten entries that was completed by BDO (b)(6) and maintained at the STSO podium.

Mike Klusacek

Klusacek, Michael

From: (b)(6)
Sent: Tuesday, December 24, 2013 2:20 PM
To: Klusacek, Michael
Subject: Emailing: Audit BDO (b)(6) PP24 2013
Attachments: Audit BDO (b)(6) PP24 2013.doc

Your message is ready to be sent with the following file or link attachments:

Audit BDO (b)(6) PP24 2013

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

Audit BDC (b)(6) PP24 2013

1. Dec 1, 2013 0400-1230
 - a. Notebook + Summary + PMIS + Daily Report
 - b. OK
2. Dec 2, 2013 0400-1230
 - a. Notebook + Summary + PMIS + { Daily Report(missing)}
 - b. OK
3. Dec 3, 2013
 - a. Notebook + Summary + PMIS + Daily Report
 - b. OK PMIS didn't show (b)(3):49 U
4. Dec 4, 2013
 - a. Notebook + Summary + PMIS + Daily Report
 - b. OK
5. Dec 5, 2013 0400-1230
 - a. Notebook + Summary + PMIS + Daily Report
 - b. NB 4-430 admin Summary started at 0500 in chpt 845-945 index up Summary missing some of AM
6. Dec 6, 2013 0400-1230
 - a. Notebook + Summary + PMIS + Daily Report
 - b. RDO
7. Dec 7, 2013 0400-1230
 - a. Notebook + Summary + PMIS + Daily Report
 - b. RDO
8. Dec 8, 2013 0400-1230
 - a. Notebook + Summary + PMIS + Daily Report
 - b. Summary mesl 9-930 NB 930-10, OLC 930-945 on summary 9-930 NB
9. Dec 9, 2013 0400-1230
 - a. Notebook + Summary + PMIS + Daily Report
 - b. Daily Summary Blank used NB to input data, PMIS shows 9.5 hrs NB 11
10. Dec 10, 2013
 - a. Notebook + Summary + PMIS + Daily Report

b. OK

11. Dec 11, 2013

a. Notebook + Summary + PMIS + Daily Report

b. OK

12. Dec 12, 2013 0400-1230

a. Notebook + Summary + PMIS + Daily Report

c. Notebook, summary match, but no PMIS for AKI entered

13. Dec 13, 2013 0400-1230

a. Notebook + Summary + PMIS + Daily Report

b. RDO

14. Dec 14, 2013 0400-1230

a. Notebook + Summary + PMIS + Daily Report

b. RDO

Klusacek, Michael

From: (b)(6)
Sent: Monday, December 23, 2013 3:19 PM
To: Klusacek, Michael
Subject: Emailing: Audit BDO (b)(6) PP24 2013
Attachments: Audit BDO (b)(6) PP24 2013.doc

Nat'l PW
Your message is ready to be sent with the following file or link attachments:

Audit BDO (b)(6) PP24 2013

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

Audit BDC (b)(6) PP24 2013

1. Dec 1, 2013 1130-2100

a. Notebook + Summary + PMIS + Daily Report

b. Switched RDO's for Allegiant. Summary 1130-1145 Briefing (b)(3):49 U.S.C. § 114(n)

2. Dec 2, 2013

a. Notebook + Summary + PMIS + Daily Report

b. RDO

3. Dec 3, 2013 0930-1900 forgot to punch in checked with STSO was here

a. Notebook + Summary + PMIS + Daily Report

b. OK

4. Dec 4, 2013 0930-1900

a. Notebook + Summary + PMIS + Daily Report

b. NB meal 1700-1730 summary 1530-1600 Brief not noted summary

5. Dec 5, 2013 1000-1930 allowed to check in, 50 early and leave, 50 early

a. Notebook + Summary + PMIS + Daily Report

b. Nothing after 1230 in NB generalized (b)(3):49 U.S.C. §

6. Dec 6, 2013 0930-1800

a. Notebook + Summary + PMIS + Daily Report

b. 0930-1800 PMIS good, summary and NB not complete

7. Dec 7, 2013

a. Notebook + Summary + PMIS + Daily Report

b. RDO

8. Dec 8, 2013 0500-1230 OT

a. Notebook + Summary + PMIS + Daily Report

b. Worked OT for AL (b)(3)

9. Dec 9, 2013

a. Notebook + Summary + PMIS + Daily Report

b. RDO

10. Dec 10, 2013 0930-1900

a. Notebook + Summary + PMIS + Daily Report

b. 1st break doesn't match NB PMIS put in (b)(3):49 U.S.C. § 114(r)

11. Dec 11, 2013 0930-1900

- a. Notebook + Summary + PMIS + Daily Report
- b. Last break 1730-1745 NB is 1800-1815 otherwise good

12. Dec 12, 2013 1030-2000

- a. Notebook + Summary + PMIS + Daily Report
- c. PMIS good, NB and Summary 1st break and Admin switched

13. Dec 13, 2013 0930-1900

- a. Notebook + Summary + PMIS + Daily Report
- b. PMIS good, last break summary 1750/1800 and Admin don't match NB 1830-1845

14. Dec 14, 2013

- a. Notebook + Summary + PMIS + Daily Report
- b. RDO

Klusacek, Michael

From: (b)(6)
Sent: Friday, December 20, 2013 3:51 PM
To: Klusacek, Michael
Subject: Emailing: Audit BDO (b)(6)s PP24 2013
Attachments: Audit BDO (b)(6) PP24 2013.doc

Completed Audit Nat'l PW

Your message is ready to be sent with the following file or link attachments:

Audit BDO (b)(6) PP24 2013

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

Audit BDO (b)(6) PP24 2013

1. Dec 1, 2013 0400-1230
 - a. Notebook + Summary + PMIS + Daily Report
 - b. Forgot to put 0400-500 OLC in Shift Summary, but logged NB
2. Dec 2, 2013 0400-1230
 - a. Notebook + Summary + PMIS + (Daily Report (missing))
 - b. Notebook & summary match sups report missing
3. Dec 3, 2013
 - a. Notebook + Summary + PMIS + Daily Report
 - b. RDO
4. Dec 4, 2013
 - a. Notebook + Summary + PMIS + Daily Report
 - b. RDO
5. Dec 5, 2013 0400-1230
 - a. Notebook + Summary + PMIS + Daily Report
 - b. 4-5 OLC missing in summary. In NB
6. Dec 6, 2013 0400-1230
 - a. Notebook + Summary + PMIS + Daily Report
 - b. PMIS say (b)(3):49 summary & N (b)(3):49 ILS C 8
7. Dec 7, 2013 0400-1230
 - a. Notebook + Summary + PMIS + Daily Report
 - b. PMIS 5-7 ChPt, Sum/NB 430-630 (then gate 630-7 PMIS gate 7-730) (PMIS 9-11 ChPt, summary and NB 930-12)
8. Dec 8, 2013 0400-1230
 - a. Notebook + Summary + PMIS + Daily Report
 - b. Match
9. Dec 9, 2013 0400-1230
 - a. Notebook + Summary + PMIS + Daily Report
 - b. Daily Summary blank used NB to input data, PMIS shows 9.5 hrs NB 11
10. Dec 10, 2013
 - a. Notebook + Summary + PMIS + Daily Report

(b)(6)



Klusacek, Michael

From: (b)(6)
Sent: Thursday, December 26, 2013 11:34 AM
To: Klusacek, Michael
Subject: Emailing: New WinZip Zipx File
Attachments: New WinZip Zipx File.zipx

Here are all the documents that I compared the times too for the audit. Nat'l PW

Your message is ready to be sent with the following file or link attachments:

New WinZip Zipx File

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

Encrypted	Name	Type	Modified	Size
Yes	BDO Time Detail Dec 1-14.pdf*	Adobe Acrobat ...	12/26/2013 12:24 PM	100,261
Yes	BDO TA Data Dec 1-14.pdf*	Adobe Acrobat ...	12/26/2013 12:23 PM	199,196
Yes	PMIS Dec 1-14.pdf*	Adobe Acrobat ...	12/26/2013 12:23 PM	344,743
Yes	SWF Report Dec 1-14.pdf*	Adobe Acrobat ...	12/26/2013 12:23 PM	1,021,379
Yes	BDO Shift Summary Dec 1-14.pdf*	Adobe Acrobat ...	12/26/2013 12:22 PM	1,341,316
	5 file(s)			3,006,894

Doreen - No Paper or Pen - I supplied them to her.

WOTD 1/8/2014 @ SWF

①

Meeting w/ JACK; (b)(6) RE: BDO's

- Advised all this audit resulted from STSO (b)(6) (12/16/13 Email)
- Presented my Review of W. - 12/14/2013 PP-24
- Identified discrepancies between Notebook entries; PMS Sheet.

(b)(6) left and obtained BDO Daily Summary Report Sheets to try to explain gaps I identified -

- Group decided to focus on 1 BDO at a time w/ (b)(6) being first based on STSO E-R's Email info.

- As discrepancies / false entries were identified (b)(6) stated: "This makes it look like I'm not doing my job" I answered - "Yes" it does.

(b)(6) then stated: "Is something going to happen to me?" I answered "Yes" It is clear you weren't trained on how to do an audit and I'm here to assist you; provide the guidance & training you need so you know what to do in the future."

(b)(6) asked: "Does Brian (FSO) know about this?" I answered - Yes I have briefed him. This is a serious matter. ^{Negatively} It reflects on you as the Manager, the as the AFSP, Brian as the FSO and the Agency. Those forms tell what our BDO (b)(6) at SWF is doing and we now know they are not accurate, they have false information on them and it appears the BDO's are pencil whipping the forms daily. The BDO notebooks are required by the BDO SOP and those entries are official records of their activities which is then entered into the databases this is a very serious matter."

- As we were reviewing the entries I questioned the "ADMIN TIME" entries and stated that I had

②

checked w/ AEB system (b)(6) [redacted] [redacted] And he told
me Admin Team was supposed to be used when the
BDOs are completing the paperwork from a Referral.

(b)(6) [redacted] - Very Sarcastic - "Well if CACI said it it
must be true" and shook her head side-to-side.
She said I told them to use Admin Team when
they check their emails or the information I sent
them. I Argued - look at the amount of time
they are recording each day they don't have
that many emails to read.

- Throughout the entire review of the documentation
(b)(6) [redacted] attempted to justify the BDO entries and missed
the larger view of the lack of activity by the
BDO's - I showed her where the BDO's were off
the floor for 2 to 3 hours at a time.

= (b)(6) [redacted] assigned to review CCTV for the dates &
times (b)(6) [redacted] listed "GATES"

- OLC - USA Reports for all 3 obtained from Sir
Loggers and will be used to compare to
Notebook entries & BDO Daily Summary Sheets

- Laob + (b)(6) [redacted] do not with (b)(6) [redacted] on Tuesday
1/14 to show him video - His Response to Dorian B:
OLC items due back by 10am Monday 1/13.

→ Impression - (b)(6) [redacted] does not understand her role
as a manager and fact that BDO's are performing
their duties as required. I will have to work
with her - supervision 101.

Meeting on Jan 8, 2014 - Conference Room
AFSD - Telusack - TSM Engelhardt - TSM Duarte
AND STSM - (b)(6)

K- And it from info from STSO
Received 12/1 - 12/14 1124
Note Book & PMS Data Match

D- Raphael BDO Touchy Summary - why things
on Data Match - on any of the BDO's
SUBMISSIONS
Discussion - 1 BDO @ ATMC to look @

Looking over (b)(6) paperwork A lot of
mistakes - maybe false entries

D- Make it back not doing my job - I have
to many MCOPS AND Admin Duties
to be able to give MCOPS & extend to each
body to be able to do all the extra's
D- Am I in trouble - what is going to
happen to me now.

K- Yes - you don't know how to do
Audit - I will Train for future
use

D- Is Brian Auer
to yes - This is serious - the training
from Yells what is going on
our paper work is not correct

* BDO's are just writing anything
The note Book SOP required
entered into ~~data~~ base - False
Very bad servers

Looking @ entries in past year - Admin
and checked with AIB-Cantle:
and was told Admin is used to
do paper work

J - SMART Remark Cantle - what he said
must be so - told BDO's to ~~use~~
Admin when (EMAIL & stuff I sent him

K Too much E-MAIL Time recorded

D Just say BDO records - off the extra
floor in many hours - ~~times~~ ^{times extra}

K - Tony to review video - ^{Creates Manly}
K - OHC - Report in bypass - ST - Don't
match entries

K Met (b)(6) to meet w/ Manly
4/14 - video review - Email Manly
question OHC - Answer by 1/13.

BDO Jennifer Kelly

Note Book Entries - 12/1

BDO Daily Tracking Sheet

PMIS Sheet

Conflicts Noted

(b)(3) 49 U.S.C. § 114(r)

12/2/2013 - RDO

Note Book Entries - 12/3

BDO Daily Tracking Sheet

PMIS Sheet

Conflicts Noted

(b)(3) 49 U.S.C. § 114(r)

Note Book Entries - 12/4

BDO Daily Tracking Sheet

PMIS Sheet

Conflicts Noted

(b)(3) 49 U.S.C. § 114(r)

(b)(3) 49 U.S.C. § 114(f)

2 of 4

(b)(3):49 U.S.C. § 114(r)

Note Book Entries - 12/11	BDO Daily Tracking Sheet	PMIS Sheet	Conflicts Noted
---------------------------	--------------------------	------------	-----------------

(b)(3):49 U.S.C. § 114(r)

Note Book Entries - 12/12	BDO Daily Tracking Sheet	PMIS Sheet	Conflicts Noted
---------------------------	--------------------------	------------	-----------------

(b)(3):49 U.S.C. § 114(r)

Note Book Entries - 12/13	BDO Daily Tracking Sheet	PMIS Sheet	Conflicts Noted
---------------------------	--------------------------	------------	-----------------

304

(b)(3)/49 U.S.C. § 114(f)

12/14/2013 - RDO

4 of 4

BDO CYNTHIA JONES

Note Book Entries - 12/1	BDO Daily Tracking Sheet	PMIS Sheet	Conflicts Noted
(b)(3):49 U.S.C. § 114(r)			

Note Book Entries - 12/2	BDO Daily Tracking Sheet	PMIS Sheet	Conflicts Noted
(b)(3):49 U.S.C. § 114(r)			

12/3/2013 - RDO

12/4/2013 - RDO

Note Book Entries - 12/5	BDO Daily Tracking Sheet	PMIS Sheet	Conflicts Noted
(b)(3):49 U.S.C. § 114(r)			

1 of 5

(b)(3):49 U.S.C. § 114(r)

Note Book Entries - 12/6

BDO Daily Tracking Sheet

PMIS Sheet

Conflicts Noted

(b)(3):49 U.S.C. § 114(r)

Note Book Entries - 12/7

BDO Daily Tracking Sheet

PMIS Sheet

Conflicts Noted

(b)(3):49 U.S.C. § 114(r)

Note Book Entries - 12/8	BDO Daily Tracking Sheet	PMIS Sheet	Conflicts Noted
(b)(3)-49 U.S.C. § 114(r)			

Note Book Entries - 12/9	BDO Daily Tracking Sheet	PMIS Sheet	Conflicts Noted
(b)(3)-49 U.S.C. § 114(r)			

12/10/2013 - RDO			
12/11/2013 - RDO			

Note Book Entries - 12/12

BDO Daily Tracking Sheet

PMIS Sheet

Conflicts Noted

(b)(3) 49 U.S.C. § 114(i)

Note Book Entries - 12/13

BDO Daily Tracking Sheet

PMIS Sheet

Conflicts Noted

(b)(3) 49 U.S.C. § 114(i)

Note Book Entries - 12/14

BDO Daily Tracking Sheet

PMIS Sheet

Conflicts Noted

(b)(3) 49 U.S.C. § 114(i)

(b)(3)(49) U.S.C. § 114(f)

5 of 5

Klusacek, Michael

From: Engelhardt, Jack
Sent: Monday, January 13, 2014 11:47 AM
To: Klusacek, Michael
Subject: FW: Meeting

Mike,

BDO (b)(6) was advised at the start of our meeting that he would not be required to answer any questions and all I wanted him to do was review a video management had of his activities on 12/9 2013. I showed him a video of 12/9/2013 at the security checkpoint in which he spent a total of one hour talking with (b)(6). After viewing the video I advised BDO (b)(6) that management only looked at video for this one day so far and that we would be looking at more video in the days to come. I explained to BDO (b)(6) that just reviewing his paper work of his daily activities and comparing to his official submissions for many days don't match and I believe that when video review is completed of days in question it will show numerous filling of false reports. I also advised BDO (b)(6) that management would be seeking discipline and he should review TSA's Table of Penalties and see what type is warranted for filling false reports. I told BDO (b)(6) we would be talking to him in the very near future and I know he was aware but I reminded him that when we are seeking discipline he is allowed a representative of his choice when we start asking questions in the investigation. If he chooses a representative he is required to complete a representative designation form advising management who is going to be the representative and he should do that right away because we would be talking to him in the very near future. The meeting ended without any conversation between me and BDO (b)(6).

Thanks

Jack Engelhardt
Transportation Screening Manager
U.S. Department of Homeland Security
Stewart International Airport
33 Airport Drive, Ste. 101
New Windsor, New York 12553

From: (b)(6)
Sent: Monday, January 13, 2014 10:52 AM
To: Klusacek, Michael
Cc: Engelhardt, Jack
Subject: Meeting

Today Jack and I met with BDO (b)(6). We explained to him that we were looking at the documents he had turned in showing his work schedule and the actual CCTV during these times. Our first check was Dec 9, 2014 and it showed that between 0730 and 0830 the 2 did not match. We explained that this meeting was just to show him our findings and to explain that we would be investigating further into other days and we would be asking for the maximum under the Table of Penalties. I gave him a copy of the BDO Daily Summary and the notes he had typed out from his notebook highlighting the time we copied from the CCTV.

(b)(6)

Memorandum

Date : January 14, 2014

To : Michael Klusachek Acting DFSO

From : (b)(6) 3DO

Subject : Request to Retire from TSA

Dear Mike,

Per this notice I am requesting to retire effective COB 01/25/2014 from my position in TSA.

Respectfully,

(b)(6)

Klusacek, Michael

Subject: FW: (b)(6) Retirement Conversation

From: Engelhardt, Jack
Sent: Tuesday, January 14, 2014 1:13 PM
To: Klusacek, Michael
Subject: BDO (b)(6) Retirement Conversation

Mike,

Today, 1/14/2013 at approx. 8am BDO (b)(6) approached me and asked if he could have a conversation with me in private. Once we got into a private area in the airport he told me he wished to retire as soon as possible once he figures all of his accrual out. He made reference to our video review and conversation concerning his false reporting of his BDO activities from yesterday (1/13/2014). He told me he knew I have a job to do and he knows it is nothing personal and that I have to do my job. He also told me he knew it was only a matter of time because the BDO's here at SWF have been allowed to get away with a lot of things for a long time. I told him he was right and it isn't personal and that my position as a TSM could not allowed the false reporting to continue without doing something about it. He shook my hand and thanked me to show no hard feelings.

Thanks

Klusacek, Michael

Subject: FW:

From: (b)(6)
Sent: Saturday, February 08, 2014 05:54 PM
To: Engelhardt, Jack; Duarte, Anthony (b)(6)
Subject:

TSM Engelhardt, TSM Duarte, and (b)(6)

Recently I viewed video footage of myself conducting SPOT Operations. According to CCTV my activity did not match entries that were made on various documents. I was informed there were more discrepancies that needed reviewing. I would like to take this opportunity to apologize for any mistakes I may have made. I also apologize as none of my mistakes were intentional. I was not careful with my written documentation and am heart fully sorry.

I value my position at TSA/SWF and realize that it is in jeopardy. I realize that I may face disciplinary action and want to request that it is not removal from service. Perhaps a self-demotion would be a just action. I have fifteen years of government service and it is my wish to complete fifteen more.

I greatly appreciate your time and attention regarding this matter and am hopeful that you will accept my apologies and consider my request.

Respectfully,

(b)(6)

Klusacek, Michael

From: (b)(6)
Sent: Thursday, February 27, 2014 3:01 PM
To: Klusacek, Michael
Subject: RE: (b)(6)

10-4

From: Klusacek, Michael
Sent: Thursday, February 27, 2014 3:00 PM
To: Engelhardt, Jack; Duarte, Anthony; (b)(6)
Subject: FW: Kelly

FYI and action.

(b)(6) may not work as a BDO after March 8, 2014.

Mike Klusacek

From: Dederick, Nadine
Sent: Thursday, February 27, 2014 2:59 PM
To: Klusacek, Michael
Cc: Gamaldi, Shawn; Boggess, Daniel; Johnson, Robert A
Subject: Kelly

Mike,

SWH (b)(6) demotion from BDO to TSO has an effective date of 3/9/2014.

Nadine Dederick

Nadine Dederick

Human Resources Specialist - ALB/SWF/PRG/SLK LDHS TSA Albany International Airport | 737 Albany Shaker Road | Albany,
NY 12211 (b)(6)

The HR Access Help Desk 1 (877)-872-7890 is your Point of Contact for assistance with Job Application Issues, checking the status of Service Requests, eOPF Access and Password Reset. They can also respond to Payroll, Benefits and other HR inquiries.

CONFIDENTIALITY: This email and attachments are intended for the above name only and are confidential. If you are not the intended addressee, or the person responsible for delivering it to the intended addressee, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer.



SPOT (Local)

This List: Shared Documents

12

PEOPLE SEARCH | ADVANCED SEARCH

SPOT (LOCAL)

View All Site Content

Documents

Shared Documents

SWF BDO ACTA

Pictures

BDOs in Action

Stats

Contacts

Tasks

Discussions

General Discussion

Surveys

Recycle Bin

SPOT (Local) > Shared Documents > 2 - SWF Documents > BDO DAILY SUMMARY REPORTS > BDO Daily Summary 2014

Shared Documents

Share a document with the team by adding it to this document library.

New > Up/Asd > Actions >

Type	Name	Modified
(S)	SWF Daily Summary Template 2014	3/15/2014 5:11 AM
(S)	SWF Daily Summary FY5-2014 Mar 9-Mar 22	3/15/2014 11:53 AM
(S)	SWF Daily Summary FY4-2014 Feb 23-Mar 8	3/12/2014 11:32 AM
(S)	SWF Daily Summary FY3-2014 Feb 9-Feb 22	2/23/2014 7:46 PM
(S)	SWF Daily Summary FY2-2014 Jan 26-Feb 8	2/18/2014 6:49 PM
(S)	SWF Daily Summary FY1-2014 Jan 12-Jan 25	2/12/2014 11:47 AM

(b)(6)

Klusacek, Michael

From: Klusacek, Michael
Sent: Friday, February 28, 2014 11:47 AM
To: Klusacek, Michael
Subject: RE: Vacation

Memo to file:

I called STSM (b)(6) at approximately 10:20 AM after I received the below email. She asked me if we could talk and I answered in the affirmative. She said "Hold on a minute I want to close the door." I heard her close the door as she had me on speaker and she returned to the conversation. She stated words to the effect "I thought we were going to talk about this whole BDO thing and we haven't been able to sit down so that's why I called. I answered that the matter has not yet run its course and we would be talking once the last BDO -- (b)(6) issues had been addressed.

(b)(6) stated: "Are you going to be issuing me a proposal for termination?" I answered that at this point in time I had no intention of preparing a termination proposal however her role as the Manager did have to be reviewed and addressed. (b)(6) said words to the effect "well you know I have been doing a lot of Manager's duties and I have been tied up with other things." I answered that I knew she had and when we met in January I acknowledged that and I also said she needed to focus on her BDO duties. (b)(6) in state that (b)(6) had told her to give the tasks to him and he would take them over as a Manager. (b)(6) said she will be doing that so she can spend more time at the terminal.

I went back to the audit and the act that she did not identify anything wrong even though I had instructed her what to do. I spoke about the side-by-side comparisons I had done and that certain things just jumped off the page at me. I used the example of (b)(6) listing "OLC" for each day and a simple check showed he hadn't even signed on. I also spoke of the 12/9/2013 records (b)(6) prepared showing he performed BDO screening duties when in fact he was at the CP speaking with (b)(6) and didn't perform any BDO tasks for over an hour. I add that the CCTV Video review was a plus and added to our evidence but there was sufficient information present in the notebooks; tracking sheets and PMIS playbook sheets to show the discrepancies. I add that she did not identify any of these issues and as the Manager she was responsible. I asked her if she had reviewed the Excel spreadsheets I had sent to TSM Engelhardt so she could see the side-by-side comparisons I had done for each BDO. She stated she had not and she only had the information from our meeting. I told (b)(6) I would send an email to TSM Engelhardt and have him share the spreadsheets with her so she could review them.

X (b)(6) stated she thought she did identify some things but admitted she had not done a side-by-side comparison of the notebooks; tracking sheets and PMIS playbook sheets. She also stated that this was the first time she had ever been tasked with doing an audit and was not sure what she was supposed to have done. I emphasized that I understood that and part of my job was to provide that guidance to her. I stated that once all of the BDO issues were completed then I would be reviewing everything that was developed with the FSD to determine what actions I would be taking regarding her performance. I again stated that at this point in time I did not plan on terminating her. Doreen stated that made her feel much better that she wasn't losing her job.

I asked (b)(6) if there was anything else she wanted to talk about and she answered No and wished me a good vacation.

Call ended at approximately 10:40 a.m.

From: (b)(6)
Sent: Friday, February 28, 2014 10:15 AM
To: Klusacek, Michael
Subject: RE: Vacation

Is this a good time to call?

From: Klusacek, Michael
Sent: Friday, February 28, 2014 10:14 AM
To: (b)(6)
Subject: RE: Vacation

I am here.

From: (b)(6)
Sent: Friday, February 28, 2014 10:14 AM
To: Klusacek, Michael
Subject: Vacation

Are you still at work or have you left for vacation?

(b)(6)
SPOT Transportation Security Manager
Stewart International Airport (SWF)
Office 845-220-(b)(6)
W Cell (b)(6)
P Cell (b)(6)
Fax 845-567-0482
(b)(6)

Name:	(b)(6)	Pay Period:	05 : Mar 9, 2014 to Mar 22, 2014
Time Card Type:		Leave Year:	2014
Time In Pay: 80:00	Other Time: 0:00	Officer Transactions: \$0.00	Days In Pay: 10

Transaction	Pfx	Sfx	Account	Mar							Mar							Total					
				9	10	11	12	13	14	15	16	17	18	19	20	21	22						
				S	N	T	W	T	F	S	Wk 1	S	N	T	W	T	F	S	Wk 2				
Work Time																							
Regular Base Pay:			4VOTSMNGRD25593MGRSWF000000	8	8	8	8	8	5:30	37:30		8	8	8	8	8		40	77:30				
SWF-FY14 Security Manager																							
Work Time Total				8	8	8	8	8	5:30	37:30		8	8	8	8	8		40	77:30				
Leave and Other Time																							
Annual Leave			4VOTSMNGRD25593MGRSWF000000						2:30	2:30								2:30					
SWF-FY14 Security Manager																							
Leave and Other Time Total									2:30	2:30								2:30					
Daily Total				8	8	8	8	8		40		8	8	8	8	8		40	80				

T&A Profile	
Pay Plan	SV Other (TSA/FAMS)
Tour of Duty	Full Time
Duty Hours	80
Work Week	Mon - Fri
Alternative Schedule	Regular 8-hour Days
Agency	ISA
State	NY
Town	0050
Unit	01
Timekeeper	01
Retain Data	ICs and Accounts
Account Data Code	Manual Entry
Service Computation Date	Oct 24 1999
Annual Leave Category	6 hr/pp
Personal Leave Ceiling	240:00

Leave Data	Fwd	Accr	Avail	Used	Bal
Annual	179:30	6:00	185:30	2:30	183:00
Sick	153:45	4:00	157:45	--	157:45

Leave Year Projection	
Maximum Available Annual	319:00
Maximum Available Sick	241:45
Use or Loss Leave	79:00

Your signature certifies that all reported time was worked and approved according to law and regulation.

Validated By : AMY FLETCHER

Validation Date : Mar 24 2014 11:58 AM

Certified By : RALPH CAFARELLI

Certification Date : Mar 24 2014 11:59 AM

The complete T&A status history is displayed below; it may contain events that happened since the certification shown above took place.

Status History				
Timestamp	Status	Name	Message	
Mar 24 2014 02:17 PM	Built	SYSTEM	Built in Build ID 101495.	
Mar 24 2014 11:59 AM	Supervisor Certified	CAFARELLI, RALPH (CAFARELLIR3264)		
Mar 24 2014 11:58 AM	Timekeeper Validated	FLETCHER, AMY (FLETCHERA3677)		
Mar 10 2014 06:02 AM	New Record Created	SYSTEM	Created during Build ID 99479 for pay period 05.	

(b)(3)49 U.S.C. § 114(r)



Transportation
Security
Administration

SWF BDO DAILY PMIS DATA

Date: Sunday, February 23, 2014

STSO

(b)(6)

TSO / TSO:

N/A

On Duty Managers:

Eugelhardt

BDO:

(b)(6)

TSS-E / BAO:

N/A

(b)(3) 49 U.S.C. § 114(r)

TSA SWF BDO Daily Summary Report		Shift:	AM	Day/Date:	Sunday, February 23, 2014					
1st SHIFT Checkpoint STSO:		Acosta		2nd SHIFT Checkpoint STSO:	Bogness					
Attendance:			Overtime:							
Total BDO's	2	Sick Leave	Reason for Overtime							
BDO's on Duty	1	Sick Calls	Inadequate Staffing							
BDO		Court leave	Sick Calls							
Training		LWOP	Training							
Annual Leave		AWOL	Other							
Briefing Status: First Flight 7am										
Jennifer Kelly OT (1130-2000)										
BDO DEPLOYMENTS / ASSIGNMENTS / PLAYBOOK ACTIVITY										
Deployment Area	BDO	BDO	BDO	BDO	BDO	BDO	Start	End	PLAYBOOK ACTIVITY CODE	Hours

(b)(3) 48 U.S.C. § 1

(b)(6)

MEAL/OLC/BRIEFING/ADMIN														Total Playbook Hours		13:30	
BDO	15 min BREAK		30 min MEAL		15 min BREAK		OLC		BRIEFING		ADMIN.				Shift		
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	
(b)(6)	10:45	11:00	9:00	9:30	11:15	12:30									4:00	12:30	
	15:00	15:15													12:30	17:30	
	15:00	15:15	15:30	16:00	18:00	18:15			11:30	11:45	16:00	16:15	18:30	19:00	11:30	20:00	
												19:30	20:00				



(b)(3) 49 U.S.C. § 114(r)

TSA SWF BDO Daily Summary Report				Shift:	AM	Day/Date:	Monday, February 24, 2014
1st SHIFT Checkpoint STSO:		E. Rodriguez		2nd SHIFT Checkpoint STSO:		Bogges	
Attendance:				Over/Info:			
Total BDO's	2	Sick Leave	Reason for Over/Info				
BDO's on Duty	1	Sick Calls	Inadequate Staffing				
BDO		Court leave	Sick Calls				
Training		LWOP	Training				
Arrival Leave		AWOL	Other				
Briefing Notes:		no 11:30 USAIR					
Jennifer Kelly OT (1180-2000)							
BDO DEPLOYMENTS/ASSIGNMENTS/PLAYBOOK ACTIVITY							
Deployment Area	BDO	BDO	BDO	BDO	BDO	BDO	Start End PLAYBOOK ACTIVITY CODE Hours

(b)(3) 49 U.S.C. § 114(r); (b)(6)

MEAL/OLO/BRIEFING/ADMIN										PLAYBOOK HOURS			
BDO	15 min BREAK		30 min MEAL		15 min BREAK		OLC		BRIEFING		ADMIN		Shift
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	
(b)(6)	10:15	10:30	8:00	8:30	12:15	12:30							4:00 17:30
	16:00	16:15											
	13:45	14:00	14:45	15:15	17:00	17:15			11:30 11:45	11:45 12:00	12:40 12:45	11:30 20:00	
	19:20	20:00								16:15 17:00			



Transportation
Security
Administration

SWF BDO DAILY PMIS DATA

Date: Monday, February 24, 2014

On Duty Managers: Pastelka

STSO Boggess

BDO: Kelly

TSO / TSO: N/A

TSS-E / BAO: N/A

(b)(3);49 U.S.C § 114(r)

(b)(3)-49 U.S.C. § 114(r)

(b)(3); 49 U.S.C. § 114(f); (b)(6)

TSA 15-00014 - 008973

(b)(6)

(b)(3):49 U.S.C. § 114(r)

(b)(3); 49 U.S.C. § 114(r); (b)(6)

(b)(5)

(b)(3) 49 U.S.C. § 114(r)

(b)(3):49 U.S.C. § 114(r);(b)(6)

TSA 15-00014 - 008979

(b)(3) 49 U.S.C. § 114(r)

(b)(3): 49 U.S.C. § 114(r), (e)(6)

TSA 15-00014 - 008981

(b)(3):49 U.S.C. § 114(r)

(b)(3)49 U.S.C. § 114(n)

(b)(3) 49 U.S.C. § 114(r)



Transportation
Security
Administration

SWF BDO DAILY PMIS DATA

Date: Tuesday, March 04, 2014

On Duty Managers: Pasichn

STSO

Boggett

BDO:

Kelly

TSSC/TSC:

N/A

TSSC/BAO:

N/A

(b)(3).49 U.S.C. § 114(f)

(b)(3):49 U.S.C. § 114(r), (b)(6)

TSA 15-00014 - 008989

Jennifer Kelly self-demoted from BDO to TSO effective COB 3/8/2014. She was provide with NHT 2/25 - 3/6/2014. She was on RDO 3/7 & 3/8/2014. The STSO noted she was not preparing any BDO paperwork from 2/28 - 3/4/2014. The information below represents what was recorded.

Note Book Entries -

2/23/2014

BDO Daily Tracking Sheet

PMIS Sheet

Conflicts Noted

(b)(3):49 U.S.C. § 114(r)

NoteBook Entries - 2/24

BDO Daily Tracking Sheet

PMIS Sheet

Conflicts Noted

(b)(3):49 U.S.C. § 114(r)

(b)(3):49 U.S.C. § 114(r)

NoteBook Entries - 2/25/14

BDO Daily Tracking Sheet

PMIS Sheet

Conflicts Noted

(b)(3):49 U.S.C. § 114(r)

NoteBook Entries - 2/26/14

BDO Daily Tracking Sheet

PMIS Sheet

Conflicts Noted

2 of 5

(b)(3) 49 U.S.C. § 114(r)

(b)(3) 49 U.S.C. § 114(r)

NoteBook Entries - 2/28/14

8DO Daily Tracking Sheet

PMIS Sheet

Conflicts Noted

(b)(3) 49 U.S.C. § 114(r)

1945 - 2000 - Admin

19:45 - 20:00 - Admin

NoteBook Entries - 3/1/14	BDO Daily Tracking Sheet	PMIS Sheet	Conflicts Noted
---------------------------	--------------------------	------------	-----------------

(b)(3):49 U.S.C. § 114(r)

NoteBook Entries - 3/2/14	BDO Daily Tracking Sheet	PMIS Sheet	Conflicts Noted
---------------------------	--------------------------	------------	-----------------

(b)(3):49 U.S.C. § 114(r)

NoteBook Entries - 3/3/14	BDO Daily Tracking Sheet	PMIS Sheet	Conflicts Noted
---------------------------	--------------------------	------------	-----------------

(b)(3):49 U.S.C. § 114(r)

NoteBook Entries - 3/4/14	BDO Daily Tracking Sheet	PMIS Sheet	Conflicts Noted
---------------------------	--------------------------	------------	-----------------

(b)(3):49 U.S.C. § 114(r)

(b)(3);49 U.S.C. § 114(f)

NoteBook Entries - 3/5/14

BDO Daily Tracking Sheet

PMIS Sheet

Conflicts Noted

(b)(3);49 U.S.C. § 114(f);(b)(6)