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Pasieka, Doreen

From: Stevens, Raymond
Sent: Wednesday, December 11, 2013 4:18 PM
To: (b)(6)
Cc: Klusacek, Michael; Johansson, Brian
Subject: Change: SWF MCOPs 2014 new TPOs

(b)(6)

1. There has been a change in my update below, until (b)(6) is trained and sets up her MCOP profile so I can assign her airport and MCOPs; Mike had me change the AUM to his name and you will be the TPO for the new BDO SPOT MCOPs just released by the BDO Program Office to Finance.
2. Also, I used (b)(6) as the TPO for the Screening Ops MCOPs until (b)(6) is trained and sets up his MCOP Profile. We cannot have a blank AUM or TPO, so I entered Wendell's name from the FY13 MCOPs.
3. Uniforms (b)(6) is the TPO, but I had to use (b)(6) as TPO until (b)(6) trained and Profile set-up completed.

Ray

Raymond Stevens
Administrative Officer
ALB-SWF-SLK-PBG
Office: 518.452 (b)(6)

From: Stevens, Raymond
Sent: Wednesday, December 11, 2013 3:38 PM
To: (b)(6)
Cc: Klusacek, Michael; (b)(6); Johansson, Brian (b)(6)
Subject: Request: SWF MCOPs 2014 new TPOs

(b)(6)

I assigned the new BDO Program Office FY14 MCOPs announced by HQ this week to you as AUM and A. Duarte as TPO.

(b)(6) does not appear in the MCOP system yet until she completes her training and sets up her MCOP profile. As soon as (b)(6) completes this process, let me know and I can then assign the BDO MCOPs to her as TPO per Mike's Dec 4th instructions below.

I did not locate (b)(6) on the MCOP system either; as soon as he completes training and sets up his Profile let me know; I'll then assign his airport and can update MCOPs per Mike's instructions below.

BDO MCOPs are due as early as this month.

Thanks
Ray

From: Klusacek, Michael
Sent: Wednesday, December 04, 2013 7:02 AM
To: Stevens, Raymond
Cc: (b)(6); Johansson, Brian
Subject: RE: SWF MCOPs 2014 new TPOs

Ray:

Robert is STSO Robert Rodriguez.

I will have STSM (b)(6) and STI (b)(6) work with STSO Rodriguez and (b)(6) to get them up to speed.

Thanks for the effort of getting these changes made.

Mike Klusacek

From: Stevens, Raymond
Sent: Wednesday, December 04, 2013 6:30 AM
To: Klusacek, Michael
Cc: Johansson, Brian
Subject: SWF MCOPs 2014 new TPOs

Mike

I made the changes you requested that could be processed. SWF managers did not schedule new TPOs during the FY 14 scheduled October-November MCOP training. Training is now ended.

There are SWF employees that managers will now need to assist with training & mentoring as new TPOs:

1. TSMs listed a (b)(6) to Uniforms, this employee has not completed TPO Training and will need to set-up his PW onto the MCOP system. A TPO must be on the tasks so I left (b)(6) on as TPO in the interim until managers assist (b)(6) with his training and sign-on to MCOP system
2. TSMs listed a TPO (b)(6) to Screening Ops, this employee has not completed TPO Training and will need to set-up his PW onto the MCOP system. A TPO must be on the tasks so I left (b)(6) on as TPO in the interim until managers assist (b)(6) with his training and sign-on to MCOP system
3. TSMs listed a TPO (b)(6) to SPOT tasks, this employee has not completed TPO Training and will need to set-up her PW onto the MCOP system. A TPO must be on the tasks so I left (b)(6) on as TPO in the interim until managers assist (b)(6) with her training and sign-on to MCOP system

I've included the required TSA TPO training and power point instructions for TSMs to assist the new TPOs assigned. The new employees must complete the TPO training and then set-up their profile and PW as shown in the attached training aid. Once completed have employees let me know and I can then assign them to SWF as their airport and update the FY14 MCOP assignments you sent.

You may want to ask (b)(6) to help mentor and assist the new employees assigned MCOPs. She did a very good job mentoring a number of employees last year and helping them to get their MCOP profile and PW set-up (b)(6) was a good teacher in 2013, you may want to ask her again for 2014.

Ray

<< File: TPO Training Session October 2014.ppt >> << File: How to Log-in to the MCOP Site.ppt >>

From: Klusacek, Michael
Sent: Tuesday, December 03, 2013 2:05 PM
To: Stevens, Raymond
Cc: Johansson, Brian
Subject: FW: MCOP 2014
Importance: High

Ray:

I finally got a response from SWF regarding the AUM & TPOs. I tried to go into the database to change them but I couldn't. If you can tell me how to do it I'll change them if not can you please make the changes noted in the attached document.

Thanks

Mike Klusacek

From: (b)(6)
Sent: Monday, December 02, 2013 10:34 AM
To: Klusacek, Michael
Cc: Engelhardt, Jack; Duarte, Anthony
Subject: MCOP 2014

Here's the updated MCOPs for 2014

<< File: MCOP 2014.doc >>