DISCIPLINARY AND ADVERSE ACTION PROCESSING CASE FILE CHECKLIST

(b)(6)

Prior to forwarding the completed file to TSA Headquarters (ER Staff), field HR Specialists or designated representatives, must certify that the following processes have been completed. These processes are required for every disciplinary action.

X Did you obtain a case number from the ER Case Management System?

- <u>NIA</u> Is the case number reflected on the SF-52 (for actions requiring system processing)? Note: Failure to include the case number on the SF-52 will delay the processing of the related action.
- X Does the decision letter reflect the signature of the deciding official and the signature of the affected employee or annotation that the letter was delivered to the affected employee? Note: A copy of the acknowledgement page must be attached to the SF-52.
- Did you scan the complete case file [proposal/decision tetters, proof of mailing, employee response (if any), material relied on, completed SF-52] into the ER Case Management System?

Important: The SF-52 and a copy of the acknowledgement page must be forwarded to HRAccess for processing, not Headquarters ER.

23/2012

Date

Certification Signature

Claudette R. Le Gendre Human Resources Specialiti, TSA U.S. Department of Homeland Security

<u>NIX</u> Did field counsel determine the legal sufficiency of the action? (Not required for letters of reprimand).

1997年1月1日(1997年1月)) 1997年(1997年)(1997年)) 1997年(1997年)(1997年)

्रास्त स्थिति स्थिति स्थापित विद्वारिक संसर्वे होत्र ते देवे हे स्थित होते हैं। सिंह मिल्हे सिंह सिंह स्थान स्थ स्थान स्थ स्थान स्था स्थान स्थान

an ann an Arweine Arweine Arweine Armeine an Arweine Armeine an Arweine Armeine Ar Armeine Arweine Armeine Armeine

- ×., المحي المراجع المراجع المجار المراجع المحاد والمحار المحار المحار المحار المحار المحار المحار المحار المحار ال
 - → Construction of the set of and the transmission of the second state of the property of the transmission
 - (*) The second s second secon second sec
- lean constant and a state of the transmission of the state of the second of the state of the state of the state a a service de la service La service de la servição de la service d

and the second of the second secon ⇒ the second second

ی ہے۔ اے 10 میں انٹیب مراجعہ انٹیب

Chudotte R. Le Gradre tiuman Resources Specialist. TSA U.S. Department of Homeinen Senaty.