

### DISCIPLINARY AND ADVERSE ACTION PROCESSING CASE FILE CHECKLIST

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?  
11/01/12 (b)(6)
- N/A Did field counsel determine the legal sufficiency of the action? (Not required for letters of reprimand).
- N/A 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.**
- X Did you scan the complete case file [proposal/decision letters, 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.**

11/23/2012  
Date

Claudio R. Le Gendre  
Certification Signature

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U.S. Department of Homeland Security

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TO: [Redacted]  
FROM: [Redacted]

RE: [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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