

U.S. Department of Homeland Security
11100 Michro Airport Center Drive
Suite 160
Romulus, Michigan 48174



Transportation
Security
Administration

Letter of Counseling

Date: 2-10-2014

To: (b)(6)
Master Behavior Detection Officer
DTW

From: Paula Walker
Transportation Security Manager
DTW

Subject: Letter of Counseling

Reference: (b)(6)

The purpose of this letter is to counsel you for Failure to follow Proper Procedure. Specifically, on February 9th 2014 on Checkpoint Red 3 while performing your duties as a BDO, a non- pre-check passenger was allowed to proceed through the pre-check lane and you failed to stop that individual from proceeding or report it to a Supervisor in a timely fashion which would have prevented the passenger and property to be Improperly screened.

In your supporting Section 12 statement to Incident Report (b)(6) you stated that you witnessed the passenger being Improperly screened and brought it to the attention of TSO (b)(6)

In your advisement to TSO (b)(6) it is evident that you do in fact know the procedure as it relates to who is and who isn't eligible for Pre-Check Screening. Knowing the procedure, and knowing that no action was taken by TSO (b)(6) it is required of you to report immediately any action you feel may lead to improperly screening passengers or property to the On Duty Supervisor as to prevent passengers or property to enter the sterile area Improperly screened.

Please be advised that any future incidents of misconduct may result in disciplinary action, up to and including removal from Federal service. If you need further clarification regarding this memorandum and my expectations, please let me know.

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This letter of counseling is not a disciplinary action and may not be grieved through the agency grievance procedures, nor addressed via the Peer Review process (where applicable). This letter will not be placed in your Official Personnel File (OPF). However, a copy of this letter may be retained in the local supervisory file for up to one year as documentation that you have been placed on notice regarding this issue of concern and the consequences of repeated behavior.

The Employee Assistance Program (EAP) is available to you to provide counseling services and/or assistance and may be contacted at 1-800-222-0364. The EAP is a confidential resource designed to help employees address a wide range of personal or family issues.

Please sign the acknowledgement of receipt below. Your signature does not indicate agreement with this action; it only represents receipt of this notice on the date signed.

Acknowledgement of Receipt

(b)(6)

Employee's Signature

2-10-14

Date

Delivery Information:

Paula S

Hand Delivered By

2/10/2014

Date

(b)(6)