



Transportation
Security
Administration

Date: February 26, 2014
To: (b)(6)
Master Behavioral Detection Officer
Orlando International Airport

From: Jose Zengotita
SPOT Transportation Security Manager
Orlando International Airport

Subject: Memo of Counseling

Ref: (b)(6)

On January 28, 2014 you failed to properly maintain your SPOT daily log of activities. While performing your duties as a Master Behavioral Detection Officer, at Orlando International Airport, you failed to complete the baseline and checkpoint check-in information in your daily log. This failure to follow standard operating procedures reflects negatively on you and the Transportation Security Administration.

You failed to follow established procedures as per TSA's Screening Passenger by Observation Techniques SOP, Revision 3, Release date October 23, 2013, Implementation date November 22, 2013, Section 2.5 and 3.2 (*Available For Review Upon Request*)

Your actions, as mentioned above, fail to meet the expectations of a TSA employee as set forth in TSA Management Directive 1100.73-5, Employee Responsibilities and Code of Conduct, dated September 30, 2013, specifically but not limited to:

§5.A. "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"

§5.A (2) "Responding promptly to and fully complying with directions and instructions received from their supervisor or other management officials."

§5.A (7) "Observing and abiding by all laws, rules, regulations and other authoritative policies and guidance"

On January 28, 2014 I inspected your SPOT daily log and found that you had failed to complete the environmental baseline and the checkpoint check-in information in your SPOT log. This requirement to maintain a daily log of activities has been briefed repeatedly by the BDA TSMs since December 19, 2013 as a result of the PCA Audit conducted December 2013. The PCA audit identified this requirement as a deficiency here at MCO. Additionally, when asked you were unable to provide the location of your assigned BDO partner. Per the referenced SPOT SOP you are required to have a partner.

PRIVACY ACT INFORMATION

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RECEIVED

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(b)(6)

Master Behavior Detection Officer

14-3049/SB/MCO

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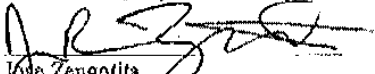
As a Master Behavioral Detection Officer, you are required to maintain a daily log of activities within your BDO notebook. You serve in a critical security position that requires compliance with all directives as published. Any failure to comply with directives negatively impacts the effectiveness and efficiency of our security mission. Your recent actions reflect your failure to meet those standards and comply with Transportation Security Administration (TSA) policy.

Please be advised that any future incidents of this nature may result in disciplinary action, up to and including removal, from the Federal service. Now that you are on notice of these issues I expect improvement in these areas.

This memorandum of counseling is not a formal disciplinary action and may not be grieved through agency grievance procedures. It will not be placed in your Official Personnel File. However, I will retain a copy of this letter for up to one year in the event it is necessary to demonstrate that you have been placed on notice regarding this type of behavior.

If you need assistance in dealing with any personal matters, the Employee Assistance Program (EAP) is available to provide confidential counseling services. EAP can be reached by calling 1-800-222-0364.

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.


Jose Zengotita
SPOT Transportation Security Manager

3/9/14
Date & Time

Attachments:

1. TSA's Screening Passenger by Observation Techniques SOP, Revision 3, Release date October 23, 2013, Implementation date November 22, 2013, Section 2.5 and 3.2 (*Available For Review Upon Request*)
2. TSA MD 1100.73-5, Employee Responsibilities and Code of Conduct, dated September 30, 2013

cc: HR Specialist

Acknowledgement of Receipt:

(b)(6)

Master Behavior Detection Officer

OR

If refuse to Sign:

Witnessed By: (Signature)

Witnessed By: (Print Name)

03/09/2014
Date

3/9/14
Date

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Witnessed By: (Print Name)

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