CASE FILE COVER SHEET
Important: This document contains confidential personnel information and must

From: (airport point of contact)	Employee Relations Case No.:
(b)(6)	Airport Name: Des Moines International Airport Airport Code:
	DSM
Employee's name:	SSN:
(b)(6)	(b)(6)
MTSO- BDO	EOD: (b)(6)
Disciplinary Action: x Lelter of Reprimand Suspension days Reduction in Pay/Pay Band	Date of alleged incident: 1/8/2013
Removal during trial period	Offense Code:
Removal (non-trial period) Other (specify):	Process: x 1-Step 2-Step
indicate the documents enclosed supporting the counseling memoranda, statements made by the that was violated. Reason for action:	proposal. Include documents such as witness statements, employees and any law, rule, policy, regulation, or procedure Materials relied upon to support action (To be included in case file, as appropriate):
x Conduct (including security breach) Therformance	☐ Chronology of events
Medical issue	x Witness statements
Other (specify):	x Employee's statement
	☐ Counseling memos/prior discipline☐ Medical documentation
	Leave records/T&L reports/SF-71s
	☐ Incident/police reports
	☐ Alcohol/drug test results
	x Douglas Factors Worksheet ☐ Deciding Official's Notes for Oral Reply
	Dublicity
	x Policy, Law, Rule, Regulation Violated x Other (specify)
The employee's actions adversely affect:	
∢ TSA Operations: ☐ Employee Morale: ☐ Image of TSA:	
Documents to be included:	
Proposal, if applicable	x Decision Letter
Employee's Written Reply, if any Deciding Official's Notes of Oral Reply, if any	x All other documents in the case file SF-52, where applicable
thin seven (7) days of the issuance of the decision, forward	ard a copy of the complete case to TSA- Employee Relations
Fed-Ex Address:	58
TSA Headquarters	

Crystal City Annex Office of Human Resources 2800 Crystal Drive Sulte 3B30

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.

- Yes Did you obtain a case number from Headquarters ER?
- NA Did field counsel determine the legal sufficiency of the action? (Not required for letters of reprimand).
- NA 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.
- Yes 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.
- Yes Did you send the complete case file [proposal/decision letters, proof of mailing, employee response (if any), material refled on, completed SF-52) to Headquarters ER]

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

2/6/2013 Date (bx6)
Certification Signature

DISCIPLINARY PROCEDURE DUE PROCESS QUICK CHECKLIST

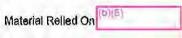
To be completed by the deciding official prior to issuing final decision]

Yes	Is there a law, rule, regulation, policy or procedure that describes appropriate/inappropriate behavior?
Yes	Was an appropriately thorough investigation/inquiry conducted?
Yes	Did you determine what the facts are?
Yes	Did the facts show that the employee violated a law, rule, regulation, policy or procedure?
Yes	If appropriate, did you apply progressive discipline?
Yes	Did the facts show that the employee knew or should have known of the law, rule, regulation, policy or procedure that the employee violated?
Yes	Does the case file reflect a case number from Headquarters ER?
Yes	Did you discuss the charges with the employee?
Yes	Did you give the employee an opportunity to answer charges?
Yes	Did you determine whether the employee is a screener or non-screener and whether the employee has completed his/her basic trial period?
Yes	Was the Guidance Workbook for Addressing Performance and Conduct Problems used to determine the appropriate procedures for the type of discipline intended?
Yes	Is the offense contained in the Interim Guide to Corrective/Disciplinary Actions? Is the penalty appropriate for the offense?
Yes	Was the decision fair, equitable and non-discriminatory;
Yes	Were aggravating and miligating factors considered?
Yes	If removal was not required by Management Directive 1100.75-3, did you complete the Douglas Factors Worksheet?
Yes	Does the decision describe any applicable right to grieve, appeal, file an EEO complaint and, if applicable, advise of the Employee Assistance Program?
NA	For suspensions, reductions in pay/pay band or removal, did Field Counsel determine the legal sufficiency of the action?
2/5/20 Date:	113 Certification Signature (Deciding Official)

PROPOSAL AND DECISION LETTERS QUICK CHECKLIST

PROPOSALLETTER

Does	your proposal letter contain the following?
	OPENING PARAGRAPH (INCLUDING PROPOSED PENALTY)
	REASONS, SPECIFICATIONS AND SUPPORTING EVIDENCE (INCLUDING LAW, RULE, REGULATION, POLICY OR PROCEDURE VIOLATED)
	DOUGLAS FACTORS (INCLUDING PAST DISCIPLINE)
	RIGHT TO REPLY WITHIN 7 DAYS PARAGRAPH (INCLUDING NAME OF DECIDING OFFICIAL AND PERSON TO CONTACT TO ARRANGE FOR ORAL REPLY)
	RIGHT TO REPRESENTATION PARAGRAPH
	MATERIAL RELIED UPON ATTACHED OR RIGHT TO REVIEW MATERIAL RELIED ON PARAGRAPH (IF TOO VOLUMINOUS)
	EAP LANGUAGE
	EMPLOYEE'S STATUS DURING NOTICE PERIOD
	NAME OF PERSON TO CONTACT FOR QUESTIONS
	SIGNATURE & ACKNOWLEDGEMENT LANGUAGE
	DECISION LETTER
Does y	our decision letter contain the following?
×	OPENING PARAGRAPH (INCLUDING THE DECISION AND THE EFFECTIVE DATE OF ACTION) $% \left(\frac{1}{2}\right) =0$
	RESPONSE TO REPLY(IES) and, if no replies, so state. (ONLY FOR 2-STEP PROCESS) $$
x	A FINDING ON EACH REASON AND SPECIFICATION
×	DOUGLAS FACTORS LANGUAGE
X	APPEAL RIGHTS
	EEO RIGHTS
x	EAP LANGUAGE (EXCEPT FOR REMOVAL)
	RETURN OF TSA PROPERTY (FOR REMOVAL CASES ONLY)
	SSI LANGUAGE (FOR REMOVAL CASES ONLY)
¥	SIGNATURE & ACKNOWLEDGEMENT LANGUAGE



Letter of Reprimand

- Slatement
- · Pre-decisional discussion
- TSA Management Directive 1100.73-5 Employee Responsibilities and Conduct
- Handbook to TSA MD 1100.73-5
- TSA Management Directive 1100.75-3 Addressing Unacceptable Performance and Conduct
- Handbook to MD 1100.75-3
- Acknowledgment of reading and receipt of MD 1100.73-5 dated 11/14/2011