

U.S. Department of Homeland Security
Chicago Midway International Airport



Transportation
Security
Administration

Date: January 29, 2014

To: (b)(6)
Expert Transportation Security Officer (BDO)
Chicago Midway International Airport

From: (b)(6)
Transportation Security Manager (BDO)
Chicago Midway International Airport

Subject: Letter of Reprimand

Ref: ER # (b)(6)

The purpose of this Letter of Reprimand is to officially reprimand you for failing to follow procedures in the two (2) instances described below. This action is taken to promote the efficiency of the Federal Service, and is based upon the following.

On September 30, 2013, you engaged an individual who was not a passenger prior to reaching the checkpoint and again in the airport lobby. You requested Law Enforcement Officer (LEO) intervention although, by your own admission, the individual you engaged did not meet the threshold for LEO intervention.

On September 30, 2013, you failed to upload your Daily Activity Log (DAL) for that day into the share site for review, and in fact did not do so until October 8, 2013.

Your conduct violates TSA MANAGEMENT DIRECTIVE No. 1100.73-5, Employee Responsibilities and Conduct section 5 part A 2 and 7 which states:

5. RESPONSIBILITIES:

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:

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

5333 South Laramie Avenue, Suite 220
Chicago, Illinois 60638

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(7) Observing and abiding by all laws, rules, regulations and other authoritative policies and guidance, written and unwritten.

The guidelines on using the tables of offenses and penalties for appropriate discipline for common offenses under section M. Screening and Security dealing with a failure to following Standard Operating Procedures recommends a Letter of Reprimand (LOR) up to a 4-day suspension when the charge is within the mitigated penalty range of offenses. It has been decided that a Letter of Reprimand is the appropriate penalty and promotes the efficiency of the Federal service.

As an employee of the Transportation Security Administration you are expected to meet high standards of conduct. It is hoped that this Letter of Reprimand will impress upon you the seriousness of your actions and that future discipline will not be necessary. Future misconduct may lead to further and more severe disciplinary action, up to and including termination of your TSA employment. This Letter of Reprimand may be cited as evidence of prior disciplinary action, should future discipline be warranted.

This Letter of Reprimand will be placed in your Official Personnel Folder (OPF) for up to a two-year period, during which it may be cited as a prior formal disciplinary action in any future disciplinary matter. However, your supervisor may decide to remove the letter prior to the expiration of the two-year period. Once it is removed from your OPF, your supervisor will retain the letter indefinitely as evidence that you were on notice about the performance or conduct in question.

You may grieve this action under the TSA Unified Dispute Resolution System.

If you choose to grieve this action under the grievance procedures in TSA HCM 771-4, Handbook, your grievance must be submitted in writing to the National Resolution Center (NCR) within fifteen (15) calendar days of receipt of this letter. The written grievance can be filed by email at resolutioncenter@tsa.dhs.gov, or facsimile at (703) 603-4057 using TSA form 1115, Grievance Request. A copy of HCM 771-4 Grievance Procedures is attached. The Designated Grievance Officials (DGO) are Robert Jennings, Supervisory Transportation Security Inspector, and Fred Wheat, Supervisory Transportation Security Inspector. STSI Jennings can be reached by phone at 773-498-(b)(6) and by email at (b)(6). STSI Wheat can be reached by phone at 773-498-(b)(6) and by email at (b)(6). Either can be reached by mail at the following address:

TSA
5333 S. Laramie Avenue, Suite 220
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If you are interested in participating in mediation of this action, you can initiate the mediation process by calling the National Resolution Center at (571)227-5097 or emailing Resolutioncenter@tsa.dhs.gov to discuss whether your case is eligible for mediation. You

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should not file a written request for mediation with the NRC until after this discussion has occurred.

I am available to help you if you need guidance on this matter. Additionally, if you feel you might have a personal problem, which affects your ability to attend work regularly, you may contact the Employee Assistance Program (EAP) at 1-888-222-0364. EAP is a confidential resource designed to help employees deal with a wide range of personal issues affecting work performance.

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

(b)(6)

1-29-14
Date

Transportation Security Manager (BDO)

Attachments:

HCM 771-4 National Resolution Center

HCM 771-4 Handbook

TSA Form 1163-1 Personal Representative Designation

Acknowledgement of Receipt:

(b)(6)

Refused to Sign

Date

Delivery Information:



Hand Delivered by:

01/29/14
Date

Cc: OPF