

DEPARTMENT OF HOMELAND SECURITY
DALLAS LOVE FIELD



Transportation
Security
Administration

July 17, 2013

To: (b)(6)
Master Transportation Security Officer - BDO

From: (b)(6)
Transportation Security Manager - BDO

Subject: Letter of Counseling

Reference: (b)(6)

The purpose of this letter is to counsel you for inattention to duty. Specifically, on May 6, 2013, May 21, 2013, and June 11, 2013, you were observed sleeping during meetings. When you attend a meeting you are expected to actively listen and participate.

On May 28, 2013, I spoke to you regarding this issue. You stated that you were going to bid on a later shift to help resolve the issue. After we spoke, I observed you sleeping in a meeting on June 11, 2013.

Your actions are a violation of TSA MD 1100.73.5. Section 6. B. of that directive states that employees' conduct at work directly affects the proper and effective accomplishment of their official duties and responsibilities. Employees must perform their duties in a professional and business-like manner throughout the workday. Employees in direct contact with the public bear a heavy responsibility, as their conduct and appearance have a significant impact on the public's attitude toward the Federal government and TSA. Section 6.C. of that directive states that while on or off-duty, employees are expected to conduct themselves in a manner that does not adversely reflect on TSA, or negatively impact its ability to discharge its mission, cause embarrassment to the agency, or cause the public and/or TSA to question the employee's reliability, judgment or trustworthiness.

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.

This letter of counseling is not a disciplinary action and may not be grieved through the agency grievance procedures. 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.

FOR OFFICIAL USE ONLY

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.

(b)(6)

Transportation Security Manager - BDO

7-17-13
Date

Acknowledgement of Receipt

(b)(6)

Master Transportation Security Officer - BDO

7-17-13
Date

Delivery Information:

(b)(6)

Hand Delivered By

7-17-13
Date

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