

DEPARTMENT OF HOMELAND SECURITY
DALLAS LOVE FIELD



Transportation
Security
Administration

June 25, 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 failure to follow the Screening of Passengers by Observation Techniques (SPOT) Standard Operating Procedures (SOP) and inattention to duty. Specifically on May 29, 2013, you were performing Walk the Line duties with MTSO-BDO (b)(6). Video evidence shows that MTSO (b)(6) was engaging passengers, but you were not observing the interaction with passengers and instead were putting divestiture bins away.

I approached you asked you why you were running bins and you said that you felt like you needed to help with the bins.

Your actions violate section 3.6 of the SPOT SOP (Revision 2 March 11, 2011). Section 3.6 is specific in the procedures that you are to follow when performing Walk the Line duties.

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.

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.

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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)

6-25-13
Date

Transportation Security Manager - BDO

Acknowledgement of Receipt

(b)(6)

6-25-13
Date

Master Transportation Security Officer - BDO

Delivery Information:

(b)(6)

6-24-13
Date

Hand Delivered By

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Withheld pursuant to exemption

(b)(6)

of the Freedom of Information and Privacy Act