



**Transportation
Security
Administration**

Department of Homeland Security
17801 International Blvd South
Box 309
Seattle, WA 98158

Date: June 11, 2014

To: (b)(6)
Behavior Detection Officer
Seattle Tacoma International Airport

From: Laura Bayless da Costa
Transportation Security Manager
Seattle Tacoma International Airport

Subject: Letter of Counseling

Reference: (b)(6)

The purpose of this letter is to counsel you for failure to follow Standard Operating Procedures (SOP) for completion of your Behavioral Detection Officer (BDO) notebook.

Specifically, from December 7, 2013 through May 29, 2014 you failed to complete the required daily entries in your BDO notebook. You indicated that you annotated the information on your Daily Activity Report (DAR) and then proceeded to take the DAR home with you. The BDO team was briefed the week of April 13, 2014 about not using the DAR for daily notebook entries, this was also included in the shift briefing publication for the week of April 13, 2014.

Behavioral Detection and Analysis (BDA) SOP 2.5.1.1 specifies that BDOS must:

(b)(3) 49 U.S.C. § 114(f)

You are a Behavior Detection Officer and you serve in a critical security position. It is my expectation that you will follow BDA SOP guidelines as outlined above as well as all directives issued by your leadership team.

Please be advised that any future incidents of failure to follow direction 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, nor addressed via the Peer Review process (where applicable). 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 repeat 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.

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.

Acknowledgement of Receipt

(b)(6)

06/11/14
Date

Delivery Information:

Laura Bayless da Costa
Hand Delivered By
Laura Bayless da Costa

06/11/14
Date

(b)(6)