



Transportation
Security
Administration

Date: November 9, 2012

To: (b)(6)
MTSO – Master Behavior Detection Officer
Lambert - St. Louis International Airport

From: Brian S. Meadows
SPOT Transportation Security Manager (STSM)
Lambert - St. Louis International Airport

Subject: Letter of Reprimand

Ref: (b)(6)

The purpose of this memorandum is to officially reprimand you for failure to follow Standard Operating Procedures (SOP).

On April 27, 2012, during your mid-year Performance Accountability and Standards System (PASS) review, you were informed by STSM Alisia Tipler that you were not performing the "walk the line" procedure as outlined in the SOP ("walk the line" refers to the requirement for the BDOs to move through the queue and change positions). Specifically she stated that you needed to perform the procedure more frequently. During your 3rd quarter PASS meeting with STSM Tipler on July 27, 2012, it was again discussed that you needed to show improvement and be more consistent in "walking the line". Your failure to comply with the "walk the line" process has been documented several times by both "G" band BDO's and STSM Tipler. On October 4, 2012, STSM Tipler met with you to discuss your continued failure to walk the line and informed you that she was prepared to move to the next step due to your continued noncompliance. After moving to the PM shift during a shift bid on October 21, 2012, it was again documented for two straight shifts that you were not walking the line.

Your actions are in violation of Transportation Security Administration (TSA) Screening of Passengers by Observation Technique (SPOT) SOP, Revision 2, implemented April 11, 2011, Section 3.2 *Preparation and Positioning* and Section 3.6 *Walk the Line* (WTL). Section 3.2 D.1 states (b)(3) 49 U.S.C. § 114(n)

(b)(3) 49 U.S.C. § 114(n)

Section 3.6 states (b)(3) 49 U.S.C. § 114(n)

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(b)(3) 49 U.S.C. § 114(f)

(b)(3) 49 U.S.C. § 114(f)

On Friday October 26, 2012, I met with you to conduct a pre-disciplinary discussion; I expressed concern that you were still not meeting expectations. You disagreed stating that you have increased the frequency in which you walk the line. In your written response dated October 27, 2012, you state "During the three weeks since that discussion (Oct 4th, 2012) I have made a concerted effort to focus as much as possible on this procedure", and that you were "shocked" when I told you another Officer expressed concern about this procedure. Additionally, you requested that STSM Robert Gallagher and Expert BDO (b)(6) work with you to clarify the clear disconnect in this procedure application. I feel you have had ample opportunity to correct your behavior and you have failed to do so.

In determining the appropriateness of the penalty, I have considered a number of factors. When employees fail to comply with Standard Operating Procedures, it potentially brings discredit to the federal government and the TSA.

Walking the Line is an essential part of a BDO job function. BDO's are expected frequently and throughout their assigned shift, to work with a partner executing this technique. Although you have no previous discipline and several years of exemplary performance, this issue is very serious and reflects negatively on your direct responsibilities as a BDO. All BDOs are expected to adhere to the SOP. The policies and procedures have been put in place to maintain the safety of the officers as well as the integrity of the program. When employees fail to follow these procedures, especially when their actions are deliberate, it increases the risk of security related incident and it can be adversely affect our ability to provide efficient and effective security.

After careful review of all of the above and consideration of the guidance outlined in the TSA Table of Penalties, a Letter of Reprimand is the appropriate action and is consistent with other employees who have engaged in the same or similar offense. I have attached the material relied on to support this action.

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 seek review of this Letter of Reprimand under the TSA Grievance procedures.

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If you elect to grieve this matter under the grievance procedures in TSA Management Directive (MD) 1100.77-2, *Grievance Procedures*, your grievance must be submitted in writing to me within fifteen (15) calendar days of receipt of this letter. A copy of MD 1100.77-2, *Grievance Procedures* may be found on the TSA Intranet.

If you need assistance in dealing with any personal matters, the Employee Assistance Program (EAP) is available to provide confidential counseling services. EAP and can be reached by calling 1-800-222-0364.

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.




Brian S. Meadows
Transportation Security Manager

11/9/12

Date

Acknowledgement of Receipt:

(b)(6)


MTSO – Behavior Detection Officer

11/9/12

Date

Delivery Information:



Hand-Delivered by

11/9/12

Date

Attachments: Supporting Documentation

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