



Transportation
Security
Administration

Date: November 9, 2012

To: (b)(6)
Master Transportation Security Officer – Behavior Detection Officer

From: Deserae Fiedler *Deserae Fiedler*
SPOT Transportation Security Manager

Subject: Letter of Counseling

Reference: (b)(6)

The purpose of this letter is to counsel you for inattention to duty. Specifically, at approximately 06:29 on October 4, 2012, while on duty at Checkpoint 1, you participated in a SPOT referral screening. During this screening, the passenger you were screening surrendered a pocket knife to you, which you placed on the ETD table next to the passenger's items. You completed the referral screening process and left the area, but you left the pocket knife unattended on the ETD table. It was discovered approximately 50 minutes later by L.TSO (b)(6) who then took control of it and disposed of it properly. Lead SPOT TSM Lori McCullough discussed this issue with you that day, at which time you admitted that you forgot about the knife after placing it on the table.

In deciding to issue you this Letter of Counseling, I considered that your primary role as a TSA employee is to conduct screening of individuals and their property to prevent unauthorized persons or prohibited items from being allowed into the sterile area. Your inattention to duty in this situation led to a knife, a prohibited item, being left unattended for nearly an hour on the sterile side of the checkpoint. In speaking to you about your actions, you were remorseful about what had happened. Because you have not received any prior disciplinary actions or counseling regarding this type of issue, this Letter of Counseling will serve as a reminder and clear notice of your responsibility to be attentive at all times in performing your duties in accordance with established policies and procedures.

Your misconduct, as set forth above, violated TSA Management Directive (MD) No. 1100.73-5, *Employee Responsibility and Conduct*, Paragraph 5.A (7), which requires "observing and abiding by all laws, rules, regulations and other authoritative policies and guidance, written and unwritten." The authoritative policy that you violated was TSA's SPOT Standard Operating Procedure (SOP) Sections 3.7.A. and TSA's Screening Checkpoint SOP Section 18.A. I reviewed TSA's Table of Offenses and Penalties. This action is consistent with the recommended penalty ranges for this type of offense, in Section H.5.

Now that I have advised you regarding this issue, I am hopeful you will be more attentive and pay closer attention to your duties and responsibilities in the future. If you need further clarification regarding this letter and my expectations, please let me know. You serve in a critical security position that requires the highest standards of professionalism and adherence to TSA requirements. It is hoped that this Letter of Counseling will impress upon you the seriousness of your actions and that future discipline will not be necessary. Please be advised that any future incidents of this nature may result in disciplinary action, up to and including removal, from the Federal service.

This Letter of Counseling is not a formal disciplinary action and may not be grieved through agency grievance procedures. It will not be placed in your e-Official Personnel Folder (e-OPF). However, I will retain a copy of this letter indefinitely in the event it is necessary to demonstrate that you have been placed on notice regarding this type of behavior.

I am available to help you if you need guidance on this matter. Additionally, if you need assistance in dealing with any personal matters, the Employee Assistance Program (EAP) is available to provide confidential counseling services. EAP can be reached by calling 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.

Acknowledgement of Receipt:

(b)(6)

11-14-12
Date

— OR —

(b)(6)

11/14/12
Date