

Letter of Counseling (LOC)

Date: 3/26/13

Employee Name: (b)(6)

Position: MTSO

Team: BDO

Person making report and/or observation: STSM Matthew McCalligett

History: List all previous corrective actions, Leave Restrictions, LOCs, or adverse actions such as Letters of Reprimand (LOR), Suspensions, etc.

Date:

Incident:

Type:

This letter is intended to be corrective in nature, is not a disciplinary action and may not be grieved. If this action does not serve to correct the performance or misconduct, corrective or more severe adverse or disciplinary action, up to and including removal, may be initiated. This letter will not be placed in your Official Personnel Folder (OPF), but will be retained in local files for an indefinite period of time, and will demonstrate that you were counseled regarding the issue(s) below. Additionally, if there are personal issues related to this matter, you are reminded of the Employee Assistance Program, reachable at 800-222-0364.

Type of Incident/Infraction:

☐ Attendance/Tardiness/AWOL

☐ Unsafe behavior

☒ Failure to follow Work Rules/Procedures

☐ Uniform/Appearance

☐ Security breach/SIDA violation/Care of SSI

☐ Insubordination/Refusal to Perform Job

☐ Falsification of Documents/False Statements

☐ Other

Description of employee's unacceptable performance or conduct with supporting facts:

You failed to perform the correct physical property screening of a passenger's carry-on bag on March 20, 2013. As a result you failed to perform your duties as required by the Screening of Passengers by Observation Technique (SPOT) Standard Operating Procedures (SOP) and the Screening Checkpoint Operating Procedures.

Expected behaviors and corrective action to be taken:

Employee will review section 3.7.3. SPOT Referral Screening Of Accessible Property of the Screening of Passengers by Observation Techniques Standard Operating Procedures.

I have read, understand and acknowledge receipt of the above report.

(b)(6)

Employee Signature

3/26/13
Date

Matthew McCalligett
STSM Matthew McCalligett

3-26-13

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Withheld pursuant to exemption

(b)(6)

of the Freedom of Information and Privacy Act