

U.S. Department of Homeland Security
Spokane International Airport – GEG
7901 W. Pilot Drive
Spokane, WA 99224



Transportation
Security
Administration

Date: March 12, 2014
To: (b)(6)
Expert Behavior Detection Officer
Spokane International Airport
From: (b)(6)
BDA Transportation Security Manager
Spokane International Airport
Subject: Letter of Counseling – Failure to follow Standard Operating Procedures
Reference: (b)(6)

The purpose of this letter is to counsel you for failing to follow Standard Operating Procedures.

On February 25, 2014 while performing Behavior Detection duties, you failed to follow Standard Operating Procedures in performing a SPOT Referral as required by SPOT SOP Section 3.6.1 SPOT Referral Screening of Persons and 3.6.3 SPOT Referral Screening of Accessible Property.

Specifically, your actions resulted (b)(3):49 U.S.C. § 114(r) and allowed them into the sterile area without additional screening as required by the SPOT SOP, resulting that this passenger proceeded through the concourse and board an aircraft.

After reviewing the CCTV of the referral it clearly shows (b)(3):49 U.S.C. § 114(r)

(b)(3):49 U.S.C. § 114(r)

In regards to this incident you will be afforded time to review the SPOT SOP of the sections that were in violation and have an in depth discussion with me. I expect (b)(3):49 U.S.C. § 114(r) referral you will have better domain awareness (b)(3):49 U.S.C. § 114(r) I also expect you to take your time during a referral to take control, access the situation and ensure that the SOP is being followed so this does not happen again.

On February 25, 2014 I met with you to discuss this matter and review the CCTV. You stated that you made the decision with your partner (b)(3):49 U.S.C. § 114(r) (b)(3):49 U.S.C. § 114(r) You also stated that as the Expert BDO you should have had better domain awareness (b)(3):49 U.S.C. § 114(r) was leaving the area.

You are in violation of the following:

- 3.6.1 SPOT Referral Screening of Persons
- 3.6.3 SPOT Referral Screening of Accessible Property

I have every faith and confidence in your ability to continue to serve well as a TSA Behavior Detection Officer. Please ensure as we move forward that you understand my expectation to always follow the SOP.

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, 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)

Expert Behavior Detection Officer

3/17/2014
Date

Delivery Information:

(b)(6)

Hand Delivered By:

(b)(6)

Behavior Detection and Analysis Transportation Security Manager

3/17/2014
Date

(b)(6)

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Security
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Date: March 12, 2014

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Master Behavior Detection Officer
Spokane International Airport

From: (b)(6)
BDA Transportation Security Manager
Spokane International Airport

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- 3.6.3 SPOT Referral Screening of Accessible Property

Officer, Please ensure as we move forward that you understand my expectation to always follow the SOP.

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