



Transportation
Security
Administration

Date: May 17, 2012
To: (b)(6)
Expert Behavior Detection Officer
LAX
From: Charley Chelette
SPOT Transportation Security Manager
LAX
Subject: Memorandum of Counseling

Excessive Tardies

On November 29, 2011 you were issued a Verbal Discussion by STSM Charley Chelette, which reviewed your attendance history. At that time we discussed how important it is for you to report to work on time. On January 23, 2012 you were late 13 minutes and was issued a MOC in the hope that your attendance would improve. Since you were issued that MOC you have been tardy a total of 3 more times, and in the past 180 days you have a total of 5 occurrences.

04/19/2012 (tardy) Thursday-2 minutes
04/26/2012 (tardy) Thursday-1 minutes
05/01/2012 (tardy) Tuesday-1 minutes

When employees fails to report for duty as scheduled, it adversely affects our ability to schedule the Security Officers necessary to provide efficient and effective security at the airports.

As TSA Management Directive No. 1100.73-5, Employee Responsibilities and Conduct, paragraph 5A states, as a Transportation Security Officer you are responsible for behaving in a way that does not bring discredit upon the Federal Government or TSA, and for observing the following basic on-the-job rules:

- (1) Reporting to work on time and ready, willing and able to perform the duties of their position. This means reporting for duty free from any effects of alcohol and/or drugs that may impair job performance or conduct, physically and mentally capable of performing his or her job requirements and in appropriate clothing and/or outfitted with required tools or equipment.

(2) Responding promptly to and fully complying with directions and instructions received from their supervisor or other management officials

You serve in a critical security position that requires the highest standards of professionalism when interacting with the general public or other TSA employees. Your recent actions reflect your failure to meet those standards and comply with Transportation Security Administration (TSA) policy.

Any future incidents of this nature may result in the imposition of leave restrictions or other corrective or disciplinary action, up to and including removal, from the Federal service. Now that I have advised you regarding these issues, I am hopeful you will improve in these areas and comply with the leave use standards of this office. If you need further clarification regarding this memorandum and my expectations, please let me know.

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 electronic Official Personnel File. 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 further 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 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.


Charley Chelette
SPOT Transportation Security Manager

5-17-12
Date

Acknowledgement of Receipt:

(b)(6)

Expert Behavior Detection Officer

5-17-2012
Date

The above named employee received this letter, however refused to acknowledge receipt:

Witnessed By _____

Date _____