



Transportation
Security
Administration

Department of Homeland Security
17601 International Blvd South
Box 309
Seattle, WA 98155

Date: May 31, 2014

To: (b)(6)
Lead Behavior Detection Officer
Seattle Tacoma International Airport

From: (b)(6)
Behavior Detection Analysis Transportation Security Manager-I
Seattle Tacoma International Airport

Subject: Letter of Counseling

Reference: ER (b)(6)

The purpose of this letter is to counsel you for Failure to Follow Instructions and Standard Operating Procedure (SOP).

Specifically, on March 5, 2014, while you were assigned as Behavior Detection Officer (BDO) Point of Contact (POC), Transportation Security Manager (TSM) (b)(6) (b)(6) discovered that there were no BDOs present on any of the checkpoints. You indicated to her that the teams were all at breaks and that there was one BDO at the Checkpoint #5. She discussed this incident with you indicating that it was against Screening of Passenger by Observation Technique (SPOT) SOP to conduct SPOT with one BDO. Additionally, on May 20, 2014, while you were assigned as BDO POC, TSM (b)(6) spoke with you about the failure to have BDOs at any of the checkpoints.

You have failed to follow Management Directive 1100.73-5(a)(2) which indicates that TSA employees 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: (2) Responding promptly to and fully complying with directions and instructions received from their supervisor or other management officials. Additionally, you have failed to follow SPOT SOP Sections 2.1.C, 2.4.B, and 3.2.B.

You are a Lead Behavior Detection Officer and you serve in a critical security position that requires the highest standards of professionalism. Your recent actions reflect your failure

their supervisor or other management officials. Additionally, you have failed to follow SPOT SOP Sections 2.1.C, 2.4.B, and 3.2.B.

You are a Lead Behavior Detection Officer and you serve in a critical security position that requires the highest standards of professionalism. Your recent actions reflect your failure to meet those standards. I expect that you will follow all policies, procedures and directives, written or unwritten, and that you will ensure that BDOs are deployed in teams of two in order to accomplish workloads. You are further expected to deploy BDOs on a risk based approach focusing on areas where there is greater opportunity to observe for individuals and to mitigate vulnerabilities (b)(3) 49 U.S.C. § 114(f)

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 five years 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)

5/31/14
Date

Delivery Information

(b)(6)

6/21/2014
Date

(b)(6)