



Transportation
Security
Administration

Date: May 12, 2014

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

 ENTERED

From: (b)(6)
Behavior Detection and Analysis - Transportation Security Manager
Philadelphia International Airport

Subject: Letter of Guidance and Direction

On April 28, 2014, while assigned to Administrative Behavior Detection Officer (BDO) duties, you failed to report a surveillance activity that BDO (b)(6) assessed to your manager. Specifically, BDO (b)(6) contacted you on your assigned BDO phone at approximately 1755 hours and reported an individual in the food court exhibiting (b)(3); 49 U.S.C. § 114(n). You put the information in your daily shift summary and failed to have your shift summary reviewed by a manager prior to leaving at the end of your scheduled shift (1830 hours).

Your conduct is in violation of TSA Management Directive 1100.73-5 Section 5.A (7) which states you are required to observe and abide by all laws, rules, regulations and other authoritative policies and guidance, written and unwritten. The SOP is clear in its direction that any significant events need to be reported to your manager immediately. Additionally, any (b)(3); 49 U.S.C. § 114(n) need to be passed on to fellow BDOs for situational awareness and ability to assess additional behaviors on the individual, if applicable.

As a Lead Behavior Detection Officer, you are required to follow proper BDO SOP procedures. Following required procedures that have been implemented by TSA to protect the traveling public is the most fundamental part of a Lead Behavior Detection Officer's job. It goes to the heart of TSA's security mission. As a result, you may put the traveling public and your co-workers at risk.

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 formal disciplinary action and is not grievable through agency grievance procedures. It will not be placed in your Official Personnel File (eOPF). 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 type of conduct or performance.

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 or via the internet at www.FOH4You.com. 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.

(b)(6)

[Redacted Signature]

5/12/14

Date

Behavior Detection and Analysis
Transportation Security Manager

Acknowledgement of Receipt:

(b)(6)

[Redacted Signature]

12 May 2014

Date

Lead Behavior Detection Officer

Delivery Information:

(b)(6)

[Redacted Signature]

5/12/2014

Date

Hand Delivered By

(b)(6)