



Transportation
Security
Administration

Interoffice Memorandum

Date: November 19, 2013

To: (b)(6)
Expert Behavior Detection Officer
Indianapolis International Airport

From: Ibrahim Ghulam
Transportation Security Manager
Indianapolis International Airport

Subject: Letter of Counseling

The purpose of this letter is to counsel you for the incident regarding annual leave request for November 30, 2013. You informed me that you were aware that a slot was available on the calendar, which was vacated by BDO (b)(6) due to schedule change. However, when STSM Anderson disapproved your leave request, you did not inform him or me, about this error. Instead, you initiated a request of assistance form AFSD-Batt, which resulted in an unnecessary email string and involved taking attention away for more pressing issues by an official of Transportation Security Administration

This matter could have been resolved by simply pointing out the error to the STSMs. Your conduct was unprofessional and unacceptable.

It is my expectation that you immediately notify an STSM about incidents which effect the daily operation of the BDO program. In addition, use courtesy and tact when dealing with fellow workers, supervisors, contract personnel, and travelling public, even in the face of provocation.

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 repeated behavior.

(b)(6)