

U.S. Department of Homeland Security
Portland International Airport
Portland, OR 97238



Transportation
Security
Administration

Date: November 18, 2014
To: (b)(6)
Master Behavior Detection Officer - PDX
From: (b)(6)
BDA Transportation Security Manager - PDX
Subject: Letter of Counseling
Reference: (b)(6)

On Tuesday, November 18, 2014, myself, LBDO (b)(6) BDA NTT (b)(6) and Natasha Konskey from the Office of Security Operations (b)(6) met with you to discuss our concerns about the statements you made during your daily feedback session on November 17, 2014.

During this meeting you were reminded of the importance of conferring and concurring with your partner by OJT coach LBDO (b)(6) when assessing indicators. You stated next time you will not be conferring with your partner, if it happened again you would make the decision to just assess the indicator. (b)(6) responded and stated that if you were to do that, you would be assessing the indicator incorrectly.

Roger, when you decide not to follow the protocols set to perform BDA, you put the entire BDA program in jeopardy. As a BDO in OJT, the expectation is for you to follow the BDA SOP, and the guidance that is provided for you from the OJT coaches, trainers, and HQ SMEs. Your failure to follow established protocols and procedures is unacceptable.

As a Behavior Detection Officer, you are expected to hold yourself to the highest of standards and expectations in regards to professionalism, responsibility, accountability, performance, and conduct, and to set a good example for your teammates on the checkpoint while performing all BDO and screening related issues. You serve in a critical security position that requires the highest standards of adherence to all TSA management directives, policies, and procedures. 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 Official Personnel File, but a copy will be retained in the local BDA/supervisory file for up to five years as documentation that you have been placed on notice regarding this issue.

I am available to help you if you need 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 denote agreement with this action; it only represents receipt of the notice on the date signed.

(b)(6)

Master Behavior Detection Officer

11/18/14
Date

(b)(6)

BDA Transportation Security Manager

11/18/14
Date

(b)(6)