

(b)(6)

Reference #

LOG for Failure to Follow Instructions-

(b)(6)



Transportation
Security
Administration

U.S. Department of Homeland Security
Honolulu International Airport
300 Rodgers Boulevard, #45
Honolulu, HI 96819

DATE: 10/14/2013
TO: (b)(6) MBDO
FROM: Eli Moniz, STSM
SUBJECT: Letter of Guidance – Failure to Follow Instructions

(b)(6)

On 10/1/13 you placed PII into the resolution statement box of a SPOT Report and below is listed an IBC that was completed with STSM Lovstedt on 10/2/2013.

(b)(2)-49 U.S.C. § 114(n)

for SPOT Referral Report dated 10/01/2013

Thank you for discussing with me via phone (10/02/2013) a SPOT Referral Report dated 10/01/2013. You explained to the details of this unique situation.

We discussed a variety of factors that could affect the environmental baseline and how you determine what behaviors or anomalies are present. It is crucial that you understand your environment and what cause and effect events are impacting that environment. Prior to performing SPOT you and your partner must work together to establish the environmental baseline. Remember that the baseline can change quickly. Be alert for changes and make sure that you and your partner(s) are on the same page with the environmental baseline.

I informed you that your name was in the Resolution Notes/Additional Information on the SPOT Referral Report and was considered Personally Identifiable Information (PII). Your initials next to your name indicate that you reviewed and attest to report being correct and accurate. You informed me that you were aware of the SPOT Reporting Requirements and you acknowledged to me that it was an oversight on your part.

As briefed in the past, if you have any questions or are faced with a unique situation and you are unsure of what to do please contact the duty STSM."

You have been notified/advised in the past via email notification/briefing/HNL BDO iShare of the HNL SPOT Guidance & Procedures, and per: **HNL SPOT Guidance & Procedures: SPOT Referral Reports**

- Part 3 Section 8 – Resolution Statement Box
Ensure no Personal Identifiable Information (PII) is in the Resolution Statement (i.e. names, identification numbers, etc.).





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If you wish I can supply you with a copy of the TSA MD 1100.73-5, EMPLOYEE RESPONSIBILITIES AND CONDUCT, which is available on the TSA network website. Please read all mentioned policies and procedures thoroughly, if you have any questions please do not hesitate to ask.

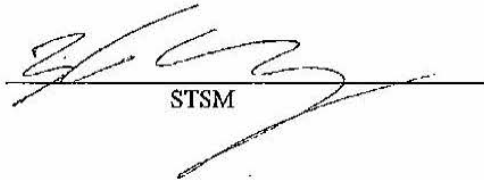
Please sign the acknowledgement of receipt below. Your signature does not denote agreement with this action; it only represents receipt of this notice on the date signed.

(b)(6)

BDO

10-14-13

Date


STSM

10/14/13
Date



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Withheld pursuant to exemption

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of the Freedom of Information and Privacy Act



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(b)(5) 49 USC § 114(n)

SPOT Referral Report dated 10/01/2013

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I informed you that MBDO (b)(6) name was in the Resolution Notes/Additional Information on the SPOT Referral Report and was considered Personally Identifiable Information (PII). Your initials next to your name indicate that you reviewed and attest to the report being correct and accurate. You acknowledged to me that it was an oversight on your part and that you were unsure if you should have even been listed on the SPOT Referral Report at all.

As briefed in the past, if you have any questions or are faced with a unique situation and you are unsure of what to do please contact the duty STSM."

You have been notified/advised in the past via email notification/briefing/HNL BDO iShare of the HNL SPOT Guidance & Procedures, and per: **HNL SPOT Guidance & Procedures: SPOT Referral Reports**

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10/14/2013
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(b)(3) 49 U.S.C. § 114(n)

SPOT Referral Report dated 10/01/2013

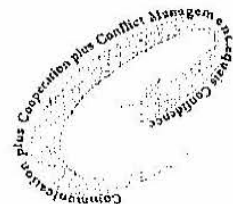
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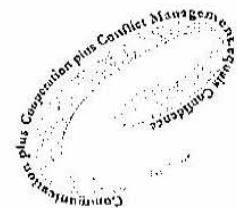
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