



Transportation
Security
Administration

Sacramento International Airport-SMF
4540 Duckhorn Drive
Sacramento, CA 95837

Date: September 6, 2012
To: (b)(6) EB100
From: Ginger Beebe, STSM

Subject: Summary of Pre-Decisional Discussion with Employee

On September 6, 2012, I met with (b)(6) to have a Pre-Decisional Discussion. At that time:

☒ I advised the employee that a pre-decisional discussion is generally a critical step in the fact finding process. A pre-decisional discussion allows management to acquire additional information to make a well informed decision and assures that due process requirements are met by notifying the employee of the allegation(s), discussing the evidence, and providing the employee an opportunity to respond to the allegation(s).

☒ I advised the employee of the following allegation(s) and the possible consequences of the following allegation(s):

On Friday, August 30, 2012 while performing SPOT duties at Central B Checkpoint, a passenger with a security pass but no identification, was being assisted by Lead Transportation Security Officer (LTSO) (b)(6). LTSO (b)(6) directed the passenger to wait off to the side beyond the Travel Document Checker podium and proceeded to the rear of the checkpoint.

You briefly engaged the passenger, who did not meet the BDO threshold for further screening, entered the checkpoint and told your partner that you needed to go to the bathroom. You proceeded towards the rear of the checkpoint and paused briefly at the West Supervisor's podium where Sacramento County (b)(6), (b)(7)(C) and LTSO (b)(6) were engaged in a conversation. You then continued to Gate 15, where you took possession of a passenger's purse from the Southwest Airlines Gate agent. You returned to the checkpoint with the purse and handed it over to (b)(6), (b)(7)(C).

On Saturday, August 31, 2012 I met with you to discuss the incident. You stated during that meeting that the checkpoint was busy, the Law Enforcement Officers at the back of the checkpoint were busy and went to the gate yourself. You acknowledged that you left your partner alone at the checkpoint. You further stated that you informed the gate agent that the passenger with the missing purse was at the checkpoint and the gate agent handed you the purse. You stated that you informed the gate agent that you could not take the purse but the gate agent was busy and you returned to the checkpoint with the purse.

You engaged yourself in a situation that did not meet our threshold for further involvement, told your partner that you were going to the bathroom when you were going to assist with the passenger's situation, left your partner alone at the checkpoint performing SPOT functions, did not involve the Law Enforcement Officers who handle our airport's lost and found responsibilities, and retrieved a passenger's item of value even after informing the gate agent that you could not take it.

TSA Management Directive (MD) 1100.73-5 *Employee Responsibilities and Conduct* and Screening of Passengers by Observation Technique (SPOT) Standard Operating Procedures (SOP).

☒ I provided the employee an opportunity to respond orally and/or in writing.

☐ Orally on _____, and stated as follows:
(insert date)

If the employee chooses to respond in writing, he or she will be given 24 hours to respond.

☒ The employee will provide a written response no later than 9/17/2012 end of shift
(insert date)

☒ This Pre-Decisional Discussion document was read to me in its entirety by the management official whose name is listed below:

Signed: [Signature] 9/6/2012
Ginger Beela, SPOT Transportation Security Manager Date

Signed: (b)(6) 9/10/2012
(b)(6) Expert Behavior Detection Officer Date

Signed: _____
Name & Title of Employee Date

Employee Representation:

- ☐ The employee requested representation, which was immediately available.
- ☐ The employee requested representation and was given until _____ to continue this discussion with representation present.

Name of Representative: _____

☒ The employee did not request representation.

Employee Written Response:

- ☒ I have attached a copy of the written response.
- ☐ Employee did not respond.

Management Name and Signature

Ginger Beela
[Signature]