



U.S. Department
of Transportation
**Federal Aviation
Administration**

Concord Tower
201 John Glenn Drive
Concord, CA 94520

February 16, 2007

Jeffrey N. Lewis
Air Traffic Control Specialist
Concord Airport Traffic Control Tower
Buchanan Field
201 John Glenn Drive
Concord, CA 94526-9022

Mr. Lewis:

This serves as notice that you are temporarily assigned to administrative leave pending the completion of a Report of Investigation by the Security and Hazardous Materials Division. You are directed to not report for duty at the Concord Airport Traffic Control Tower until you have been contacted by me and directed to do so.

You are further advised to remain available locally Monday through Friday during regular business hours in order to accommodate any interviews that may be necessary. As of today, you have been medically incapacitated from performing safety-related duty based on a teleconference that was conducted between Aerospace Medicine, General Counsel, Security and Hazardous Materials Division, Human Resources, and the Air Traffic Organization. Further administrative direction will be sent to you.

It is imperative that you return via the enclosed envelope, your FAA identification and keys. Please sign acknowledgement of this letter and return it with your identification. I will be in contact with you as the situation warrants. If you have any questions, you may reach me at (925) 685-5743.

Sincerely,

Jason Ralph
Air Traffic Manager

cc: AWP-7
AWP-300

Receipt Acknowledged: _____
Jeffrey Lewis, CPC

Date _____