



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive and all related Handbooks, Attachments, and Appendices, establish Transportation Security Administration (TSA) policy and must be applied accordingly.

REVISION: This revised directive cancels and supersedes TSA MD 1100.00-1, *Development and Implementation of Human Capital Directives and Policies*, dated January 9, 2006.

SUMMARY OF CHANGES: Section 3, Authorities, revised; Section 4, Definitions, updated; and various clarifying administrative changes throughout the directive.

1. **PURPOSE:** This directive provides TSA policy and procedures for the development and implementation of human capital directives and policies by TSA's Office of Human Capital (OHC). This directive also establishes the parameters by which TSA components (Headquarters (HQ) offices, airports, and field installations) can develop and implement local guidance relating to human capital directives and policies, with OHC oversight.
2. **SCOPE:** This directive applies to all TSA organizational components and offices.
3. **AUTHORITIES:**
 - A. The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
 - B. Delegation of Authority 1100.1, Delegation of Personnel Management Authority to the Assistant Administrator for Human Capital (AA/OHC), signed by the TSA Administrator, June 2, 2014
4. **DEFINITIONS:**
 - A. Human Capital Policy: Any directive or policy created by OHC that relates to administrative employment or personnel management issues, including, but not limited to, matters affecting benefits, hiring, hours of duty, leave, pay, performance, and conduct.
 - B. Local Guidance/Instructions/Standard Operating Procedures (SOPs): Written material issued by a component (HQ office, airport, or field installation) that provides details for local implementation of a human capital policy, e.g., identifying points of contact and approval authority.
5. **RESPONSIBILITIES:**
 - A. The AA/OHC has the delegated authority and responsibility for:
 - (1) Developing and implementing all human capital directives and policies; and

- (2) Coordinating all human capital directives and policies with TSA management officials and any specific program office that must concur with the relevant directive prior to final approval, in accordance with [TSA MD 200.1, *Directives Management Program*](#).

B. TSA management officials are responsible for:

- (1) Implementing and enforcing OHC directives and policies as of the approval date, unless a different effective date is specified; and
- (2) Ensuring that all staff members are made aware of OHC policies and are either provided copies or have the ability to obtain directives and policies upon request.

6. POLICY: It is the policy of TSA to maintain a central location for the development and issuance of human capital directives and policies. This central location is TSA HQ.

7. PROCEDURES:

A. Issuance of human capital directives and policies.

- (1) All human capital policies will be developed and issued by OHC at TSA HQ.
- (2) OHC will ensure that all OHC directives are posted for comments in accordance with TSA MD 200.1, prior to finalization and dissemination.
- (3) All OHC directives and policies will be coordinated, as appropriate, with affected TSA components/offices prior to finalization and dissemination.
- (4) OHC will review directives and policies on a biennial basis (or as otherwise required) to ensure the information is current. OHC will also update directives and policies as necessary. In the event that a directive or policy is updated or rescinded, all related guidance/instructions issued at the local level must be updated or rescinded as appropriate.

B. Issuance of Local Guidance/Instruction and/or SOPs.

- (1) TSA components (HQ offices, airports, and field installations) are **not** authorized to issue human capital directives or policies. In the event that a component needs to issue guidance/instruction or an SOP on a human capital directive or policy, the component will coordinate such issuance with OHC. This will ensure that the guidance/instruction or SOP does not supersede, expand, narrow, or conflict with the directive or policy.
- (2) If the guidance/instruction or SOP is being issued solely to alert staff to the existence of the directive or policy or to establish points of contact or approval authority at the local level, the guidance/instruction does not have to be coordinated with OHC.

NOTE: A local guidance/instruction or SOP must not be labeled as a “Directive” or “Policy.”

- (3) In the event that a TSA component or office issues a guidance/instruction or SOP that supersedes, expands, narrows, or conflicts with a human capital directive or policy, the component shall rescind the guidance/instruction or SOP immediately and confirm the

rescission via email to the AA/OHC or designee. Confirmation is required to ensure the guidance/instruction or SOP has been rescinded and the correct guidance/instruction or SOP has been published.

- (4) Any guidance/instruction or SOP already issued at the local level without OHC review/concurrence must be submitted to OHC for review. Upon review, OHC will notify the affected component that the guidance/instruction or SOP is authorized or that the guidance/instruction or SOP must be rescinded. If the guidance/instruction or SOP needs to be rescinded, OHC will assist the component in issuing appropriate information, if necessary.

8. EFFECTIVE DATE AND IMPLEMENTATION: This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

October 29, 2014

Karen Shelton Waters
Assistant Administrator for Human Capital

Date

EFFECTIVE

Date

Distribution: Administrator, Deputy Administrator, Assistant Administrators, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Division Directors, Administrative Officers, and Human Resources Specialists

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