



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.

1. **PURPOSE:** This directive provides TSA policy and procedures for certification to receive Law Enforcement Availability Pay (LEAP).
2. **SCOPE:** This directive applies to all TSA organizational elements, field offices, and employees occupying a Law Enforcement Officer (LEO) position of Criminal Investigator (1811) or Federal Air Marshal (1801) as defined in [TSA MD 1100.88-1, Law Enforcement Position Standards and Hiring Requirements](#).
3. **AUTHORITIES:** The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:** See [TSA Handbook to TSA MD 1100.88-2, Law Enforcement Availability Pay Certification](#).
5. **RESPONSIBILITIES:**
 - A. The Assistant Administrator for Human Capital (AA/OHC) is responsible for establishing TSA's LEAP certification program.
 - B. Assistant Administrators (AAs) and equivalent positions are responsible for ensuring LEOs and supervisors within their respective organizations comply with the certification requirements within the policy and procedures of this directive and the associated Handbook.
 - C. Supervisors and managers are responsible for ensuring LEOs within their chain of supervision comply with the certification requirements of this directive, the associated Handbook, and applicable guidance.
 - D. LEOs are responsible for complying with the requirements of this directive, the associated Handbook, and applicable guidance.
 - E. Business Management Office (BMO) Directors are responsible for the administration and maintenance of LEAP records for their Program Offices.
6. **POLICY:**
 - A. Each LEO and the appropriate supervisor or manager shall certify that he/she is expected to meet the substantial hours requirement during the upcoming one-year period upon:

- (1) Initial hire/appointment to a qualified LEO position **or** after successful completion of any required initial training for a qualified LEO position;
- (2) Annually between October 1 and October 31 of each year;
- (3) After any period of LEAP decertification; **and**
- (4) Within 30 calendar days of the effective date of this directive.

B. Certification shall no longer apply when the employee:

- (1) Separates from Federal service;
- (2) Is employed by another agency; or
- (3) Moves to a position that does not qualify as a Law Enforcement position.

7. **PROCEDURES:** See [TSA Handbook to TSA MD 1100.88-2, Law Enforcement Availability Pay Certification](#).

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

APPROVAL

Signed

April 12, 2016

Karen Shelton Waters
Assistant Administrator for Human Capital

Date

EFFECTIVE

April 26, 2016

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

Point-of-Contact: HRAccess Helpdesk: HelpDesk@mailserver-hraccess.tsa.dhs.gov