



*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 establishes Transportation Security Administration (TSA) policy and supersedes the Federal Aviation Administration (FAA) orders, policies, guidance, and bulletins regarding authority and responsibility for human capital management in TSA issued under the FAA Personnel Management System. This directive is TSA policy and must be applied accordingly.*

**1. PURPOSE:** This directive provides TSA policy and procedures on the authority and responsibility for human capital management in TSA in accordance with applicable laws, regulations, and public policies.

**2. SCOPE:** This directive applies to TSA employees who perform human capital core functions.

**3. AUTHORITIES:**

A. The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)

B. Applicable TSA and Department of Homeland Security (DHS) Delegations of Authority

**4. DEFINITIONS:**

A. Human Capital Core Functions: Matters relating to administrative employment or personnel management issues, including but not limited to, matters relating to benefits; employee relations, discipline, and removals/terminations; hiring; hours of duty; leave; pay and compensation; performance management; personnel and payroll processing; position classification and position management; worker's compensation; and workforce development.

B. Human Capital Management: The development, implementation, maintenance and oversight of TSA's human capital framework in order to maximize the Agency's ability to recruit, select, deploy, develop, manage, and retain a high-performing, diverse workforce.

C. Organizational element: Any program office, airport or other TSA work unit involved in providing human capital management service to one or several groups of TSA employees.

D. TSA components: Any headquarters' offices, airports, and field installation within TSA.

**5. RESPONSIBILITIES:**

A. The Assistant Administrator for Human Capital (AA/OHC) is responsible for:

(1) Developing and implementing of human capital policies and directives, and TSA-wide processes and procedures;

(2) Developing, disseminating, and implementing any modifications, exceptions, or deviations from human capital policies and directives, and TSA-wide processes and procedures;

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AUTHORITY AND RESPONSIBILITY FOR  
HUMAN CAPITAL MANAGEMENT**

- (3) Overseeing OHC staff with delegated authority to perform human capital management functions;
  - (4) Overseeing contractor staff performing human capital management functions;
  - (5) Overseeing all human capital processes, responsibilities and functions assigned to staff outside of OHC;
  - (6) Overseeing all field component ability to exercise/provide human capital core functions to include the revoking of any delegations of authority, as deemed appropriate; and
  - (7) Establishing and maintaining the competency requirements and standards for assigning any TSA position responsibilities for one or more human capital core functions.
- B. All Assistant Administrators, Office Directors, Area Directors, Federal Security Directors, and Special Agents in Charge are responsible for:
- (1) Ensuring that all employees in their organization understand and comply with OHC directives, policies, guidance, procedures and requirements within their organizational element; and
  - (2) Making human capital decisions that comply with applicable laws, regulations, and policies and are consistent with merit system principles.
- C. Human Resources Specialists in OHC are responsible for:
- (1) Acting as representatives of the AA/OHC for the purposes of ensuring that their assigned organizational element(s) are aware of, and complies with, OHC directives, policies, guidance, procedures and requirements and that human capital decisions and activities in TSA organizational elements are consistent with merit system principles;
  - (2) Serving as resident HR consultants, providing technical interpretations and guidance on HR matters to assigned organizational elements within TSA;
  - (3) Overseeing portions of Human Resources Access contract, program, and/or any other contracts, that have an impact on performing human capital core functions; and
  - (4) Continuing to meet any standards and competency requirements established by OHC for assignment to a human resources specialist position.
- D. Human Resources Specialists/Assistants in TSA field locations and HQ BMOs are responsible for:
- (1) Acting as representatives of the AA/OHC for the purposes of ensuring that their organizational element complies with OHC directives, policies, guidance, procedures and requirements and that human capital decisions and activities in their organizational element are consistent with merit system principles;

- (2) Providing management and other program staff with advice and support for performing human capital core functions in compliance with, OHC directives, policies, guidance, procedures and requirements; and
  - (3) Continuing to meet any standards and competency requirements established by OHC for assignment to a human resources specialist/assistant position.
- E. An employee performing a human capital core function(s), whose primary position is not a human resources occupation, is responsible for:
- (1) Acting as a representative of the AA/OHC for the purposes of ensuring that his/her organizational element complies with OHC directives, policies, guidance, procedures and requirements and that human capital decisions and activities in his/her organizational element are consistent with merit system principles; and
  - (2) Continuing to meet any standards and competency requirements established by OHC to perform human capital core functions.

## **6. POLICY:**

- A. As delegated by the Assistant Secretary, the AA/OHC has final authority and responsibility for human capital management throughout TSA. Decisions of the AA/OHC are binding on all TSA organizational elements and employees.
- B. TSA employees are authorized to carry out human capital management functions only to the extent to which those functions have been specifically assigned and/or delegated to them.
- C. The AA/OHC may identify the requirement to meet specific competencies, standards and/or training before an employee can perform certain human capital core functions.
- D. All human capital management policies, including associated procedures and handbooks, etc., will be developed and issued by OHC at TSA headquarters and coordinated, as appropriate, with affected TSA components/offices prior to finalization and dissemination. See [TSA MD 1100.00-1, \*Development and Implementation of Human Capital Directives and Policies\*](#).
- E. TSA components are not delegated the authority to issue, modify or deviate from human capital management directives, processes, procedures, or policies without prior written approval of the AA/OHC.

## **7. PROCEDURES:**

- A. TSA components who wish to issue local guidance that relates to a human capital core function must send such guidance to the AA/OHC (Attention: Director, OHC-Policy) via e-mail to [TSA\\_OHC\\_Policy@dhs.gov](mailto:TSA_OHC_Policy@dhs.gov) for review and approval/disapproval prior to issuance.
- B. Supervisors of employees who perform human capital core functions are responsible for requesting input from the AA/OHC or his/her designee for the employee's annual performance appraisal.

8. **EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

**APPROVAL**

*Signed*

*6/5/2009*

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Richard A. Whitford  
Assistant Administrator for Human Capital

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Date

Distribution: Assistant Secretary, Deputy Assistant Secretary, Assistant Administrators, Area Directors, Senior Field Executives, Federal Security Directors, Administrative Officers, and TSA affiliated HR Offices

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