



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

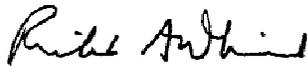
*NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive establishes Transportation Security Administration (TSA) policy and supersedes Federal Aviation Administration (FAA) orders, policies, guidance, bulletins regarding the Transportation Security Executive Service (TSES) issued under the FAA personnel management system. This directive, and accompanying Handbook, are TSA policy and must be applied accordingly.*

- 1. PURPOSE:** This directive supersedes HRM Letter No. 000-1, *Career TSES Human Resources Management: Reassignments, Transfers, Furloughs, Reductions in Force, Adverse Actions*, dated December 3, 2003, and the Amendment HRM Letter No. 000-1A, dated January 22, 2004, and provides TSA policy and procedures for all aspects of the Transportation Security Executive Service (TSES) Program. Section 7, Procedures and Section 4, Definitions, of this directive are located in a TSA Handbook.
- 2. SCOPE:** This directive applies to all TSES members in all TSA organizational elements.
- 3. AUTHORITIES:**
  - A. The Aviation and Transportation Security Act (ATSA), Public Law 107-71
  - B. Interchange Agreement for the Movement of Personnel Between the Senior Executive Service and the Transportation Security Executive Service, signed by Janet Hale, Under Secretary for Management, Department of Homeland Security (DHS) and Clarence C. Crawford, Associate Director, Division for Management and Chief Financial Officer, Office of Personnel Management (OPM), dated February 17, 2004
- 4. DEFINITIONS:** Please refer to the accompanying TSA Handbook on the TSES Program for definitions.
- 5. RESPONSIBILITIES:**
  - A. The Assistant Secretary is responsible for managing the TSES Program within TSA.
  - B. The Assistant Administrator for Human Capital or his/her designee is responsible for:
    - (1) Modifying, revising, or supplementing this directive and the accompanying TSA Handbook on the TSES Program, as required; and
    - (2) Administering the TSES Program within TSA for the Assistant Secretary.
  - C. TSES members are responsible for reading and following the guidance in this directive and the accompanying TSA Handbook.

**TSA MANAGEMENT DIRECTIVE No. 1100.30-24  
TRANSPORTATION SECURITY EXECUTIVE SERVICE PROGRAM**

- 6. **POLICY:** TSA follows the provisions of the DHS SES Program, except as provided by the accompanying Handbook or other TSA policies. Under ATSA, the Assistant Secretary, or designee, has the authority to make appointments to TSES positions, set pay, and/or assign final TSES performance ratings.
- 7. **PROCEDURES:** Please refer to the accompanying [TSA Handbook on the TSES Program](#).
- 8. **EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

**APPROVAL**



11-20-08

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Richard A. Whitford  
Assistant Administrator for Human Capital

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Date

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Distribution: Assistant Secretary, Deputy Assistant Secretary, Assistant Administrators, Office Directors, Area Directors, Senior Field Executives, Federal Security Directors, Special Agents in Charge, Administrative Officers, TSA Affiliated HR Offices, and all TSES members

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