



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 the accompanying handbook establish Transportation Security Administration (TSA) policy and supersede Federal Aviation Administration (FAA) orders, policies, and guidance regarding setting pay upon appointment issued under the FAA Personnel Management System. This directive is TSA policy and must be applied accordingly.

- 1. PURPOSE:** This directive and the accompanying handbook provide TSA policy and procedures on pay setting upon appointment to the TSA. In addition, this directive and the accompanying handbook supersede TSA HCM 531-4, *Revised Interim Policy on Setting Pay Upon Appointment to the Transportation Security Administration*, dated October 2, 2003; TSA HRM 019-3, *Interim HR Guidance on Salary Determinations for Transportation Security Screeners, SV 0019*, dated November 12, 2003; HRM 019-3.5, *Interim Guidance on Salary Determinations for Lead Transportation Security Screeners, SV 0019*, dated February 6, 2004; and, HRM 019-3.4, *Interim Guidance on Salary Determinations for Supervisory Transportation Security Screeners, SV 0019*, dated November 12, 2003.¹
- 2. SCOPE:** This directive applies to all employees newly hired (permanently or temporarily appointed for the first time to a Federal position, or reappointed after a break in service, generally of 90 days or longer) by TSA to positions covered by the Core Compensation System. This directive does not apply to newly hired members of TSA's Transportation Security Executive Service.
- 3. AUTHORITIES:** The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA).
- 4. DEFINITIONS:** See [TSA Handbook on Setting Pay Upon Appointment](#)
- 5. RESPONSIBILITIES:**
 - A. The Office of Human Capital (OHC) is responsible for:
 - (1) Administering, developing, implementing, and modifying pay policies applicable to TSA employees.
 - (2) Providing advice, guidance and training associated with setting pay and documenting pay in TSA's official recordkeeping, timekeeping and payroll systems.
 - B. Managers, supervisors, Administrative Officers, and Human Resources Specialists are responsible for applying the policies and procedures of this directive and the accompanying handbook consistently to set pay of candidates for TSA employment.

¹ Titles and Occupational Series for positions Transportation Security Screener, Lead Transportation Security Screener, and Supervisory Transportation Security Screener, SV 0019, were changed to Transportation Security Officer, Lead Transportation Security Officer, and Supervisory Transportation Security Officer, SV 1802, effective February 2006.

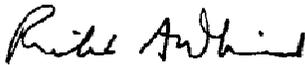
6. POLICY:

- A. TSA shall set pay for all employees newly hired by TSA based on the policy and procedures found in this directive and the accompanying handbook.
- B. The rate of basic pay for employees newly hired to TSA shall be set at the minimum of the pay band for the position; however, hiring officials have the authority to set the rate of basic pay above the minimum of the pay band.
- C. TSA employees on temporary appointments who are converted to additional temporary appointments or converted from temporary appointments to permanent appointments shall generally not receive pay increases upon conversion except as the result of certain promotion actions or general annual pay increases that may be awarded to all TSA employees.
- D. Any exceptions to the policy and procedures found in this directive and the accompanying handbook shall be approved by the Assistant Administrator/OHC prior to setting pay for a newly appointed TSA employee.

7. PROCEDURES: [See TSA Handbook on Setting Pay Upon Appointment.](#)

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

APPROVAL



1-15-2009

Richard A. Whitford
Assistant Administrator for Human Capital

Date

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