



1. **PURPOSE:** This directive defines the roles and responsibilities of the Office of the Chief Administrative Officer (CAO).
2. **SCOPE:** This directive applies to all TSA organizational components.
3. **AUTHORITIES:**
 - A. Aviation and Transportation Security Act of 2001 (ATSA)
 - B. Homeland Security Act of 2002
 - C. [DHS MD 0004, Administrative Services Line of Business Integration and Management](#)
 - D. [TSA MD 2400.1, Occupational Safety and Health Program](#)
 - E. [TSA MD 2410.2, Waste Prevention and Recycling Program](#)
 - F. [TSA MD 2410.3, Energy Management Program](#)
4. **DEFINITIONS:** Customer: TSA organizations and DHS.
5. **RESPONSIBILITIES:** The primary responsibilities of CAO include developing and communicating administrative support policies and support services to TSA. The Deputy Assistant Administrator for Administration, Office of Finance and Administration, is also the agency's Chief Administrative Officer (CAO). Reporting directly to the CAO are the Directors of the Offices of Information Management Programs (OIMP), Occupational Safety, Health and Environment (OSHE), Property Management (PROP), and Real Estate Services (ORES).
 - A. CAO is responsible for:
 - (1) Providing administrative services and policies to all TSA organizational elements in support of the overall TSA mission.
 - (2) Directing, coordinating, controlling, and ensuring the adequacy of TSA plans and programs for OIMP, ORES, OSHE and PROP.
 - (3) Exercising executive direction over assigned functional areas and maintenance of executive relationships with other organizations within and outside of TSA.
 - (4) Serving as the Senior Administrative Services Official (SASO) for TSA and representing TSA in this capacity at DHS.

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- (5) Serving as the Designated Energy Management Official (DEMO) for TSA with delegated responsibility for the management and administration of the *Energy Management Program*.
- (6) Serving as the Designated Environmental Official (DEO) for TSA with responsibility for the management and administration of the TSA Environmental Management System (EMS).
- (7) Serving as the Designated Agency Safety and Health Official (DASHO) with responsibility for assisting the Assistant Administrator in ensuring implementation of a comprehensive *TSA Occupational Safety and Health Program*.

B. OIMP is responsible for:

- (1) Establishing and maintaining an effective *TSA Records Management Program* for the economical and efficient management and release of TSA official records. Program requirements include:
 - (a) Developing and revising TSA Records Disposition Schedules, the TSA File Plan and related directives and guidance, in conjunction with providing technical direction and oversight of TSA's records management training program.
 - (b) Coordinating actions within TSA and DHS, and with/among National Archives and Records Administration officials and other liaison contacts, as appropriate.
 - (c) Providing technical guidance and assistance to program offices' Files Custodians/Records Liaisons and others.
 - (d) Providing oversight of the records review process, and maintaining effective program guidance and records.
- (2) Establishing and maintaining an effective *TSA Directives Management Program*. Program requirements include:
 - (a) Managing TSA's directives coordination and approval process.
 - (b) Coordinating actions within TSA and DHS, as appropriate.
 - (c) Coordinating actions using applicable software and systems.
 - (d) Providing technical guidance and assistance to program offices' Management Directives points-of-contacts (MD POCs) and others.
 - (e) Providing oversight of the annual review process, and maintaining effective program guidance and records.
- (3) Establishing and maintaining an effective *TSA Forms Management Program*. Program requirements include:
 - (a) Managing TSA's forms coordination and approval process.
 - (b) Coordinating the review of forms for Paperwork Reduction Act, Privacy Act and Rehabilitation Act (Section 508) compliance with appropriate TSA offices.
 - (c) Coordinating DHS and TSA directives and forms using applicable software and systems.
 - (d) Providing technical guidance and assistance to program offices' MD POCs and others.

- (e) Providing oversight of the annual review process, and maintaining effective program guidance and records.

C. OSHE is responsible for:

- (1) Ensuring that key responsibilities regarding occupational safety and health are centered on establishing and implementing an *Occupational Safety and Health Program*. The *Occupational Safety and Health Program* provides for a safe and healthful work environment for all TSA employees, minimizes liability, protects public safety, and contributes to overall organizational effectiveness and performance. Program requirements include:
 - (a) Providing for the development, administration, oversight and evaluation of the TSA *Occupational Safety and Health Program*.
 - (b) Serving as the primary advisor to the CAO, who serves as TSA's Designated Agency Safety and Health Official (DASHO) on occupational safety and health matters.
 - (c) Serving as advisor to TSA's Safety and Health Council and field Safety Action Teams.
 - (d) Representing TSA on internal and external boards, committees, groups and other agencies regarding occupational safety and health relative to TSA's mission.
 - (e) Providing assistance, support and consultation to TSA Headquarters program offices and TSA field staff.
 - (f) Developing management directives, handbooks, bulletins and safety alerts.
 - (g) Conducting job hazard analyses that identify, monitor, track and resolve workplace hazards.
 - (h) Conducting annual inspections of TSA workplaces and ensuring that corrective actions and abatement measures are implemented where necessary.
 - (i) Investigating mishaps and serious incidents reported through TSA Watch or directly to OSHE.
 - (j) Serving as repository for collecting, analyzing and disseminating data concerning the progress, performance and overall status of the TSA *Occupational Safety and Health Program* and employee protection initiatives.
 - (k) Participating in the planning, programming and budgeting of the TSA *Occupational Safety and Health Program* and related activities.
- (2) Ensuring that TSA establishes *Environmental Management Programs* at its facilities and operations. An effective environmental program reduces environmental risks to TSA employees, minimizes liability, protects public safety and the environment, and contributes to overall organizational effectiveness and performance. Program requirements include:
 - (a) Providing for the development, administration, oversight and evaluation of the TSA *Environmental Management Program*.
 - (b) Serving as the primary advisor to the CAO, who functions as TSA's Designated Environmental and Energy Official (DEO) on environmental and energy matters.
 - (c) Representing TSA on internal and external boards, committees, groups and other agencies regarding environmental compliance relative to TSA's mission.

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- (d) Preparing recurring reports and providing them to DHS' Environmental Manager or the appropriate management agency.
- (e) Providing assistance, support and consultation to TSA Headquarters program offices and TSA field staff.
- (f) Developing management directives, bulletins, fact sheets, resource guides, frequently asked questions, and brochures.
- (g) Conducting environmental surveys and audits of TSA facilities and operations to ensure compliance to environmental regulations.
- (h) Ensuring that corrective and preventative actions are implemented where necessary.
- (i) Participating in the planning, programming and budgeting of the TSA *Environmental Management Program* and related activities.

D. PROP is responsible for:

- (1) Maintaining accountability for all personal and real property assets owned by TSA.
- (2) Managing and ensuring compliance with property management policies and business practices.
- (3) Educating operational elements on property accountability, management and controls.
- (4) Managing property management database applications for property accountability and asset management.
- (5) Maintaining responsibility for accurate financial reporting of all TSA assets supporting the annual financial statement.
- (6) Maintaining a cost efficient and effective material disposition program.
- (7) Working with the Office of Finance and Administration's Office of Financial Management to ensure that property is properly accounted for in the agency's financial system.
- (8) Managing fleet and transportation program management.
- (9) Managing TSA's *Headquarters Parking Program and Carpool Program*, and the nationwide *Transit Benefits Program*.

E. ORES is responsible for:

- (1) Providing workspace for all TSA employees at Headquarters and in the field, and ensuring that workspace meets TSA standards.
- (2) Managing office space lease acquisitions.
- (3) Managing construction/renovations.

- (4) Managing furniture acquisition.
- (5) Managing and overseeing Headquarters building management and facilities support.
- (6) Managing mail services.
- (7) Managing labor services for the Headquarters' facility.

F. Customers are responsible for:

- (1) Ensuring proper handling and preservation of their agency records, and coordination of their directives and forms proposed for issuance or revision.
- (2) Designating individuals within their program area as Files Custodians/Records Liaisons and MD POCs to be held accountable for the oversight of their office's records management, directives management and forms management liaison and activities.
- (3) Providing oversight, management commitment and visible support for the *Occupational Safety and Health Program*. On-site managers and supervisors have a responsibility to ensure that they are provided the resources and support needed to implement their safety programs.
- (4) Designating senior management officials within their program area to be held accountable for the oversight of the *Personal Property Management Program*, and designating an Accountable Property Officer responsible for the effective control, utilization and disposal of TSA assets. Assistant Administrators and equivalents will designate their respective accountable officials, and ensure that their respective Headquarters and field Administrative Officers and Property Custodians provide front-line property management and support to the inventory management process.
- (5) Ensuring motor vehicles are properly utilized, maintained and fleet management reporting requirements performed, and that drivers are aware and adhere to their responsibilities when operating government motor vehicles.
- (6) Providing accurate staffing numbers for every field and headquarters location and updating those numbers as appropriate to ensure that TSA's real estate portfolio meets TSA's mission needs within approved standards.

6. POLICY:

- A. Pursuant to the authorities set forth in Section 3, Authorities, the CAO is responsible for all policy and procedures related to the responsibilities set forth herein and conveyed in related documents.

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- B. All TSA offices shall abide by the approved policy and procedures. Specific policy and procedures related to the identified administrative responsibilities will be addressed in future directives.
- C. All policies and procedures issued by the Assistant Administrator for Finance and Administration/Chief Financial Officer on behalf of CAO and those issued directly by the CAO prior to the date of this directive continue to be binding on all elements of TSA until cancelled or superseded.

7. PROCEDURES:

- A. Reference applicable guides, manuals, standard operating procedures and instructions, and other process directions relevant to and specific to the program and functions identified in this directive.
- B. Direct programmatic inquiries to the appropriate subordinate program office POC.
 - (1) OIMP: Contact InfoMgtProgs@dhs.gov or (571) 227-3536/2068.
 - (2) OSHE: Contact TSA-OSHE@dhs.gov or (571) 227-2291/3637
 - (3) PROP: Contact TSA-Property@dhs.gov or (571) 227-2059/3529
 - (4) ORES: Contact Real_Estate_Services@dhs.gov or (571) 227-2055/2057

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

APPROVAL



David R. Nicholson
Assistant Administrator for Finance and
Administration / Chief Financial Officer

3/3/06
Date

Filing Instructions: File 200.1.1
Effective Date: 3/3/06
Review Date: 3/3/08
Distribution: Assistant Administrators and equivalents, and Federal Security Directors
Point-of-Contact: Office of the Chief Administrative Officer at (571) 227-2067/3683