



REVISION: This directive revises Transportation Security Administration (TSA) policy and procedure for developing, discussing, reviewing and implementing employee TSA Career Plans and supersedes TSA MD 1900.2, dated September 16, 2003.

SUMMARY OF CHANGES: The following changes have been incorporated: change the office name from Office of Training and Quality Performance (TQP) to the Office of Workforce Performance and Training (WPT); change the directive name from TSA Professional Development Plans to TSA Career Planning; revise the name of the Professional Development Plan (PDP) form to TSA Career Plan; add a definition of TSA Career Planning Tools; and change the effective date for the general training fund requirement from FY 05 to no later than FY 06.

1. **PURPOSE:** Establish the policy for developing, discussing, reviewing and implementing employee TSA Career Plans.
2. **SCOPE:** This directive applies to all of TSA.
3. **AUTHORITIES:** Public Law No. 107-71, Aviation and Transportation Security Act.
4. **DEFINITIONS:**
 - A. **TSA Career Planning and Development Tools:** Career planning information and services available to support TSA employees with identifying and planning to meet their career goals. A range of tools are available on the TSA Internet, Intranet, the Online Learning Center, and a telephonic career coaching service with career counselors.
 - B. **TSA Career Plan:** A written plan that will assist employee(s) in reaching their professional development career goals. It is a self-management tool used to document developmental needs based on the competencies associated with an employee's career goals. TSA Career Plans specify the relationship between TSA's organizational goals and the employee's stated career goals. TSA Career Plans are discussed with supervisors and documented at least annually. The TSA Career Plan form is attached to this directive.
5. **RESPONSIBILITIES:**
 - A. **Employees:** Employees are responsible for developing and implementing their own TSA Career Plans and for using the career planning and development tools and services provided by TSA, as required. Employees should update their plans and request additional meetings with their supervisors as significant changes to their plans occur.
 - B. **Supervisors:** All supervisors are expected to have an annual discussion regarding career development with each employee. Furthermore, they are expected to sign employees' completed TSA Career Plan forms to indicate that the discussion has taken place and to confirm that development objectives are relevant to the organizational mission as indicated.

C. Training: Training Coordinators are responsible for analyzing information from individual plans to assist in the formulation of organizational training plans and activities.

6. POLICIES AND PROCEDURES: TSA is dedicated to establishing a model workplace; one that serves the best interests of the public effectively and efficiently while simultaneously nurturing all TSA employees' professional development. Employee participation in professional development planning is characteristic of a performance-based organization dedicated to these ideas. The TSA Career Plan will assist TSA in identifying training, workforce development activities, and budgetary requirements that support organizational goals and continuous learning. Fulfillment of the critical TSA mission requires every agency employee to seek continuous learning and to develop to his or her full potential. The career planning and development tools and services provided by TSA and the TSA Career Plan serve as excellent resources for facilitating the achievement of this goal. Accordingly, all TSA employees are encouraged to utilize TSA career planning and development tools and services and to participate in professional development discussions with their supervisors.

Supervisors are responsible for ensuring that development discussions take place annually for current employees. For new employees, the goal is to discuss career interests with a supervisor within the first 90 days of starting employment and to prepare a TSA Career Plan within the first year. Once in place, TSA Career Plans must be reviewed on an annual basis and updated as appropriate. Management officials are encouraged to set internal timelines on an annual basis for completion of employee TSA Career Plans, so that derivative information can be consolidated and incorporated into the budget and operational planning cycles.

Though not a binding contract, TSA Career Plan consultations and documentation will provide both the employee and organization with a better understanding of the developmental activities and competencies necessary for continuing professional development. Training courses that require the expenditure of government funds must be supported by a current and signed TSA Career Plan. The requirement to have a signed TSA Career Plan in place prior to the expenditure of government funds for developmental training will be enforced no later than the start of fiscal year 2006.

7. EFFECTIVE DATE AND IMPLEMENTATION:

This policy is effective immediately upon signature.

APPROVAL



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Date

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