



**Transportation
Security
Administration**

**TSA MANAGEMENT DIRECTIVE No. 1100.30-32
HIRING PRIORITY SELECTION PROGRAM FOR
RECLASSIFICATION/REORGANIZATION
PAY BAND REDUCTION**

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 all related Handbooks, Attachments, and Appendices, establish Transportation Security Administration (TSA) policy and must be applied accordingly.

- 1. PURPOSE:** This directive provides TSA policy and procedures for the Hiring Priority Selection Program (HPSP) for Reclassification/Reorganization Pay Band Reduction for current TSA employees who have been adversely affected, through no fault of their own, by reclassification and/or reorganization. Through this directive, TSA ensures that employees who are placed on pay band retention or pay retention are given priority placement.
- 2. SCOPE:** This directive applies to permanent TSA employees who are eligible for registration in the HPSP. This directive does not apply to employees in the Transportation Security Executive Service (TSES).
- 3. AUTHORITIES:**
 - A. The Aviation and Transportation Security Act, Pub L. 107-71 (ATSA)
- 4. DEFINITIONS:**
 - A. Basic Qualification Requirements: Minimum qualification standards augmented by selective factors, bona fide occupational qualifications, and/or other necessary medical/physical and/or other conditions of eligibility (if any) subject to any applicable statutes, rules, and/or regulations supported by the job documentation, which describe the requirements which must be met by an individual before they can be assigned to the position. Basic qualification requirements provide the baseline criteria used to determine those individuals who are likely to successfully perform the duties of the positions and to screen out those who are unlikely to do so.
 - B. Commuting Area: The geographic area surrounding a work site that encompasses the localities where people live and can reasonably be expected to travel back and forth daily to work.
 - C. Core Compensation System: TSA's compensation management program covering all non-TSES employees, which outlines the policies, procedures, and guidelines that TSA will use to determine the compensation of employees in those positions. Positions in the Core Compensation System are in pay plan SV.
 - D. Job Category: Occupations encompassing similar work grouped together within TSA's Core Compensation System.

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- E. Locality Pay: Locality-based comparability payments payable to TSA employees with duty locations in the United States (the 50 states and the District of Columbia) and U.S. Territories who are covered by the Core Compensation System.
- F. Pay Band: A level in TSA's compensation and position classification framework that sets a minimum and maximum rate of basic pay for an occupation based on job category (e.g., Professional, Technical, and Specialized), duties, competencies, and level of responsibility. TSA uses 13 pay bands representing all of its occupations.
- G. Pay Band Reduction: The assignment of an employee to a position at a lower pay band.
- H. Pay Band Retention: An employee's right to retain his/her current pay band for up to two years (104 weeks) when placed into a lower banded position as a result of a qualifying involuntary management action. Pay band retention is applied in accordance with [TSA MD 1100.53-8, *Setting Pay After Appointment*](#), and the associated [Handbook](#).
- I. Pay Retention: An employee's entitlement to retain his/her rate of basic pay, when involuntarily reduced in pay band within TSA as a result of management action, for reasons other than performance/conduct, when the employee's rate of basic pay will not fit within the ranges of the lower band. Pay retention is applied in accordance with [TSA MD 1100.53-8, *Setting Pay After Appointment*](#), and the associated [Handbook](#).
- J. Priority Selection: For the purpose of this directive, priority placement given to a TSA employee resulting from a reduction to the employee's pay band, which results in an employee being placed on pay band retention or pay retention, following a reclassification/reorganization.
- K. Rate of Adjusted Pay: The rate of basic pay and locality pay before any deductions.
- L. Rate of Basic Pay: The rate of pay in the Core Compensation System for the position to which an employee is or will be newly appointed. An employee's rate of basic pay includes a retained rate, but excludes additional pay of any kind (e.g., locality pay and premium pay). Basic pay is also commonly known as base salary.
- M. Reasonable Offer: For the purpose of this directive, an offer to an employee for a vacant position within TSA that meets the following requirements:
 - (1) Is for a position for which the registrant is basically qualified;
 - (2) Is in writing and includes a statement informing the registrant that entitlement to pay band retention or pay retention will be terminated if the offer is declined;
 - (3) Is for a permanent full-time position, unless the registrant's former position was less than full-time, in which case the offered position must have a work schedule of no less than the employee's position before the reclassification/reorganization;

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- (4) Is in the same commuting area; and
 - (5) Has a band which is equal to, or greater than, his or her retained band (if on pay band retention) or has a rate of basic pay which is equal to, or greater than, the registrant's retained pay (if on pay retention).
- N. Registrant: For the purpose of this directive, refers to a current TSA employee who is registered for the HPSP and is eligible for priority selection through the provisions of this directive.
- O. Reclassification: For the purpose of this directive, changes to the duties and responsibilities of a position which affect the proper classification of a position under TSA's Core Compensation System. A position reclassification action may occur under the following conditions:
- (1) Changes to the duties and responsibilities have occurred over time and the position has evolved to the point that the current position must be re-described and re-evaluated;
 - (2) An existing position classification standard changes or a new position classification standard is issued, which results in the need to re-evaluate existing positions to determine the impact of the revised or new position classification standard; and
 - (3) Position classification actions involving a management initiated position classification audit, where the incumbent in the position and the incumbent's supervisor are interviewed to determine how the position has changed and the impact of such change.
- P. Reorganization: An organizational change that includes the planned elimination, addition, or redistribution of functions or duties in an organization or across organizational components within the agency. Reorganization may affect one position, many positions, and/or reporting relationships in an organization.
- Q. Selecting Official: The TSA employee who has the authority to make a final decision regarding the candidate to be hired for a specific position. In most organizations and for most positions, the Selecting Official will be the first-level supervisor of the position being filled; however, some organizations may require that selections be approved by a higher level official.

5. RESPONSIBILITIES:

- A. The Office of Human Capital (OHC) is responsible for:
- (1) Developing, implementing, and applying policies and procedures pertaining to the HPSP;
 - (2) Notifying employees who are subject to a reduction of pay band due to reclassification and/or reorganization; and
 - (3) Effecting personnel actions in accordance with this directive and any OHC operating instructions based on this directive.

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- B. The OHC Recruitment and Hiring Division is responsible for:
- (1) Tracking and coordinating the status and placement of registrants in the HPSP;
 - (2) Determining when an HPSP registrant meets the basic qualifications for a vacancy;
 - (3) Notifying the appropriate TSA selecting official(s) when a registrant or multiple registrants are found basically qualified for a vacancy within their organization;
 - (4) Providing reasonable offers, in writing, to registrants who are matched with a vacancy under the provisions of this policy;
 - (5) Tracking offer letters, acceptances, and declinations;
 - (6) Notifying OHC Personnel Services of any declinations so the registrant can be removed from pay band retention or pay retention; and
 - (7) Maintaining files of registrant documentation for accountability.
- C. The Assistant Administrator for Human Capital (AA/OHC) or his/her designee, is responsible for providing the final determination for all exceptions to this directive.
- D. TSA program offices are responsible for identifying available vacancies and submitting the Standard Form (SF) 52, *Request for Personnel Actions*.
- E. The employee is responsible for completing and submitting all required paperwork and documentation, within the established timeframes, for participation in the HPSP. Any employee that does not fulfill this responsibility will be ineligible for pay band retention and pay retention.

6. POLICY:

- A. It is TSA policy to provide priority selection for TSA employees who are on pay band retention or pay retention due to a reduction in pay band as a result of reclassification or reorganization. Participation in the HPSP will be mandatory for employees to remain on pay band retention or pay retention.
- B. A registrant may only be placed in a position for which he or she meets all basic requirements, i.e. minimum qualifications and selective placement factors (e.g., physical requirements and security clearance).
- C. Eligibility: Employees become eligible for the HPSP immediately upon receipt of a notice of change to a lower pay band that results in the employee being placed on pay band retention or pay retention as a result of a reclassification or reorganization. Eligibility for participation in the HPSP will cease immediately if the employee:

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- (1) Becomes entitled to a rate of basic pay that is equal to or higher than the employee's retained pay rate;
- (2) Declines a reasonable offer;
- (3) Is further demoted at the employee's request or for conduct/performance reasons; or
- (4) Has a break in service of one workday or more.

NOTE: Eligibility for priority selection does not establish an entitlement for repromotion.

D. Employees on Pay Band Retention:

- (1) Registrants on pay band retention will receive consideration for positions at the same or higher pay band as that from which he or she was reduced. Eligibility for higher pay band consideration will be based on the employees work experience and previously held bands.
- (2) At the end of eligibility for pay band retention (i.e. 104 weeks), registrants on pay band retention will automatically be converted to consideration for employees on pay retention as outlined in Section 6.E.

E. Employees on Pay Retention:

- (1) Registrants on pay retention will receive consideration for positions for which the rate of basic pay is equal to or higher than the employee's retained rate. Eligibility for higher basic pay consideration will be based on the employees work experience and previously held basic pay.
- (2) Registrants on pay retention will receive indefinite priority consideration unless the registrant loses eligibility for one of the reasons identified in Section 6.C.

F. Qualifications: Registrants will only be considered for those positions for which he or she meets the basic qualification requirements. The following conditions apply when considering qualifications:

- (1) OHC is responsible for determining whether a registrant has met the basic qualification requirements for a vacancy;
- (2) HPSP registrants will not be considered for any pay band that he or she has not previously held;
- (3) If a registrant is matched with a vacant position that has been submitted for recruitment, for which the Executive Resources Council (ERC) has oversight, the ERC must approve the placement before OHC can extend the job offer. If the ERC does not approve the placement, the registrant remains eligible for the HPSP; and

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(4) A registrant must meet the requirements in [TSA Handbook 1100.30-4, *Permanent Internal Assignments*](#), to be considered for a TSA supervisory or managerial position.

G. Declination of Job Offers: Registrants have five business days to accept or decline a reasonable offer.

(1) If a registrant declines a reasonable offer, his/her pay band retention or pay retention will be terminated effective on the first day of the pay period following the declination;

(2) If a registrant declines an offer in a different commuting area, he or she will remain eligible for pay band retention or pay retention but will receive no further preference for vacancies outside of his or her current commuting area; and

(3) Declinations must be made in writing and must include a statement that the employee is aware that pay band retention or pay retention will terminate if declining a reasonable offer.

H. Relocation Consideration: Employees will not be required to relocate outside of their commuting area through the HPSP. However, HPSP registrants will be offered the opportunity to voluntarily submit a list of up to three commuting areas in which they would like to be eligible for priority selection in addition to his/her current location. If a registrant indicates that he or she is willing to relocate, the following will apply:

(1) Registrants who identify additional commuting areas will have eligibility for priority placement for positions in their preferred locations;

(2) Priority placement based on relocation preference will not be subject to the reasonable offer requirements. As such, registrants may decline an offer outside of the current commuting area and still remain eligible for pay band retention or pay retention. However, following a declination, a registrant will receive no further preference for vacancies outside of his or her current commuting area;

(3) Registrants that accept a position in a different commuting area will not be entitled to relocation expenses; and

(4) Basic pay-setting rules will apply to registrants changing commuting areas. As a result, the employee's rate of adjusted pay will be adjusted based on established locality pay for the selected location.

I. Hiring Considerations:

(1) Vacant TSA positions may not be announced until the list of all eligible, basically qualified, and available HPSP registrants has been exhausted for the specific vacancy.

(2) A program office may not cancel or withdraw a recruitment request for a vacancy that is subject to HPSP placement unless an exception is approved by the AA/OHC.

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- (3) If more than one employee is found eligible for a vacancy, the following considerations will apply:
- (a) If all eligible candidates are registered in HPSP only, the Selecting Official will be given a list of all registrants found to be basically qualified for the vacancy. The Selecting Official may then review resumes, conduct interviews, and make a selection from the qualified HPSP participants; or
 - (b) If a registrant from both the HPSP and the TSA-Priority Placement Program (TSA-PPP) are found to be eligible for the same vacancy, preference is given to the TSA-PPP registrant. Additional information about the TSA-PPP can be found in [HCM 352-2, TSA Priority Placement Program](#).
- (4) Mandatory placement actions required under statutory, regulatory, or administrative requirements/agreements (e.g., reassignment as a reasonable accommodation or settlement agreement) supersede the provisions of the HPSP.
- J. Selection: If matched with a vacant position that has been submitted for recruitment, the HPSP registrant must be selected unless an exception, in writing, is received from the AA/OHC or his/her designee. The request for an exception must be routed from the Business Management Office (BMO), through the Assistant Administrator (AA), and to the AA/OHC for consideration.
- K. Exceptions: Requests for exceptions must be made through the BMO and the AA of the employee's program office to the AA/OHC. An exception will only be approved based on extraordinary circumstances.
- L. Automatic Exceptions: The following are automatic exceptions to required priority selection. As such, management officials may take these actions without receiving approval from the AA/OHC or his/her designee:
- (1) Non-competitive promotion actions;
 - (2) Non-competitive change to lower pay band actions;
 - (3) Non-competitive appointments and conversions under special TSA hiring authorities (e.g., Direct-Hire, Individuals with Disabilities, Veterans); and
 - (4) Non-competitive reassignments.

7. PROCEDURES:

- A. OHC will provide HPSP registration instructions and materials to employees who are subject to a pay band reduction and are put on pay band retention or pay retention due to reclassification

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and/or reorganization. Employees who are put on pay band retention or pay retention as a result of this action will receive information about how to register for the HPSP.

- B. To initiate participation in the HPSP, impacted employees must complete and submit all required documentation to OHC no later than 14 calendar days after receiving notice of eligibility. Required documentation includes:
- (1) [TSA Form 1130-4, Application for HPSP for Reclassification/Reorganization Pay Band Reduction](#);
 - (2) Current resume; and
 - (3) Most recent *DHS Rating Summary and Calculation Sheet* or a memorandum from the employee's local Employee Performance File (EPF), documenting the receipt of a presumed rating of record (as applicable). (Information about performance management can be found in [TSA MD 1100.43-4, Transportation Officer Performance System](#), [TSA MD 1100.43-3, Employee Performance Management Program](#), and the associated [Handbooks](#).)
- NOTE:** Employees who do not submit all required documentation, within the established timeline, will lose eligibility for ongoing pay band retention or pay retention without an approved extension from the AA/OHC or his/her designee.
- C. OHC will review all submitted documentation and will create a register of HPSP registrants.
- D. OHC will identify which vacancies match with a registrant's application in accordance with the provisions of this directive. If a program office submits a recruitment request for a vacant position, and a current HPSP registrant is referred, that employee must be selected for the position, absent an approved exception.
- E. If more than one registrant is found qualified for a position, the provisions in Section 6.I.(3) of this directive shall apply.
- F. If a registrant is found qualified for multiple positions, the AA/OHC, or his/her designee, will coordinate with the appropriate senior-level management official(s) in the gaining organization(s) for each vacancy to determine which of the vacancies would be the best placement.
- G. After the decision has been made for which position to offer, OHC will extend the job offer to the registrant.
- H. The registrant has five business days after receipt of the offer letter to accept or decline the offer in writing. If the registrant fails to respond by the date required, it will be considered a declination of a reasonable offer.

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- I. A registrant who declines a reasonable offer will be removed from the HPSP and his/her pay band retention or pay retention will end effective the first day of the following pay period.
- J. If the registrant accepts the offer, the pay rate for the new position is determined based on the provisions of [TSA MD 1100.53-8, *Setting Pay After Appointment*](#) and the associated [Handbook](#).

8. APPROVAL AND EFFECTIVE DATE: This policy is approved and effective the date of signature unless other specified.

APPROVAL

Signed

September 29, 2017

Karen Shelton Waters
Assistant Administrator for Human Capital

Date

EFFECTIVE

October 15, 2017

Date

Distribution: Administrator, Deputy Administrator, Assistant Administrators, Chief Counsel, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Division Directors, Administrative Officers, and Human Resources Specialists

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