



*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.*

**REVISION:** This revised directive cancels and supersedes TSA MD 1100.51-1, *Position Management and Position Classification*, dated July 6, 2011.

**SUMMARY OF CHANGES:** Administrative changes throughout the document.

1. **PURPOSE:** This directive provides TSA policy and procedures on the position management and position classification of TSA positions.
2. **SCOPE:** This directive applies to all positions in TSA with the exception of Transportation Security Executive Service (TSES) positions.
3. **AUTHORITIES:** The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:** See [TSA Handbook for TSA MD 1100.51-1, Handbook on Position Management and Position Classification](#).
5. **RESPONSIBILITIES:**
  - A. The Office of Human Capital (OHC) is responsible for:
    - (1) Establishing policy and procedures governing classification and administering the provisions of this directive;
    - (2) Classifying TSA positions within the scope of this directive or conducting reviews requested by program offices or initiated by OHC;
    - (3) Making a position sensitivity designation on every newly-classified position, in consultation with the Office of Law Enforcement/Federal Air Marshal Service, Office of Security, Personnel Security Section;

**NOTE:** Refer to [HCM Policy No. 731-1, Policy on Determining Position Sensitivity Designations for all TSA Positions, dated August 11, 2008](#), for further information;

- (4) Ensuring the most effective and efficient use of the agency's resources with regard to position management principles;
- (5) Initiating a review of an organization, group of positions, or a single position;

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- (6) Reviewing positions, organizations, and staffing plans to ensure accuracy and consistency of position management and position classification;
- (7) Approving and maintaining official versions of Standardized Job Descriptions (SJDs) and Job Analysis Tools (JATs);
- (8) Making final determinations on position management and position classification actions, including reviews of positions; and
- (9) Promoting understanding of the classification program by:
  - (a) Explaining the objectives and principles of classification to managers and employees;
  - (b) Developing and disseminating relevant information to managers and employees; and
  - (c) Interpreting policies and procedures governing position classification.

**B. Business Management Offices (BMO) are responsible for:**

- (1) Providing any information requested by OHC to substantiate a position's classification prior to submitting any personnel action involving a classified TSA position through the *Request for Personnel Action* (RPA) system;
- (2) Implementing results of position management and/or position classification reviews after consultation with OHC;
- (3) Participating in administrative reviews of staffing plans, periodic maintenance reviews, and other position classification initiatives;
- (4) Initiating personnel actions, resulting from position management and position classification reviews, after consultation with OHC;
- (5) Maintaining accurate staffing plans; and
- (6) Adhering to authorized staffing levels in accordance with staffing plans. Any request that is outside the authorized staffing level should be approved through the Office of Finance and Administration and OHC in accordance with applicable processes established.

**C. Supervisors or Managers are responsible for:**

- (1) Identifying and/or verifying the work to be performed by an employee to ensure that duties, responsibilities, and core competencies described in the JAT, SJD, and/or associated Job Request Cover Sheet are accurate;

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- (2) Assigning valid duties and responsibilities to all positions under their direction to ensure economical and efficient work distribution commensurate with overall mission objectives;
- (3) Ensuring employees are assigned to an accurate, clearly defined, JAT or SJD;
- (4) Reviewing and verifying the accuracy of employee JATs or SJDs (and Job Request Cover Sheets) as part of the annual performance review process;

**NOTE:** The supervisor or manager will certify the accuracy of the JAT or SJD through this review and if, inaccurate, submit a request to OHC for a position review

- (5) Providing any information requested by OHC or its HR service provider to substantiate a position's classification;
- (6) Implementing actions consistent with the results of position management and/or position classification reviews, in consultation with OHC;
- (7) Participating in administrative reviews of staffing plans, periodic maintenance reviews, and other position classification initiatives;
- (8) Ensuring that positions under their supervision are strategically aligned with the mission of the organization and meet the strategic objectives and goals of the program and the agency;
- (9) Ensuring that their subordinate positions (including authorized vacancies) are on an approved organization chart and/or staffing plan as maintained by the BMO; and
- (10) Providing a copy of the employee's JAT or SJD and/or Job Request Cover Sheet to the employee.

**D. Employees are responsible for:**

- (1) Knowing and understanding the content of their JAT or SJD and/or Job Request Cover Sheet, so they understand the duties and responsibilities of their position; and
- (2) Participating in discussions with management concerning the duties and responsibilities of their position during position management and position classification reviews and as part of the annual performance review process.

**6. POLICY:** The Assistant Administrator for Human Capital has final authority and responsibility for all classification actions and the utilization of positions based on position management principles.

**7. PROCEDURES:** See [TSA Handbook for TSA MD 1100.51-1, Position Management and Position Classification.](#)

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

**APPROVAL**

*Signed*

May 18, 2016

\_\_\_\_\_  
Karen Shelton Waters  
Assistant Administrator for Human Capital

\_\_\_\_\_  
Date

**EFFECTIVE**

\_\_\_\_\_  
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

Point-of-Contact: HR Access Helpdesk: [helpdesk@mailserver-hraccess.tsa.dhs.gov](mailto:helpdesk@mailserver-hraccess.tsa.dhs.gov)