



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 supersedes TSA MD 1100.53-7, *Setting Pay Upon Appointment*, dated January 15, 2009.

SUMMARY OF CHANGES: Section 1, Purpose, updated; Section 5, Responsibilities, added additional responsibilities and minor revisions for clarification; and Section 6, Policy, revised language for setting pay above the minimum of the band, and revised language for matters requiring AA/OHC approval. Administrative changes made throughout the directive.

1. **PURPOSE:** This directive provides TSA policy and procedures in the associated handbook, for establishing criteria and requirements when setting pay upon appointment.
2. **SCOPE:** This directive applies to all employees newly hired (permanently or temporarily appointed for the first time to a federal position, transfer from another federal agency, or reappointed after a break in service, generally of 90 days or longer) by TSA to positions covered by the TSA Core Compensation System. This directive does not apply to newly hired members of TSA's Transportation Security Executive Service.
3. **AUTHORITIES:**
 - A. The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:** See [TSA Handbook 1100.53-7, *Setting Pay Upon Appointment*](#).
5. **RESPONSIBILITIES:**
 - A. The Assistant Administrator/Office of Human Capital (AA/OHC) is responsible for approving or disapproving any requests to modify the salary setting policy and procedures found in this directive or the accompanying handbook (including setting pay above the midpoint of the band) prior to a tentative job offer.
 - B. 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.

- C. Assistant Administrators (AA) or delegated authority to the Deputy Assistant Administrators (DAA) are responsible for:
 - (1) Resolving pay setting matters within their respective program office, within the limits of this directive and the accompanying handbook.
 - (2) Managing their respective workforce as well as their fiscal responsibility, to include coordinating with the Office of Finance and Administration (OFA), to ensure funding for new hires.
- D. OFA is responsible for ensuring funding is available, allocating funds to the respective program offices, and reviewing the related office expenditures as they occur.
- E. Managers, supervisors, Administrative Officers, and Human Resources (HR) Specialists are responsible for consistently applying the policies and procedures found in this directive, and the accompanying handbook, when setting pay for TSA employees.
- F. Employees are responsible for reviewing each SF-50, *Notification of Personnel Action*, as well as, Statements of Earnings and Leave, ensuring that pay is documented appropriately and bringing inconsistencies to the attention of OHC Access, local TSA management, or the appropriate HR Specialist.

6. POLICY:

- A. TSA will set pay for all employees newly hired by TSA based on the provisions of this directive and the associated handbook. Pay setting after appointment to TSA will follow the provisions found in [TSA MD 1100.53-8, *Setting Pay After Appointment*](#) and the associated [Handbook](#).
- B. All personnel actions that occur under this pay setting policy will be effective at the beginning of a pay period.
- C. The rate of basic pay for employees newly hired to TSA may be set at the minimum of the pay band for the position; however, hiring officials have the option of setting the rate of basic pay above the minimum of the pay band up to the midpoint of the pay band when the situation warrants doing so. Setting pay above the minimum of the pay band may be appropriate for an individual who has previous experience that directly relates to the position to which he/she is being appointed, matching an employee's current salary, or when applying the employee's highest previous rate. The midpoint principle is based on the assumption that employees learn and gain competencies rapidly when they are relatively new to a pay band which may allow the pay to be set higher than the minimum of the pay band.
- D. 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.

E. Special circumstances leading to requests to modify the salary setting policies and procedures found in this directive or the accompanying handbook (including setting pay above the midpoint of the band) must be approved in writing by the AA/OHC or designee prior to a tentative job offer. Any request to set pay outside the provisions of this directive must be submitted by the program office AA or delegated authority to the DAA, to the AA/OHC, and will specifically document the pay setting requested and reflect the business reason and impact to the program office if the exception is not granted. The program office should coordinate these requests in advance with OHC Policy prior to submitting to the AA/OHC.

7. **PROCEDURES:** See [TSA Handbook 1100.53-7, Setting Pay Upon Appointment](#).

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

APPROVAL

Signed

June 15, 2017

Karen Shelton Waters
Assistant Administrator for Human Capital

Date

EFFECTIVE

June 25, 2017

Date

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

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