



**Transportation
Security
Administration**

OFFICE OF HUMAN CAPITAL

**TSA MANAGEMENT DIRECTIVE No. 1100.00-1
DEVELOPMENT AND IMPLEMENTATION OF
HUMAN CAPITAL DIRECTIVES AND POLICIES**

NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive establishes Transportation Security Administration (TSA) policy and supersedes the Federal Aviation Administration (FAA) orders, policies, guidance, and bulletins regarding the Development and Implementation of Human Capital Directives and Policies issued under the FAA Personnel Management System.

1. **PURPOSE:** This directive establishes that the authority for the development and implementation of Human Capital directives and policies is retained by the TSA's Office of Human Capital (OHC). This directive also establishes the parameters by which TSA components (headquarters offices, airports, and field installations) can develop and implement local guidance relating to human capital directives and policies, and provides for OHC oversight of such actions.
2. **SCOPE:** This directive applies to all TSA organizational components and offices.
3. **AUTHORITIES:**
 - A. The Aviation and Transportation Security Act (ATSA), Public Law 107-71.
 - B. Delegation of Personnel Management Authority (Delegation Order, dated May 22, 2003). Delegation from TSA Administrator to Assistant Administrator for Human Resources via the Chief Support Systems Officer.¹
 - C. TSA MD 200.1, Directives Management

4. DEFINITIONS:

- A. Human Capital Policy: Any directive or policy that relates to administrative employment or personnel management issues, including, but not limited to, matters affecting benefits, hiring, hours of duty, leave, pay, and removals/terminations.
- B. Local Guidance/Instructions/SOPs: Any guidance, instructions, or standard operating procedures issued by a component (headquarters office, airport, or field installation) that provides details for local implementation of a Human Capital Policy, e.g., identifying points of contact and approval authority.

5. RESPONSIBILITIES:

- A. The OHC at TSA headquarters has the delegated authority and responsibility for the development and implementation of human capital directives and policies. Prior to final approval, OHC will coordinate all human capital directives and policies with TSA management officials and any specific component/office that must concur with the relevant directive or policy matter pursuant to TSA MD 200.1.

¹ On November 30, 2005, the Assistant Secretary/Administrator of TSA issued a publication that confirmed this delegation to the Assistant Administrator for Human Capital due to the abolishment of the CSSO position.

**TSA MANAGEMENT DIRECTIVE No.1100.00-1
DEVELOPMENT AND IMPLEMENTATION OF
HUMAN CAPITAL DIRECTIVES AND POLICIES**

- B. TSA management officials are responsible for ensuring that OHC directives and policies are implemented and enforced as of the date of approval. TSA management officials are also responsible for ensuring that all staff are made aware of Human Capital policies and are either provided copies or have the ability to obtain directives and policies upon request.
6. **POLICY:** It is the policy of TSA to maintain a central location for the development and issuance of Human Capital directives and policies. This central location is the OHC located at TSA Headquarters.

7. **PROCEDURES**

A. Issuance of OHC Directives and Policies

- (1) All Human Capital Policies will be developed and issued by OHC at TSA headquarters.
- (2) OHC will ensure that all OHC directives are posted for comments in accordance with TSA MD 200.1, prior to finalization and dissemination.
- (3) All OHC directives and policies will be coordinated, as appropriate, with affected TSA components/offices prior to finalization and dissemination.
- (4) OHC will review directives and policies on an annual basis (or as otherwise required) to ensure that the information is current. OHC will also update directives and policies as necessary. In the event that a directive or policy is updated or rescinded, all related guidance/instructions issued at the local level must be updated or rescinded as appropriate.

B. Issuance of Local Guidance/Instruction and/or Standard Operating Procedures (SOP)

- (1) **TSA components (headquarters' offices, airports, and field installations) are not authorized to issue Human Capital directives or policies.** In the event that a component needs to issue guidance/instruction or a SOP on a Human Capital directive or policy, the component should coordinate such issuance with the OHC. This will ensure that the guidance/instruction or SOP does not supersede, expand, narrow or conflict with the directive or policy.
- (2) If the guidance/instruction or SOP is being issued solely to alert staff to the existence of the directive or policy or to establish points of contact or approval authority at the local level, the guidance/instruction does not have to be coordinated with the OHC.

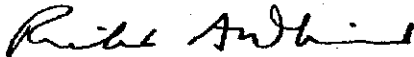
Note: Local guidance/instruction or SOPs must not be labeled as a "Directive" or "Policy."

**TSA MANAGEMENT DIRECTIVE No.1100.00-1
DEVELOPMENT AND IMPLEMENTATION OF
HUMAN CAPITAL DIRECTIVES AND POLICIES**

- (3) In the event that a component/office issues guidance/instruction or SOPs that supersedes, expands, narrows or conflicts with a Human Capital directive or policy, the component shall rescind the guidance/instruction or SOP immediately and confirm the rescission via email to the Assistant Administrator for Human Capital. Confirmation is required to ensure that the guidance/instruction or SOP has been rescinded and correct guidance/instruction or SOP has been published.
- (4) All guidance/instruction or SOPs already issued at the local level without OHC review/concurrence must be submitted to the OHC for review. Upon review, the OHC will notify the affected component that the guidance/instruction or SOP is authorized or that the guidance/instruction or SOP must be rescinded. If the guidance/instruction or SOP needs to be rescinded, the OHC will assist the component in issuing appropriate information, if necessary.

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

APPROVAL



Richard A. Whitford
Assistant Administrator for Human Capital

01-09-06
Date

Filing Instructions:	File 200.1.1
Effective Date:	Date directive is signed
Review Date:	Two years from Effective Date
Distribution:	Administrator, Deputy Administrator, Associate Administrator, Assistant Administrators, Area Directors, Federal Security Directors, and TSA Affiliated Offices.
Point-Of-Contact:	Office of Human Capital