



**TSA MANAGEMENT DIRECTIVE No. 1100.00-7
AUTHORITY AND RESPONSIBILITY FOR
HUMAN CAPITAL MANAGEMENT**

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 1100.00-7, *Authority and Responsibility for Human Capital Management*, dated June 5, 2009.

SUMMARY OF CHANGES: Section 3, Authorities, added a new citation; Section 4, Definitions, updated; Section 6, Policy, and Section 7, Procedures, revised; and various clarifying administrative changes throughout the directive.

1. **PURPOSE:** This directive provides TSA policy and procedures on the authority and responsibility for human capital management in TSA in accordance with applicable laws, and regulations.
2. **SCOPE:** This directive applies to TSA employees who perform human capital core functions.
3. **AUTHORITIES:**
 - A. Applicable TSA and Department of Homeland Security (DHS) Delegations of Authority
 - B. The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
 - C. Delegation of Authority 1100.1, Delegation of Personnel Management Authority to the Assistant Administrator for Human Capital, signed by the TSA Administrator, June 2, 2014
4. **DEFINITIONS:**
 - A. Human Capital Core Functions: Matters relating to administrative employment or personnel management issues, including but not limited to, benefits; employee and labor relations; hiring; hours of duty; leave; pay and compensation; performance management; personnel and payroll processing; position classification and position management; and workers' compensation.
 - B. Human Capital Management: The development, implementation, maintenance, and oversight of TSA's human capital framework in order to maximize the Agency's ability to recruit, select, deploy, develop, manage, and retain a high-performing, diverse workforce.
 - C. Human Capital Policy: Any directive or policy created by the Office of Human Capital (OHC) that relates to administrative employment or personnel management issues, including, but not limited to, matters affecting benefits, hiring, hours of duty, leave, pay, performance, and conduct.
 - D. Organizational Element: Any program office, airport, or other TSA work unit involved in providing human capital management services to one or several groups of TSA employees.

E. TSA Components: Any headquarters offices, airports, and field installation within TSA.

5. RESPONSIBILITIES:

A. The Assistant Administrator for Human Capital (AA/OHC) is responsible for:

- (1) Developing and implementing human capital policies and directives, and TSA-wide human capital processes and procedures;
- (2) Developing, disseminating, and implementing any modifications, exceptions, or deviations from human capital policies and directives, and TSA-wide human capital processes and procedures;
- (3) Overseeing OHC staff with delegated authority to perform human capital management functions;
- (4) Overseeing all human capital processes, responsibilities, and functions assigned to staff outside of OHC;
- (5) Overseeing all field components' ability to exercise/provide human capital core functions to include the revoking of any delegations of authority, as deemed appropriate; and
- (6) Establishing and maintaining the competency requirements and standards for assigning any TSA position responsibilities for one or more human capital core functions.

B. All Assistant Administrators, Office Directors, Area Directors, Federal Security Directors, and Supervisory Air Marshals in Charge are responsible for:

- (1) Ensuring that all employees in their organization comply with OHC directives, policies, guidance, procedures, and requirements within their organizational element;
- (2) Making human capital decisions that comply with applicable laws, regulations, and TSA policies; and
- (3) Ensuring that employees under their purview who perform human capital core functions continue to meet any standards and competency requirements established by OHC to perform human capital core functions.

C. Human Resources (HR) Specialists in OHC are responsible for:

- (1) Acting as representatives of the AA/OHC for the purposes of ensuring that their assigned organizational element(s) are aware of, and comply with, OHC directives, policies, guidance, procedures and requirements and that human capital decisions and activities in TSA organizational elements are consistent with TSA policies;
- (2) Serving as HR consultants, providing technical interpretations and guidance on HR matters to assigned organizational elements within TSA;

- (3) Monitoring contracts that have an impact on performing human capital core functions; and
- (4) Continuing to meet any standards and competency requirements established by OHC for assignment to a human resources specialist position.

D. Human Resources Specialists/Assistants in TSA field locations and HQ Business Management Offices are responsible for:

- (1) Acting as representatives of the AA/OHC for the purposes of ensuring that their organizational element complies with OHC directives, policies, guidance, procedures, and requirements and that human capital decisions and activities in their organizational element are consistent with TSA policies;
- (2) Providing management and other program staff with advice and support for performing human capital core functions in compliance with OHC directives, policies, guidance, procedures and requirements; and
- (3) Continuing to meet any standards and competency requirements established by OHC for assignment to a human resources specialist/assistant position.

E. An employee performing a human capital core function(s), whose primary position is not a human resources occupation, is responsible for:

- (1) Acting as a representative of the AA/OHC for the purposes of ensuring that his/her organizational element complies with OHC directives, policies, guidance, procedures and requirements and that human capital decisions and activities in his/her organizational element are consistent with merit system principles; and
- (2) Continuing to meet any standards and competency requirements established by OHC to perform human capital core functions.

6. POLICY:

- A. As delegated by the Administrator, the AA/OHC has final authority and responsibility for human capital management throughout TSA. Decisions of the AA/OHC are binding on all TSA organizational elements and employees.
- B. The AA/OHC may identify the requirement to meet specific competencies, standards, and/or training before an employee can perform certain human capital core functions.
- C. All human capital management policies, including associated procedures and handbooks, etc., will be developed and issued by OHC and coordinated, as appropriate, with affected TSA components/offices prior to finalization and dissemination. See [TSA MD 1100.00-1, *Development and Implementation of Human Capital Directives and Policies*](#).
- D. TSA employees are authorized to carry out human capital management functions only to the extent to which those functions have been specifically assigned and/or delegated to them.

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- E. The Rating Official of an employee who performs human capital core functions shall consider input received from appropriate OHC personnel familiar with the employee’s work for the employee’s annual performance appraisal.
 - F. TSA components are not delegated the authority to issue, modify, or deviate from human capital management policies, directives, processes, and procedures. Any exception must be approved by the AA/OHC.
7. **PROCEDURES:** TSA components that wish to issue local guidance which relates to human capital core functions, as determined by the AA/OHC, must send such guidance to OHC Policy via e-mail to MDs&Forms-21@tsa.dhs.gov for review and approval/disapproval prior to issuance. Refer to TSA MD 1100.00-1 for additional information.
8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signatures unless otherwise specified.

APPROVAL

Signed

April 5, 2017

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

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