



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 directive cancels and supersedes TSA MD 1100.45-1, *Awards and Recognition*, dated September 3, 2015 and Memorandum 1100.4 – Monetary Award Limitations for TSA Employees, dated January 19, 2016.

SUMMARY OF CHANGES: Section 5, Responsibilities, revised to clarify oversight and adherence to policy responsibilities by the respective Assistant Administrators and the responsibilities of supervisory, managers, and management officials when recommending awards; Section 6, Policy, revised to include prohibition to recommend supervisors and self for monetary and time-off awards and to establish individual employee annual monetary award limit.

1. **PURPOSE:** This directive provides TSA policy and procedures for establishing criteria and requirements for recognizing and rewarding employees.
2. **SCOPE:** This directive applies to all TSA employees. In the event there is a conflict between the policy and the Collective Bargaining Agreement (CBA), Article 2: Awards and Recognition Process of the CBA will apply to Bargaining Unit Employees.
3. **AUTHORITIES:** The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:** See [TSA Handbook to TSA MD 1100.45-1, Awards and Recognition](#).
5. **RESPONSIBILITIES:**
 - A. The Administrator is responsible for retaining the authority to grant awards to members of the Transportation Security Executive Service (TSES) and to grant performance awards to L and M Band employees.
 - B. The Deputy Administrator is responsible for retaining the authority to grant special achievement awards to L and M Band employees.
 - C. The Assistant Administrator for Human Capital (AA/OHC) is responsible for:
 - (1) Establishing an agency awards and recognition program;
 - (2) Reviewing Special Achievement Award justifications and amounts for L band and above employees and providing a recommendation to the Administrator and/or Deputy Administrator; and

- (3) Ensuring processes are implemented which provide oversight of program office award submissions to ensure compliance with monetary approval levels and individual and annual award limitations amounts as established by this Directive and the Handbook to MD 1100.45-1.
- D. The Assistant Administrator for Finance and Administration is responsible for the allocation of funds for payment of monetary awards.
- E. Assistant Administrators (AAs) and equivalent positions are responsible for:
- (1) Ensuring the policy and procedures established by this Directive and the Handbook to MD 1100.45-1 are followed within their program offices;
 - (2) Ensuring an award is not authorized or approved unless the dollar amount of the award is within his/her funding allocation and the limits established in this directive and the associated Handbook;
 - (3) Establishing procedures to ensure monetary award approval levels and individual and annual award amounts are not exceeded within their program offices;
 - (4) Indicating concurrence or non-concurrence on TSA Form 1140, *Award Recommendation and Approval*, for any special achievement award recommended for TSES members in their program office;and
 - (5) Establishing delegations of approval authority for non-monetary awards within the guidelines of this directive and the associated Handbook.
- F. Supervisors, managers and/or other designated management officials are responsible for:
- (1) Nominating/recommending and rewarding employees whose performance, contributions, or activities merit recognition; and
 - (2) Obtaining concurrence from the supervisor of the employee's position of record when the nominating/recommending official is not the immediate supervisor. For TSES members the nominating/recommending official is the member's immediate supervisor. (See TSA MD 1100.30-24, Transportation Security Executive Service Program.)
- G. All management officials are responsible for ensuring that awards are based on merit and distributed equitably.
- H. Employees are responsible for requesting and using time-off awards within one (1) year of the effective date of the award to avoid forfeiture.

6. POLICY:

- A. TSA shall recognize and reward significant employee contributions and achievements related to official employment in a fair and equitable manner consistent with the policy and procedures of this directive and the associated Handbook.
- B. Employees may not nominate/recommend their immediate supervisor, other management officials in their chain of supervision, and/or themselves for monetary and/or time-off awards.
- C. An employee may be granted only one monetary award for each achievement or contribution. Employees who are part of a team or group may each be granted a monetary award for involvement in the same achievement or contribution.
- D. Individual award amounts will not be split to grant monetary awards in excess of the management official's delegated authority.
- E. Special Achievement Award justifications and amounts for L band and above employees will be reviewed by the AA/OHC who will provide a recommendation to the Administrator and/or Deputy Administrator on the appropriateness of the award.
- F. Individuals eligible to receive monetary awards and bonuses must meet all eligibility criteria **and** be employed by TSA on the effective date of the award.
- G. Payment of monetary awards and bonuses, including any pay for performance increases and performance awards, to former TSA employees, deceased employees, or any individuals, including other Federal employees, who are not TSA employees is prohibited. This prohibition against payment to deceased employees applies to surviving family members, designated beneficiaries and/or the estate of the deceased employee.
- H. All individual monetary awards over \$10,000 must be approved by the Secretary of Homeland Security (DHS). Nominations/recommendations must be forwarded to the Secretary from and endorsed by the Administrator, through the DHS, Under Secretary for Management.
- I. The Administrator may grant monetary awards in amounts up to and including \$10,000 per individual. The authority to grant awards of more than \$5,000 up to and including \$10,000 may be delegated no lower than the Deputy Administrator.
- J. Except as provided in sections 5A and 5B above, AAs and equivalent positions are delegated the authority to grant monetary awards for amounts up to and including \$5,000 per individual.
- K. Except as provided in section 5A and 5B above, AAs and equivalent positions may delegate in writing to lower-level management officials within their organizations, including Federal Security Directors and Supervisory Air Marshals in Charge, the authority to grant monetary awards up to and including \$2,000 per individual.

- L. Any exceptions to the policy and procedures outlined in this directive and the associated Handbook require written approval by the AA/OHC, or his/her designee, prior to submission of the award or bonus for payment.
- M. An employee is limited to receiving up to a maximum of \$10,000 in monetary awards per calendar year, excluding performance awards or bonuses. This limitation applies to the combined total of any special achievement awards, on-the-spot awards, and attendance awards received by an individual employee and is calculated based on the payout date of each award. Any exceptions must be approved by the Administrator of TSA.

- 7. **PROCEDURES:** See [TSA Handbook to TSA MD 1100.45-1, Awards and Recognition](#).
- 8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

April 18, 2016

Karen Shelton Waters
Assistant Administrator for Human Capital

Date

EFFECTIVE

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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