

Human Capital Communication  
**Human Capital Advisory Memo 2019.75-3**



Date: November 21, 2019  
 To: EAAs, DEAAAs, AAs, DAAs, RDs, RMOs, BMOs, FSDs and SACs  
 From: Melanie Harvey, Acting Assistant Administrator for Human Capital  
 Subject: Changing the Delegation of Corrective/Disciplinary/Adverse Action Authority for Transportation Security Officers  
 POC: HC Access Help Desk; [Helpdesk@mailserver-hraccess@tsa.dhs.gov](mailto:Helpdesk@mailserver-hraccess@tsa.dhs.gov)  
 References: Handbook to [TSA MD 1100.75-3, Appendix B](#)

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 Date: 2019.10.25 14:50:42 -04'00'

Action	Delegation
<b>Letter of Guidance/Direction, Letter of Counseling, and Letter of Leave Restriction</b>	Supervisory TSO (STSO) or higher. <i>(No change)</i>
<b>Letter of Reprimand</b>	STSO or higher. <i>(No change)</i>
<b>Deciding Official (Suspension of 1-3 days/Reprimand in Lieu of Suspension for 1-3 days)</b>	Transportation Security Manager (TSM) or higher. <i>(No change)</i>
<b>Proposing Official (Suspension of 4-7 days/Reprimand in Lieu of Suspension for 4-7 days)</b>	STSO or higher. <i>(Changed to allow STSOs to propose suspensions only up to 7 days)</i>
<b>Deciding Official (Suspension of 4-7 days/Reprimand in Lieu of Suspension for 4-7 days)</b>	TSM or higher. <i>(No change)</i>
<b>Proposing Official (Suspension of 8-14 days/Reprimand in Lieu of Suspension for 8-14 days)</b>	TSM or higher. <i>(Changed from allowing STSOs to propose suspensions up to 14 days)</i>
<b>Deciding Official (Suspension of 8-14 days/Reprimand in Lieu of Suspension for 8-14 days)</b>	J-Band or above <u>and</u> "FSD" in title <i>(Changed from TSM or higher)</i>
<b>Proposing Official (Suspension of 15 days or more, including Indefinite Suspension, Involuntary Demotion for Performance /Conduct, and Removal)</b>	TSM or higher. <i>(No change)</i>
<b>Deciding Official (Suspension of 15 days or more, including Indefinite Suspension, Involuntary Demotion for Performance /Conduct, and Removal)</b>	J-Band or above <u>and</u> "FSD" in title <i>(Changed from AFSD or higher)</i>

<b>Trial Period Termination</b>	J-Band or above <u>and</u> “FSD” in title <i>(Previously unspecified)</i>
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This memorandum is being issued as an interim measure to advise you that the Handbook to TSA MD 1100.75-3, *Addressing Unacceptable Performance and Conduct*, will now include the below changed provisions at Appendix B:

These revisions provide frontline management with the authority to handle lower level disciplinary actions while requiring the involvement of more senior management when longer suspensions or job loss are involved.

This HCAM supersedes and cancels TSA HCAM, *Delegations of Authority of the DAFSDs as the Deciding Official*, dated August 2, 2017.

These changes are effective December 1, 2019. The Handbook to TSA MD 1100.75-3, *Addressing Unacceptable Performance and Conduct*, Appendix B, will be amended to incorporate these changes.