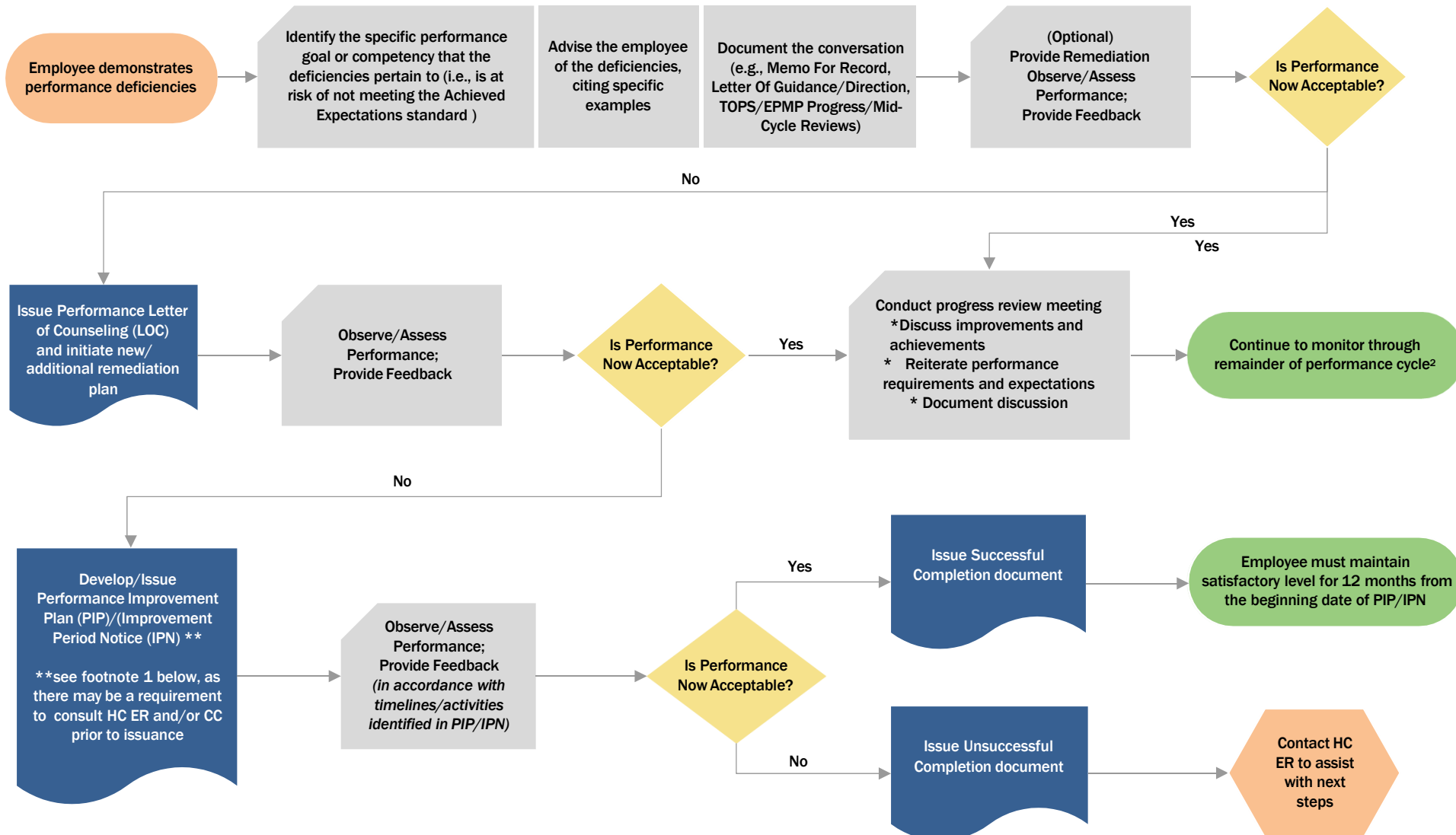


# Addressing Performance Deficiencies<sup>1</sup>

HUMAN CAPITAL



<sup>1</sup> 1100.43-3, EPMP Handbook, requires management to consult with the HC Employee Relations (ER) representative assigned to their office and/or TSA's Chief Counsel (CC), before taking action, (including corrective action).  
 1100.43-4, TOPS Handbook, identifies that management is "strongly advised to contact their local Employee Relations point-of-contact and their local field counsel; and/or the Employee Relations staff at TSA HQ Office of Human Capital for guidance."

<sup>2</sup> Performance deficiencies should be addressed during the performance cycle and not held until the end of the rating period. If a "satisfactory"(Achieved Expectations or above) final rating of record is issued to the employee, that action closes out that performance cycle and those deficiencies are considered resolved, unless the employee successfully completed a PIP/IPN during the cycle.