



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 1100.57-3, *Recruitment, Relocation, and Retention Incentives*, dated May 27, 2008.

SUMMARY OF CHANGES: Section 4, Definitions, moved to the Handbook to TSA MD 1100.57-3, *Recruitment, Referral, Relocation, and Retention Incentives*; Section 5, Responsibilities updated to include employees; Section 6, combined items F. and G., Section 8, Approval, Effective Date and Point of Contact updated; as well as various administrative changes throughout the directive.

1. **PURPOSE:** This directive provides TSA policy and procedures for the payment of recruitment, referral, relocation, and retention incentives.
2. **SCOPE:** This directive applies to all TSA employees, including members of the Transportation Security Executive Service (TSES).
3. **AUTHORITY:** The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:** See the [TSA Handbook to TSA MD 1100.57-3, Recruitment, Referral, Relocation, and Retention Incentives](#).
5. **RESPONSIBILITIES:**
 - A. The Assistant Administrator for Human Capital (AA/OHC) is responsible for:
 - (1) Modifying, revising, supplementing, or canceling this MD, as required;
 - (2) Approving or disapproving requests for the payment of recruitment, relocation, referral, and retention incentives and for service credit enhancements related to annual leave recruitment incentives;
 - (3) Monitoring, tracking, and recertifying incentives;
 - (4) Coordinating with the Office of Finance and Administration (OFA) to ensure sufficient funding is available to cover the cost of the incentives and to ensure requests for waivers of repayment of debt are approved or disapproved; and
 - (5) Administering this policy and ensuring that it supports the mission of the agency.

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- B. The Assistant Administrator for Finance and Administration (AA/OFA) is responsible for:
 - (1) Approving or disapproving monetary incentives, based on the availability of funds (annual leave recruitment incentives are approved by AA/OHC only);
 - (2) Monitoring expenditure of resources for large groups of workers authorized to receive incentives;
 - (3) Participating in the recertification process; and
 - (4) Ensuring that any debts owed to the Federal Government are collected.

- C. Managers are responsible for applying the provisions of this directive when approving, considering and monitoring recruitment, referral, relocation, and retention incentives and when recommending such incentives, including providing appropriate justification for such payments or annual leave enhancements.

- D. Local Human Resources (HR) Specialists, or other designated staff members, are responsible for:
 - (1) Ensuring that appropriate service agreements and/or referral incentive request forms have been completed and are maintained in accordance with this directive and the accompanying handbook; and
 - (2) Ensuring that the *Request for Personnel Action (RPA)*, has been completed and timely submitted to OHC to initiate, modify, and/or discontinue incentives, as necessary.

- E. Employees are responsible for:
 - (1) Signing a written service agreement to complete a specified period of employment with TSA, when applicable; and
 - (2) Reimbursing the Federal Government for incentive payments received where required by law or as specified in the service agreement.

6. POLICY:

- A. Recruitment, referral, relocation, and retention incentives will be used by TSA to help build and maintain a viable and responsive workforce.

- B. These incentives will be approved only when the criteria specified in the accompanying Handbook, are met.

- C. Employees have no entitlement to any form of incentives.

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- D. Recruitment incentives (including annual leave recruitment incentives) will only be approved for employees receiving new appointments within TSA, and must be approved prior to the entrance on duty (EOD) of the employee, as defined in the accompanying Handbook.
- E. Members of the Transportation Security Executive Service (TSES) receive the maximum annual leave accrual upon appointment and, therefore, are not eligible for annual leave recruitment incentives.
- F. Referral incentives may not be paid to any TSA employees who are involved in any aspect of the recruitment or selection process for the specific vacant position for which the candidate is referred.
- G. Incentives are to be recertified, modified, terminated, and/or recovered, under conditions discussed in the Handbook.

7. **PROCEDURES:** Refer to the [Handbook to TSA MD 1100.57-3, Recruitment, Referral, Relocation, and Retention Incentives](#).

8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

October 26, 2016

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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