


Office of Human Capital Communication  
Human Capital Advisory Memo



Date: February 29, 2016

To: AAs, DAAs, BMOs, RDs, and FSDs 

From: Karen Shelton Waters, Assistant Administrator, Office of Human Capital

Subject: 1100 – Temporary Suspension of Directed (Involuntary) Reassignments

POC: Kristen Hukoveh, [Kristen.Hukoveh@tsa.dhs.gov](mailto:Kristen.Hukoveh@tsa.dhs.gov)

References: TSA MD 1100.30-4 Permanent Internal Assignments  
Associated TSA Handbook and Forms

Attachments: None

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In accordance with TSA Management Directive 1100.30-4, Permanent Internal Assignments, management officials exercising the authority to effect a directed reassignment should consult with the Office of Human Capital (OHC) in advance of taking any action. It has come to the attention of agency senior officials that this consultation with OHC is not being regularly sought and may have resulted in inconsistent applications of human capital policy and procedures.

Until further notice and effective immediately, Directed (Involuntary) Reassignments must be routed through the Office of Human Capital (OHC) for review and approval by AA/OHC, Karen Shelton Waters. Program Offices requesting approval should direct an action memo for AA/OHC approval that outlines the requested Directed Reassignment action, following the requirements of TSA MD 1100.30-4, Section K. All Directed Reassignments currently in process will be halted, reviewed, and possibly returned to the program office for further action, if the nature of action is unclear or isn't clearly supported as outlined in policy.

OHC will work with representatives from each program office in the coming weeks to update TSA MD 1100.30-4, and associated handbook and forms, to ensure appropriate oversight and management responsibilities are correctly reflected in the policy as well as being adhered to in practice.



Transportation  
Security  
Administration

## Mata, Sharlene

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**From:** Sharlene Mata <sharlene.mata@gmail.com>  
**Sent:** Tuesday, March 01, 2016 2:02 PM  
**To:** Mata, Sharlene  
**Subject:** Fwd: Human Capital Advisory Memo concerning Permanent Internal Assignments  
**Attachments:** Permanent Internal Assignments 3-1-16.pdf

**From:** SheltonWaters, Karen  
**Sent:** Tuesday, March 01, 2016 12:09:33 PM  
**To:** Asseng, George; Bester, Margot <TSA OCC>; Book, Heather <TSA OPR>; Bush, Thomas L.; Callahan, Colleen B.; Castelveter, David; Fitzmaurice, Stacey; Fletcher, Kenneth; Gallihugh, Ronald B.; Griggs, Christine; Gunter, Brett <TSA-OTD>; Hearing, Peter; Henderson, Latetia; Hoggan, Kelly (TSA); Hutchinson, Kimberly <TSA-OTD>; Jones, Sophia <TSA-13>; Karoly, Steve; Kerner, Francine; LaJoye, Darby; Mayenschein, Eddie; McDaniels, Thomas; McShaffrey, Richard S. (Scott); Newhouse, Victoria; Rice, Stephen; Roberts, Russell; Rose, Pat; Scanlon, Julie; Terrell, Joseph; Vaughan, Jill; Walton, Kimberly; Maola, Marisa; Ball, Robert (DTW); Agnew, Jerry; Irwin, Michael <AvOpsHQ>; Tashiro, Susan; Meinke, Art; Rottman, Michal; Adams, James W.; Allison, Bob; Baquero, Jose <FSD>; Barker, Donald; Batt, Aaron E <IND>; Berroyer, Tim; Brainard, Jay; Burche, Daniel; Burke, Chuck; Burke, Karen; Cahill, Brian; Carter, Thomas J; Chasse, Patricia; Connon, Kathleen <TSA OCC>; Coose, Andrew; Corey, Steven R; Crawford, Steven; Csontos, William; Dailey, David W; Donnelly, Michael <FSD>; Dubuc, Roger; Dupin, Fred; Durgan, David J.; Eason, Johnny; Fevold, Dan; Frederick, Kevin F; Garcia, Pete; Gordon, Ricky; Hanlon, Karen; Heisey, Mark J; Henderson, Jerry <MCO>; holmgren, jeff; Hursey, John; Johnson, Bart; Johnson, Scott T; Kair, Lee R; Keys-Turner, Karen; Krekorian, Robert; Lau, Fred; Leftridge Byrd, Mary; Lendvay, Mark L; Linkins, Gail; Lorincz, Steve; Malin, Ronald; McCarthy, Kevin G; McDonald, Bruce <BTV>; Minaei, Anita; Mishoe, Andrea; Nau, Lawrence; Nowland, Bob; Petrowsky, Kathleen; Phelan, Gerry; Presas, Jesus; Robinson, Martin W.; Ronan, Daniel A.; Ross, Paul A.; Salinas, Jose; Sanchez, Jesse C; Schukraft, Barbara; Scott, James E.; Scott, Michael (AUS-FSD); Siro, Kimberley; Spriggs, Jim; Starks, Dereck; Traverzo, Louis; Van Leuven, Cliff; Vela, Hector; Williams, Amy; Williams, Ray; Wilson, Kerwin; Wood, Stephen; Wynn, David  
**Cc:** Allison, Roderick; Rasicot, Gary; Metzler, Alan; BMOLeads; Hukoveh, Kristen L  
**Subject:** Human Capital Advisory Memo concerning Permanent Internal Assignments

Please see the attached Human Capital Advisory Memo concerning Permanent Internal Assignments.

Karen

**Karen Shelton Waters**  
Assistant Administrator, Office of Human Capital  
Transportation Security Administration  
571-227-1310 | W4-111S