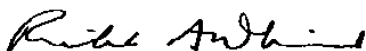


TSA MANAGEMENT DIRECTIVE No. 1100.43-1
PERFORMANCE ACCOUNTABILITY
AND STANDARDS SYSTEM (PASS)

- (1) Each rating official will establish a locally maintained Employee Performance Folder (EPF) for each employee.
- (2) The original completed PASS Performance Agreement Signature Sheet and Performance Rating Summary Sheet will be filed in the EPF and a copy of each will be given to the employee.
- (3) An employee may review the contents of his/her EPF.
- (4) Offices/Airports will establish procedures to maintain the EPF in a secure location (e.g., a locked file cabinet). The EPF is a Privacy Act system of records and all performance documents are protected by the Privacy Act, 5 U.S.C. § 552a, and must be maintained in accordance with its provisions.
- (5) FY 2007 PASS Sign-Off Sheets and PASS Performance Rating Summary Sheets shall be retained in accordance with TSA's Records Disposition Schedules.
- (6) If an employee transfers from one office or airport to another, the employee's EPF shall be forwarded to the gaining location.
- (7) If an employee separates from TSA, the employee's EPF shall be forwarded to TSA HR Services.

8. EFFECTIVE DATE AND IMPLEMENTATION: This policy is effective immediately upon signature.

APPROVAL



12/04/06

Richard A. Whitford
Assistant Administrator for Human Capital

Date

Filing Instructions: File 200.1.1
Effective Date: Date of Signature
Review Date: Two years from Effective Date
Distribution: Assistant Secretary, Deputy Assistant Secretary, Associate Administrator,
Assistant Administrators, Area Directors, and Federal Security Directors
Point of Contact: OHC/Office of Performance Management and Improvement, 571-227-4186,
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