



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 1100.00-2, *Employee Morale Groups*, dated December 4, 2006.

SUMMARY OF CHANGES: Section 3, Authorities, revised; Section 4, Definitions, updated; and various clarifying administrative changes throughout the directive.

- 1. PURPOSE:** This directive provides TSA policy and procedures pertaining to chartered employee morale groups operating within TSA facilities.
- 2. SCOPE:** This directive applies to all TSA employees.
- 3. AUTHORITIES:**
 - A. The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
 - B. 5 CFR Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch
 - C. 41 CFR Part 102-74.410, Federal Management Regulation
- 4. DEFINITIONS:**
 - A. Authorizing Official: The Administrator, Deputy Administrator, Chief Counsel, Regional Directors, Assistant Administrators, Federal Security Directors (FSDs), or designees.
 - B. Employee Morale Groups (EMGs): Groups of TSA employees and other eligible individuals, who formally join together for morale, support, or other similar activities. EMGs are self-sustaining, non-federal entities that operate on TSA facilities with the written consent of the appropriate Authorizing Official. EMG leadership and members act as individuals in their personal capacity and exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. EMGs do not represent their membership in any employee-management matters. EMGs do not include credit unions authorized to operate on TSA facilities or informal funds operating on TSA facilities, such as water funds, coffee funds, or other small activities. Funds raised by the EMG shall not exceed \$1000. Funds raised that exceed the \$1,000 limit will be spent by the EMG within a 90-day period.

5. RESPONSIBILITIES:

- A. Assistant Administrator for the Office of Human Capital (AA/OHC), or designee, is responsible for all policy matters for the approval and monitoring of EMGs operating within TSA facilities.
- B. Authorizing Officials are responsible for:
 - (1) Implementing this directive, retaining oversight of all EMGs and informal funds authorized to operate on facilities under their control, and ensuring that periodic reviews of EMGs are conducted;
 - (2) Ensuring the membership provisions and purposes, under which the organization was permitted on TSA facilities, continue to apply. Substantial changes to those conditions shall necessitate further review, documentation, and approval for continued permission to operate on TSA facilities; and
 - (3) Furnishing reports, as required, to the AA/OHC, or designee, on EMGs covered by this directive.
- C. EMGs are responsible for:
 - (1) Complying with TSA directives and policies;
 - (2) Ensuring the activities of its members comply with the Standards of Ethical Conduct for Employees of the Executive Branch when participating in activities sponsored by the EMG;
 - (3) Furnishing their own funds, equipment, supplies, and other materials; and
 - (4) Conducting EMG business during non-duty time.

6. POLICY:

- A. The existence and activities of EMGs are of interest to TSA. TSA recognizes that these groups, which foster a sense of belonging and esprit de corps, are an important complement to the formal TSA organization. Such groups can create a sense of personal involvement and promote the morale of TSA employees.
- B. EMG leadership must ensure that all members comply with TSA directives and policies, including the Standards of Ethical Conduct for Employees of the Executive Branch, when participating in activities sponsored by the EMG.
- C. Authorizing Officials must fulfill their oversight responsibilities detailed above, but should not become involved in the management or operations of EMGs.
- D. Support to EMGs. Except as noted below, EMGs will furnish their own funds, equipment, supplies, and other materials and will conduct EMG business during non-duty time.

- (1) EMGs may use TSA premises for meetings or activities with the permission of the Authorizing Official in accordance with local office policy, procedures, and building regulations, provided such space is available. Such use must not result in higher cost to the Government. Only authorized persons may attend meetings held in areas off-limits to the general public;
 - (2) EMGs may distribute materials during meetings held in TSA facilities and may post announcements on bulletin boards made available for non-official messages. Distribution of EMG materials on TSA property is otherwise prohibited; and
 - (3) EMGs may use TSA e-mail only to notify eligible members of scheduled meetings or activities.
- E. EMGs will be self-sustaining, primarily through dues, contributions, fees, or special assessments of members. Dues, if required, should be assessed on an equitable basis and will be the responsibility of the employees. Management shall not assume any responsibilities for assessing or collecting dues or other payments.
- F. EMG fundraising in TSA facilities may be conducted subject to the approval of an Authorizing Official. To the extent it is authorized, such fundraising will be infrequent and will not interfere with Government operations.
- G. To avoid the appearance of impropriety and potential conflicts of interest, EMG members may not solicit or accept gifts or donations from regulated parties (or their employees), including but not limited to: airport authorities, air carriers, and passengers.
- H. Limitations on EMGs. EMGs must not:
- (1) Represent themselves, directly or indirectly, as being an official function or organization of TSA or any TSA official, and may not use the official DHS insignia or utilize TSA in their title or letterhead;
 - (2) Discriminate in terms of membership or treatment because of race, color, national origin, gender, religion, age, disability, political belief, sexual orientation, or marital or family status. Any TSA employee who perceives discriminatory treatment should contact any supervisor or management official in the employee's chain of supervision or TSA's Office of Civil Rights and Liberties, Ombudsman and Traveler Engagement (CRL/OTE);
 - (3) Advocate overthrowing the constitutional form of Government of the United States or otherwise engage in activities that could reasonably prejudice or discredit TSA or its operations; or
 - (4) Assist or participate in a strike, work stoppage, or slowdown against the Government of the United States or any of its agencies or impose a duty or obligation to conduct, assist, or participate in such strike, work stoppage, or slowdown.

7. PROCEDURES:

A. Formation, approval, and termination of EMGs.

- (1) An organization seeking to be authorized to operate on TSA facilities as an EMG must submit the following information to the Authorizing Official:
 - (a) A written constitution, by-laws, charter, articles of agreement or other documentation acceptable to the Authorizing Official that describes the nature, purpose, function and objectives of the organization;
 - (b) Description of membership eligibility;

NOTE: Generally membership is open to all employees in the area serviced and may also include immediate family members.
 - (c) Description of EMG management positions, including term and election procedures for EMG management positions;
 - (d) Designation of management responsibilities, to include accountability for assets; acknowledgment that EMG funds will not be commingled with personal funds; periodic financial reporting to members; satisfaction of liabilities; disposition of any residual assets on dissolution; and other matters that show responsible financial management;
 - (e) Notification to all members of what their personal financial responsibility may be if the EMG's assets are insufficient to discharge all liabilities;
 - (f) Commitment to comply with Federal, state and local laws and regulations, including TSA regulations and policies; and
 - (g) Such other information as the Authorizing Official may require.
- (2) The Authorizing Official, in collaboration with the field counsel or Office of Chief Counsel, as appropriate, will review submitted materials to ensure that the proposed organization is in compliance with the policies and procedures of this directive. After this review, the Authorizing Official will determine if it is in the best interest of TSA to recognize the requesting group as an EMG. To avoid the dilution of time, resources and interest, a field Authorizing Official may wish to limit the number of EMGs approved for each airport. Generally, a decision will be issued to the requesting group within 30 calendar days of receipt of a completed application package.
- (3) The Authorizing Official may withdraw authorization at any time if the EMG prejudices or discredits TSA or the Federal Government, conflicts with government activities, fails to follow this or other TSA directives, or for any other reasonable cause.

B. Scheduled EMG activities. In order to promote the goals of the EMG, to provide authorized support, and to minimize disruption in the workplace, EMGs are strongly encouraged to maintain close coordination with the Authorizing Official or designee. Among other items,

EMGs should coordinate: the anticipated schedule of meetings or activities; requests for meeting space; and other relevant information of mutual interest.

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

APPROVAL

Signed

February 19, 2015

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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