

Human Capital Communication
Human Capital Advisory Memo 2021.31-1



Date:

To: EAAs, DEAAAs, AAs, DAAs, BMOs, RMOs, FSDs

From: Patricia Bradshaw
Assistant Administrator, Human Capital

Subject: Trial Periods

POC: ServeU Human Capital Hub Help Desk,
HC-ServeU@tsa.dhs.gov or Employee Relations Specialist

References: [TSA MD 1100.31-1, Trial Periods](#)

Effectively immediately, this memorandum is being issued to amend [TSA MD 1100.31-1, Trial Periods](#), as follows:

The basic trial period for all employees shall be one year from the effective date of their TSA appointment without time limitation. Employees on an appointment without time limitation who have completed at least one year of continuous service as of the effective date of this HCAM are considered to have met the requirement for serving a basic trial period. The basic trial period remains one year for veterans' preference (preference-eligible) employees.

TSA MD 1100.31-1 will be modified at a later date. For questions related to this memorandum, please contact the ServeU Help Desk at HC-ServeU@tsa.dhs.gov or your Employee Relations Specialist.

