



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 and attachments establish Transportation Security Administration (TSA) policy and supersede Federal Aviation Administration (FAA) orders, policies, guidance, bulletins regarding permanent internal assignments issued under the FAA personnel management system. This directive is TSA policy and must be applied accordingly.

REVISION: This revised directive supersedes TSA MD 1100.30-4, *Permanent Internal Assignments*, dated October 4, 2007.

SUMMARY OF CHANGES: Section 3, Authorities, was changed to reflect the current citation for Pub. L. 107-71. Section 6, Policy, was revised to clarify and streamline the eligibility categories for permanent internal assignments. Specifically, the 3-year reinstatement limitation for individuals who did not complete a trial or probationary period was removed.

1. **PURPOSE:** This directive provides TSA policy and procedures for permanent internal assignments (i.e., appointments, promotions, reassignments, and demotions) of individuals to permanent TSA positions through internal selection procedures.
2. **SCOPE:** This directive applies to all TSA permanent internal assignments, with the exception of demotions for performance or conduct reasons, involving eligible employees as defined in Section 6.C. The directive does not apply to Transportation Security Executive Service (TSES) employees or positions.
3. **AUTHORITIES:**
 - A. The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
 - B. Sections 403(2) and 423 of the Homeland Security Act of 2002
 - C. Applicable TSA and DHS delegations of authority
4. **DEFINITIONS:**
 - A. Competency: A measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics necessary to successfully perform a job's functions.
 - B. Job Swap: An employee-initiated action in which two employees can request, be approved for, and accept placement into one another's permanent positions when competitive procedures are not required to effect such placement.

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- C. Permanent Internal Assignment: The appointment of an eligible employee to a permanent position in TSA; or the permanent promotion of an employee to a position in a higher pay band; or the reassignment of an employee to a position in the same pay band; or the demotion of an employee to a position in a lower pay band.
- D. Voluntary Transfer: An employee-requested reassignment to a position at the same pay band and with the same pay band opportunity, or assignment to a position at a lower pay band with no greater career opportunity than held previously.

5. RESPONSIBILITIES:

- A. To the extent delegated within their organizations, and given the parameters established in this directive, selecting officials are responsible for:
 - (1) Determining whether permanent internal assignments will be filled competitively or non-competitively;
 - (2) Determining the method of identifying or soliciting candidates; and
 - (3) Defining the area of consideration and how the best qualified candidates will be determined when competitive procedures are used.

NOTE: Considerable latitude is allowed to ensure that this directive affords TSA managers flexibility to manage their assigned programs.

- B. The Office of Human Capital, those organizations with whom TSA has contracted for human resources (HR) services, and those TSA employees to whom HR responsibilities have been delegated, are responsible for effecting personnel actions in accordance with this directive and any TSA Human Capital operating instructions based on this directive.

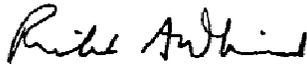
6. POLICY:

- A. TSA recruitment and selection procedures will ensure fair and open competition, fair and equitable treatment, and selection and advancement on the basis of the applicants' competencies, knowledge, skills, and abilities.
- B. The selecting official has discretion, in accordance with this directive, to determine the recruitment sources that will be used and who to select for positions within their delegated authority. The goal is to assure a sufficient number of highly qualified candidates and meaningful competition for the position(s) to be filled. Permanent internal hiring procedures may be used in conjunction with other forms of consideration and selecting officials may select from any valid source of candidates.
- C. The following employees are eligible for permanent internal assignments subject to the provisions of the [TSA Handbook on Permanent Internal Assignment Procedures](#):

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- (1) Current, permanent employees of TSA;
 - (2) Current, permanent civilian Federal employees of other agencies;
 - (3) Current, temporary TSA employees who obtained their temporary appointment through a competitive process;
 - (4) Former, permanent civilian Federal employees, whose separations from Federal service were not based on cause (i.e., poor performance or conduct);
 - (5) Former, temporary TSA employees who obtained their temporary appointment through a competitive process and whose separations from Federal service were not based on cause (i.e., poor performance or conduct); and
 - (6) Current, temporary TSA employees who were appointed under a special appointing authority/program that conferred eligibility for conversion to permanent appointment, provided conversion requirements have been met.
7. **PROCEDURES:** See TSA handbook on Permanent Internal Assignment Procedures.
8. **EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

APPROVAL



8-18-08

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Date

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