



**TSA MANAGEMENT DIRECTIVE No. 1100.30-1  
TEMPORARY INTERNAL ASSIGNMENTS  
(DETAILS AND TEMPORARY PROMOTIONS)**

*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Respect, and Commitment.*

*NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114 (n)), this directive establishes Transportation Security Administration (TSA) policy and must be applied accordingly.*

**REVISION:**

This revised directive supersedes TSA Management Directive 1100.30-1, *Temporary Internal Assignments (Details and Temporary Promotions)*, dated May 25, 2019.

**SUMMARY OF CHANGES:**

Section 6.D. was modified to remove the minimum qualification requirement prior to beginning any detail lasting longer than 90 days. Added references to special assignments and the collective bargaining agreement. Administrative changes were made throughout the directive.

**1. PURPOSE:**

This directive provides TSA policy and procedures for the documented assignment of a permanent TSA employee, through collateral duty, detail or temporary promotion, to a position in which they perform the duties of another TSA position. The new duties may not be associated with the employee's position of record, and the assignment shall be designated for a specific period of time.

**2. SCOPE:**

This directive applies to all permanent TSA employees, except for employees in Transportation Security Executive Service (TSES) positions or employees who are temporarily assigned to TSES positions. Bargaining unit employees should reference the collective bargaining agreement if one is in effect.

**3. AUTHORITIES:**

- A. Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
- B. [Department of Homeland Security \(DHS\) MD 3130.2, Employee Details](#)

**4. DEFINITIONS:**

- A. See [TSA Handbook 1100.30-1, Temporary Internal Assignments](#).

**5. RESPONSIBILITIES:**

- A. Supervisors and managers are responsible for:

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- (1) Determining how best to meet their organization's temporary workforce needs, e.g., through redistribution of assignments among permanent employees, collateral duties, details, temporary promotions, temporary appointments, and/or other options.
  - (2) Determining the circumstances under which collateral duties, details, special assignments and temporary promotions will be used, the duration of these temporary internal assignments (in accordance with the provisions of this directive and the collective bargaining agreement), and whether an employee who is temporarily assigned to a higher-band position will be paid at the higher pay band (temporary promotion versus detail).
  - (3) Ensuring that temporary internal assignments (details and temporary promotions) within their organizations are promptly and properly documented in accordance with this directive. In all cases, managers shall consider the budgetary implications and the needs of the organization as a whole, as well as impact of the assignment on specific employees.
- B. Program offices are responsible for processing and documenting the appropriate forms and actions in accordance with this directive and handbook prior to the start of any temporary internal assignment.
- C. Human Capital (HC) is responsible for ensuring processes are implemented which provide oversight of program office temporary internal assignments to ensure compliance as outlined in this directive.
- D. HC, TSA employees with Human Resources responsibilities, and organizations with whom TSA has contracted to provide Human Resources services, are responsible for ensuring that the provisions of this directive and handbook are carried out in processing personnel actions for temporary internal assignments in their area of responsibility.

**6. POLICY:**

- A. Using Temporary Internal Assignments:
- (1) Temporary internal assignments are intended to help meet urgent and/or temporary work load or mission changes, such as an immediate shortage of personnel, a special project/task force, or other exigencies.
  - (2) Assignments within the chain of supervision are considered temporary internal assignments and must be documented according to this directive.

Example: A Deputy Assistant Federal Security Director (DAFSD) is acting for the Assistant Federal Security Director (AFSD) for sixty (60) days. Although this is an assignment within the supervisory chain, all forms and actions must be processed according to this directive prior to the start of the temporary internal assignment.

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- (3) If the changes are expected to become permanent, temporary internal assignments may fill the gap initially, but a long-term solution should be sought and implemented in time to meet the limitations established by this directive.
- (4) Managers and supervisors have sole discretion to decide whether or not a temporary internal assignment will be initiated and if so, when, and which type (collateral duty, detail, special assignment, or temporary promotion). In making this determination, managers and supervisors will consider the following:

- (a) While on temporary internal assignment, the employee's permanent position of record is still retained. Managers should consider how this affects Full Time Equivalent (FTE) allocations and related funding;
- (b) Supervisors may not require employees on a temporary internal assignment to perform the work of their position of record in addition to the temporary assignment;

**NOTE:** Uniformed officers performing non-screening collateral duties or special assignments must be allowed the necessary time to perform screening functions while in the collateral duty to maintain their certification requirements under [TSA MD 1900.8, TSA Training and Initial Certification Programs](#).

- (c) Some employees may perceive noncompetitive assignments as providing special opportunities to a select few to learn new skills and/or demonstrate their capability; and
- (d) Experience gained while on a temporary internal assignment may be credited as qualifying experience when the employee applies for other positions when in fact they may have performed only some of the duties normally associated with the position.

B. Temporary Assignments to non-TSA Entities: The provisions of this directive apply only to temporary internal assignments within TSA. The provisions of [DHS MD 3130.2, Employee Details](#) and [TSA MD 1100.30-27, Temporary \(Time-Limited\) External Appointments](#) must be applied to any proposed temporary assignment of a TSA employee to another DHS component, another Federal agency, or other organization/entity.

C. Eligibility for Temporary Internal Assignments:

- (1) All permanent TSA employees are eligible for details and temporary promotions.

**NOTE:** [TSA MD 1100.30-14, Post-Appointment Movement Restrictions](#) restricts promotion or reassignment (but not detail) of employees until they have been employed by TSA for at least 90 days. Bargaining unit employees must have been employed by TSA for at least 12 months to be eligible for a special assignment.

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- (2) This directive applies only to TSA employees on permanent appointments. In the case of temporary or term employees (i.e., employees serving on appointments with a not-to-exceed date), assignments to alternative duties should be documented through a different temporary appointment, rather than a detail or temporary promotion.
- (3) A reemployed annuitant serving in a position for which a dual compensation waiver (salary offset) has been approved may not be given a temporary internal assignment since such an assignment would conflict with the waiver's parameters. This assignment would terminate the waiver, and the annuitant would have their salary offset by the annuity.

**D. Qualification Requirements:**

- (1) Details: Because details do not involve a change in pay, an employee is not required to meet the minimum qualification requirements of the position for a detail. However, any positive qualification requirements, or other training or certification requirements necessary to carry out the duties of the detail (such as initial certification required to perform the duties of a Transportation Security Officer), must be met prior to the start of a detail.
- (2) Temporary Promotions: Before being temporarily promoted, an employee must meet all minimum qualification requirements of the position, as well as any positive qualification requirements.

**E. Termination:** A temporary internal assignment may be terminated at any time at the discretion of management. The employee is not entitled to advance notice or written notice.

**F.** The duration of temporary internal assignments, termination of a temporary internal assignment, and the decision to use a temporary promotion versus a detail are not grievable under [HCM 771-4, National Resolution Center](#), and the associated [Handbook](#).

**7. PROCEDURES:**

- A. See [TSA Handbook 1100.30-1, Temporary Internal Assignments](#).

**8. APPROVAL AND EFFECTIVE DATE:**

This directive is approved and effective the date of signature, unless otherwise specified.

**APPROVAL**

*Signed*

February 24, 2022

\_\_\_\_\_  
Patricia Bradshaw  
Assistant Administrator for  
Human Capital

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Date

**EFFECTIVE**

March 9, 2022

\_\_\_\_\_  
Date

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