

# TSA Handbook 1100.30-1

## Temporary Internal Assignments

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### Approval

*Signed*

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**NOTE:** This Handbook implements the provisions of [TSA MD 1100.30-1, Temporary Internal Assignments](#). Until such time as TSA MD 1100.30-1 is rescinded, the Management Directive and Handbook are considered TSA policy and must be applied accordingly.

### **Summary of Changes**

- Section A. Definitions, added definition for Special Assignment only for those employees covered by the collective bargaining agreement. Section D. Documenting Temporary Internal Assignments, changed to require a Request for Personnel Action (RPA) to be processed resulting in a Standard Form (SF) 52 for all temporary internal assignments lasting more than 30 days.
- Administrative changes were made throughout the handbook.

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## A. Definitions

- (1) Collateral Duty: A temporary assignment of duties, limited to no more than 50% of an employee's scheduled work hours. Interested bargaining unit employees who volunteer for collateral duties will maintain all their certifications for their positions of record.
- (2) Detail: A documented temporary assignment of duties, other than those of the position of record, *without* any change in pay or pay band. A detail may involve temporary assignment to a position at a higher or lower pay band or to an unclassified description of duties. A detail may also involve a temporary assignment to a different location in the same position. During a detail, the employee is still officially assigned to their position of record.
- (3) Position of Record: The TSA position, as documented on the employee's most recent Notification of Personnel Action (SF-50 or equivalent) and the current TSA Job Analysis Tool (JAT) or Standardized Job Description (SJD), to which the employee is officially assigned. The position of record is defined by pay band, occupational category, job series, work schedule type, and any other condition(s) that determine coverage under the TSA classification/pay system. The position of record is also the position to which the employee returns at the end of the detail or temporary promotion. A position to which an employee is temporarily detailed, acting, or temporarily promoted is *not* considered the position of record for that employee.
- (4) Positive Qualification Requirement: Specific requirements (e.g., educational, licensure, security clearance or certification) associated with a position that an applicant must possess in order to be assigned to the position.
- (5) Special Assignments: A voluntary, temporary assignment of a bargaining unit employee to duties other than those of their position of record that is:
  - (a) More than twenty percent (20%) of the bargaining unit employee's scheduled work hours; and for more than thirty (30) calendar days in duration.
  - (b) Service on advisory councils/committees are not considered special assignments. Additionally, any deployment of security personnel for security-related duties and functions (e.g. ATLAS, VIPR) is excluded and not considered a special assignment.

**NOTE:** Details on the process for Special Assignments is in the collective bargaining agreement in effect.

- (6) Temporary Internal Assignment or Temporary Assignment: 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.
- (7) Temporary Promotion: A temporary assignment documented through a personnel action, which places an employee in a position at a higher pay band than their position of record and provides the employee with the higher pay associated with the temporary assignment. At the end of a temporary promotion, the employee is returned to their position of record and former pay level.
- (8) Unclassified Description of Duties: A general description of job tasks or duties for which no specific occupational series or pay band determinations have been made; generally intended for use for a short time until a complete job description (JAT or SJD) can be developed.

## **B. Effecting and Tracking Temporary Internal Assignments**

- (1) Details: The office to which the employee is permanently assigned (the "losing" office) is responsible for initiating and terminating details through use of an electronic Request for Personnel Action (RPA), (see section D.). The losing office is responsible for tracking the employee's detail and extending and/or terminating the action prior to the Not to Exceed (NTE) date.
- (2) Temporary Promotions: The office in which the employee is going to perform the work on temporary promotion (the "gaining" office) is responsible for initiating and terminating temporary promotions through the use of an electronic RPA (see section D.). Both the losing and gaining office are responsible for tracking temporary promotions to ensure that extension and/or termination actions are submitted and processed promptly. This is especially critical to prevent unnecessary overpayment situations which can occur when a temporary promotion is not terminated promptly.

## **C. Limitations on Temporary Internal Assignments**

- (1) Details to positions at the same pay band:
  - (a) Initially may be made either competitively or non-competitively<sup>1</sup> for up to one year; and

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<sup>1</sup>Unless competitive requirements are specifically required in this policy, the selecting official may, at their discretion, choose whether or not to apply competitive procedures. If competition is required or elected for a temporary internal assignment, the Competitive Selection Process found in [TSA MD 1100.30-4, Permanent Internal Assignments](#), must be followed. Competitive requirements will be considered satisfied if the employee meets the provisions for an exception to competitive procedures found in TSA MD 1100.30-4. When competitive procedures are used, the vacancy announcement can include a statement that the detail (or temporary promotion) may be made permanent without further competition (this does not apply in

- (b) May be extended either competitively or non-competitively for up to one additional year for a total maximum of two years, but only when:
  - (i) There are documented critical business needs; and
  - (ii) Approved by the Federal Security Director (FSD) for airport employees, the Supervisory Federal Air Marshal in Charge (SAC) for Law Enforcement/Federal Air Marshal Service (LE/FAMS) employees, or from the management official designated by the Assistant Administrator (AA) or equivalent for employees in organizations other than airport or LE/FAMS operations.
- (2) Whenever possible, details will be assigned in yearly increments to allow employees the opportunity to experience the full responsibilities of the position. This does not preclude management from ending a detail if it is no longer needed.
- (3) Employees may not end one detail early in order to move to another detail assignment. Employees who elect to end their detail assignment prior to the established completion date are not eligible for placement into another detail assignment for six months.
- (4) Employees placed into a detail position for the maximum of two years may not enter into a new detail within the six months following the end of the first detail unless approved by the AA/HC.

**Example:** An employee has successfully completed their detail for a total of two years. At the end of the detail, the employee has the opportunity to continue this detail, or be placed into another detail, but must first receive approval from the AA/HC.

- (5) Details to positions in a lower or higher pay band should be kept to the shortest possible period of time because the duties being performed are not comparable to the employee's current pay level. Therefore, these details:
  - (a) Initially may be made either competitively or non-competitively<sup>2</sup> for a maximum of 30 days; and
  - (b) May be extended either competitively or non-competitively for up to 60 additional days for a total maximum of 90 days, but only when:
    - (i) There are documented critical business needs; and

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the case of a detail to unclassified duties, since a specific position must be established in order for the action to be made permanent).

<sup>2</sup> See footnote 1 above.

- (ii) Approved by the FSD for airport employees, the SAC for LE/FAMS employees, or from the management official designated by the AA or equivalent for employees in organizations other than airport or LE/FAMS operations.
- (c) Employees detailed into a position at a lower or higher pay band for the maximum of 90 days may not enter into a new detail to a lower or higher pay band within the six months following the end of the first detail unless approved by the AA/HC.
- (6) Details to an unclassified description of duties should be used only as an interim measure until a job description can be identified or developed and classified; therefore, these details are expected to be of very short duration and shall last no more than 30 days without approval from AA/HC.
- (7) Temporary promotions:
  - (a) Initially may be made either competitively or non-competitively<sup>2</sup> for a maximum of six months; and
  - (b) May be extended for up to 18 additional months for a total maximum of two years, but only when:
    - (i) Competitive requirements<sup>2</sup> have been met; and
    - (ii) There are documented critical business needs; and
    - (iii) Approved by the FSD for airport employees, the SAC for LE/FAMS employees, or from the management official designated by the AA or equivalent for employees in organizations other than airport or LE/FAMS operations.
- (8) Temporary internal assignments to supervisory positions do not require competition unless specifically required by another section of this policy.

#### **D. Documenting Temporary Internal Assignments**

- (1) Details must be processed through submission of the following documentation to be filed in the employee's electronic Official Personnel Folder (eOPF) prior to the start of the detail:
  - (a) Details for more than 30 days:
    - (i) Initial Action:
      - An electronic RPA. Use Nature of Action Code (NOAC): 930, Detail NTE (Enter Date); Code: ZVC; Legal Authority: Public Law 107-71; and

- A signed [TSA Form 1160, Terms and Conditions for Temporary Internal Assignment--Detail](#) that states the conditions of the assignment; and
  - A copy of the appropriate JAT, SJD, or description of duties.
- (ii) Extension Action:
- An electronic RPA. Use NOAC 931, Extension of Detail NTE (Enter Date); Code: ZVC; Legal Authority: Public Law 107-71.
  - A signed TSA Form 1160, *Terms and Conditions for Temporary Internal Assignment—Detail*, that states the conditions of the assignment.
- (iii) Termination Action:
- An electronic RPA. Use NOAC 932, Termination of Detail NTE (Enter Date); Code: ZVC; Legal Authority: Public Law 107-71.

**NOTE:** A SF-52 is generated for detail assignment actions, extension actions, and termination of detail assignment actions if the assignment is for greater than 30 days.

(b) Details for less than 30 days:

- (i) A signed TSA Form 1160, *Terms and Conditions for Temporary Internal Assignment – Detail*, that states the conditions of the assignment; and
- (ii) A copy of the JAT, SJD, or description of duties.

**NOTE:** Details lasting less than 30 days will not be processed through a RPA. Documentation should be saved locally.

(2) Temporary promotions, regardless of length, will be processed by submitting the following documentation prior to the start of the temporary promotion:

(a) Initial Action:

- (i) An electronic RPA. Use NOAC 703, Promotion NTE (Enter Date); Code: ZLM; Legal Authority: Public Law 107-71; and
- (ii) A signed [TSA Form 1159, Terms and Conditions for Temporary Internal Assignment – Temporary Promotion](#), that states the conditions of the assignment; and

(iii) A copy of the JAT or SJD.

(b) Termination Action:

(i) An electronic RPA. Use NOAC 713, Change to Lower Grade – Temp Promotion, Level, Band; Code: ZLM; Legal Authority: Public Law 107-71.

**NOTE:** A SF-50 is generated for all temporary promotion and termination of temporary promotion actions.

## **E. Related Considerations**

- (1) Temporary internal assignments that last more than 90 days may require documentation for performance appraisal purposes. See [TSA MD 1100.43-4, \*Transportation Officer Performance System \(TOPS\)\*](#) and [TSA MD 1100.43-3, \*Employee Performance Management Program\*](#), and the associated [Handbooks](#) for more information on these requirements.
- (2) Uniformed officers are required to maintain their certification while on detail to a non-screening position. A schedule must be established with the management official to allow the uniformed officer the necessary time performing screening functions in order to maintain their certification. This will allow the uniformed officer to be rated in their position of record and allow them to be available in the screening operations when necessary. See [TSA MD 1900.8, \*TSO Training and Initial Certification Programs\*](#) for more information.

## **F. Salary and Related Costs**

(1) Setting Salary at Onset of Assignment:

(a) Details: Employees on detail continue to earn the salary as that of their position of record, even if they are detailed to a position in a different location or which is classified at a higher pay band.

(b) Temporary Promotions: Salary increases due to a temporary promotion will be set in accordance with [TSA MD 1100.53-8, \*Setting Pay After Appointment\*](#), and the associated [Handbook](#).

(2) Costs: Generally, the gaining office is responsible for the employee's salary and travel expenses, if any, associated with a temporary assignment. Unless other arrangements are made between the two offices, the gaining office should take responsibility for entering the employee's time and attendance information into the appropriate system(s) during the detail, charging the time to the budget code(s) for the organization based on the work the employee is



performing on the assignment. Funding arrangements should be agreed upon prior to the assignment being effected.

- (3) **Travel Expense Reimbursement:** If the temporary internal assignment is to a different duty station than the employee's position of record, they may be entitled to some travel expense reimbursements in accordance with applicable TSA policy, which may vary, depending on the length of the assignment. Additionally, there may be tax implications. Therefore, coordination with the TSA Finance and Administration is critical prior to the outset of the assignment to ensure that all benefits are understood and not compromised.

## **G. Trial periods**

- (1) **Basic Trial Periods:** Temporary internal assignments do not extend the basic trial period that an individual serves upon entering TSA employment.
- (2) **Supervisory or Managerial Trial Periods:**
  - (a) If an employee serving in a supervisory or managerial trial period is temporarily assigned from that position to a non-supervisory or non-managerial position, the supervisory or managerial trial period is suspended until the employee is returned to the position of record, at which point the trial period resumes.
  - (b) If the temporary internal assignment is to another supervisory or managerial position, the supervisory or managerial trial period continues and the time in the temporary internal assignment is credited toward completion of the required trial period.

**NOTE:** See [TSA MD 1100.31-1, \*Trial Periods\*](#), for additional information on temporary internal assignments and trial periods.

## **H. Termination of Temporary Internal Assignments**

- (1) Upon termination or expiration of the temporary internal assignment, the employee will be returned to their position of record or reassigned to another position in accordance with the provisions of [TSA MD 1100.30-4, \*Permanent Internal Assignments\*](#), before any other personnel actions are processed, unless one of the following exceptions applies:
  - (a) If an employee dies while serving on a temporary promotion, the temporary promotion will NOT be terminated prior to processing the separation (death) action (this will result in the employee being separated at the higher pay rate associated with the temporary promotion);  
or

- (b) If a temporary promotion is terminated due to a job-related injury, the Department of Labor, Office of Workers' Compensation Programs, considers the employee's rate of pay to be whatever the employee was receiving at the time of the injury.

## **I. Setting Pay at the End of the Assignment**

- (1) Details: When a detail expires or is terminated, the employee's pay remains unchanged.
- (2) Temporary Promotions: When a temporary promotion expires or is terminated, the employee is returned to their position of record and pay will be set in accordance with [TSA MD 1100.53-8, \*Setting Pay After Appointment\*](#), and the associated [Handbook](#).