



Transportation Security Administration

Office of Human Capital

TSA MD 1100.30-4, Handbook

Permanent Internal Assignments

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APPROVAL

Signed

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Transportation
Security
Administration

NOTE: This Handbook and all related Appendices and/or Attachments contain stipulations to implement the provisions of [TSA MD 1100.30-4, Permanent Internal Assignments](#). Until such time as TSA MD 1100.30-4 is rescinded, the Management Directive, Handbook, Appendices, and any Attachments are considered TSA policy, and must be applied accordingly.

Summary of Changes

Revised the requirement of a job opportunity announcement posting from a minimum of five workdays to five calendar days, excluding legal public holidays.

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A. Definitions:

1. Competency: A measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics necessary to successfully perform a job's functions.
2. Job Category: Occupations encompassing similar work grouped together within the TSA Core Compensation System.
3. 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.
4. Local Commuting Area: The local commuting area is the geographic area surrounding a work site that encompasses the localities where people live and reasonably can be expected to travel back and forth daily to work.
5. Office of Human Capital (OHC): As used in this Handbook, references to OHC may mean either OHC staff or staff of the TSA service provider for human capital services.
6. Permanent Internal Assignment: The appointment of an eligible employee to a permanent (without time limitation) position in TSA; or the permanent (without time limitation) 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.
7. 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.

B. Exceptions to Competitive Procedures:

Using competitive procedures means considering candidates who have applied to a job opportunity announcement, and evaluating qualified candidates against job-related selection criteria. Competitive procedures must be applied for permanent internal assignments with the following exceptions. Actions NOT Requiring Competitive Procedures¹:

¹ All personnel actions for certain senior-level positions must be reviewed by the Executive Resources Council (ERC) *before* the action is effected, regardless of whether they are competitive or noncompetitive. The current types of senior-level positions to which this requirement applies includes, but is not limited to: L-band positions, Special Agents in Charge, TSA Representatives, and all Federal Security Director positions. Questions regarding senior-level positions in need of ERC approval should be directed to the Executive Resources Division, Office of Human Capital.

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1. Assignments within the Same or Equivalent Job Category: A permanent employee may be promoted, either permanently or temporarily, up to and including the highest pay band of his/her job category [see Attachment 1 for specific guidance].²
 - (a) A current TSA employee who is reassigned, demoted, or promoted to a position with a pay band opportunity no higher than the pay band opportunity of a TSA position previously held on a permanent basis.
 - (b) A current temporary TSA employee who obtained his/her temporary appointment through a competitive process is permanently appointed to a position in the same job category as the position to which temporarily appointed through competition, or in a job category with no higher pay band opportunity.

2. Reinstatement Eligibility:
 - (a) Reinstatement of a former permanent TSA employee who is appointed to a position with a pay band opportunity no higher than the pay band opportunity of a TSA position previously held on a permanent basis.
 - (b) Reinstatement of a former temporary TSA employee who obtained his/her temporary appointment through a competitive process and who is permanently appointed to a position (either permanent or temporary not-to-exceed 5 years) in the same job category as the position to which temporarily appointed through competition, or in a job category with no higher pay band opportunity.
 - (c) A former Federal employee who held a permanent (not time limited) position within any Federal agency (this means Executive agencies under the provisions of 5 U.S.C. § 105, the United States Postal Service, and the Postal Rate Commission), is appointed to a TSA position at any pay band for which qualified when the occupational series (e.g., 0201, 1801, etc.) of the individual's former Federal position would place it in the same job category as the new TSA position, or one with no higher pay band opportunity, if it were classified under the TSA core compensation system.

3. Conversion to Permanent under a Special Appointing Authority:
 - (a) A temporary TSA employee who was appointed under a special appointing authority conferring eligibility for noncompetitive conversion to permanent appointment is converted to a permanent appointment in accordance with the guidelines associated with that authority.

² However, with certain exceptions noted below, employees must compete for assignment (appointment, promotion, reassignment, etc.) to a TSA supervisory or managerial position unless they have already completed a Federal supervisory or managerial probationary period.

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- (b) An employee's temporary promotion is made permanent provided the temporary promotion was made using competitive procedures if required, and the fact that it might become permanent was included on the job opportunity announcement.
4. **Reclassification of Position:** Reclassification of a position from one job category or level definition to a different job category or level definition, or to implement a new job category or level definition, including those instances where the different or new job category may provide greater career progression potential for an employee, when management officials document that all of the following conditions apply:
- (a) changes to the duties and responsibilities which affect the proper classification of the position under the TSA core compensation system have occurred over time and the position has evolved to the point that the current position must be redescribed and reevaluated;
 - (b) the major duties of the "old" position are absorbed into the "new" position and the old position will be abolished;
 - (c) the changes in the position have not come at the expense of another position in the organization which lost duties and responsibilities as a result;
 - (d) there are no other employees in the same position (same Job Analysis Tool) in the same organization who report to the same immediate supervisor;
 - (e) the new position is not supervisory; and
 - (f) management will not establish a position like the old position in the organization's staffing plan for at least 6 months.
5. **Transfers from other Federal Agencies:** A current Federal employee who holds a permanent (not time limited) position within any Federal agency (this means Executive agencies under the provisions of 5 U.S.C. § 105, the United States Postal Service, and the Postal Rate Commission), is appointed, reassigned, demoted or promoted to a TSA position at any pay band for which qualified when the occupational series (e.g., 0201, 1801, etc.) of the individual's Federal position would place it in the same job category as the new TSA position, or one with no higher pay band opportunity, if it were classified under the TSA core compensation system.
6. **Priority Consideration:** An employee is selected under priority consideration resulting from corrective action associated with a previous assignment action (e.g., failure to receive proper consideration for a promotion).

C. Supervisory and Managerial Positions:

1. An individual who has never held a supervisory or managerial position in TSA must compete prior to his/her **first** assignment to a TSA supervisory or managerial position unless he/she meets one of the following conditions:
 - (a) The proposed action would otherwise meet the criteria for noncompetitive action, as outlined in Section B above, and the individual was previously assigned to a TSA supervisory or managerial position on a permanent basis for any period of time; or
 - (b) The individual has already met the requirements for completing a supervisory trial period in accordance with [TSA MD 1100.31-1, Trial Periods](#); or
 - (c) The individual is moving into a Supervisory Attorney position.
2. An exception to the requirement for competition in C (1) above may be approved for an individual who meets all of the following conditions:
 - (a) The individual previously served in supervisory or managerial position(s), in or outside the Federal civilian service, which involved a level of supervisory or managerial experience comparable to the TSA position for a total of at least 12 months, and has demonstrated possession of the knowledge, skills and abilities required to successfully perform the duties of the position for which he/she is being considered; **and**
 - (b) If not for the supervisory competition requirement in C(1), the proposed action would meet the criteria for noncompetitive action, as outlined in Section B above; **and**
 - (c) The candidate meets all eligibility requirements for the subject position (e.g., qualification requirements).
3. A management official at the level of Federal Security Director, Special Agent in Charge, Office Director, or another official as designated by the appropriate Assistant Administrator, may request that the Assistant Administrator of the Office of Human Capital (AA/OHC) authorize non-competitive entry of a candidate into a supervisory or managerial position pursuant to Section C(2). The management official is responsible for determining that the candidate meets eligibility requirements before the request is submitted. The AA/OHC or his/her designee must review and approve any exception request made pursuant to Section C(2) of this Handbook in order for the candidate to be assigned to the supervisory or managerial position.
4. Those receiving permanent assignments (appointments, promotions, reassignments, etc.) to a supervisory or managerial position under this exception process will be required to serve a one-year supervisory or managerial trial period.

D. Qualification Requirements:

All candidates must meet the established minimum and basic qualification requirements or alternatives in accordance with the guidelines in [TSA MD 1100.30-29, Qualification Requirements](#), and the associated [Handbook](#).

E. Competitive Selection Process:

A competitive selection process is required for permanent internal assignments unless specifically exempted under Section B or C of this Handbook. The following elements are required for a competitive selection process:

1. Assessing job duties and responsibilities to identify the knowledge, skills, abilities, and/or competencies, required to perform the job successfully;
2. Developing job-related criteria against which eligible applicants will be evaluated;
3. Searching for candidates through a large enough area to provide competition among an adequate number of qualified candidates to meet agency staffing needs; and
4. Assessing qualified applicants against the job-related criteria.

F. Recruiting for Permanent Internal Assignments:

The job opportunity announcement is the competitive process used to identify employees for internal assignment.

1. In filling a vacancy, a selecting official, in consultation with their local HR Specialist or representative and/or OHC, may use an internal job opportunity announcement (open only to those meeting internal assignment eligibility criteria outlined in [TSA MD 1100.30-4](#)) or an external job opportunity announcement (open to individuals not meeting internal assignment eligibility criteria), or both, to recruit for candidates. (An external announcement may be used to recruit from both inside and outside the Federal civil service.)
2. Minimum Area of Consideration: All competitive candidates must be within the area of consideration to be considered. The minimum area of consideration for a job opportunity announcement will be as follows:
 - (a) For a headquarters vacancy: “TSA Headquarters”;
 - (b) For an OSO field (airport) vacancy: “TSA employees with duty locations that are within the hub-spoke configuration of [airport name]”;

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- (c) For a non-OSO field vacancy: “TSA employees with duty locations that are within the local commuting area of [field duty location of the vacancy]”.

Note: The local commuting area is the geographic area surrounding a work site that encompasses the localities where people live and reasonably can be expected to travel back and forth daily to work. TSA duty locations considered to be within the local commuting area of a specific field location will be determined in advance (prior to the opening date of the job opportunity announcement) by the official with designated hiring authority for positions at that location.

3. Selecting officials should seriously consider using an area of consideration beyond the minimum whenever feasible, in order to maximize competitive opportunities.
4. All job opportunity announcements which include locations beyond the local commuting area will specify that relocation expenses will not be paid unless the organization has obtained advance approval to offer payment of these expenses to the selected candidate.
5. If a manager believes that exceptional circumstances warrant using an area of consideration smaller than the specified minimum (for example, when allocation restrictions or restructuring initiatives limit the ability to add to the rolls of the organization), he/she may submit a request to use an area of consideration which is narrower than the specified minimum. Such requests may be approved by the appropriate Area Director or his/her designee (for field positions in the Office of Security Operations) or the AA/OHC or his/her designee (for positions in all other TSA organizations).
6. A job opportunity announcement requires posting of a minimum of five (5) calendar days. The selecting official may request that a job opportunity announcement be open for less than five (5) calendar days, but no less than three (3) calendar days. In such cases, the selecting official must provide OHC with a written rationale for doing so.
7. A job opportunity announcement may not open or close on a date declared as a legal public holiday by 5 U.S.C. 6103 (or other Executive order or Federal statute that declares any other day to be a holiday). These days will also be excluded when determining the minimum number of days for the job opportunity announcement posting. Therefore, if a legal public holiday occurs during an open job opportunity announcement period, the closing date of a job opportunity announcement will be extended by the number of legal public holidays in the open announcement period.
8. Applications must be received by the announcement’s closing date to be considered. Candidates must meet the qualification requirements and any selective placement factors as of the closing date of the announcement.
9. Job Opportunity Announcements will comply with applicable DHS template requirements as appropriate for TSA and must include the following information, as applicable:

- Announcement number
 - Opening and closing dates
 - Title, series, pay band, job category, and salary
 - Duty station
 - Area of consideration
 - Description of duties
 - Qualification requirements
 - Medical requirements, if any
 - Clearance requirements, if any
 - A statement of whether or not permanent-change-of-station benefits will be paid
 - Trial period requirements, if any
 - Supervisory/managerial trial period requirements, if any
 - Desired knowledge, skills, abilities, and/or competencies
 - How applications will be evaluated (i.e., basis for rating)
 - How and where to apply
 - Point-of-contact information
 - What to file and consequences of not filing material by the date requested
 - Selective Service Registration information, if applicable
 - A statement indicating any limitations on types of financial investments that TSA employees may hold in certain types of companies and the requirement, if appropriate, for a financial disclosure statement
 - Equal Employment Opportunity statement
 - Reasonable Accommodation statement
 - Information for veterans, if applicable (see Section F(10) below on job opportunity announcements and veterans)
9. Supervisors should advise subordinate employees to monitor job opportunity announcements when they are absent temporarily on detail, leave, training, etc., so that they may timely apply and be considered for opportunities in which they are interested.
10. Job Opportunity Announcements and Veterans: When issuing a job opportunity announcement with an area of consideration which is wider than TSA-only, but is not open to the general public/all United States citizens, it is the policy of TSA to accept applications from veterans' preference eligibles and veterans who either have been or will be honorably discharged from the armed forces after completing at least three (3) years of continuous active duty service by the closing date of the announcement. This policy simply provides additional opportunities for veterans to apply for TSA vacancies that would otherwise not be open to them. Such candidates will be considered in the same way as other applicants: veterans' preference is not a factor in the selection process under TSA's Permanent Internal Assignment Policy.

G. Candidate Ranking/Grouping:

Ranking factors are criteria (i.e., knowledge, skills, abilities, and/or competencies), beyond minimum qualification requirements, that the selecting official expects will significantly enhance

the effectiveness of the individual selected for the vacancy. Applicants who possess the ranking factors may be ranked above those who do not, but no one may be rated ineligible solely for failure to possess a ranking factor. OHC staff and/or subject matter expert(s) (but not the selecting official) will evaluate the degree to which each eligible candidate possesses the ranking factors to determine which candidates are referred to the selecting official as being the best qualified. When issuing a job opportunity announcement, selecting officials may have all minimally qualified candidates referred for consideration or may have minimally qualified candidates: (1) ranked by numerical score or (2) grouped by quality categories.

1. **Ranking By Numerical Score:** This method is effective when there are many qualified applicants and the selecting official wishes to consider a smaller number of best-qualified candidates.
 - (a) When using this method, all applicants who meet the minimum qualification requirements will be assigned a numerical rating. This rating will result from evaluating each application against ranking factors specified in the job opportunity announcement, and/or from administering a competency-based questionnaire during the recruitment process. OHC staff and/or subject matter expert(s) (other than the selecting official) will do the ranking, either individually or as part of a panel.
 - (b) OHC prepares a certificate of eligibles containing the names of the best-qualified candidates, based on the numerical ratings. The candidates will be listed in alphabetical order. OHC will look for a “natural break” in scores to determine how many candidates to refer. For a single vacancy, generally no more than ten candidates will be referred. For each additional vacancy, generally no more than three additional candidates will be referred. All candidates with the same numerical rating will be referred if one such candidate is referred, even if it results in a higher than normal number of candidates being referred.
 - (c) After reviewing the certificate of eligibles, managers may request a second certificate of eligibles, based on numerical ratings. However, they must justify any selection made from this second certificate of eligibles if there are candidates from the first certificate of eligibles available for selection. Justifications must be based on the selectee’s qualifications relative to the vacancy’s requirements. The Promotion Decision Tool at [Attachment 3](#) may be used to document the justification.
2. **Category Grouping:** This method is effective when the selecting official wants to see all candidates with significant experience beyond the minimum qualifications.
 - (a) Using this method, OHC staff and/or subject matter expert(s) (other than the selecting official) groups all qualified applicants into two or more quality categories. Placement in a category results from evaluating each application against ranking factors specified in the job opportunity announcement, and/or from administering a competency-based questionnaire during the recruitment process. The selecting official, in consultation with

OHC, must establish the criteria for “best qualified” prior to the opening date of the job opportunity announcement. These criteria must be job-related.

- (b) OHC prepares the certificate of eligibles containing the “best-qualified” candidates in alphabetical order. Under certain circumstances, (for example, if they believe the number of candidates in the best-qualified category will be insufficient for the number of vacancies to be filled), selecting officials may submit a justification to OHC requesting a certificate of eligibles containing both the “best-qualified” group of candidates and the candidates in one or more lower quality categories. OHC, within its discretion, may either grant or deny the request. Within each group, candidates are listed in alphabetical order. Selecting officials must justify in writing those selections made from a lower quality group if there are “best qualified” candidates available for selection. Justifications must be based on the selectee’s qualifications relative to the vacancy’s requirements. The Promotion Decision Tool at [Attachment 3](#) may be used to document the justification.

- 3. ***Noncompetitive Eligibles:*** Qualified candidates meeting one of the exceptions to competition, such as those in Section B(1) and B(2), may be referred for consideration on separate, unranked list(s).

H. Certificates of Eligibles:

- 1. OHC will develop the list of candidates for referral to the selecting official. The content and format of a certificate of eligibles will vary depending upon the assessment method chosen by the selecting official (see [Section G](#) of this Handbook).
- 2. Selecting officials have the discretion to decide which, if any, candidates to interview. OHC policy and guidance related to final selection decisions, and interviews, must be applied (see [TSA MD 1100.30-26, *Interviews and/or Other Final Selection Processes*](#), for more information).
- 3. **Original Certificate of Eligibles:** Certificates of eligibles will be issued with an expiration date of thirty (30) calendar days. Selecting officials are encouraged to make selections as quickly as possible. TSA is required to report on the total number of days it takes to fill positions. Support from the selecting official is critical to meeting the assigned time-to-hire goals.
- 4. **Extending a Certificate of Eligibles:** If absolutely necessary, a selecting official may request an extension of a certificate of eligibles for an additional 30 calendar days. The selecting official must contact HRAccess before the expiration date and provide a reason for needing an extension. HRAccess should track the reasons selecting officials are requesting extensions and evaluate how this need for additional time might be reduced.
- 5. **Requesting a 2nd Extension:** After receiving one 30-day extension, if the selecting official is unable to make the selection(s) within this 60-day time period, the selecting official must either:

- (a) Return the certificate of eligibles to HRAccess with no further action; or
- (b) Prepare a justification for a second 30 calendar day extension. The request for a second 30-day extension must be cleared through the Program Office's Assistant Administrator (AA) and sent to the AA/OHC or his/her designee for approval. If the request for an additional extension is not approved, the certificate of eligibles will be closed with no further action.

HRAccess will return the corresponding Request for Personnel Action (RPA) to the originator once a certificate of eligibles is returned with no action, or if it is closed out because the certificate expired before a selection was made.

6. Utilizing an Existing Applicant Pool: A selecting official may choose to utilize an applicant pool established from a closed Job Opportunity Announcement (JOA) to fill additional "like" vacancies for up to 180 calendar days from the date the initial certificate of eligibles was issued. The subsequent certificate of eligibles may be issued to fill a like position(s) when the following conditions are met:
 - (a) The position being filled has same job title, occupational series, pay band, general duties, and qualification requirements of that which was announced under the JOA;
 - (b) The work schedule and tenure of the position being filled is the same as what was announced in the JOA; and
 - (c) The position being filled is within the same minimum area of consideration (see Section F) as the position announced under the JOA. This means the subsequent position can be either in the same program office or another TSA organization that is within the same minimum area of consideration as that of the original vacancy.
7. When a subsequent certificate of eligibles is issued on a previously closed JOA, the newly issued certificate of eligibles will be given a certificate number that reflects a new recruitment effort and the certificate of eligibles will be issued with an expiration date of 30 calendar days. Any requests for extension must be in accordance with paragraphs (4) and (5) above. When calculating the time to hire for a subsequent vacancy, the days start counting from the time the approved RPA was received. This means when reporting the time to hire for this recruitment effort, there is no requirement to include the time it took to previously announce the JOA.
8. A Program Office which previously returned a certificate of eligibles without action and now has authorization to fill the position may request to utilize the applicant pool established from the closed JOA, as long as the conditions in paragraph (6) above are met. The subsequent certificate of eligibles will be issued under the provisions of paragraph (7) above.

9. Inventory-Based Recruitment Efforts: The 180 calendar day limitation for issuing subsequent certificates of eligibles does not apply to JOAs announced with the intent to establish an inventory of candidates for the purpose of filling future vacancies over a certain period of time.

I. Selection:

1. Only OHC has the authority to make tentative and final job offers. Once a selected candidate accepts a job offer, OHC will set the effective date of the permanent internal assignment action through coordination with the gaining and losing organizations.
2. Selected employees shall be released to begin their new positions as soon as practicable. This should occur no later than two (2) pay periods from the date the losing organization is notified of the selection unless otherwise negotiated.

J. Voluntary (Employee Requested) Transfer or Job Swap (Employee Initiated Exchange):

1. Increasing options for employees to voluntarily move to other TSA positions and/or locations for which they are eligible through non-competitive permanent internal assignment can benefit both the employee and the agency by:
 - (a) Allowing employees to broaden their experiences and skills to better prepare themselves to take advantage of career progression opportunities; and
 - (b) Increasing retention of valuable employees in whom TSA has already made an investment.
2. The Office of Law Enforcement/Federal Air Marshal Service (OLE/FAMS) may establish specific procedures applicable to OLE/FAMS employees seeking a job swap, voluntary transfer, and/or other specific categories of transfer as defined in the procedures. Once issued, those procedures will replace the provisions of this Section for the specified employees.
3. The Office of Security Operations (OSO) has established specific procedures which will be implemented in Category X or Category I airports and apply only to TSO positions at the D and E band, LTSO positions and STSO positions at those airports. These procedures are in [Attachment 4](#) and will supersede the provisions of this Section for those positions and airports only.
4. Nothing in this Section will preclude a manager from approving the noncompetitive reassignment of an employee to another TSA position if the losing and gaining management officials and the employee all agree to the reassignment. If one or both management officials are not in agreement with regard to a proposed reassignment, the employee may elect to follow the procedures in this Section to submit a formal request for a voluntary transfer or job swap. If the employee does not accept (as a voluntary action) a reassignment proposed by TSA

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management, management officials must follow the procedures in Section K for Involuntary (Management Initiated) Reassignment to effect the proposed reassignment.

5. An employee who meets the conditions of Section J(10) of this Handbook may, outside of an announced vacancy process, request:
 - (a) A voluntary transfer (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) to a vacant position; or
 - (b) A job swap (two employees requesting, being approved for, and accepting placement into one another's permanent positions when competitive procedures are not required to effect such placement).
6. The TSA Job Swap web board at <http://tsaweb/jobswap> is available to help employees identify others with whom they may be able to arrange a successful job swap.
7. Job swaps are generally intended to apply when the employees can be reassigned into one another's permanent positions at the same pay band and with the same pay band opportunity and both positions are identical in terms of key elements such as pay band, pay band opportunity, series, functional specialty (ies) and/or qualification requirements, and type of work schedule. In some cases, TSA managers may have sufficient flexibility within their staffing allocations to approve a swap between employees whose positions are similar but not identical. The TSA management officials involved must ultimately determine if a proposed job swap can be approved.
8. A voluntary transfer or job swap may involve a position(s) either in the same or different organizations and/or geographic locations. If a transfer or swap involves relocation, the employee(s) will be responsible for any and all costs related to the transfer(s). Any employee request for leave related to relocation will be subject to existing leave policy (currently [TSA MD 1100. 63-1, *Absence and Leave*](#), and the [Absence and Leave Handbook](#)).
9. This directive does not apply to a request for temporary assignment to another position and/or location; refer to [TSA MD 1100.30-1, *Temporary Internal Assignments*](#) for information on how to process these temporary assignments (details).
10. To submit a request for a voluntary transfer or job swap under these procedures, the employee(s) must:
 - (a) Have been employed with his/her current TSA organization and location for at least one year. Management officials at the employee's current organization and location may, at their discretion, make an exception to this requirement if they believe that it is in TSA's interest to allow the employee to request a transfer or swap before one year has elapsed, based on the specific circumstances that exist;

- (b) Be eligible for non-competitive permanent internal assignment to the requested position under the provisions of Section B of this Handbook and all other applicable TSA policies (such as [TSA MD 1100.30-14, *Post Appointment Movement Restrictions*](#));
- (c) Have received a rating of at least “Satisfactory,” (or its equivalent) or higher, on the most recent annual performance appraisal; and
- (d) Have no disciplinary or performance-based (i.e., a Performance Improvement Plan) actions pending.

11. Process for Requests:

- (a) Every office/airport will designate a point of contact (POC) to certify (potentially losing office/airport) and receive (potentially gaining office/airport) voluntary transfer and swap requests. In most cases the POC will be the HR Specialist for the office/airport.
- (b) Employees seeking a voluntary transfer must properly complete and submit [TSA Form 1181B, *Voluntary Transfer Request Form*](#). The employee must submit a separate form for each position/location to which he/she is seeking a potential transfer. The employee must attach a copy of his/her most recent annual performance appraisal to each request form (if no appraisal is available, the current organization will need to certify that the employee’s performance is currently satisfactory).
- (c) Employees seeking a job swap must properly complete and submit [TSA Form 1181A, *Voluntary Job Swap Request Form*](#). Both employees must attach a copy of their most recent annual performance appraisal to the request form (if no appraisal is available, the current organization will need to certify that the employee’s performance is currently satisfactory).
- (d) Previous disciplinary action(s) will not prevent an employee from applying for a transfer request. However, the employee’s performance record and any disciplinary actions of record (letters of reprimand, suspensions, removals, and/or involuntary pay band reductions) will be taken into consideration by the gaining office/airport when determining to approve or not approve the request. Leave balances and non-disciplinary actions such as letters of counseling, guidance and direction, and leave restriction should NOT be included or considered. Employees may attach an explanatory statement of no more than one page regarding their disciplinary and performance record to be taken into consideration when their record is reviewed.
- (e) All transfer and swap requests must be certified by the employee’s current organization before consideration by the potentially gaining office(s)/airport(s). Certification involves verifying that the required information has been submitted and that the employee(s) meets all eligibility criteria, and providing the employee’s performance record and disciplinary actions of record to the potentially gaining office/airport. Only actions of record that are normally documented in the Official Personnel Folder(s) and Employee Performance

Folder(s) will be provided. Leave balances and non-disciplinary actions such as letters of counseling, guidance and direction, and leave restriction should NOT be included or considered. If a request for voluntary transfer or swap will also involve a job series change, the POC for the employee's current office/airport must consult with OHC to determine if the employee meets the qualification requirements for the new position before certifying the request.

- (f) The potentially gaining office/airport must, upon request, provide employees interested in potential transfers or swaps to their location with current information, through their local human resources fact sheet or similar document, on specific local conditions and information such as parking costs, tours of duty, and other local procedures such as those for shift bidding and shift preference. It is the employee's responsibility to become fully informed of the conditions in the new office/airport.
- (g) The POC for the employee's current office/airport should, within 10 business days of the employee's submission of a voluntary transfer or swap request:
 - (i) Notify the employee that his/her request has been certified and forward the certified request directly to the organization to which the employee is seeking assignment; or
 - (ii) Explain to the employee why his/her request cannot be certified; or
 - (iii) Let the employee know when his/her request will be certified and provide a justification for the delay.

12. Process for Review and Approval of Requests.

- (a) TSA mission needs will be the primary criteria for approving requests.
- (b) TSA managers are required to determine how work will be structured and vacant jobs filled and to consider the needs and interests of their current employees (including those in the hub/spoke configuration for airports) before approving requests for voluntary transfers and/or job swaps. If a full-time position becomes vacant, managers will consider potential interest among current qualified part-time employees within the hub/spoke airports for the full-time position before a full-time voluntary transfer request is approved.
- (c) Managers must review and consider any voluntary transfer and/or swap requests before considering other methods of recruiting for and selecting candidates. Relevant mission and job-related factors will be considered in making a final determination on a voluntary transfer or job swap request. Examples of job-related factors include, but are not limited to, available vacancies at the requested location, available full-time equivalents (FTEs), workforce allocations, funding, TSA's mission requirements and attrition rates. Managers who decline to approve a voluntary transfer or swap request are required to document the reason for disapproval on the request form.

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- (d) The potentially gaining organization may review any certified voluntary transfer request forms and select any qualified and available employee for the position to be filled, provided their selection is not based, in whole or in part, on impermissible considerations such as race, sex, national origin, religion, age, disability, color, ethnicity, sexual orientation, or veterans' status.
- (e) The potentially gaining organization may approve or disapprove a voluntary transfer request and determine the specifics of the position to be offered (factors such as job type, schedule, and pay) consistent with the provisions of this and other applicable TSA policies and directives.
- (f) In the case of a proposed job swap, both organizations have the discretion to approve/disapprove a proposed swap; if either organization disapproves, the proposed swap cannot occur.
- (g) Both the gaining and losing organizations have discretion in determining when an approved request will be effected. In the case of a job swap, the personnel actions required to transfer both employees must be effective on the same date, unless otherwise arranged and approved by the officials with delegated hiring authority for both organizations.
- (h) TSA managers are required to offer an approved voluntary transfer at the highest available pay band for which the employee is qualified if the employee could be reassigned or demoted to a position with more than one pay band level (e.g., if the employee is Lead TSO F band who is offered and accepts a TSO position, the employee will be offered the opportunity to transfer at the E rather than the D band level if the employee meets the minimum requirements for the E band position).
- (i) If the potentially gaining organization for a voluntary transfer request does not have a vacancy immediately available, the POC will retain any certified transfer requests for one year and use them as outlined in this section if a vacancy becomes available. Before an offer is extended, the potentially gaining organization should verify that the employee continues to meet the eligibility requirements by requesting an updated certification from the POC of the employee's current organization. Requests more than one year old (based on the date received by the potentially gaining office) will be returned to the submitting office and the employee must submit an updated request if he/she wishes to receive future consideration for potential transfer.
- (j) For certified job swap requests, the following timelines will apply:
 - (i) The designated hiring officials for the two offices/airports involved should decide whether or not to approve the request within 10 business days of the date that both certifications are completed.

- (ii) The POCs for the two offices/airports involved should notify the requesting employees as to whether their request was approved or disapproved within 5 business days of the date that both hiring officials have made and documented their decisions.
- (k) Job swap requests which are not approved will not be retained; the employees must submit a new request if they wish to receive consideration for another proposed job swap.

13. Approved Requests.

- (a) An employee whose request for voluntary transfer or job swap is approved will be given 10 business days to decide whether to accept or reject the offer. In the case of an approved job swap, both employees must accept the offer in order for the proposed swap to take place.
- (b) Voluntary Transfer: If the employee accepts the position offered, he/she must execute the voluntary transfer. If an employee fails to report as directed, he/she may be subject to appropriate corrective or disciplinary action.
- (c) Job Swap: The acceptance of an approved job swap will be considered binding on both employees. Both employees are expected to execute the swap through simultaneous personnel actions. If one of the employees fails to report as directed after agreeing to a swap, the manager may, at his/her discretion, offer that employee the opportunity to remain employed by TSA at their current location in a position at the same or lower pay band and/or work schedule if staffing allocations permit him/her to do so while still accepting the swap candidate. Depending on the circumstances, corrective action may also be appropriate. Alternatively, the manager may terminate the employee to prevent overstaffing, workforce imbalance or other workplace complications.
- (d) Employees are expected to request fact sheets or equivalent documents, exercise due diligence, ask questions and obtain sufficient information from the potential new office/airport so they are fully informed of the conditions in the new office/airport before accepting an offer to transfer or swap positions. Transferring or swapping employees will become subject to all local employment provisions of the new office/airport after the transfer or swap is completed. For example, there might be differences in office/airport hours of operation, transportation/parking, shift bidding processes, or other conditions.
- (e) If a voluntary transfer or job swap involves relocation, the employee(s) will not be entitled to Permanent Change of Station (PCS)/relocation expense reimbursement based on his/her voluntary request and personal decision to relocate. The employee(s) will be responsible for any and all costs related to the transfer(s).
- (f) Any employee request for leave in connection with a voluntary transfer or job swap will be subject to existing leave policy (currently [TSA MD 1100. 63-1, Absence and Leave](#), and the [Absence and Leave Handbook](#)).

- (g) The work schedule, pay rate and/or locality rate of the new position may be less than the current position, which could reduce the net pay the employee(s) will receive. If the transfer involves a change from full-time to part-time employment, the employee's pay and benefits (including leave accrual, life insurance benefit, and annuity computation) will be reflective of the part-time employment status. In addition, the employee is not guaranteed the opportunity to convert back to full-time employment.
- (h) If an employee accepts an offer of a voluntary transfer to a position at a lower pay band, pay in the new position may be set by the gaining organization using appropriate pay setting policies (see [TSA MD 1100.53-8, *Setting Pay After Appointment*](#)) on the basis of the action being voluntary. The gaining office must provide the employee with information, in writing, on both the pay band and the specific salary within the pay band being offered before the employee is required to make a final decision on whether he/she will accept the offer. In addition, the employee will not have any guarantee of, or priority for, re-promotion to his/her former pay band level.
- (i) If the voluntary transfer or swap results in the employee moving into a position with different functional requirements (e.g., from single function to dual function), the employee will be subject to the requirements of the new position and appropriate action will be taken in accordance with policy if he/she is unable or unwilling to perform satisfactorily in that position.

14. Denial of an employee's request for a voluntary transfer or job swap is not a covered action under the TSA grievance procedures.

K. Directed (Involuntary) Reassignment:

1. Managers may reassign employees involuntarily without loss in pay band or basic pay from one position to another for which they qualify, within or outside the local commuting area, when such action is in the best interest of TSA. When a directed reassignment is contemplated, the employee shall be fully informed by the appropriate management official in writing of the reasons for the action. The personal interests and desires of the employee shall be carefully considered, but the final decision shall be made according to the needs of TSA.
2. When a directed reassignment requires an employee to relocate outside the commuting area, the employee shall, under normal circumstances, be given at least sixty (60) days advance notice of the reassignment date. In unusual circumstances the notice period may be reduced to thirty (30) days. Because a directed reassignment is, by nature, in the interest of the Government, TSA may be obligated under travel policies to pay certain relocation expenses when effecting a directed reassignment involving a relocation outside the commuting area.
3. Management officials shall initiate a separation action if an employee refuses to accept a directed reassignment. An employee who declines to accept an offered position might be eligible for a discontinued service retirement or severance pay if certain conditions are met (see

[TSA MD 1100.55-4, Severance Pay](#)). *Officials exercising the authority to effect a directed reassignment should consult with the Office of Human Capital in advance of taking any action.*

L. Inquiries:

Evaluation plans, crediting plans, and scores or cut-off scores developed under this Management Directive are considered test materials and must be safeguarded. These items are exempt from release under the Freedom of Information Act (FOIA). Upon request, OHC will provide the following information to candidates for vacant positions:

1. Information about the qualification requirements, evaluation criteria, and evaluation methods used in selecting candidates for positions in which they are interested.
2. Information on the various methods of selecting candidates and filling vacancies.
3. Whether the candidate was considered for promotion/assignment and, if so, whether the candidate met the minimum qualifications requirements for the position.
4. Whether the candidate was one of those in the group from which selection was made (for example, was one of the “best-qualified” candidates who appeared on the certificate of eligibles).
5. Records used in considering the candidate. However, records and documents used in considering other candidates shall be released only in accordance with and to the extent permitted by the Privacy Act and the Freedom of Information Act.
6. Who was selected for the position.

M. Documentation:

Documentation of competitive placement actions is essential to the reconstruction of the evaluation and selection process. Documentation must be retained by OHC for two (2) years from the closing date of the job opportunity announcement. If an individual files an EEO complaint or any other claim or grievance related to the placement, the records must be retained until either the Office of Chief Counsel or Office of Civil Rights and Liberties advises that the matter is closed.

**PROMOTING AN EMPLOYEE
UP TO & INCLUDING THE HIGHEST PAY BAND OF THE JOB CATEGORY**

An employee may progress without competition through the career levels³ of his or her job category if:

- the business need exists to have higher-level duties performed; **and**
- the higher level duties will be a regular and continuing part of the employee's job, and will occupy at least 25% of the employee's time; **and**
- the employee meets the qualification requirements and the career level definition for the next pay band; **and**
- funds are available.

However, with certain exceptions noted in Section C of this Handbook, employees must compete for promotion to a TSA supervisory or managerial position unless they have already completed a Federal supervisory or managerial probationary period.

Guide to determining the business need for higher-level work

Career level definitions have been defined for each job category.⁴ The definitions describe the requirements and expectations at each career level.

Review the career-level definitions to determine if the work needed meets the next level definition. The factors that define differences at the next career level are:

- complexity of assignments;
- nature of supervisory oversight, including the frequency with which work is reviewed;
- nature of the position's contribution;
- level of knowledge and experience applied to assignments;
- level of independence in planning use of time and resources;
- nature of contacts;
- nature of guidance applicable to assignments; and
- effect of the position's work on the organization.

Guide to determining the employee's ability to perform at the next career level

Managers should work with OHC to determine an employee's qualifications for the next career level in accordance with applicable qualification standards.

³ Each career level corresponds to a pay band in a job category.

⁴ Specific career level definitions have not been developed for positions in some of the Specialized job categories. If no specific definitions exist, refer to the set of definitions for the most nearly applicable category. For example, the Technical Support level definitions are used for the Specialized Security Screener job category.

Managers should compare the employee's experience and breadth of skills to the requirements of the next career level of the position.

Documentation

The Promotion Decision Tool ([Attachment 3](#)) helps managers assess eligible employees for promotion. It outlines key considerations to review when assessing employees. Managers may add other job-related considerations to this Promotion Decision Tool to reflect criteria of importance to a particular position. Selecting officials are encouraged to use the Promotion Decision Tool to document their rationale when promoting an employee.

**INTERNAL PROMOTION INSTRUCTIONS
FOR TRANSPORTATION SECURITY OFFICER (TSO) POSITIONS**

[These instructions should be used in conjunction with relevant OHC policy and guidance.]

What are the minimum qualification requirements for assignment to Lead and Supervisory Transportation Security Officer Positions?

See the Handbook to TSA MD 1100.30-29, *Qualification Requirements*.

When is competition required?

Competition is not required to promote an employee up to and including the highest pay band of his/her job category. (See [Attachment 1](#) for more specific guidance.) Therefore, a Transportation Security Officer may be promoted to a Lead Transportation Security Officer position without competition, provided he/she meets minimum qualification requirements for the Lead TSO position.

However, with certain exceptions noted in Section C above, unless an employee has already completed a Federal supervisory or managerial probationary period, he/she must compete for promotion to a TSA supervisory position. Therefore, a Lead Transportation Security Officer generally must compete for promotion to a Supervisory Transportation Security Officer position.

How is competition conducted?

The provisions of this Handbook related to competitive procedures will be applied. See Sections D through I.

What should a selecting official consider in making a selection decision?

Selecting officials should evaluate each referred candidate based on a standard set of job-related criteria. Examples of such criteria may be:

- Length and quality of specialized experience
- Past performance and awards
- Adherence to workplace policies and procedures⁵

⁵ For instance, a selecting official may consider an employee's adherence to procedures for requesting leave (as opposed to considering the amount of leave an employee has used, which would be inappropriate).

- Job-related training completed
- Responses to a set of job-related interview questions
- Input from current Lead and Supervisory TSOs, and other airport managers and supervisors as appropriate

Selecting officials are encouraged to consider the information in TSA MD 1100.30-26, *Interviews and/or Other Final Selection Processes*, and to document their decision-making when making selections by completing the Promotion Decision Tool ([*Attachment 3*](#)).

Promotion Decision Tool

Instructions: Completion of this Tool is recommended for selections made through internal promotion procedures. Selecting officials should use information gained from a review of the candidate’s resume, responses to job-related interview questions, input from current supervisors, and other appropriate sources to document the job-related reasons for selecting a candidate for promotion to a position in a higher pay band.

Position: _____ Selectee: _____

Considerations	Definitions of Considerations	Documentation
Specialized experience and performance as they relate to higher level job expectations	The employee’s specialized experience and performance as they relate to higher job level expectations (annual performance appraisal; accomplishments; major projects or programs completed).	
Impact on organization success	Degree to which the employee successfully completed the work activities or projects that contributed to or impacted the achievement of his/her organization’s or the TSA’s objectives.	
Criticality of skills	Importance of the employee’s skills and responsibilities to the organization’s and the TSA’s success.	
Growth and development	Degree to which employee obtains new skills, updates current skills, or pursues professional development (e.g., professional association) important to his/her organization or the TSA.	
Adherence to workplace policies and procedures, and demonstration of good work habits	Degree to which employee has demonstrated commitment to professional work ethic.	
Other job-related criteria (Examples: adaptability; job-specific skills; team skills)	<i>Examples:</i> <u>Adaptability:</u> employee works well under pressure, works well with changing priorities. <u>Job-Specific Skills:</u> experience in a specific program; expertise with state-of-the art electronic detection and imaging equipment; etc.) <u>Team Skills:</u> extent to which the employee demonstrates the skills necessary to be a successful team member.	

Selecting Official: _____ Date: _____ / ____ / ____

Attachment 4

**Voluntary Transfer Request Procedures for
Federal TSO positions at the D and E band, LTSO positions and STSO positions*
at Category X or Category I Airports** Only**

Note: These procedures supersede the provisions of Section J of this Handbook for the specified positions and airports only.

**Employees in other positions, including BDOs, MSTOs and ETSOs, may participate but only if they are interested in transfer to one of the position types specified*

*** Does not include their assigned spoke airports*

- (1) TSA may facilitate placement in other locations as an exception to these procedures in situations such as:
 - (a) Reassignment of employees as part of the National Deployment Force Program;
 - (b) airport closure, restructuring, privatization, or similar situations;
 - (c) placement of returning military members under TSA MD 1100.30-17, *Uniformed Services Employment and Reemployment*; and
 - (d) actions required by other policies, third party decisions or correction of administrative error.
- (2) These procedures do not apply to a request for temporary assignment to another position and/or location; refer to [TSA MD 1100.30-1, *Temporary Internal Assignments*](#) for information on how to process these temporary assignments (details).
- (3) Any current TSA employee who meets the conditions below may, outside of an announced vacancy process, request a voluntary transfer (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) to a vacant TSO D or E band position, or an LTSO or STSO position, at a Category X or I airport under these procedures.
- (4) Eligibility Requirements. To submit a request for a voluntary transfer under these procedures, the employee(s) must:
 - (a) Have completed new hire training and initial certification;
 - (b) Be eligible for non-competitive permanent internal assignment to the requested position under the provisions of Section B of this Handbook and all other applicable

- (c) TSA policies (such as [TSA MD 1100.30-14, *Post Appointment Movement Restrictions*](#));
 - (d) Currently be performing at the level of “Achieves Standards” (Level 2 - equivalent to Satisfactory) or better;
 - (e) Have no pending disciplinary or performance-based actions of record (this means placement on a performance improvement plan, letters of reprimand, in lieu of reprimand, suspensions, involuntary pay band reductions due to performance or conduct, and/or removals; it DOES NOT include letters of counseling, letters of guidance/direction, or leave restriction);
 - (f) Have had no disciplinary or performance-based actions of record (this means placement on a performance improvement plan, letters of reprimand, in lieu of reprimand, suspensions, involuntary pay band reductions due to performance or conduct, and/or removals; it DOES NOT include letters of counseling, letters of guidance/direction, leave restriction) within the one year period prior to submission of the transfer request;
 - (g) Not be applying for transfer to a position at a Category X or Category I airport of the same type (PT TSO, FT TSO, LTSO or STSO) and at the same location as a position offered through the voluntary transfer process and declined within the past year (i.e., one year from date of declination); and
 - (h) Not have used the voluntary transfer process outlined in this Attachment (automated process) to obtain a transfer to a TSO D/E, LTSO or STSO position at any Category X or Category I airport within the past year (i.e., one year from effective date of prior transfer).
- (5) Submitting Request for Transfer:
- (a) An employee seeking a voluntary transfer must complete the designated electronic application process.
 - (b) Employees will be limited to having transfer requests to a maximum of three (3) locations in the transfer request system at any given time.
 - (c) The employee should indicate each type of position he/she is willing to accept at the new location, either by reassignment (transfer at the current pay band) or change to lower pay band (voluntary pay band reduction). For example, a current STSO could request consideration for STSO positions only, or for STSO, LTSO, and TSO D/E band positions, or some combination.
 - (d) An employee may request transfer to a position with a different work schedule type (part time, full time) than the position he/she currently holds.

- (e) Employees are expected to request fact sheets or equivalent documents, exercise due diligence, ask questions and obtain sufficient information from the potential new airport so they are fully informed of the conditions in the new airport before accepting an offer to transfer. Transferring employees will become subject to all local conditions of employment of the new airport after the transfer is completed. For example, there might be differences in airport hours of operation, transportation/parking, shift bidding processes, or other conditions.
 - (f) Before submitting a request, an employee should be aware that a voluntary transfer may result in him/her moving into a position with different functional requirements (e.g., from single function to dual function). In such cases, the employee will be required to complete any required training and testing upon arrival at the new location and will become subject to all training and certification requirements of the new position. Appropriate action (which could include termination) will be taken in accordance with policy if he/she is unable or unwilling to meet the appropriate certification requirements and perform satisfactorily in the new position.
- (6) Initial Airport Responsibilities:
- (a) Every Category X or Category I airport must have a designated point of contact (POC) to receive voluntary transfer requests through the automated system. In most cases the POC will be the HR Specialist for the airport.
 - (b) All Category X or Category I airports must, upon request, provide employees interested in potential transfers with information on current vacancies at their location. They must also provide, through their local “human resources fact sheet” or a similar document, current information on specific local conditions and information such as parking costs, tours of duty, and other local procedures such as those for shift bidding and shift preference. It is the employee’s responsibility to become fully informed of the conditions in the new airport.
- (7) Process for Review and Approval of Requests:
- (a) Each Category X and Category I airport is required to create and maintain four separate types of transfer lists for their airport. These are:
 - (i) Transfer Candidates for Full Time TSO D/E positions
 - (ii) Transfer Candidates for Part Time TSO D/E positions
 - (iii) Transfer Candidates for LTSO positions (all work schedule types)
 - (iv) Transfer Candidates for STSO positions (all work schedule types)

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- (b) Category X and Category I airports will immediately place the names of eligible employees requesting transfer to their airport on the appropriate transfer list(s). Each requesting employee may use the automated system to verify that his/her requests were submitted for the appropriate airport transfer list(s).
 - (c) As long as the employee continues to meet the eligibility requirements, an employee's name will remain on the transfer list(s) for one (1) year from the date the employee's transfer request was received. After one year, an employee must submit an updated request if he/she wishes to receive future consideration for a potential transfer.
 - (d) Voluntary transfer request candidates will be ranked on the appropriate list(s) based on their Entry on Duty (EOD) date with TSA. This is NOT the same as the seniority and scheduling EOD, which is linked to the employee's position type. In most cases, the TSA EOD will be the date that the candidate first began working for TSA. If the employee has had a break in service of more than three (3) calendar days, the TSA EOD will be reset to reflect the most recent date of his/her reemployment with TSA.
 - (e) The candidate with the earliest TSA EOD date will be ranked above all others on the same list. Ties will be broken by comparing the date and time of the transfer requests (employee whose transfer request for the position was submitted earliest will be listed first).
 - (f) Gender may be considered part of the qualification requirements of the job to be filled only when the Bona Fide Occupational Qualification (BFOQ) hiring ratio is applicable.
 - (g) Transfer candidates are NOT required to have the same certification type and work schedule of the position being filled in order to be considered qualified for transfer.
- (8) Mandatory Selection Requirements:
- (a) The mandatory selection requirements will apply when there is a TSO, LTSO or STSO vacancy and the airport has the ability to fill the position while remaining within their Staffing Allocation Model (SAM) allocations. Note that a newly created FT position is considered a vacancy even if there are PT employees at the same location who may be interested in the FT opportunity. The requirements of this section do not apply if the Category X or I airport is overstaffed for the specific type of position being filled or otherwise prevented from accepting a transfer due to SAM allocation restrictions.
 - (b) Under specific circumstances, as outlined below, use of the appropriate transfer list to fill a vacancy will be mandatory. When use of the transfer list is mandatory, a Category X or Category I FSD is required to determine if there are any candidates on the appropriate transfer list who are qualified and available for a covered position

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(TSO D/E band, LTSO or STSO) and follow the requirements below in filling vacancies as specified below:

- (i) When filling a Part Time (PT) TSO D/E band position—use of the transfer list is mandatory. The FSD must utilize and exhaust qualified candidates on the PT TSO transfer list before selecting any new hires to TSA by offering an available position to the highest ranked qualified candidate on the transfer list (if any).
- (ii) When filling a Full Time (FT) TSO D/E band position-- FSDs must track the FT TSO D/E positions being filled following program implementation. The 1st, 3rd, 5th (and so on) FT TSO D/E position filled following program implementation may be filled through available staffing options at the FSD's discretion. Use of the transfer list will be mandatory when filling the 2nd, 4th, 6th (and so on) FT TSO D/E position filled following program implementation (i.e., every other FT TSO vacancy must be offered to the highest ranked qualified candidate on the TSO D/E transfer list).
- (iii) When filling an LTSO position—FSDs must track the LTSO positions being filled following program implementation. The 1st, 3rd, 5th (and so on) LTSO position filled following program implementation may be filled through available staffing options at the FSD's discretion. Use of the transfer list will be mandatory when filling the 2nd, 4th, 6th (and so on) LTSO position filled following program implementation (i.e., every other LTSO vacancy must be offered to the highest ranked qualified candidate on the LTSO transfer list).
- (iv) When filling an STSO position—FSDs must track the STSO positions being filled following program implementation. The 1st, 3rd, 5th (and so on) STSO position filled following program implementation may be filled through available staffing options at the FSD's discretion. Use of the transfer list will be mandatory when filling the 2nd, 4th, 6th etc., STSO position filled following program implementation (i.e., every other STSO vacancy must be offered to the highest ranked qualified candidate on the STSO transfer list).
- (v) For all position types, if the highest ranked qualified candidate on the transfer list declines the transfer offer, the next highest ranking voluntary transfer candidate must be offered the position, and so on, until either the position is filled from the transfer list or the transfer list is exhausted of qualified candidates.
- (vi) Once the transfer list is exhausted, the FSD may pursue other staffing options (such as competitive promotion) to fill a vacant position. If a new candidate becomes available on the transfer list after a vacant position has been announced, the FSD should consider the transfer candidate along with the competitive candidates, but is not required to select the transfer candidate for that vacancy. The next position type of the same type, however, must be filled from the transfer list based on the alternating pattern outlined above.

- (c) In extremely unusual circumstances, an FSD may request Area Director (AD) authorization to bypass the top ranked candidate on the appropriate transfer list. Such a request will only be approved when the FSD clearly and convincingly articulates an operational issue that would be created by placing the transfer candidate in the position and which cannot be overcome by other measures. Bypass requests will only be approved for reasons related to employee information within the scope of the transfer request eligibility criteria, or if the top ranked candidate is on light duty (has a temporary injury or medical condition that did not occur on the job or a CA-2 has been filed and is pending adjudication by the Office of Workers' Compensation Programs) at the time of the vacancy and there is an unavailability of light duty assignments.
 - (d) If a bypass is authorized, the FSD must retain documentation of the AD approval. The FSD will then be required to select the next highest ranking candidate on the transfer list until either the position is filled from the transfer list or the transfer list is exhausted. The bypassed candidate will remain on the list in his/her previous ranking for potential selection for the next available vacancy.
 - (e) In addition to applying the requirements above, the FSD of a Category X or Category I airport may, at any time, elect to offer a vacant position to the highest ranking voluntary transfer request candidate from the appropriate list instead of using other available options for recruiting and selecting candidates for the same type of position.
- (9) Approving Requests and Extending Offers:
- (a) Before extending an offer, the POC of the gaining airport will contact the employee's current airport to verify the information provided by the employee and ensure that the employee:
 - (i) has had no disciplinary or performance-based actions of record (placement on a performance improvement plan, letter of reprimand, in lieu of reprimand, suspension, involuntary pay band reduction due to performance or conduct, and/or removal) since submission of the transfer request; and
 - (ii) continues to meet all of the eligibility requirements of section (4) above.
 - (b) If an employee becomes or is found to be ineligible for transfer based on the eligibility criteria in these procedures (such as recent or pending discipline), any transfer offer made may be rescinded and the employee required to withdraw his/her transfer application(s) from the system. The employee may submit a new transfer request(s) when he/she again meets all eligibility requirements.
 - (c) TSO D/E positions filled from the voluntary transfer list must be offered at the highest available pay band for which the employee is qualified (e.g., if an STSO,

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LTSO or a current TSO E band is offered and accepts a TSO position, the employee must be offered the TSO position at the E rather than the D band level).

- (d) The locality rate of the new position may be less than the current position, which could reduce the net pay the employee will receive. Also, scheduling seniority, shift schedules, and days off may change as a result of the position change/transfer.
- (e) A transferring employee may request and accept an offer of a position with a different work schedule type (full time or part time) than the work schedule type applicable to his/her current position. If this results in a change from full-time to part-time employment, the employee's pay and benefits (including leave accrual, life insurance benefit, and annuity computation) will be changed to reflect the part-time employment status. In addition, the employee is not guaranteed the opportunity to convert back to full-time employment.
- (f) If an employee accepts the offer of a position at a lower pay band (voluntary pay band reduction), pay in the new position may be set by the gaining organization using appropriate pay setting policies (see [TSA MD 1100.53-8, *Setting Pay After Appointment*](#)) for voluntary position changes. The gaining office must provide the employee with information, in writing, on both the pay band and the specific salary within the pay band being offered before the employee is required to make a final decision on whether he/she will accept the offer. In addition, while he/she would be eligible for noncompetitive repromotion to his/her former pay band level, there is no guarantee of, or priority for, re-promotion to the former pay band level.
- (g) Accepting a voluntary transfer offer may result in the employee moving into a position with different functional requirements (e.g., from single function to dual function). In such cases, the responsibility to provide any required training will rest with the gaining airport unless other arrangements are made. The employee will become subject to the training and certification requirements of the new position and appropriate action (which could include termination) will be taken in accordance with policy if he/she is unable or unwilling to meet the appropriate certification requirements and perform satisfactorily in the new position.
- (h) An employee whose request for voluntary transfer is approved will be given eight (8) calendar days to decide whether to accept or reject the offer.
- (i) If the employee rejects the offer, (failing to respond within the required timeframe will be treated as a rejection of the offer) the airport POC should document the rejection and the employee will be removed from that airport's transfer list for the position type (PT TSO, FT TSO, LTSO, or STSO) he/she declined. He/she must wait one year before becoming eligible to reapply for a transfer to the same position type (PT TSO, FT TSO, LTSO or STSO) at the location that he/she declined.

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- (j) If an employee on the transfer list rejects an offer, the FSD will then be required to select the next highest ranking candidate on the transfer list until either the position is filled from the transfer list or the transfer list is exhausted.
 - (k) If the employee accepts the offer and executes the transfer, he/she will not be eligible to request another voluntary transfer to any location or job type under these procedures for one (1) year.
- (10) Executing Transfers:
- (a) Both the gaining and losing organizations have discretion in determining the effective date of the transfer. If the employee accepts the position offered, he/she must execute the voluntary transfer and report within the time frame negotiated with the gaining office, but no later than 60 days after accepting the offer. If an employee fails to report as directed, the offer may be withdrawn and/or he/she may be subject to appropriate corrective or disciplinary action.
 - (b) If a voluntary transfer involves relocation, the employee will not be entitled to Permanent Change of Station (PCS)/relocation expense reimbursement based on his/her voluntary request and personal decision to relocate. The employee will be responsible for any and all costs related to the transfer. Relocation incentives are not authorized for voluntary requests.
 - (c) Gaining and losing managers are encouraged to work with transferring employees who need to make personal arrangements to execute a relocation/transfer. Any employee request for leave in connection with a voluntary transfer will be subject to existing leave policy (currently [TSA MD 1100. 63-1, *Absence and Leave*](#), and the [Absence and Leave Handbook](#)).
- (11) Accountability, Tracking and Reporting:
- (a) FSDs are responsible for ensuring that their airport follows these procedures.
 - (b) Category X and Category I airports are required to utilize the automated system to provide the information required by OSO and/or OHC. Airports are also required to retain copies of any bypass requests approved by their AD.