



*Note: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive establishes Transportation Security Administration (TSA) policy and supersedes Federal Aviation Administration (FAA) orders, policies, guidance, and bulletins regarding Post Appointment Movement Restrictions issued under the FAA Personnel Management System.*

- 1. PURPOSE:** This directive provides TSA policy and procedures on moving employees into other positions after initial appointment in TSA. This directive supersedes HRM Letter No. 300-12, *Revised HR Policy on General Restrictions on Employee Movement After First Appointment to a Transportation Security Administration (TSA) Position*, dated November 17, 2004.
- 2. SCOPE:** This directive applies to all TSA employees covered by the TSA Core Compensation System.
- 3. AUTHORITIES:**
  - A. Sections 101 and 111(d) of the Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA), November 19, 2001 (49 U.S.C. §§ 114(n), 40122, 44935, and 44935 note)
  - B. [TSA MD 1100.30-4, \*Permanent Internal Assignments\*](#)
- 4. DEFINITIONS:** None.
- 5. RESPONSIBILITIES:**
  - A. Management is responsible for following the provisions of this directive when determining when an employee may move to a subsequent TSA position.
  - B. The Assistant Administrator for Human Capital, or his/her designee, is responsible for:
    - (1) Developing employment policies regarding TSA employees.
    - (2) Providing final approval/disapproval of any request for an exception to policy related to the provisions of this directive.
    - (3) Ensuring compliance with the provisions of this directive.
- 6. POLICY:** It is the policy of TSA to allow movement to subsequent positions after appointment only in accordance with the provisions of this directive.
  - A. As a general rule, a TSA employee may not be promoted or reassigned to another position (whether in the same or a different line of work), or to a different geographical area, within the first ninety (90) calendar days after the employee's first appointment to a TSA position. This restriction does not apply to situations where the proposed movement of the employee is due to pending job abolishment, reorganization or similar agency restructuring activity.

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- B. Requesting Exceptions: Exceptions may be requested and considered on a case-by-case basis. Exceptions may be granted where it is determined to be in the best interests of TSA, e.g., staffing shortages or immediate needs of an organization with respect to special requirements or qualifications. Exceptions must be approved by appropriate officials, including those in the Office of Human Capital (OHC). Granting a request for exception may result in relocation expenses being incurred by the gaining office if the move meets all established criteria for payment of relocation (permanent change of station) expenses under applicable TSA travel policy(ies).

**7. PROCEDURES:**

A. Requests for Exceptions:

- (1) It is the responsibility of the Human Resources (HR) representative or administrative officer for the gaining organization to prepare and coordinate the review/approval of a request for exception, using [TSA Form 1138, \*Post-Appointment Movement Restrictions Exception Request\*](#). A request for exception must be reviewed and endorsed by the appropriate Assistant Administrator or his/her designee (for Headquarters organizations), or the Federal Security Director or his/her designee (for airports). If the request involves movement of the employee to an airport in another hub/spoke configuration or to an organization under a different Assistant Administrator, the request must also be reviewed and endorsed by the Assistant Administrator or his/her designee (for Headquarters organizations), or the Federal Security Director or his/her designee (for airports), of the losing organization. Each request must include sufficient information to explain why the exception would be in the best interests of TSA.
  - (2) If the gaining and losing (if appropriate) organizations recommend approval, the gaining organization's internal servicing HR representative or administrative officer will forward it to the organization's designated Services and Consultation staff member in the OHC. If the Assistant Administrator for Human Capital or his/her designee approves the exception request, a representative from the OHC will forward a copy of the approval to the point of contact in the gaining (and losing, if appropriate) organization(s). The OHC will retain the original approval form in a central file for oversight purposes. The OHC representative will also instruct the gaining organization to submit a Standard Form-52 (*Request for Personnel Action*) for the action, along with the approved exception request, to TSA HR Services through the normal personnel action submission process.
  - (3) If the request is disapproved, the OHC representative will notify the appropriate point(s) of contact of the disapproval and will forward the disapproved request to the point of contact in the requesting office with an explanation for the disapproval.
- B. Oversight: The OHC will conduct periodic reviews of methods used to move employees after first appointment to TSA to ensure compliance with the procedures identified in this directive.

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**8. EFFECTIVE DATE & IMPLEMENTATION:** This directive is effective immediately upon signature.

**APPROVAL**



07/24/2006

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Richard A. Whitford  
Assistant Administrator for Human Capital

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Date

Filing Instructions: File 200.1.1

Effective Date: 07/24/2006

Review Date: 07/24/2008

Distribution: Administrator, Deputy Administrator, Associate Administrator, Assistant Administrators, Area Directors, and Federal Security Directors

Point of Contact: Office of Human Capital