



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

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

**REVISION:** This revised directive cancels and supersedes TSA MD 1100.30-16, *Foreign Duty Assignments and Return Rights*, dated January 19, 2012.

**SUMMARY OF CHANGES:** Section 4, Definitions, and Section 7, Procedures, were removed and are now located in the TSA Handbook to TSA MD 1100.30-16. Administrative changes throughout the directive.

1. **PURPOSE:** This directive provides TSA policy and procedures for issuing foreign duty assignments and the return rights of TSA employees assigned to foreign duty locations.
2. **SCOPE:** This directive applies only to TSA employees assigned to a foreign duty location. This directive does not apply to TSA employees who are in Transportation Security Executive Service (TSES) positions; are traveling overseas on temporary duty (TDY) travel; have a permanent duty location of Alaska, Hawaii, or a U.S. territory, possession, or commonwealth; are assigned as a temporary employee in a foreign location; are on assignment to other public or private organizations (e.g., employees transferred under the Intergovernmental Personnel Act Mobility Program or to Department of State approved international organizations, e.g., ICAO); or are hired through the Department of State under a Personal Services Agreement or other similar provision.
3. **AUTHORITIES:** The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:** See [TSA Handbook to TSA MD 1100.30-16, Foreign Duty Assignments and Return Rights](#).
5. **RESPONSIBILITIES:**
  - A. TSA Management Officials are responsible for:
    - (1) Encouraging highly qualified employees to seek foreign assignments as a regular part of their career development;
    - (2) Identifying and recommending employees who are the best qualified candidates available for foreign assignments covered under the provisions of this directive;
    - (3) Identifying possible vacancies in their organization that could be used to place an employee returning from a foreign duty assignment when Office of Global Strategies (OGS) and/or the Office of Human Capital (OHC) is requesting assistance in finding a vacancy for a returning employee; and
    - (4) Ensuring that due consideration is provided to eligible, qualified employees who are returning

from foreign duty assignments when filling vacancies.

B. OGS is responsible for:

- (1) Providing program guidance and assistance to the employing office(s) in the foreign location, monitoring the program, and recommending improvements;
- (2) Determining the length of an employee's initial tour of duty and any applicable tour extensions;
- (3) Determining eligibility and providing oversight of the processing for Renewal Agreement Travel;
- (4) Approving the early curtailment of an employee's foreign tour of duty when it is deemed necessary to return an employee prior to the established expiration date of his/her current tour of duty;
- (5) Ensuring that all employees are appropriately briefed on the terms and conditions of this directive and are provided the appropriate security briefings prior to departure to a foreign duty location;
- (6) Ensuring that all TSA employees serving in foreign duty locations have a completed TSA Form 1142 on file;
- (7) Assigning a sponsor, if available, to assist the employee who is relocating to the foreign location by providing information about local customs and other pertinent information about living in the foreign location. If possible, the sponsor should be currently living in, or recently returned from, the foreign location;
- (8) Tracking and coordinating the status and placement of employees on foreign duty assignments; and
- (9) Providing oversight and coordination for employees who are exercising their return rights to a TSA position in the United States.

C. OHC is responsible for:

- (1) Consulting with OGS and other stakeholders to develop and issue policy, guidance, and procedures governing TSA return rights from foreign duty locations;
- (2) Locating an appropriate vacant position(s) for an employee who is exercising return rights to a TSA position in the United States;
- (3) Providing guidance to OGS on personnel matters related to the initial assignment and return placement of employees; and
- (4) Assisting OGS with benefits counseling for employees being assigned to a foreign duty location.

D. Employees are responsible for:

- (1) Providing information as necessary for the administration of the foreign duty assignment, renewal agreement travel, and the priority placement program, such as the timely completion and submission of forms, service agreements, updated resumes, etc.;
  - (2) Identifying any special medical or educational requirements necessary for family members to live in the foreign location. Some foreign locations may not accommodate the special needs of certain employees or family members. The employee is responsible for ensuring any special medical or educational requirements can be accommodated in the foreign duty location prior to accepting the assignment;
  - (3) Ensuring that everything is in order prior to the date of the move, e.g., passports, visas, storage and/or shipment of household goods, records to be hand carried (financial, education or medical records), etc.;
  - (4) Coordinating with the assigned sponsor, if provided, to become familiar with the local customs and requirements of the foreign location;
  - (5) Allowing sufficient time for planning purposes when making decisions regarding their foreign duty assignment and return, including promptly notifying their immediate supervisor of future intentions; and
  - (6) Ensuring they understand the provisions of this directive prior to accepting a position in a foreign location and signing the TSA Form 1142.
6. **POLICY:** It is the policy of TSA to maintain a foreign duty assignments program and related procedures to return affected and eligible staff from foreign duty assignments.
7. **PROCEDURES:** See [TSA Handbook to TSA MD 1100.30-16, \*Foreign Duty Assignments and Return Rights\*](#).

8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

**APPROVAL**

*Signed*

*12/1/2016*

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Karen Shelton Waters  
Assistant Administrator for Human Capital

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Date

**EFFECTIVE**

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Date

Distribution: Administrator, Deputy Administrator, Chief Counsel, Assistant Administrators, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Division Directors, Administrative Officers, and Human Resources Specialists

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