



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 establishes Transportation Security Administration (TSA) policy and must be applied accordingly.

REVISION: This revised directive cancels and supersedes TSA MD 1100.30-13, Hiring Private Screeners for Federal TSO Positions, dated July 12, 2006.

SUMMARY OF CHANGES: Title changed; Section 4, Definitions, updated D. TSA Federal Airports from Private Airports; updated "Private Screeners" to "Contract TSOs" throughout the directive as well as other administrative changes.

1. **PURPOSE:** This directive provides TSA policy and procedures on assessing, certifying, and hiring current or former contract Transportation Security Officers (TSOs) for TSA Federal TSO positions.
2. **SCOPE:** This directive applies to filling Federal Transportation Security Officer (TSO) vacancies with candidates outside the current TSA Federal workforce who are current or former contract TSOs (those who currently hold a contract TSO position in an airport, or held such a position at any time since November 19, 2002, within the position of contract TSO, contract Lead TSO, or contract Supervisory TSO) and who are interested in applying, or have applied, for TSA Federal TSO positions.
3. **AUTHORITIES:**
 - A. The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:**
 - A. Current Contract TSO: An individual who currently holds a contract TSO position in an airport, and successfully met TSA-established requirements for TSO assessment, certification testing and hiring, regardless of where/how/by whom administered.
 - B. Former Contract TSO: An individual who is not currently a contract TSO, but who formerly held a contract TSO position in a federalized airport at any time since November 19, 2002, and, therefore, successfully met TSA-established requirements for TSO assessment, certification testing and hiring, regardless of where/how/by whom administered.
 - C. TSA Federalized Airports: For the purposes of this directive, any U.S. commercial airport where contract or Federal TSOs work or have worked, since November 19, 2002.
 - D. TSA Federal Assessment: The established process, by which applicants are assessed, evaluated, ranked, and referred for selection into TSA Federal TSO positions.

- E. TSA TSO Position: A TSA TSO, Lead TSO (LTSO), or Supervisory TSO (STSO) position within TSA.
- F. Veterans' Preference Eligible: For the purposes of this directive, a veterans' preference eligible is defined as an individual who meets the criteria set forth in either 5 U.S.C. § 2108 (except to the extent limited by the applicable provisions of ATSA) or 49 U.S.C. § 44935(f)(2).

5. RESPONSIBILITIES:

- A. Office of Human Capital (OHC) is responsible for implementing agency-established assessment and hiring requirements for Federal TSO positions based on statute, TSA policy, and/or procedures. In some cases, airport staff will implement portions of the TSA Federal assessment process based on delegated authority and guidance provided.
- B. Current or former contract TSOs interested in Federal TSO positions are responsible for applying for those positions, identifying themselves as meeting the requirements of this directive, and completing any required portions of the Federal TSO application/assessment process, which they may not have satisfied in the course of their employment as contract TSOs.

6. POLICY: It is TSA policy to follow merit principles, where applicable, and meet relevant statutory requirements in its Federal TSO hiring procedures (i.e., application and referral) when hiring current or former contract TSOs into TSA Federal TSO positions.

7. PROCEDURES:

- A. Competitive Hiring of Current Contract TSOs:
 - (1) **Qualification Requirements:** TSA will consider any currently employed contract TSO with current satisfactory status on initial certification testing and/or Annual Proficiency Review (recertification) testing (as appropriate) to be fully qualified for a Federal TSO position. Current contract TSOs are only required to complete the portions of the TSA Federal application and assessment processes necessary for ranking, certification, and selection for a TSA Federal TSO position.
 - (2) **Application Procedures:** A current contract TSO who is interested in becoming a TSA Federal TSO should:
 - (a) apply for any advertised TSA Federal TSO position in which he or she is interested, or submit an application directly to the designated hiring point of contact (POC) for the airport at which he or she is interested in working; and
 - (b) clearly identify himself or herself as a current contract TSO in the application materials submitted.

TSA MANAGEMENT DIRECTIVE No. 1100.30-13
HIRING CONTRACT TSOs FOR
FEDERAL TSO POSITIONS

- (3) Application Handling: TSA OHC or the airport hiring POC will review the application of any individual who identifies himself or herself as a current contract TSO and will:
 - (a) Verify (through TSA certification/recertification testing records) that the individual is a currently certified/recertified contract TSO and, as such, is fully qualified for a TSA Federal TSO position;
 - (b) Verify that the individual meets any other minimum eligibility requirements (e.g., that the selective service registration requirement has been met, if applicable);
 - (c) Coordinate with the TSA Personnel Security Division, Office of Law Enforcement/Federal Air Marshal Service, to verify that the individual meets all required security/credentialing requirements; and
 - (d) Contact the applicant to schedule and administer the appropriate assessment tool(s) and/or process(es), if any, necessary for ranking/referral.
- (4) Candidate Referral:
 - (a) TSA may refer for potential selection those current contract TSOs who:
 - (i) applied for a TSA Federal TSO position;
 - (ii) meet all minimum eligibility and security/credentialing requirements; and
 - (iii) ranked highly enough to be referred for potential selection.
 - (b) TSA will follow its standard business rules (including application of veterans' preference) governing the determination and referral of best-qualified candidates for Federal TSO positions. Current contract TSOs will not receive greater preference in ranking, referral, or selection than other equally qualified candidates based solely on their status as current contract TSOs.

B. Competitive Hiring of Former Contract TSOs:

- (1) Application Procedures: A former contract TSO who is interested in becoming a TSA Federal TSO should:
 - (a) apply for any advertised TSA Federal TSO position in which he or she is interested, or submit an application directly to the hiring contact for the airport at which he or she is interested in working; and
 - (b) clearly identify himself or herself as a former contract TSO in the application materials submitted.

TSA MANAGEMENT DIRECTIVE No. 1100.30-13
HIRING CONTRACT TSOs FOR
FEDERAL TSO POSITIONS

- (2) Application Handling: TSA OHC or the airport hiring contact will review the application of an individual who identifies himself or herself as being a former contract TSO at some time since November 19, 2002, and:
 - (a) Verify that the individual meets all minimum eligibility and qualification requirements for a federal TSO position;
 - (b) Determine what portions of the assessment the individual needs to complete again, if any (this determination will be based on current TSA policies, procedures, guidance, and/or business rules for assessment, referral and/or hiring and the length of time since the individual was previously assessed); and
 - (c) As necessary, request that the individual complete/update any required assessment procedures (or portions thereof), any forms required for security/credentialing, and/or the certification of physical/medical ability.
- (3) Candidate Referral:
 - (a) TSA may refer for potential selection those former contract TSOs who:
 - (i) applied for a TSA Federal TSO position;
 - (ii) meet minimum eligibility requirements;
 - (iii) passed those portions of the TSA assessment and clearance processes they were required to complete, if any; and
 - (iv) ranked highly enough to be referred for potential selection.
 - (b) TSA will follow its standard business rules (including application of veterans' preference) governing the determination and referral of best-qualified candidates for Federal TSO positions. Former contract TSOs will not receive greater preference in ranking, referral, or selection than any other equally qualified candidates based solely on their status as former contract TSOs.
- C. Defining "Opt-In" or Other Federalization/Re-Federalization Actions: The following two types of actions will constitute a federal takeover of a private enterprise's security screening operations:
 - (1) An airport authority submits a request to federalize/re-federalize security screening operations that have been performed by contract under TSA oversight, and the request to re-federalize or "opt in" is approved by TSA; or
 - (2) TSA determines that it is necessary and/or appropriate to federalize or re-federalize screening operations that have been performed by contract under TSA oversight.

- D. Effect of Federalization/Re-Federalization Actions on Current Contract TSOs: TSA, according to its needs, has several options regarding hiring when an airport is federalized/re-federalized:
- (1) When one of the conditions described in Section 7C occurs, all continuing positions performing security screening functions under TSA Federal oversight, and the current occupants of those positions, may be brought into federal service.
 - (2) TSA may elect to use normal external competitive hiring procedures (including the provisions of Sections 7A and 7B above with regard to current and former contract TSOs) to fill all of the newly created federal screening positions in lieu of applying any of the other procedures outlined in this section.
 - (3) TSA may elect to use a streamlined hiring procedure to provide priority to the current employees of the federalized/re-federalized organization. Under this streamlined procedure, TSA may designate as a “priority hire” any individual who:
 - (a) was on the contractor’s employment rolls performing security screening functions (passenger and/or baggage) as of the date the federalization/re-federalization was approved by TSA;
 - (b) currently meets all eligibility, qualifications, certification and suitability requirements for a Federal TSO position; and
 - (c) has expressed interest in federal employment (submitted an employment application, interest form, resume, etc. as required by TSA).
- E. Use of Priority Hiring Methods:
- (1) Where TSA chooses to offer federal screening positions to priority hires, as described above, the appointments offered will be at the job level (title, pay band) and work schedule type (Part Time (PT), Full Time (FT)) equivalent to their current employment with the contractor (i.e. those currently serving as Leads will be offered Federal LTSO positions, those currently serving as Supervisors will be offered Federal STSO positions; those currently working on PT schedules will be offered PT Federal TSO employment, etc.).
 - (2) Where TSA chooses to offer federal screening positions to priority hires, appointments offered will whenever possible be permanent positions and made effective the day after the contractor terminates private employment.
 - (3) If there are any additional federal screening positions available after all priority hires receive offers, then TSA may use other competitive or noncompetitive hiring procedures (including the provisions of Sections 7A and 7B above with regard to current and former contract TSOs) to certify and select candidates.

TSA MANAGEMENT DIRECTIVE No. 1100.30-13
HIRING CONTRACT TSOs FOR
FEDERAL TSO POSITIONS

- (4) When some (but not all) priority hires will receive federal job offers, a modified noncompetitive appointment procedure will be used.
- (a) Any priority hires who have prior service with TSA will be referred and selected/appointed (from noncompetitive selection certificate(s)) using reinstatement procedures/authority (Hiring Group I).
- (b) All other priority hires who are not in Hiring Group I will be certified for selection in one of two groups:
- (i) Veterans preference eligible for permanent appointment (Hiring Group II); or
- (ii) Non-preference eligible for permanent appointment (Hiring Group III).
- (c) All Hiring Group I candidates certified for a specific position type (TSO, LTSO, STSO) and work schedule (PT, FT) will be offered appointment before any Hiring Group II candidates for the same position type and work schedule; all Hiring Group II candidates certified for a position type will be offered appointment before any candidates in Hiring Group III; and all Hiring Group III candidates certified for a position type will be offered appointment before any other candidates are considered. Once a Hiring Group is reached where there are more priority hires than available vacancies, TSA will randomly select candidates (mirroring the Office of Personnel Management's process for random selection) from among all of those in that hiring group to fill the available vacancies.

Example: For FT TSO positions there are 10 Hiring Group I candidates, 20 Hiring Group II candidates, and 65 Hiring Group III candidates for a total of 95 available priority hires. TSA will fill only 80 federal FT TSO vacancies when the airport is re-federalized. TSA will fill the first 30 positions by making job offers to all of the individuals in Hiring Groups I and II. Assuming all 30 candidates accept these offers, 50 federal vacancies will remain to be filled from among the 65 available candidates in Hiring Group III. TSA will randomly select names from among all 65 candidates in Hiring Group III, based on an automated process which mirrors a process used by OPM, using the final four digits in their social security number to fill the remaining 50 vacancies.

F. Appointment Conditions:

- (1) Appointments to TSA Federal TSO positions, either through competitive or noncompetitive methods, will be made subject to the provisions of other TSA OHC policy as appropriate, including TSA policies on salary determinations for Transportation Security Officers, [TSA MD 1100.31-1, *Trial Periods*](#), and [TSA MD 1100.30-14, *Post Appointment Movement Restrictions*](#).
- (2) Certification, recertification and training requirements for current or former contract TSOs who are selected for TSA Federal TSO positions are established by the appropriate office(s), and the appropriate TSA policies, [TSA MD 1900.8, *TSO Training And Initial Certification Programs*](#), and [TSA MD 1100.90-1, *TSO Training Requirements for Retention*](#).

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

APPROVAL

Signed

April 24, 2017

Karen Shelton Waters
Assistant Administrator for
Human Capital

Date

EFFECTIVE

Date

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

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