



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 1100.30-29, *Qualification Requirements*, dated November 2, 2010.

SUMMARY OF CHANGES: Section 4, Definitions, moved to the TSA Handbook to TSA MD 1100.30-29, *Qualifications Requirements*. Section 6, Policy, revised to move parts of 6E and all of 6F and 6G to the TSA Handbook to TSA MD 30-29. Administrative changes throughout the directive.

1. **PURPOSE:** This directive provides TSA policy on the qualification requirements for TSA positions.
2. **SCOPE:** This directive applies to positions in the TSA Core Compensation System. This directive does not apply to positions in the Transportation Security Executive Service (TSES) and positions filled under Political Appointments.
3. **AUTHORITIES:** Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:** See [TSA Handbook to TSA MD 1100.30-29, *Qualifications Requirements*](#)
5. **RESPONSIBILITIES:**
 - A. The Office of Human Capital (OHC) is responsible for:
 - (1) Developing, implementing, and applying policies and procedures regarding basic qualification requirements for all TSA positions; and
 - (2) Ensuring that employees recommended for selection and promotion meet minimum qualification requirements and are otherwise eligible.
 - B. The Assistant Administrator for the Office of Human Capital (AA/OHC), or his/her designee, is responsible for:
 - (1) Approving TSA-specific minimum qualification standards; and
 - (2) Approving waivers/modifications of qualification requirements on a one-time basis.
 - C. Management officials are responsible for:
 - (1) Determining if and when to recommend an employee for promotion, up to and including the highest pay band attainable for the position/job category to which the employee is assigned.

Such recommendations should be based on management's determination that the employee has demonstrated the capability to perform at the next higher pay band level, and that there is sufficient funding and continuing work at the higher pay band level to support the promotion (promotions are not automatic upon any specific time period or attainment of required qualifications); and

(2) Working in conjunction with OHC to determine how positions will be filled.

6. POLICY:

- A. TSA shall establish and apply basic qualification requirements that ensure fair and equitable treatment for the selection and advancement of individuals.
- B. Applicants applying for a position shall meet all basic qualification requirements by the closing date of a competitive announcement (if applicable). Candidates being assigned to a position through noncompetitive procedures, e.g., reinstatement eligibles, shall meet all basic qualification requirements before the effective date of placement into the position.
- C. Employees shall meet all of the basic qualification requirements before the effective date of permanent assignment or temporary promotion into a position. Requirements for employees being detailed to duties or positions are outlined in [TSA MD 1100.30-1, *Temporary Internal Assignments*](#).
- D. Unless or until TSA has developed or adopted alternative policies and procedures, TSA shall apply the guidance/procedures established by the U.S. Office of Personnel Management (OPM) in the "General Policies" section of the *Operating Manual: Qualification Standards for General Schedule Positions*, (see the TSA Handbook to TSA MD 1100.30-29, for additional information).
- E. If the need to establish a TSA minimum qualification standard is identified for a specific occupation, OHC shall develop the TSA-specific minimum qualification standard in consultation with the appropriate program offices and subject matter experts. Any TSA-specific minimum qualification standard must be developed, validated, and approved by the AA/OHC, or his/her designee, before it may be used. Approved TSA-specific minimum qualification standards will be maintained in the TSA Handbook to TSA MD 1100.30-29.
- F. As a general rule, TSA does not impose a time-in-pay-band requirement for promotion and/or selection into TSA positions. However, in most cases, individuals must have one year of relevant experience comparable to the next lower pay band level to be considered qualified for promotion or selection. This experience may have been acquired in the individual's current position, or in previous paid or unpaid employment. Any exceptions to this will be stated as part of the minimum qualification standard for the position.
- G. OHC may approve a one-time waiver or modification of the provisions in a minimum qualification standard when filling a specific position. If there is a continuing need for modification, development of a TSA-specific minimum qualification standard may be considered. A one-time waiver or modification may be approved by the AA/OHC, or his/her designee, when OHC determines that:

(1) It is in the best interest of the agency;

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- (2) There is an appropriate need to facilitate alternative placements (due, for example, to an involuntary workforce reduction, a uniformed services reemployment entitlement, or a similar situation) or a documented shortage of candidates possessing all of the required elements of the minimum qualification standard;
- (3) The waiver or modification is applied consistently and fairly, and made known to all potential candidates for the position, if competitively announced; and
- (4) The selecting official can justify how the selected candidate(s) will still be able to successfully perform the requirements of the position even though the minimum qualification standard has been modified or waived.

H. TSA will only accept credits, degrees, certifications, or credentials earned from conventional or accredited higher education institutions as legitimate in determining whether employees meet the minimum qualification standard. TSA will apply the provisions of [TSA MD 1100.35-1, *Guidance on Acceptable Academic Credentials*](#).

I. Unless otherwise noted in the specific minimum qualification standard, credit for experience is given based on a 40-hour workweek. Part-time and intermittent experiences are credited on a pro-rated basis, i.e., working 20 hours per week for two months equals one month of experience. No additional credit is given for regularly scheduled or irregular or occasional overtime.

J. Credit may be given for experience gained on detail; however, the detail assignment must be documented in order for the employee to receive credit. For TSA employees, [TSA Form 1160, *Terms and Conditions for Temporary Internal Assignment – Detail*](#), should be used for this purpose. See TSA MD 1100.30-1 for information on documenting details.

7. PROCEDURES: See the [TSA Handbook to TSA MD 1100.30-29, *Qualification Requirements*](#).

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

APPROVAL

Signed

September 16, 2016

Karen Shelton Waters
Assistant Administrator for Human Capital

Date

EFFECTIVE

Date

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

Point-of-Contact: OHCAccess Helpdesk: helpdesk@mailserver-hraccess.tsa.dhs.gov