

# TSA MD 1100.30-29, Handbook

## Qualification Requirements

Policy Effective: November 2, 2010

Handbook Published: November 2, 2010

Handbook Revised: September 16, 2016

### Approval

*SIGNED*

---

Karen Shelton Waters  
Assistant Administrator for Human Capital



***NOTE:** This Handbook and all related Attachments and/or Appendices contain stipulations to implement the provisions of [TSA MD 1100.30-29, Qualification Requirements](#). Until such time as TSA MD 1100.30-29 is rescinded, the Management Directive, Handbook, and any Attachments or Appendices are considered TSA policy, and must be applied accordingly.*

## Summary of Changes

Section A, Definitions, was revised to include Job Request Cover Sheet.

Section B, General Information, was revised to include information on Minimum Qualification Standards, Selective Factors, and Desirable Ranking Factors, which was formerly located in Section 6 of TSA MD 1100.30-29, *Qualification Requirements*.

Section D, TSA-Specific Minimum Qualification Standards Approved by OHC:

- Section D(5), Master Transportation Security Officer - F band, is now Master Transportation Security Officer - STI. It was revised to remove Behavior Detection Officer (BDO) and Coordination Center Officer (CCO) functions and update the Security Training Instructor (STI) information.
- Section D(6), Expert Transportation Security Officer - G band, is now Expert Transportation Security Officer - STI. It was revised to remove BDO and CCO functions and update the STI information.
- Section D(9), Master Transportation Security Officer (BDO) - F band, was added.
- Section D(10), Expert Transportation Security Officer (Lead BDO) - G band, was added.
- Section D(11), Supervisory Behavior Detection Officer (SBDO) - G band, was added.
- Section D(12), Coordination Center Officer - F band, was added.
- Section D(13), Coordination Center Officer - G band, was added.
- Section D(14), Supervisory Coordination Center Officer - G band, was added.

Appendix 1, TSA Core Compensation Qualification Conversion Chart, was added.

Administrative changes were made throughout the Handbook.

## Table of Contents

Section	Page
A. <a href="#">Definitions</a> .....	4
B. <a href="#">General Information</a> .....	5
C. <a href="#">Process for Establishing TSA-Specific Minimum Qualification Standards</a> .....	8
D. <a href="#">TSA-Specific Minimum Qualification Standards Approved by OHC</a> .....	9
<a href="#">Appendix 1</a> .....	20

## A. Definitions

- (1) Basic Qualification Requirements: Minimum qualification standards augmented by selective factors, bona fide occupational qualifications, and/or other necessary medical/physical and/or other conditions of eligibility (if any) supported by the job documentation, which describe the requirements which must be met by an individual before they can be assigned to the position. Basic qualification requirements provide the baseline criteria used to determine those individuals who are likely to successfully perform the duties of the positions and to screen out those who are unlikely to do so.
- (2) Bona Fide Occupational Qualification (BFOQ): A requirement such as age or gender which may be applied only when determined necessary for performance of the duties of a specified position.
- (3) Core Compensation System: TSA's compensation management program covering all non-Transportation Security Executive Service (TSES) employees, which outlines the policies, procedures, and guidelines that TSA will use to determine the classification and compensation of employees in those positions. Positions in the Core Compensation System are in pay plan SV.
- (4) Desirable Factors: Competencies and/or knowledge, skills, and/or abilities (KSAs) that, in addition to basic qualification requirements, could be expected to significantly enhance the effectiveness of the person selected for the position and may be identified and used to rank candidates as part of a competitive process.
- (5) Job Analysis Tool (JAT): An official document used to record core duties and responsibilities; and competency requirements of a position as well as title, series, category, and pay band. This document is not designed to capture all duties performed. This document is currently used to classify L band and field positions.
- (6) Job Category: Occupations encompassing similar work grouped together within the TSA Core Compensation System.
- (7) Job Request Cover Sheet (JRCS): A document used by a Headquarters (HQ) program office in conjunction with a Standardized Job Description (SJD), to officially indicate the "job specific criteria" that reflect the unique utilization of a particular position within the context of the program office's mission. This document should reflect the most significant duties as well as the knowledge, skills, and abilities and technical competencies specific to the particular position.
- (8) Minimum Qualification Standard: The education, training, experience, and/or other criteria determined to establish the minimum requirements for assignment to any position in the specified occupational series and pay band level.
- (9) Selective Factors: Knowledge, skills, abilities, or special requirements (e.g., licensure) that are in addition to the minimum qualification standard, but are determined to be essential to perform the duties and responsibilities of the particular position upon entry. Applicants who

do not meet a selective factor are considered not qualified, are ineligible for further consideration, and may not be assigned to the position.

- (10) **Specialized Experience:** Experience that has equipped a candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position and is typically in or related to the work of the position to be filled.
  
- (11) **Standardized Job Description (SJD):** An official document used to identify and record core duties, responsibilities, and competency requirements of a position, and to document the assignment of title, series, job category, and pay band of positions located in TSA Headquarters, with the exception of L band and Transportation Security Executive Service positions.

## B. General Information

- (1) Minimum Qualification Standards
  - (a) Unless or until TSA has developed or adopted another minimum qualification standard for a position, or a decision is made to waive or modify minimum qualification requirements in a specific situation, TSA shall apply the current qualification standards and guidance/procedures established by the U.S. Office of Personnel Management (OPM) (e.g., *Operating Manual: Qualification Standards for General Schedule Positions, Job Qualification System for Trades and Labor Occupations*) applicable to the job series and pay band level.
  - (b) Because OPM qualification standards are based on the grade levels used in the General Schedule (GS) rather than pay band levels, OHC shall interpret and apply the OPM guidance in the *Operating Manual: Qualification Standards for General Schedule Positions* by adapting the grade level experience requirements to TSA's pay banded positions and/or addressing other differences (see [Appendix 1, TSA Core Compensation Qualification Conversion Chart](#)).
  - (c) Unless or until an alternate process is approved by the AA/OHC for a specific situation, the following process will be used when applying the OPM qualification standard as the minimum qualification standard for a TSA position:
    - (i) Identify the appropriate OPM qualification standard that applies to the series of the position to be filled;
    - (ii) Identify the GS grade equivalent to the pay band of the position to be filled from the TSA Core Compensation Qualification Conversion Chart (Appendix 1);
    - (iii) If the job being filled is at the lowest pay band (entry) level for the Job Category on the TSA Core Compensation Qualification Conversion Chart, and there is more than one GS grade equivalent for that pay band, then the minimum qualification standard for entry into the pay band will be those requirements established for the *lowest* GS

grade specified. *Example: Pay band F in the Professional category is the lowest (entry) level for the category. The TSA Core Compensation Qualification Conversion Chart lists equivalencies of GS 5/7/9, so the minimum qualification requirements for the GS-5 in the applicable OPM series standard will apply when filling a position at the F band level in the Professional category; and*

- (iv) If the job being filled is at any pay band level above the lowest (entry) level for the Job Category in the TSA Core Compensation Qualification Conversion Chart, and there is more than one GS grade equivalent on the chart for the next lower pay band, then the requirement for experience at the next lower pay band will be that of the *highest* GS grade specified for that pay band. *Example: Pay band G in the Professional category is the second level for the category and requires one year of experience at the next lower pay band (F). The TSA Core Compensation Qualification Conversion Chart lists equivalencies of GS 5/7/9 for pay band F, so the minimum qualification requirements for the GS-9 in the applicable OPM standard will apply when filling a position at the G band level in the Professional category.*
  - (d) 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 1 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.
  - (e) Depending on the job series, minimum qualification standards may include education requirements, experience, and/or a combination of both. Applicants who do not meet the minimum qualification requirements for the position will not be considered further in the evaluation process.
- (2) Selective Factor(s)
- (a) In addition to the minimum qualification standard established for the pay band and occupation, bona fide occupational qualifications, and/or other necessary medical/physical and/or other conditions of eligibility (if any), the AA/OHC or his/her designee may approve the use of a few (usually no more than two) special requirements, which are absolutely necessary for an individual to satisfactorily perform in the position. These selective factors are "must have" knowledge, skills, abilities (KSAs), and/or competency requirements, which an individual must possess when they enter the position, and are assessed in addition to the minimum qualification standard when applications are being reviewed.
  - (b) Selective factors shall not:
    - (i) Be so narrow or restrictive that they preclude consideration or placement of candidates who could successfully perform the duties of the position;
    - (ii) Require KSAs and/or competencies that could be learned readily during the normal period of orientation to the position; and

- (iii) Be so specific as to exclude from consideration applicants without prior federal experience.
  
  - (c) Regardless of any other skills they may possess, an applicant shall not receive further consideration if he/she does not possess the required selective factor(s). When recruiting for a position, approved selective factors must be stated on the job announcement. Applicants cannot be required to meet selective factors that were not made known to them as part of the information on the announcement. Selective factors may also apply when positions are being filled non-competitively.
  
  - (d) Selective factors shall be supported by the documented job requirements. Examples of appropriate selective factors include a language requirement or a licensure requirement necessary to perform the functions of the position.
- (3) Desirable (Ranking) Factors
- (a) Management officials, in consultation with OHC, may identify additional competencies and/or KSAs they believe will enhance the effectiveness of the person selected for the position and could therefore be used to further distinguish among all of the basically qualified candidates. Unlike selective factors, it is not essential that the individual possess all of the desirable factors, or possess them fully, prior to entry into the position.
  
  - (b) Desirable factors must be identified in advance of announcing the position in order to ensure consideration in the rating and/or ranking process of candidates being considered for the position. These additional criteria, such as demonstrated performance and competencies, go beyond basic qualification requirements, and must be supported by job-related documentation.
  
  - (c) A candidate who fails to possess any of the desirable factors could still be considered qualified, but would not be considered among the best qualified for the position.
- (4) Identifying Specialized Experience
- (a) TSA describes specialized experience as experience "related to the work of the position." OHC and the selecting official should work together to identify the specific types of experience that would meet this requirement.
  
  - (b) The Job Analysis Tool (JAT); the Standardized Job Description (SJD) and Job Request Cover Sheet (JRCS); and/or other information used in classifying the position may provide information related to the duties and responsibilities typical of work in an occupational series or position. This information may be useful in identifying specialized experience requirements and also in determining the level of experience possessed by applicants.
  
  - (c) Normally, when defining specialized experience requirements for a position, it is not appropriate to require that experience be gained specifically in TSA, or in the Federal Government. However, additional weight may be given to certain types of experience when ranking qualified candidates on desirable factors.

- (5) Applying Bona Fide Occupational Qualifications (BFOQ) Requirements
  - (a) OHC may apply gender requirements to qualification determinations, evaluation/assessment processes, and/or certification, in accordance with approved Operations Directives or similar documents that address job-related requirements where gender is a factor, e.g., when hiring Transportation Security Officers (TSOs) (Dual and Passenger certified TSOs only) and Lead TSOs.
  - (b) If a gender limitation must be applied in filling a specific position, the requirement should be documented as part of the recruitment submission (on the Request for Personnel Action (RPA) or other hiring request submission/documentation, as applicable).
  - (c) If the need for a gender limitation in filling a position becomes known during the recruitment and hiring process, the selecting official will update recruitment documentation to reflect the requirement and consult the OHC Recruitment and Hiring Division for guidance on how the gender requirement will affect subsequent steps in the recruitment effort.
  - (d) A selecting official may apply the gender limitation when making selections from the initial certificate and/or request referral of additional candidates in order to have a sufficient number of qualified candidates from which to make a selection in accordance with applicable OHC policy. However, gender limitations must be used in the context of the applicable TSA internal or external competitive selection policy and process. For example, if there are veterans' preference eligible candidates on the certificate of external competitive candidates, the selecting official would need to consult with OHC for guidance on applying the gender requirement in the selection of a non-preference eligible candidate.

### **C. Process for Establishing TSA-Specific Minimum Qualification Standards**

- (1) If a determination is made that a TSA minimum qualification standard is necessary for a specific occupation, OHC will develop the TSA-specific minimum qualification standard in consultation with the appropriate program offices and subject matter experts.
- (2) Any TSA-specific minimum qualification standard must be:
  - (a) Developed by OHC in consultation with the appropriate TSA program office(s);
  - (b) Validated by OHC's Workforce Assessments Branch;
  - (c) Reviewed by the OHC Policy Division; and
  - (d) Approved by the Assistant Administrator for Human Capital (AA/OHC) or his/her designee before it may be used.
- (3) All AA/OHC approved TSA-specific minimum qualification standards will be added to Section D of this Handbook.
- (4) TSA-specific minimum qualification standards must be applied exactly as published in the



Handbook.

**D. TSA-Specific Minimum Qualification Standards Approved by OHC:**

- (1) Transportation Security Officer - D band
- (2) Transportation Security Officer - E band
- (3) Lead Transportation Security Officer - F band
- (4) Supervisory Transportation Security Officer - G band
- (5) Master Transportation Security Officer (STI) - F band
- (6) Expert Transportation Security Officer (STI) - G band
- (7) Transportation Security Specialist - Explosives - H band
- (8) Transportation Security Specialist - Explosives I band
- (9) Master Transportation Security Officer (BDO) - F band
- (10) Expert Transportation Security Officer (Lead BDO) - G band
- (11) Supervisory Behavior Detection Officer (SBDO) - G band
- (12) Coordination Center Officer - F band
- (13) Coordination Center Officer - G band
- (14) Supervisory Coordination Center Officer - G band

(1) Transportation Security Officer - D band

(a) Minimum experience/education requirements:

- (i) Must have a high school diploma, or General Educational Development (GED); High School Equivalency Test (HiSET); or Test Assessing Secondary Completion (TASC) high school equivalency certificate; **OR**
- (ii) At least 1 year of full-time work experience in security work, aviation screener work, or X- ray technician work.

(b) Other requirements:

- (i) In accordance with [HCM 338-1, \*Minimum Entry Age for TSO Positions\*](#), a minimum entry age requirement applies to Transportation Security Officer (TSO) positions. A candidate must have reached his/her 18th birthday at the time of application submission.
- (ii) In addition, candidates must also meet the medical requirements and other conditions of employment documented on the JAT (requirements comply with the Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA) and are required for safe and effective job performance), and demonstrate a minimum level of proficiency in certain competencies as follows:
  - Visual Observation
  - Conscientiousness
  - Attention to Detail
  - Critical Thinking
  - Flexibility
  - Integrity/Honesty
  - Teamwork
  - Interpersonal Skills
  - Oral Communication

(2) Transportation Security Officer - E band

(a) Minimum experience requirements:

- (i) The requirements of the TSO - D band position must be met (see Section 1(a) – (b)).
- (ii) In addition, candidates must meet the minimum requirements for E band promotions, as stated in [HCM 335-1, \*Transportation Security Officer \(TSO\) D to E Band Promotions\*](#).

(3) Lead Transportation Security Officer - F band

(a) Minimum experience requirements:

- (i) The requirements of the TSO - D band position must be met (see Section 1(a) – (b)).
- (ii) In addition, a candidate must possess 6 months of specialized experience which has equipped the individual with the particular knowledge, skills and abilities to perform successfully the duties of the position being filled, and that is typically in or related to the work of the TSO. To be creditable, specialized experience must have been equivalent to the D pay band level or above. Such specialized experience would include:
  - Providing frontline security protection of air travelers, airports and airplanes.
  - Performing pat down searches, operating an x-ray machine, screening baggage, and reviewing tickets.
  - Identifying dangerous objects on passengers and/or in baggage or cargo, and preventing these objects from being transported onto aircraft.
  - Using diverse electronic detection and imaging equipment.

(4) Supervisory Transportation Security Officer - G band

(a) Minimum experience requirements:

- (i) The requirements of the TSO - D band position must be met (see Section 1(a) – (b)).
- (ii) In addition, candidates must possess 1 year of specialized experience which has equipped the individual with the particular knowledge, skills and abilities to perform successfully the duties of the position being filled, and that is typically in or related to the work of the TSO or Lead TSO (LTSO). To be creditable, specialized experience must have been equivalent to the E band level or above; **AND**

Six months of experience (which may or may not have been gained concurrently with the experience above) as a work leader, team leader, or supervisor in any type of work environment which demonstrates proficiency, or the potential to develop proficiency, in tasks such as the following:

- Identifying, distributing, and balancing workload and tasks among employees.
- Training or arranging for training of employees on procedures, use of various electronic equipment, or similar requirements.
- Maintaining records of work accomplishments and administrative information.
- Resolving simple, informal complaints of employees and referring formal grievances to the appropriate management official.

(5) Master Transportation Security Officer (STI) - F band

(a) Minimum experience requirements:

- (i) The requirements of the TSO - D band position must be met (see Section 1(a) – (b)).
- (ii) In addition, candidates must also possess at least 1 year of experience functioning as a TSO equivalent to at least the D band level or above; **AND**

One year of specialized experience equivalent to at least the D band level or above, which included utilizing instructional methods to provide formal training or to teach others in prescribed or designated subjects or areas. Such experience may have been gained as a TSA Assistant Training Instructor (ATI) or in any other training/educational setting where instructional methods were utilized on a regular basis to teach/train in a classroom, laboratory, group, or on-the-job setting. Other examples of specialized experience include, but are not limited to the following:

- Providing instructional guidance for conducting screening (e.g., x-ray, security, industry) or related collateral duties (e.g., OJT Coach).
  - Teaching or instructing in an educational program: Primary/secondary school or undergraduate/graduate (college/university); military installation/academy, or industry establishment.
  - Establishing or developing training/course materials, aids and devices and evaluation of training results.
- (iii) Candidates must also demonstrate a minimum level of proficiency in certain competencies as follows:
- Attention to Detail
  - Conscientiousness
  - Critical Thinking
  - Flexibility
  - Interpersonal Skills
  - Oral Communication
  - Training Instruction

(6) Expert Transportation Security Officer (STI) - G band

(a) Minimum experience requirements:

- (i) The requirements of the TSO - D Band position must be met (see Section 1(a) – (b)).
- (ii) In addition, candidates must also possess at least 1 year of experience functioning as a TSO equivalent to at least the E band level or above; **AND**

One year of specialized experience equivalent to the E band level or above which included utilizing instructional methods to provide formal training or to teach others in prescribed or designated subjects or areas. Such experience may have been gained as a TSA ATI or in any other training/educational setting where instructional methods were utilized on a regular basis to teach/train in a classroom, laboratory, group, or on-the-job setting, and involved developing training materials, performing quality assessment reviews of training and conducting “train-the-trainer” sessions.

- (b) Candidates must also demonstrate (through assessment and/or prior experience) a minimum level of proficiency in certain competencies as follows:

- Attention to Detail
- Conscientiousness
- Critical Thinking
- Flexibility
- Interpersonal Skills
- Oral Communication
- Planning and Evaluating
- Training Instruction

(7) Transportation Security Specialist - Explosives - H band

(a) Minimum experience requirements:

- (i) Completion of formal accredited IED/bomb disposal coursework resulting in a Graduation Certificate. The accredited bomb disposal schools are the Naval School Explosive Ordnance Disposal [NAVSCOLEOD] and the FBI's Hazardous Devices School [HDS];
- (ii) In addition, candidates must possess 1 year of specialized experience as a Bomb Appraisal Officer, Explosive Ordnance Disposal Technician, Bomb Technician, or similar position equivalent to the G band, which included such activities as responding to alarms involving possible explosives, IED components, or actual IEDs; assessing the interrelationship between initiators, power supplies, switches, and chemicals to determine if device(s) is an improvised explosive, commercial explosive, or homemade explosive; **AND** assisting with bomb program management responsibilities such as participating as a team member on a bomb squad to include ensuring program requirements were followed, making recommendations on procedures, or helping implement processes under the direction of a program manager.

(b) Candidates must also demonstrate a minimum level of proficiency in certain competencies as follows:

- Critical Thinking
- Oral Communication
- Decisiveness
- Problem Solving
- Incident Management
- Explosives
- Training Instruction

(8) Transportation Security Specialist - Explosives - I band

(a) Minimum experience requirements:

- (i) Completion of a formal accredited IED/bomb disposal coursework resulting in a Graduation Certificate. The accredited bomb disposal schools are the Naval School Explosive Ordnance Disposal School [NAVSCOLEOD] and the FBI's Hazardous

Devices School [HDS];

- (ii) In addition, candidates must possess 1 year of specialized experience as a Transportation Security Specialist – Explosives (TSS-E), Bomb Appraisal Officer, Explosive Ordinance Disposal Technician, Explosives Security Specialist, Bomb Technician, or similar position equivalent to the H band, which included responding to alarms involving possible explosives, IED components, or actual IEDs; assessing the interrelationship between initiators, power supplies, switches, and chemicals to determine if device(s) is an improvised explosive, commercial explosive, or homemade explosive; **AND** performing bomb program management duties such as establishing program guidelines, training/mentoring others, and making decisions regarding actions to take when faced with a critical incident. These duties may have been performed as an incident commander, or as a bomb squad team leader.

(b) Candidates must also demonstrate the minimum level of proficiency in certain competencies as follows:

- Critical Thinking
- Oral Communication
- Decisiveness
- Problem Solving
- Incident Management
- Explosives
- Training Instruction

(9) Master Transportation Security Officer (Behavior Detection Officer) – F band

(a) Minimum Experience Requirements:

- (i) The requirements of the TSO – D band position must be met (see Section 1(a) – (b)).
- (ii) In addition, candidates must also possess 1 year of experience equivalent to the D band or above, performing multi-faceted security or security related work (e.g., TSO, private industry security officer, law enforcement officer, etc.), which includes the following:
- Performing security-related duties, which involve multi-tasking of processes to ensure situational awareness and security of persons or places;
  - Functioning under general supervision, referring issues, only when needed, that may represent changes in policy, approach, or unusual situations to the supervisor for review and decisions;
  - Providing immediate response to breaches of security and/or emergency situations; taking appropriate steps to prevent entry to secure areas;
  - Conducting or assisting staff and law enforcement officers with conducting investigations of incidents (e.g., providing accurate information regarding incident, preparing clear and concise incident reports); and

- Making suggestions to improve security processes and procedures.
- (b) Candidates must also demonstrate a minimum level of proficiency in certain competencies as follows:
- Interpersonal Skills
  - Oral Communication
  - Self-Management
  - Decisiveness
  - Attention to Detail
  - Critical Thinking
  - Written Communication

(10) Expert Transportation Security Officer (Lead BDO) – G band

(a) Minimum Experience Requirements:

- (i) The requirements of the TSO D band position must be met (see Section 1(a) – (b)).
- (ii) In addition, candidates must possess 6 months of experience equivalent to the D band or above, performing multi-faceted security or related work (e.g., TSO, private industry security officer, law enforcement officer, etc.), which includes the following:
- Performing security-related duties which involved multi-tasking of processes to ensure situational awareness and security of persons or places;
  - Functioning under general supervision, referring issues, only when needed, that may represent changes in policy, approach, or unusual situations to the supervisor for review and decisions;
  - Providing immediate response to breaches of security and/or emergency situations; taking appropriate steps to prevent entry to secure areas;
  - Conducting or assisting staff and law enforcement officers with conducting investigations of incidents (e.g., providing accurate information regarding incident, preparing clear and concise incident reports);
  - Making suggestions to improve security processes and procedures; **AND**

Six months of behavior detection or related work equivalent to the F band. This would include performing focused behavior detection work (e.g., employees detailed to BDO positions) or it may include work performed in other environments/occupations such as:

- Law Enforcement: experience with emphasis on investigation activities including application of interview techniques; Reid Technique training; obtaining witness statements; targeted observation; surveillance; etc.
- Correctional Officer: experience assessing behavior that may pose a security risk or indicate a potential outbreak of violence.
- Military: training in or performance of surveillance techniques, suspicious behavior

detection; critical infrastructure protection in the context of securing facilities and the flow/access of individuals to those facilities.

- Airline: experience involving passenger security program responsibilities that included security verification and behavior profiling.

(iii) Candidates must also demonstrate a minimum level of proficiency in certain competencies as follows:

- Interpersonal Skills
- Oral Communication
- Self-Management
- Decisiveness
- Security Directives and Regulations
- Application of Standard Operating Procedures
- Attention to Detail
- Critical Thinking
- Written Communication

(11) Supervisory Behavior Detection Officer (SBDO) – G band

(a) Minimum Experience Requirements:

- (i) The requirements of the TSO D band position must be met (see Section 1(a) – (b)).
- (ii) In addition, candidates must possess 6 months of experience equivalent to the D band or above, performing multi-faceted security or related work (e.g., TSO, private industry security officer, law enforcement officer, etc.), which includes the following:
  - Performing security-related duties which involved multi-tasking of processes to ensure situational awareness and security of persons or places;
  - Functioning under general supervision, referring issues, only when needed, that may represent changes in policy, approach, or unusual situations to the supervisor for review and decisions;
  - Providing immediate response to breaches of security and/or emergency situations; taking appropriate steps to prevent entry to secure areas;
  - Conducting or assisting staff and law enforcement officers with conducting investigations of incidents (e.g., providing accurate information regarding incident, preparing clear and concise incident reports);
  - Making suggestions to improve security processes and procedures; **AND**

Six months of behavior detection or related work equivalent to the F band. This would include performing focused behavior detection work (e.g., employees detailed to BDO positions) or it may include work performed in other environments/occupations such as:

- Law Enforcement: experience with emphasis on investigation activities including



application of interview techniques; Reid Technique training; obtaining witness statements; targeted observation; surveillance; etc.

- Correctional Officer: experience assessing behavior that may pose a security risk or indicate a potential outbreak of violence.
- Military: training in or performance of surveillance techniques, suspicious behavior detection; critical infrastructure protection in the context of securing facilities and the flow/access of individuals to those facilities.
- Airline: experience involving passenger security program responsibilities that included security verification and behavior profiling.

(iii) Candidates must also demonstrate a minimum level of proficiency in certain competencies as follows:

- Interpersonal Skills
- Oral Communication
- Self-Management
- Decisiveness
- Security Directives and Regulations
- Application of Standard Operating Procedures
- Attention to Detail
- Critical Thinking
- Written Communication
- Leadership

(12) Coordination Center Officer – F band

(a) Minimum experience requirements:

(i) Candidates must possess 1 year of aviation security screening work equivalent to at least the E band level, performing duties such as: screener duties under only general supervision, only referring issues that may represent changes in policy, approach, or unusual situations to the supervisor for review and decision; providing immediate response to breaches of security and emergency situations; taking appropriate steps to secure unauthorized weapons and/or potentially hazardous materials and devices in order to prevent entry to secure areas; assisting superiors and law enforcement officers with investigations of incidents (e.g., providing accurate information regarding incident, preparing clear and concise incident reports); and making suggestions to improve security screening processes and procedures.

(b) Candidates must also demonstrate a minimum level of proficiency in certain competencies as follows:

- Application of Standard Operating Procedures
- Attention to Detail
- Conscientiousness

- Critical Thinking
- Customer Service
- Flexibility
- Oral Communication
- Reading
- Written Communication

(13) Coordination Center Officer – G band

(a) Minimum experience requirements:

- (i) Candidates must possess 1 year of experience equivalent to at least the F band, which included gathering and analyzing data or environmental conditions in a security operations center environment to identify potential risks/threats to aviation or other modes of transportation; making independent determinations regarding risk assessment information to be provided to the supervisor, manager, or law enforcement for additional action or follow-up; and establishing and/or maintaining work relationships with a variety of staff or stakeholders to ensure effective security operations.

Examples of qualifying specialized experience must demonstrate the following:

- Understanding of the notification procedures involved in the preparation of incident response.
- Ability to monitor security systems in various situations to provide protection to people and property.
- Ability to detect, schedule, and document the need for staff/emergency responders to move to specific locations.
- Effectively worked in an emergency call or responsive dispatch center.
- Knowledge and understanding of work-related safety practices, OSHA, and environmental rules and regulations, particularly in trauma, disaster preparedness and responsiveness.
- Ability to use a computer and communication devices to perform essential functions of the position.
- Effective communication, analytical, customer service, and interpersonal skills.

- (b) Candidates must also demonstrate (through assessment and/or prior experience) a minimum level of proficiency in certain competencies as follows:

- Attention to Detail
- Application of Standard Operating Procedures
- Conscientiousness
- Critical Thinking
- Customer Service
- Flexibility
- Incident Management
- Oral Communication

- Reading
- Time Management
- Written Communication

(14) Supervisory Coordination Center Officer – G band

(a) Minimum experience requirements:

- (i) Candidates must possess 1 year of experience equivalent to at least the F band, which included gathering and analyzing data or environmental conditions in a security operations center environment to identify potential risks/threats to aviation or other modes of transportation; making independent determinations regarding risk assessment information to be provided to the supervisor, manager, or law enforcement for additional action or follow-up; and establishing and/or maintaining work relationships with a variety of staff or stakeholders to ensure effective security operations.


Examples of qualifying specialized experience must demonstrate the following:

- Understanding of the notification procedures involved in the preparation of incident response.
  - Ability to monitor security systems in various situations to provide protection to people and property.
  - Ability to detect, schedule, and document the need for staff/emergency responders to move to specific locations.
  - Effectively worked in an emergency call or responsive dispatch center.
  - Knowledge and understanding of work-related safety practices, OSHA, and environmental rules and regulations, particularly in trauma, disaster preparedness and responsiveness.
  - Ability to use a computer and communication devices to perform essential functions of the position.
  - Effective communication, analytical, customer service, and interpersonal skills.
- (b) Candidates must also demonstrate (through assessment and/or prior experience) a minimum level of proficiency in certain competencies as follows:

- Accountability
- Application of Standard Operating Procedures
- Attention to Detail
- Conscientiousness
- Critical Thinking
- Customer Service
- Decisiveness
- Flexibility
- Oral Communication
- Reading
- Time Management
- Written Communication

**TSA Core Compensation Qualification Conversion Chart**

Pay Band	A	B	C	D	E	F	G	H	I	J	K	L	M
Category													
<i>Student</i>		Level 1 GS-1/2	Level 2 GS-3/4	Level 3 GS-5/7/9									
<i>Clerical Support</i>			Level 1 GS-1-4	Level 2 GS-5/6	Level 3 GS-7/8			Mgr. 1 Blank	Mgr. 2 Blank				
<i>Admin. Support</i>				Level 1 GS-3-6	Level 2 GS-7/8	Level 3 GS-9-10			Mgr. 1 GS-8&below	Mgr. 2 GS-9&above			
<i>Technical Support</i>					Level 1 GS-5/6	Level 2 GS-7/8	Level 3 GS-9/10/11			Mgr. 1 GS-11&below	Mgr. 2 GS-12&above		
<i>Paraprofessional</i>						Level 1 GS-7/8/9	Level 2 GS-10/11	Level 3 GS-12/13			Mgr. 1 GS-13&below	Mgr. 2 GS-14&above	
<i>Professional</i>						Level 1 GS-5/7/9	Level 2 GS-11	Level 3 GS-12	Level 4 GS-13	Level 5 GS-14/15		Expert	
								*SUPV	Mgr. 1 GS13&below	Mgr. 2 GS-14	Mgr. 3 GS-15	Mgr. 4	
<i>Technical</i>							Level 1 GS-5/7/9	Level 2 GS-11/12	Level 3 GS-13	Level 4 GS-14	Level 5 GS-15	Expert	
									*SUPV	Mgr. 1 GS-14&below	Mgr. 2 GS-15	Mgr. 3	
<i>Engineering</i>							Level 1 GS-5/7/9	Level 2 GS-11/12	Level 3 GS-13	Level 4 GS-14	Level 5 GS-15	Expert	
										Mgr. 1 GS-14&below	Mgr. 2 GS-15	Mgr. 3	
<i>Specialized 802 (Eng. Tech.), 856 (Elec. Tech.)</i>						Level 1 GS-9&below	Level 2 GS-10/11	Level 3 GS-12	Level 4 GS-13	Level 5 GS-14/15			
										Mgr. 1 GS-13&below	Mgr. 2 GS-14	Mgr. 3 GS-15	
<i>Specialized 905 (Attorney)</i>							Level 1 GS-11&below	Level 2 GS-12	Level 3 GS-13	Level 4 GS-14	Level 5 GS-15	Expert	
											Mgr. 1 GS-15	Mgr. 2	
<i>Specialized 602 (Medical Officer)</i>							Level 1 GS-11&below	Level 2 GS-12	Level 3 GS-13	Level 4 GS-14	Level 5 GS-15	Expert	Expert
											Mgr. 1 GS-15	Mgr. 2	Mgr. 3
<i>Specialized 1802 Trans. Sec. Officer 1801 Transportation Security Mgr</i>			Level 1 GS-3/4	Level 2 GS-5/6	Level 3 GS-7/8	Level 4 GS-9	Level 5 GS-10/11	Level 6	Level 7				
							Mgr. 1 GS-10/11	Mgr. 2 GS-12	Mgr. 3 GS-13				
<i>Specialized 0086 Coord. Ctr. Officer</i>							Level 4 GS-9	Level 5 GS-10/11					
								Mgr. 1 GS-10/11					

 No available work or expectation of work at that level in the job category

0086 Coordination Center Officer added to the Specialized Category

Effective September 18, 2016