



*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 and attachments establish Transportation Security Administration (TSA) policy and supersede Federal Aviation Administration (FAA) orders, policies, guidance, bulletins regarding permanent internal assignments issued under the FAA personnel management system. This directive is TSA policy and must be applied accordingly.

**REVISION:** This revised directive supersedes TSA MD 1100.30-4, *Permanent Internal Assignments*, dated August 18, 2008.

**SUMMARY OF CHANGES:** Section 3, Authorities, was updated to remove unnecessary authorities. Section 4, Definitions, was revised to eliminate terms that are not used in the directive. Section 6, Policy, was revised to remove overly restrictive limits to reinstatement eligibility.

1. **PURPOSE:** This directive provides TSA policy and procedures for permanent internal assignments (i.e., appointments, promotions, reassignments, and demotions) of individuals to permanent TSA positions through internal selection procedures.
2. **SCOPE:** This directive applies to all TSA permanent internal assignments, with the exception of demotions for performance or conduct reasons, involving eligible employees as defined in Section 6.C. The directive does not apply to Transportation Security Executive Service (TSES) employees or positions.
3. **AUTHORITIES:** The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:** See the [TSA Handbook to TSA MD 1100.30-4, \*Permanent Internal Assignments\*](#).
5. **RESPONSIBILITIES:**
  - A. To the extent delegated within their organizations, and given the parameters established in this directive, selecting officials are responsible for:
    - (1) Determining whether permanent internal assignments will be filled competitively or non-competitively;
    - (2) Determining the method of identifying or soliciting candidates; and
    - (3) Defining the area of consideration and how the best qualified candidates will be determined when competitive procedures are used.

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PERMANENT INTERNAL ASSIGNMENTS**

**NOTE:** Considerable latitude is allowed to ensure that this directive affords TSA managers flexibility to manage their assigned programs.

- B. The Office of Human Capital, those organizations with whom TSA has contracted for human resources (HR) services, and those TSA employees to whom HR responsibilities have been delegated, are responsible for effecting personnel actions in accordance with this directive and any TSA Human Capital operating instructions based on this directive.

**6. POLICY:**

- A. TSA recruitment and selection procedures will ensure fair and open competition, fair and equitable treatment, and selection and advancement on the basis of the applicants' competencies, knowledge, skills, and abilities.
- B. The selecting official has discretion, in accordance with this directive, to determine the recruitment sources that will be used and who to select for positions within their delegated authority. The goal is to assure a sufficient number of highly qualified candidates and meaningful competition for the position(s) to be filled. Permanent internal hiring procedures may be used in conjunction with other forms of consideration and selecting officials may select from any valid source of candidates.
- C. The following employees are eligible for permanent internal assignments subject to the provisions of the [TSA Handbook to TSA MD 1100.30-4, \*Permanent Internal Assignments\*](#):
  - (1) Current, permanent employees of TSA;
  - (2) Current, permanent civilian Federal employees of other agencies;
  - (3) Current, temporary TSA employees who obtained their temporary appointment through a competitive process;
  - (4) Former, permanent civilian employees of any Federal agency which includes Executive agencies under the provisions of 5 U.S.C. § 105, the United States Postal Service, or the Postal Rate Commission;
  - (5) Former, temporary TSA employees who obtained their temporary appointment through a competitive process; and
  - (6) Current, temporary TSA employees who were appointed under a special appointing authority/program that conferred eligibility for conversion to permanent appointment, provided conversion requirements have been met.

**7. PROCEDURES:** See [TSA Handbook to TSA MD 1100.30-4, \*Permanent Internal Assignments\*](#).

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

**APPROVAL**

*Signed*

*12/16/2010*

\_\_\_\_\_  
Anthony Savastana  
Acting Assistant Administrator for Human Capital

\_\_\_\_\_  
Date

**EFFECTIVE**

\_\_\_\_\_  
Date

Distribution: Assistant Secretary, Deputy Assistant Secretary, Assistant  
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*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 qualification requirements issued under the FAA personnel management system. This directive is TSA policy and must be applied accordingly.*

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:** Public Law 107-71, the Aviation and Transportation Security Act, (ATSA)
4. **DEFINITIONS:**
  - A. 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.
  - B. 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.
  - C. Core Compensation System: TSA's compensation management program covering all non-TSES employees, which outlines the policies, procedures, and guidelines that TSA will use to determine the compensation of employees in those positions. Positions in the Core Compensation System are in pay plan SV.
  - D. 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.
  - E. Job Category: Occupations encompassing similar work grouped together within the TSA Core Compensation System.
  - F. 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.

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- G. Permanent or Temporary Internal Assignments: Appointments, promotions, reassignments, demotions, details and temporary promotions of individuals to TSA positions under the provisions of [TSA MD 1100.30-4, \*Permanent Internal Assignments\*](#), and [TSA MD 1100.30-1, \*Temporary Internal Assignments\*](#).
- H. 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.

**5. RESPONSIBILITIES:**

- A. The Office of Human Capital (OHC) is responsible for developing, implementing, and applying policies and procedures regarding basic qualification requirements for all TSA positions.
- B. The Assistant Administrator for the Office of Human Capital (AA/OHC), or his/her designee, is responsible for approving TSA-specific minimum qualification standards and 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;
  - (2) Working in conjunction with OHC to determine how positions will be filled; and
  - (3) Ensuring the candidate has been determined as meeting the established basic qualification requirements and is within reach for selection prior to the individual being notified that he/she has been selected for a position.

**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 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.
- D. Unless or until TSA has developed or adopted alternative policies and procedures, TSA shall apply the guidance/procedures established by the Office of Personnel Management (OPM) in the "General Policies" section of the *Operating Manual: Qualification Standards for General Schedule Positions*.

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**E. Minimum Qualification Standards**

- (1) 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 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.
- (2) 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.
- (3) 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:
  - (a) Identify the appropriate OPM qualification standard that applies to the series of the position to be filled;
  - (b) Identify the GS grade equivalent to the pay band of the position to be filled from the TSA Core Compensation chart;
  - (c) If the job being filled is at the lowest pay band (entry) level for the Job Category on the Core Compensation 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 Core Compensation 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*
  - (d) If the job being filled is at any pay band level above the lowest (entry) level for the Job Category in the Core Compensation 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 Core Compensation 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.*
- (4) 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

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minimum qualification standards will be maintained in the [Handbook to TSA MD 1100.30-29, \*Qualification Requirements\*](#).

- (5) 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.
- (6) OHC may approve a one-time waiver or modification of the provisions in a minimum qualification standard when filling a specific position. A one-time waiver or modification may be approved by the AA/OHC, or his/her designee, when OHC determines that:
  - (a) It is in the best interest of the agency;
  - (b) 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;
  - (c) The waiver or modification is applied consistently and fairly, and made known to all potential candidates for the position, if competitively announced; and
  - (d) 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.
- (7) If there is a continuing need for modification, development of a TSA-specific minimum qualification standard may be considered.
- (8) 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.
- (9) 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\*](#).
- (10) Unless otherwise noted in the specific minimum qualification standard, credit for experience is given based on a 40-hour workweek. Part-time and intermittent experience 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.
- (11) 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](#)

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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.

- (12) Managers are responsible for 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. OHC ensures that employees recommended for promotion meet minimum qualification requirements and are otherwise eligible. Promotions are not automatic upon any specific time period or obtaining required qualifications.

**F. Selective Factor(s)**

- (1) 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, skill, ability, 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.
- (2) Selective factors shall not:
  - (a) be so narrow or restrictive that they preclude consideration or placement of candidates who could successfully perform the duties of the position;
  - (b) require KSAs and/or competencies that could be learned readily during the normal period of orientation to the position;
  - (c) be so specific as to exclude from consideration applicants without prior Federal experience; or
  - (d) require that applicants qualify on the basis of education if the minimum qualification standard for the position allows for qualifying on the basis of experience or education or a combination.
- (3) 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.
- (4) Selective factors shall be supported by the documented job requirements. Examples of appropriate selective factors include a language requirement or a licensure requirement