



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Respect and Commitment.

REVISION: This revised management directive (MD) supersedes TSA MD 1900.8, *Transportation Security Officer Training and Initial Certification Programs*, dated November 12, 2009.

SUMMARY OF CHANGES: The updates reflect TSA's new strategic approach for training and certifying officers known as TSO Career Progression, TSA organizational name and title changes and updated definitions; Section 6, removed specialized, administrative, and development training and moved cross-training, recurrent, and remedial training to Section 7; reference to customer service replaced with passenger engagement; new officer training replaced new-hire training and was moved to Section 7; and new-hire training and on-boarding training updated to reflect the new TSO Career Progression strategy and phases; Section 7, Procedures, new officer training, cross-training, National Training Plan (NTP), and differences training discussed; equipment review training added to extend the number of days Transportation Security Officers (TSOs) can be away from equipment operation before equipment review actions must be completed prior to resuming screening functions; dual function officer status added; return-to-duty requirements ranges for Level I, II, and III have been extended; and Level III mandates that TSOs complete a practical skills demonstration. Two new forms have been added, the *Officer Remediation Training Record* and the *Officer Equipment Review Training Checklist*.

1. **PURPOSE:** This directive provides TSA policy and procedures for Transportation Security Officer (TSO) training and certification.

2. **SCOPE:** This directive applies to all TSA components involved with training, certifying, supervising, managing, or overseeing all TSOs, including new hires.

3. **AUTHORITIES:**

A. Aviation and Transportation Security Act (ATSA), Public Law 107-71 (ATSA)

B. The Homeland Security Act of 2002, Public Law 107-296, Sections 403(2) and 423

4. **DEFINITIONS:**

A. Assessment: Any systematic method of obtaining information, used to draw inferences about characteristics of people, objects, or programs; a systematic process to measure or evaluate the characteristics or performance of individuals, programs, or other entities, for purposes of drawing inferences; sometimes used synonymously with test.

B. Certification: Verification and acknowledgement that individuals have demonstrated that they possess an acceptable level of knowledge, skill, or competence, as defined by a predetermined set of standards, to perform the core screening job requirements.

NOTE: Failure to maintain such standards may result in removal from TSA. Per the DHS Training Glossary, certification is verification and acknowledgement that individuals have demonstrated proof to a minimum level of knowledge, skill or competence, as defined by a predetermined set of standards.

TSA MANAGEMENT DIRECTIVE No. 1900.8
TRANSPORTATION SECURITY OFFICER TRAINING AND CERTIFICATION

- C. Fully Certified TSOs: TSOs who have successfully completed both TSO Basic Training Program (BTP) Phases 1 and 2, to include classroom training and on-the-job training (OJT), as well as assessments, for the screening function(s) to which they will be assigned, and who successfully maintain their competency to the required standard, as measured through annual proficiency reviews, and other assessments.
- D. Cross Training: Training with applicable OJT that enables certified TSOs to gain certification in another screening function or to operate a different type of security screening equipment.
- E. Differences Training: One-time training for certified TSOs on updated software, new security screening equipment, or a revision to Standard Operating Procedures (SOPs).
- F. Dual Function Officer (DFO): TSOs who are trained and certified to perform both checkpoint and checked baggage screening functions.
- G. Equipment Review: A local documented process of reviewing the skills competency of certified TSOs on a specific piece of security screening equipment when TSOs have not worked on that equipment for a period of anywhere from 91 through 425 consecutive calendar days.
- H. Function: TSOs' job duties, such as checkpoint (passenger), checked baggage (baggage), or dual function (both passenger and baggage screening).

NOTE: This also may include screening duties that require specialized training to support standardized screening certifications.

- I. Level 1 Officer: A new hire who has successfully completed behavior awareness training, all TSO Basic Training Program Phase 1 classroom training, assessments, OJT, and practical skills observations.
- J. Level 2 Officer: A Level 1 TSO who has successfully completed all TSO Basic Training Program Phase 2 classroom training, assessments, OJT, and practical skills observations.
- K. Mandatory Training: Training required for all employees, government-wide, by federal statute or regulation. Within TSA, this term also is used to refer to training mandated for TSA employees by TSA directive or policy (e.g., Anti-harassment, Whistleblower, etc.). The type of training can be related to job position, pay band, location, or certification (e.g., TSO certification) or be the result of regulations and legal decisions. When a TSA employee's job position changes, the mandatory training also may change.
- L. National Deployment Force (NDF): A cadre of dual function TSOs who commit to serve for one-year terms and rapidly deploy to provide screening support at airports across the Agency.
- M. National Training Plan (NTP): An annually published document listing training that TSOs must complete each year.
- N. New hire: A TSO who has been hired within 180 days or less and has not completed Phase 1 training.

TSA MANAGEMENT DIRECTIVE No. 1900.8
TRANSPORTATION SECURITY OFFICER TRAINING AND CERTIFICATION

- O. On-the-Job Training (OJT): For purposes of this MD, a structured skill development activity conducted in a live environment that includes performance of a procedure or function monitored by an OJT coach.
- NOTE:** OJT should typically be initiated within two weeks of completing formal classroom training.
- P. Online Learning Center (OLC): The official learning management system (LMS) for applicable training and related performance or development accomplishments for TSA employees. It serves as the delivery platform for online training and is the official repository for TSA training records via its learning history tool.
- Q. Operational Test: A covert, sanctioned test conducted by TSA's Special Operations Division of Inspection (INS), Security Operations, the Department of Homeland Security's (DHS) Office of Inspector General (OIG), or the Government Accountability Office (GAO) that consists of one or more scenarios conducted to evaluate the capabilities of the screening operations (people, processes and technology) to detect threat items.
- R. Practical Skills Demonstration: A hands-on skills demonstration used to evaluate knowledge, skill, and/or ability when performing tasks associated with a screening function.
- S. Qualification: Verification and acknowledgement that individuals have demonstrated proof of knowledge, skill or competence, as defined by a predetermined set of standards. DHS Training Glossary: The minimum requirements necessary to perform work of a particular occupation successfully and safely. These minimum requirements may include specific job-related work experience, education, medical or physical standards, training, security, and/or licensure.
- T. Recurrent Training: Training that occurs on a recurring basis to reinforce skills and to professionally develop TSOs' knowledge, skills, and abilities to address changes in procedure, policy, or security threat.
- U. Remedial Training: Training that provides supplemental instruction designed to address and correct performance deficiencies and to reinforce learning objectives.
- V. Return-to-Duty (RTD) Training: Training for TSOs when they have not performed screening functions for 30 or more consecutive calendar days.
- W. Security Training Instructor (STI): TSOs occupying a Master or Expert TSO position who serve as training instructor leads delivering nationally developed training courses such as checkpoint, checked baggage, dual-function, and cross training, within established guidelines and standards. All STIs are required to perform pre-board security screening of persons, carry-on, or checked baggage as directed by the Federal Security Director (FSD) or the designee, a minimum of 20% of the time per pay period.
- X. Training Manager (TM) and Training Specialist (TS): Employees assigned within their organizations to manage training functions.
- Y. TSO: The title is used generically in this management directive to include all positions in the 1802 occupational series.

- Z. TSO Basic Training Program Phase 1 and Phase 2 (commonly referred to as new-hire training): Training a new employee, in the 1802 occupational series, receives to achieve certification to conduct certain screening functions, including classroom training, OJT, as well as assessments.

NOTE: TSO Career Progression is a comprehensive approach that establishes a clearly defined career path for TSOs. Under TSO Career Progression, initial training occurs in two phases. TSO BTP Phase 1 includes local classroom instruction and on-the-job training. TSO BTP Phase 2 includes instruction at the TSA-Academy and OJT at the home airport.

- AA. TSO Career Progression: A strategic, comprehensive approach that establishes a clearly defined and transparent career path for employees, with pay increases tied to enhanced skills and training for the TSA frontline workforce.

5. RESPONSIBILITIES:

- A. The Assistant Administrator for Training and Development (T&D)/Chief Learning Officer (CLO) is responsible for:
- (1) Establishing and updating TSO training programs that meet, at a minimum, the requirements of ATSA and all TSA SOPs associated with screening operations;
 - (2) Managing the analysis, design, development, implementation and evaluation of all TSO training programs;
 - (3) Developing and providing recurrent and TSO training products, job aids and tools;
 - (4) Establishing and maintaining an instructor certification and quality assurance program that authorizes TSA employees to deliver training and ensures effective delivery of training;
 - (5) Evaluating TSO training programs on an ongoing basis to ensure training is current, instructionally sound, and in accordance with governing SOPs;
 - (6) Ensuring the TSA OLC is maintained for purposes of scheduling, delivering, and recording training;
 - (7) Providing a centralized training program for Phase 2 officers;
 - (8) Acting as decision authority for waiver requests; and
 - (9) Approving the National Training Plan.
- B. The Assistant Administrator for Requirements and Capabilities Analysis is responsible for:
- (1) Identifying TSO performance gaps, desired skills enhancements, and changes to procedures and/or policies that affect the screening processes and communicating such information to T&D in a timely manner;
 - (2) Ensuring T&D is provided with training materials and relevant information regarding the capabilities and use of all security screening equipment from the original equipment manufacturer (OEM) to ensure accurate and appropriate training for all stakeholders; and

TSA MANAGEMENT DIRECTIVE No. 1900.8
TRANSPORTATION SECURITY OFFICER TRAINING AND CERTIFICATION

- (3) Providing subject matter experts (SMEs) to routinely work with T&D in the design and development of new curriculum, and/or updating existing curriculum, to ensure training is current and in accordance with SOPs.
- C. The Executive Assistant Administrator for Security Operations is responsible for:
- (1) Ensuring T&D is provided with all relevant information associated with the operation of aviation screening technologies and procedures to support the development of training, as applicable; and
 - (2) Approving annual training needs that inform the National Training Plan.
- D. Federal Security Directors (FSDs) are responsible for:
- (1) Ensuring that new hires complete TSO BTP Phase 1 and Level 1 TSOs complete TSO BTP Phase 2 within established timelines;
 - (2) Assigning a Training Manager and/or Training Specialist (TM/TS) to oversee the day-to-day execution of TSO BTP Phase 1 training and serve as the local training department liaison between the local management team and T&D on all matters related to training;
 - (3) Ensuring that employees complete any required remedial training to address the procedure or function failed before TSOs are authorized to independently resume screening duties; and
 - (4) Maintaining oversight of NTP completion requirements.
- E. Training Managers and/or Training Specialists (TM/TS) are responsible for:
- (1) Ensuring all new hires and Level 1 TSOs successfully complete all training requirements, OJT, and assessments prior to performing the screening function(s) to which they are assigned;
 - (2) Ensuring that all TSOs have successfully completed all mandatory training and all training is accurately recorded in the OLC for each TSO;
 - (3) Ensuring that any TSO who does not perform screening function(s) for 30 or more consecutive calendar days completes the required level of RTD training, and uses TSA Form 1918, Officer Return-to-Duty (RTD) Training Record to record completion in the OLC prior to the TSO returning to operations;
 - (4) Ensuring that the NTP requirements are met for each TSO, including TSOs assigned to the NDF program;
 - (5) Ensuring that, when they are not instructing, STIs remain certified in all screening functions that they perform;
 - (6) Assuming all responsibilities outlined in the OJT Coach Guide, if designated as the OJT Coach Administrators;
 - (7) Ensuring that OJT is properly conducted and documented, performance gaps are addressed and noted on OJT forms, and all training records are accurately maintained in the OLC for all new-hire, Level 1, and Level 2 officers;
 - (8) Ensuring that all training computers and training simulators are properly maintained and readily available for TSO training;

- (9) Ensuring that all training, assessments, and acknowledgments are properly recorded in the OLC, and that all required forms and records are maintained in accordance with TSA MD 1900.3, Training Records; and
- (10) Ensuring TSA test administrators are assigned and have successfully completed all required OLC Test Administrator curricula to maintain the integrity of the TSO testing environment.

6. POLICY:

- A. TSA must provide TSOs with appropriate training to ensure they are prepared to perform their security screening functions and facilitate passenger engagement in accordance with established policy, procedures, and standards.
- B. New hires, including those originating from a Screening Partnership Program (SPP) airport, must on-board at their home or hub airports prior to the start of TSO BTP Phase 1.
- C. Under TSO Career Progression, all new hires must successfully complete TSO BTP Phase 1 before independently conducting Level 1 screening functions and must successfully complete TSO BTP Phase 2 training before independently conducting Level 2 screening functions.

NOTE: In addition to TSO BTP Phase 1 training and associated OJT, new hires must also successfully complete behavior awareness training.

7. PROCEDURES:

A. Training of New Employees:

(1) New employees generally must complete TSO BTP Phase 1 and Phase 2 training requirements within six months of onboarding, which includes the minimum of 40 hours of classroom training and 60 hours of OJT as prescribed by ATSA.

(a) TSO Basic Training Program (BTP) Phase 1: In TSO BTP Phase 1, new hires must successfully complete all Phase 1 classroom training curriculum, assessments, and associated OJT to become certified to conduct Level 1 screening functions. Upon completion of all Phase 1 training and associated OJT, new hires become Level 1 officers.

- (i) New hires must meet standard class attendance requirements for classroom training.
 - When 10% or less of the training is missed, the material must be made up prior to the end of the scheduled training class.
 - When more than 10% of the training is missed, the officer will be removed from training and will be required to repeat the class with success.

(ii) New hires in Phase 1 training should achieve a passing score on the job knowledge check assessment.

NOTE: Level 1 officers who fail the job knowledge check may be considered for TSO BTP Phase 2 at the discretion of the FSD.

(iii) As part of TSO BTP Phase 1, new hires must successfully complete OJT:

- During OJT, each new hire must be partnered with an OJT coach.

**TSA MANAGEMENT DIRECTIVE No. 1900.8
TRANSPORTATION SECURITY OFFICER TRAINING AND CERTIFICATION**

- Each OJT coach will adhere to the program requirements, which include documentation of all activities and practical skills demonstrations listed on the OJT checklists.
 - New hires must demonstrate competency based on predetermined standards.
 - New hires will remain under the continual supervision of an OJT coach until successful completion of OJT or removal from the program. During this time, they cannot make independent decisions relative to clearing passengers and/or property.
 - OJT must be properly recorded in the OLC and the required forms maintained in accordance with TSA MD 1900.3, Training Records.
 - New hires will complete OJT for the screening functions, specialized training, and equipment that they are required to operate:
 - There are three (3) categories of checklists for guiding and documenting screening functions during OJT: checkpoint, checked baggage, and equipment; and
 - The number of checklists to be completed must be determined by the screening function and associated equipment.
 - Failure to successfully complete OJT may result in termination.
 - Following OJT, officers must demonstrate competency during practical skills demonstrations for Travel Document Check, Divesture Officer, and Walk-Through Metal Detector based on the OJT checklist.
- (b) TSO BTP Phase 2: In TSO BTP Phase 2, Level 1 officers must successfully complete the Phase 2 classroom training delivered at the TSA-Academy, all assessments, and associated OJT to become certified to conduct Level 2 screening functions.
- (i) Level 1 officers must meet standard class attendance requirements for classroom training.
 - When 10% or less of the training is missed, the material must be made up prior to the end of the scheduled training class.
 - When more than 10% of the training is missed, the officer will be removed from training and will be required to repeat the class with success.
 - (ii) Level 1 officers must successfully complete all assessments for Phase 2:
 - Job Knowledge Test (JKT):
 - Level 1 officers must achieve a passing score on the job knowledge test.;
 - Level 1 officers have three opportunities to achieve a passing score on the JKT-the initial test and two (2) retests; and
 - Level 1 officers are eligible for remedial training prior to the retest.
 - Level 1 officers who will conduct checkpoint screening must successfully complete the Image Mastery Test (IMT):
 - The IMT is conducted after OJT is successfully completed;

TSA MANAGEMENT DIRECTIVE No. 1900.8
TRANSPORTATION SECURITY OFFICER TRAINING AND CERTIFICATION

- Level 1 officers have three (3) opportunities to achieve a passing score on the IMT—the initial test and two (2) retests; and
- Level 1 officers are eligible for remedial training prior to each retest. Failure to achieve a passing score after remediation may result in termination.
- Level 1 officers who will conduct checked baggage screening must successfully complete the explosives trace detection protocol final test (EPFT):
 - The EPFT is conducted after all required training and OJT is successfully completed, and prior to Level 1 officers independently screening checked baggage.
 - **NOTE:** The EPFT is designed to measure trainees' ability to accurately perform four (4) types of baggage searches: support closed bag searches, limited open bag searches, physical bag searches, and full open bag searches. Explosives trace detection (ETD) is not required for the physical bag search.
 - Level 1 officers have three (3) opportunities to achieve a passing score on the EPFT—the initial test and two (2) retests; and
 - Level 1 officers are eligible for remedial training prior to each retest. Failure to achieve a passing score after remediation may result in termination.
- Level 1 officers who will conduct checked baggage screening Explosive Detection Systems (EDS), Secondary Viewing Stations (SVS), must successfully complete the Checked Baggage Resolution (CBRA) training.
 - Operator Qualification Test (OQT):
 - The On Screen Alarm Resolution Protocol image OQT is conducted after checked baggage classroom training is successfully completed and prior to OJT. Level 1 officers must successfully complete OJT before independently screening items through EDS screening equipment;
 - Level 1 officers have two (2) opportunities to achieve a passing score on the OSARP image OQT—the initial test and one (1) retest; and
 - Level 1 officers are eligible for remedial training prior to the retest.
 - OSARP Certification Assessment (OCA):
 - The OSARP image OCA is conducted after checked baggage classroom training and OJT is successfully completed and prior to Level 1 officers independently screening items through EDS screening equipment;
 - Level 1 officers have three (3) opportunities to achieve a passing score on the OSARP image OCA—the initial test and two (2) retests; and
 - Level 1 officers are eligible for remedial training prior to the retest.
- (iii) Level 1 officers must successfully complete OJT. Following OJT, officers must demonstrate competency on all practical skills demonstrations. Failure to successfully complete OJT may result in termination.
- During OJT, each Level 1 officer must be partnered with an OJT coach.

**TSA MANAGEMENT DIRECTIVE No. 1900.8
TRANSPORTATION SECURITY OFFICER TRAINING AND CERTIFICATION**

- Each OJT coach will adhere to the program requirements, which include documentation of all activities and practical skills demonstrations listed on the OJT checklists; and
 - Level 1 officers must demonstrate competency based on predetermined standards.
 - Level 1 officers will remain under the continual supervision of an OJT coach until successful completion of OJT or removal from the program. During this time, they cannot make independent decisions relative to clearing passengers and/or property;
 - OJT must be properly recorded in the OLC and the required forms maintained in accordance with TSA MD 1900.3, Training Records; and
 - Level 1 officers will complete OJT for the screening functions, specialized training, and equipment that they are required to operate:
 - There are three (3) categories of checklists for guiding and documenting screening functions during OJT: checkpoint, checked baggage, and equipment; and
 - The number of checklists to be completed must be determined by the screening function and associated equipment.
- (2) Failure to successfully complete TSO BTP Phase 1 or Phase 2 training requirements:
- (a) When it is determined that a new hire or Level 1 officer will be terminated due to failure to successfully complete Phase 1 or Phase 2, the actions to effect that individual's termination must be initiated immediately;
 - (b) The new hire or Level 1 officer may not be assigned to conduct any screening functions or non-TSO duties, while the termination action is underway; and
 - (c) Questions associated with the termination process must be directed to an appropriate Human Capital/Employee Relations Specialist (HC/ER) for additional assistance.
- (3) All completed training must be documented in each TSO's OLC learning history.
- (4) A waiver may be requested from training with supervisory concurrence. Requests for waivers are submitted using TSA Form 1921, Request for Waiver of TSA Training Requirements. Once completed, TSA Form 1921 must be sent electronically to OTD-TrainingWaivers@tsa.dhs.gov.
- B. Cross Training: TSOs certified in a designated screening function may become certified in the remaining screening function. This only may occur after the TSO successfully completes the classroom training, OJT, and assessments for the initial function.
- NOTE:** A decision to retain a TSO who fails cross training is not covered by this MD; please refer to TSA MD 1100.90-1, TSO Training Requirements for Retention, for official TSA policy on this subject.
- C. National Training Plan:
- (1) All TSOs (full-time, part-time, and members of the NDF) are required to complete the annual training prescribed by the NTP to maintain competency;

- (2) The NTP defines the courses that TSOs must complete by position type and screening function; and
- (3) Completed training must be documented in each TSO's OLC learning history.

D. Differences Training:

- (1) TSOs must complete differences training when an upgraded/updated configuration of security screening functions or equipment is deployed, or the operation of currently deployed security screening equipment is changed through manufacturer updates and for a new or revised SOP; and
- (2) Completed training must be documented in each TSO's OLC learning history.

E. Equipment Review Training:

- (1) In accordance with ATSA, TSOs must remain proficient in operating and maintaining the specific security screening equipment for which they have been certified;
- (2) IF a TSO has NOT operated a specific manufacturer's equipment for anywhere from 91–425 consecutive calendar days, but has continued to operate the same type of equipment during that timeframe, THEN the TSO must complete a review of the training material associated with the equipment before resuming screening functions on that specific equipment; and
- (3) The documentation of the equipment review must be recorded in the OLC and on the TSA Form 19XX, Officer Equipment Review Training Checklist.

F. Dual Function Officer Status: To maintain dual function certification, TSOs must rotate between passenger and baggage screening functions for a minimum of eight (8) hours within a 30 consecutive calendar day period to ensure they maintain the knowledge, skills, and abilities in both functions.

NOTE: This includes any specialized training that may be required as part of specific duty assignments designated to complement passenger and/or baggage screening functions.

G. Remedial Training:

- (1) Required training related to TSOs' performance deficiencies must occur prior to their return to operations associated with the failure;
- (2) A TSO who fails an operational test conducted by Security Operations, OI, DHS OIG, or GAO must be required to complete remedial training that is designed to specifically review the procedure, process, and/or threat category involved in the failure;
- (3) The FSD or designee must ensure that appropriate remedial training is conducted each time a TSO fails an operational test;
- (4) The specific content and length of time designated for the remedial training is specified in the current (or appropriate) test administration guides and is based on the components of the failed function. The FSD or designee will ensure that the remedial training content is recorded in the OLC and tracked using the Officer Remediation Training Record; and
- (5) A TSO will not be permitted to resume screening associated with the failure until the TSO has successfully completed the remedial training and demonstrated skills competency in the correct process and/or procedure that led to the failure of a specific task (refer to the OJT checklists).

- H. Return-to-Duty (RTD) Training: A TSO who has not conducted screening functions for 30 or more consecutive calendar days, must complete the appropriate RTD training. Dual function officers must rotate between passenger and baggage screening functions for a minimum of eight (8) hours within a 30 consecutive calendar day cycle to prevent falling into RTD status for either screening function.

NOTE: This includes any specialized training that may be required as part of specific duty assignments designated to complement passenger and/or baggage screening functions.

Return-to-Duty requirements are function and procedure specific, NOT equipment specific. In instances where a TSO has remained on duty with the exception of a specific procedure (e.g., has not performed a pat-down due to being on limited duty or in a different function), the RTD requirement will apply only to the procedure rather than the full checkpoint or checked baggage function in accordance with the guidance below.

NOTE: A single function TSO who is required to become certified in another screening function is not considered to be returning to duty; therefore, the RTD training requirements are not applicable. A TSO will be required to complete cross training. Identification of the specific RTD content will be managed by the TM/TS and completed training and all assessments must be documented on the TSA Form 1918, Officer Return-to-Duty (RTD) Training Record and in the TSO's OLC record.

- (1) Level I: 30–90 consecutive calendar days since a TSO last conducted screening functions.

NOTE: This includes any specialized training that may be required as part of specific duty assignments designated to complement passenger and/or baggage screening functions.

In this circumstance, the TSO must complete the following prior to returning to duty:

- (a) Review SOP updates/changes and published Operations Directives that have been implemented since the TSO last conducted screening function and specialized training;
- (b) Complete all training related to TSO functions that occurred while absent; and
- (c) FSDs may require a TSO to perform a practical skills demonstration of competency in all areas where a TSO will resume screening functions and specialized training using OJT checklists to guide and document the completion of the demonstrations.

- (2) Level II: 91–425 consecutive calendar days since a TSO last conducted screening functions.

NOTE: This includes any specialized training that may be required as part of specific duty assignments designated to complement passenger and/or baggage screening functions.

In this circumstance, TSOs must complete the following prior to returning to duty:

- (a) Must complete a practical skills demonstration and all Level I RTD requirements; and
- (b) Complete all required equipment reviews and annual proficiency evaluation specific to the screening function(s) in which a TSO was previously certified and received specialized training. If a TSO does not successfully complete one of the required assessments, the TSO must complete remedial training and retesting.

NOTE: This includes any specialized training that may be required as part of specific duty assignments designated to complement passenger and/or baggage screening functions.

NOTE: Practical skills demonstration is mandatory for RTD II requirements.

- (3) Level III: 426 consecutive calendar days or more since a TSO last conducted screening functions.

In this circumstance, a TSO must complete the following prior to returning to duty:

- (a) May first exercise the Level III RTD test-out option. The test-out option consists of completing all Level II RTD requirements, completing and passing all certification and specialized training assessments for the specific function; i.e., checkpoint and/or checked baggage, and successfully performing a practical demonstration of competency in all areas where a TSO will resume screening functions. Under the test-out option, a TSO must also complete any specialized training that may be required as part of specific duty assignments designated to complement passenger and/or baggage screening functions.
- (b) In the event of an unsuccessful test-out, a TSO must successfully complete TSO BTP Phase 1 (locally) and Phase 2 (at the TSA Academy) training requirements, to include classroom training and OJT, as well as achieve passing scores on all assessments associated with the training requirements. A TSO must also complete any specialized training that may be required as part of specific duty assignments designated to complement passenger and/or baggage screening functions.

- I. Other documents may be developed by T&D to augment and provide additional detail to support this policy.

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

APPROVAL

Signed

August 23, 2019

Kimberly Hutchinson
Assistant Administrator for Training and Development
Chief Learning Officer

Date

EFFECTIVE

Date

Distribution: TSA Assistant Administrators, and Directors, All Employees
Point-of-Contact: OTD Communications, OTD.Communications@tsa.dhs.gov