TRAINING AND DEVELOPMENT

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

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 Transportation Security Administration (TSA) MD 1900.8, *Transportation Security Officer Training and Certification*, dated November 28, 2021.

SUMMARY OF CHANGES: Section 4, Definitions, was updated to include new definitions for Checked Baggage Certification Test (CBCT), Computed Tomography (CT), and Image Interpretation Check (IIC). The definitions for Qualifications and Transportation Security Officer (TSO) Career Progression were also removed from this section. Section 5, Responsibilities, was updated to clarify new information. In Section 7, Procedures, Operator Qualification Test was removed. The Initial Image Test (IIT) was also renamed to IIC in this section, and Return to Duty (RTD) guidance was updated and clarified.

1. PURPOSE: This directive provides TSA policy and procedures for TSO training and certification.

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

3. AUTHORITIES:

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

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

C. Department of Homeland Security (DHS) Directive, 3210, *Training*

D. TSA MD 1100.90-1, *TSO Training Requirements for Retention*

E. TSA MD 1900.3, *Training Records*

F. TSA MD 1900.18, *Instructor Standards*

4. DEFINITIONS:

A. Assessment: A systematic process for appraisal or evaluation. This term is often used interchangeably with evaluation, but it is also used in other contexts such as needs assessment aimed at determining specific needs where there is no evaluation.

B. Certification: For the purpose of this policy, verification and acknowledgement that a TSO has demonstrated the knowledge, skill, and competence to perform a specific job function as defined by a predetermined set of standards.

NOTE: Failure to maintain certification in a specific job function could result in

decertification and could result in removal from TSA employment.

C. Checked Baggage Certification Test: A standardized test to measure a TSO's ability to accurately perform the checked baggage screening search procedure. This test outlines the critical and non-critical tasks required for each search category included in the checked baggage screening of property search procedures.

D. Computed Tomography Assessment (CTA): An assessment of a TSO's ability to correctly identify images using the three-dimensional CT X-ray machine.

E. Cross-training: The classroom training and applicable on-the-job training (OJT) that enables TSOs to gain certification in another screening function or prepares them to operate a different type of security screening equipment.

F. Differences Training: Instruction for certified TSOs on updated software, new security screening equipment of the same type, or revisions to standard operating procedures (SOPs).

G. Dual Function Officer (DFO): TSOs who are trained and certified to perform both checkpoint and checked baggage screening functions.

H. Equipment Review: A documented process for reviewing the skills of certified TSOs on a specific piece of security screening equipment, using TSA Form 1936, *Officer Equipment Review Training Checklist*, when the TSO has not worked on that specific equipment within a period of 91 to 425 consecutive calendar days.

I. Fully Certified Officers: TSOs who have successfully completed Phases I and II of the TSO Basic Training Program (BTP), including classroom training, OJT, and assessments for assigned screening functions. This term also includes TSOs who successfully maintain their competency, as measured by various evaluations and assessments

J. Function: The job duties of TSOs, such as checkpoint screening for passengers, checked baggage screening, or dual function screening for both passengers and baggage. This term also refers to screening duties that require specialized training to support standardized screening certifications.

K. Image Mastery Test (IMT): A method to assess objectives related to the ability of TSOs to interpret real-world X-ray images. IMTs are designed to simulate realistic X-ray images for examinees, allowing them to interpret images via the X-ray simulator while using the operator control panel and applying procedures in accordance with the appropriate SOPs.

L. Image Interpretation Check: A TSO-BTP Phase II course assessment designed to illustrate the TSO's ability to correctly interpret images.

M. Job Knowledge Test (JKT): A written examination to assess cognitive objectives, as opposed to performance demonstrations or informal assessments. JKTs typically consist of questions designed to assess technical or professional expertise in specific knowledge areas and can be delivered via computer, paper, or projector.

N. Level 1 Officer: A new hire who has successfully completed all TSO-BTP Phase I requirements.

O. Level 2 Officer: A TSO who has successfully completed all TSO-BTP Phase II requirements and must complete OJT prior to obtaining checkpoint, baggage, or dual certification.

P. Mandatory Training: Learning instruction required by federal statute or regulation for all government-wide employees. This term is also used to refer to training directed for all DHS employees or TSA employees.

Q. National Deployment Force (NDF): A cadre of DFOs who rapidly deploy to provide screening support at airports across the agency.

R. National Training Plan (NTP): An annually published document listing all required training that TSA employees must complete by the end of the rating period or by the date specified. This plan is organized by position type and screening function.

S. On-the-Job Training: The method in which training is provided in a practical situation, such as on the worksite, through guided practice.

T. On-the-Job Training Coach (OJT-C): A certified officer who administers OJT for new-hire TSOs. Specially selected by the local Federal Security Director (FSD), this employee has completed OJT-C training and met all other eligibility requirements. The OJT-C performs peer-to-peer coaching duties, as designated by the FSD, and sets the example for other TSOs in appearance, professional conduct, technical performance, and customer service.

U. Online Learning Center (OLC): The official learning management system for training and related performance and development accomplishments for TSA employees. The OLC serves as the delivery platform for online training and functions as the official repository for TSA training records.

V. Operational Test: An authorized covert test conducted by TSA Headquarters (HQ), the DHS Office of Inspector General (OIG), the Government Accountability Office (GAO), or other approved entities. This test consists of one or more scenarios that evaluate the capabilities of people, processes, and technology in screening operations to detect threat items.

W. Practical Skills Demonstration (PSD): A hands-on skills display used to evaluate knowledge, skill, or competency when performing tasks associated with a screening function.

X. Recurrent Training: Learning instruction that occurs on a scheduled basis to update an employee's knowledge base, reinforce skills, and maintain qualifications and certifications. Typically, tasks that involve matters of safety and security require recurrent training.

Y. Remedial Training: Training that provides supplemental instruction designed to address and correct performance deficiencies and reinforce learning objectives.

Z. Return-to-Duty Training: Designated activities and procedures for TSOs who have not performed screening functions for 30 or more consecutive calendar days. This training is designed to restore proficiency for these TSOs in certified screening functions.

AA. Security Training Instructor (STI): A TSO who occupies a Master or Expert TSO position and serves as a training instructor on nationally developed training courses.

NOTE: All STIs must be certified as TSA instructors and work in the screening function, including checkpoint, baggage, or dual, for all areas they will instruct. STIs are required to spend 80% of their duty time instructing and 20% performing screening functions each pay period.

BB. Specialized Training: Any instruction related to skills or competencies that are not taught during TSO-BTP, initial equipment certification, or equipment cross-over training, such as the Advanced Threat Local Allocation Strategy course.

CC. Training Manager (TM) / Supervisory Training Specialist (STS) / Training Specialist (TS) / Training Point-of-Contact (TPOC): The specific individual designated to arrange, organize, and ensure that designated employees receive required and desired training. This individual also ensures that the completed training is posted in the OLC. The TM, STS, TS, or TPOC serves as a liaison among the FSD, TSO, and TSA HQ.

DD. Transportation Security Officer Basic Training Program: Instruction delivered to all new employees in the 1802 occupational series that certifies them to conduct screening operations. The training, commonly referred to as "new-hire training," is delivered in two phases and includes a combination of classroom training, OJT, and practical assessments.

EE. Transportation Security Officer New Hires: Newly hired TSOs who are actively participating or scheduled to participate for the first time in basic training and initial certification for checkpoint, baggage, or DFO positions.

5. RESPONSIBILITIES:

A. The Assistant Administrator (AA) for Training and Development (T&D) / Chief Learning Officer 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 using a variety of analysis methods and models in accordance with TSA MD 1900.14, *Training Standards*;

(3) Overseeing development and delivery of TSO recurrent training and 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 in accordance with TSA MD 1900.18, *Instructor Standards*;

(5) Evaluating TSO training programs on an ongoing basis to ensure training is current, instructionally sound, and in accordance with governing SOPs;

(6) Ensuring that the TSA OLC is maintained for purposes of scheduling, delivering, and recording training;

(7) Providing a standardized training program for TSOs;

(8) Exercising decisional authority for training waiver and deferment requests; and

(9) Overseeing the development of the NTP and approving the plan on an annual basis.

B. The AA for Requirements and Capabilities Analysis is responsible for:

(1) Identifying TSO performance gaps, desired skills enhancements, and changes to procedures or policies that affect the screening processes, while 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 technology from the original equipment manufacturer or other entity to ensure accurate and appropriate training for all stakeholders; and

(3) Providing subject matter experts to routinely work with T&D in the design and development of new curriculum, as well as the revision of existing curriculum, to ensure training is current and in accordance with SOPs and other guidance.

C. The Executive AA for Security Operations is responsible for providing support for the NTP, including its approval on an annual basis.

D. FSDs are responsible for:

(1) Ensuring that new hires complete TSO-BTP within established timelines in accordance with TSA MD 1900.16, *Mandatory Training Requirements*;

(2) Assigning a TM or TS to oversee the day-to-day execution of TSO-BTP Phase I 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 TSOs complete required remedial training needed to address a failed procedure or function before being authorized to independently resume screening duties; and

(4) Maintaining oversight of NTP completion requirements.

E. TMs and TSs are responsible for:

(1) Ensuring TSOs complete all training requirements, OJT, and assessments prior to performing assigned screening functions;

(2) Confirming that TSOs complete all mandatory training and accurately recording their training in the OLC, in accordance with TSA MD 1900.3, *Training Records*, and TSA MD 1900.16, *Mandatory Training Requirements*;

(3) Ensuring TSOs who do not perform screening functions for 30 or more consecutive calendar days complete the required RTD training;

(4) Documenting RTD training using TSA Form 1918, *TSO Return to Duty Training Record*, and recording completions in the OLC;

(5) Verifying that NTP requirements are met for each TSO, including TSOs assigned to the NDF program;

(6) Ensuring STIs perform screening duties a minimum of 20% of their time for each pay period to maintain certification in all screening functions that they instruct;

(7) Assuming all responsibilities outlined in the OJT Coach Guide if designated as the OJT Coach Administrator;

(8) Ensuring 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 TSOs;

(9) Ensuring that all training computers and simulators are properly maintained and readily available for training;

(10) Ensuring all training forms, assessments, and acknowledgments are properly recorded in the OLC and maintained in accordance with TSA MD 1900.3, *Training Records*; and

(11) Ensuring test administrators successfully complete all required coursework in the OLC.

6. POLICY:

A. TSA must provide TSOs with 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. TSO new hires, including those originating from a Screening Partnership Program airport, must complete the onboarding process in accordance with Human Capital (HC) policy prior to the start of TSO-BTP Phase II. At the discretion of the FSD, RTD training can be initiated for new hires who have previously completed a TSA-delivered BTP. This training can be initiated via a request for a waiver of mandatory training, as outlined in TSA MD 1900.16, *Mandatory Training Requirements*.

C. All new hires must successfully complete all TSO-BTP Phase I training requirements and associated OJT before independently conducting Level 1 screening functions. They must also complete TSO-BTP Phase II and associated OJT before independently conducting Level 2 screening functions.

7. PROCEDURES:

A. New-hire training:

(1) New employees must complete TSO-BTP Phase I and Phase II training requirements within six months of onboarding. These requirements include a minimum of 40 hours of classroom training and 60 hours of OJT, as prescribed by ATSA.

NOTE: OJT should be initiated within one week of completing formal classroom training.

(2) New hires must complete all Phase I classroom training curricula, JKTs, assessments, and associated OJT to become certified to conduct Level 1 screening functions. Upon completion of all Phase I training and associated OJT, new hires become Level 1 TSOs.

(3) New hires must meet Phase I and II attendance requirements for classroom training.

i. When 10% or less of the training is missed, the missed training must be completed prior to the end of the scheduled training class.

ii. When more than 10% of the training is missed, the instructor will determine if the TSO is able to catch up. If the instructor determines too much material has been missed, the TSO will be removed from training and required to repeat the course.

(4) As part of TSO-BTP Phase I, new hires must successfully complete OJT.

i. New hires must be partnered with an OJT coach.

ii. The OJT coach will adhere to the training requirements, to include documenting all activities and PSDs listed on the OJT checklists.

iii. New hires must demonstrate competency based on predetermined standards.

iv. New hires will remain under the continual supervision of an OJT coach until successful completion of OJT or upon removal from the training program. While in OJT, trainees cannot make independent decisions on clearing passengers or property.

v. OJT must be properly recorded in the OLC, and all required forms must be documented and maintained in accordance with TSA MD 1900.3, *Training Records*.

vi. New hires will complete OJT for screening functions, specialized training, and equipment they are required to operate.

vii. Failure to successfully complete OJT may result in termination of employment.

(5) TSOs must successfully complete the TSO-BTP Phase II classroom training delivered by TSA Academy East, TSA Academy West, or their local airport. Training in these cases may be virtual or in person. TSOs must also complete all required assessments and associated OJT to become certified to conduct Level 2 screening functions.

i. TSOs must meet standard attendance requirements for classroom training.

ii. TSOs must achieve a passing score on all Phase II assessments.

1. TSOs have two opportunities to achieve a passing score on the Phase II assessments. These opportunities include one initial test and one retest.

2. TSOs will receive remedial training prior to retesting. Failure to achieve a passing score after remediation may result in termination of employment.

NOTE: TSOs must achieve a passing score on the IIC at the conclusion of the classroom training. TSOs have two opportunities to achieve a passing score on the IIC, consisting of one initial test and one retest opportunity.

(6) TSOs who will conduct checkpoint screening must successfully complete the CTA or IMT.

i. The CTA or IMT is conducted after OJT is completed.

ii. TSOs have three opportunities to achieve a passing score on the CTA or IMT, consisting of one opportunity on the initial test and up to two retest opportunities.

iii. TSOs will receive remedial training prior to retesting. Failure to achieve a passing score after remediation may result in termination of employment.

iv. TSOs who will conduct checkpoint screening must successfully complete PSDs at the conclusion of OJT for key functions for which they will be certifying.

1. A trainee who fails any of the PSDs must return to the training location for additional time in OJT status.

2. The limit on PSD attempts is at the discretion of the FSD.

(7) TSOs who will conduct checked baggage screening must pass the CBCT.

i. The CBCT is conducted after all required training and OJT is completed and prior to TSOs independently screening checked baggage.

ii. TSOs have three opportunities to achieve a passing score on the CBCT final test, consisting of the initial test and up to two retest opportunities.

iii. TSOs will receive tiered remedial training, consisting of Tier 1 and 2, prior to each retest. Failure to achieve a passing score after remediation may result in removal from checked baggage screening functions.

iv. TSOs who will conduct checked baggage screening to resolve alarms from a Dual Use Computed Tomography (DUCT) or Explosives Detection System (EDS) must be trained and certified to resolve alarms in the Checked Baggage Resolution Area using the Alternate Viewing Station.

(8) TSOs who will conduct On-Screen Alarm Resolution Protocol (OSARP) screening must also complete the OSARP Certification Assessment (OCA).

i. The OCA is conducted after checked baggage classroom training and OJT are successfully completed and prior to TSOs independently screening items using DUCT or EDS screening equipment.

ii. TSOs have three opportunities to achieve a passing score on the OCA, consisting of the initial test and up to two retest opportunities. TSOs will receive remedial training prior to each retest.

(9) TSOs must successfully complete checkpoint and baggage OJT. Following OJT, TSOs must demonstrate competency on all PSDs. Failure to successfully complete OJT may result in termination of employment.

i. During OJT, each TSO must be partnered with an OJT coach.

ii. Each OJT coach will adhere to the program requirements as specified within the OJT Administration Manual, which includes documentation of all activities and PSDs listed on the OJT checklists.

iii. TSOs must demonstrate competency based on predetermined standards.

iv. TSOs will remain under the continual supervision of an OJT coach until successful completion of OJT or removal from the program. During this time, TSOs cannot make independent decisions relative to clearing passengers or baggage.

v. OJT completions must be properly recorded in the OLC and on all required forms in accordance with this directive.

vi. TSOs will complete OJT for screening functions, specialized training, and equipment that they are required to operate. The checklists to be completed are determined by the screening function and associated equipment used by the TSO.

(10) All completed training must be documented in the TSO's OLC learning management history.

(11) A training waiver may be requested from T&D after receiving supervisory and FSD concurrence. Requests for training waivers are submitted using TSA Form 1921, *Request for Waiver/Deferment of TSA Training Requirements*. The completed TSA Form 1921 must be sent electronically to OTD-TrainingWaivers@tsa.dhs.gov for processing.

(12) If a TSO fails to successfully complete TSO-BTP training requirements, the following protocols must be applied:

i. Termination actions should begin when it is determined that a TSO will be terminated due to failure to successfully complete Phase I or Phase II requirements.

ii. While termination actions are in progress, the new hire or Level 1 TSO may not conduct any screening functions or other duties.

iii. Questions regarding termination actions must be directed to the appropriate HC employee relations specialist.

B. Cross-training: TSOs certified in a designated screening function may become certified in another screening function. This can only occur after the TSO successfully completes the classroom training, OJT, and assessments for the initial function.

NOTE: The determination to retain a TSO who fails cross-training is addressed in TSA MD 1100.90-1, *TSO Training Requirements for Retention*.

C. Differences training:

(1) TSOs must complete differences training when a new EDS model is deployed, when a new hardware or software upgrade or update occurs, or when the operation of currently deployed security screening equipment is changed through a new or revised SOP.

(2) Completed training must be documented in the OLC.

D. Equipment review training:

(1) TSOs must remain proficient in operating and maintaining security screening equipment they are certified to operate, in accordance with ATSA.

(2) If a TSO has not operated specific manufacturer's equipment within 91 to 425 consecutive calendar days but has continued to operate similar equipment during that timeframe, the TSO must review that specific equipment's training material. Before resuming screening functions, the on-duty Supervisory TSO or Transportation Security Manager must certify the TSO has successfully demonstrated competency on the equipment.

(3) Documentation of equipment review must be recorded in the OLC and on TSA Form 1936, *Officer Equipment Review Training Checklist*.

E. DFO certification: To maintain dual function certification, TSOs must rotate between checkpoint and baggage screening functions. TSOs are required to rotate a minimum of eight hours within a period of 30 consecutive calendar days. This process ensures that TSOs maintain the knowledge, skills, and competency in both functions.

NOTE: This requirement includes specialized training that may be necessary for specific duty assignments designated to complement checkpoint or baggage screening functions.

F. NTP:

(1) All full-time, part-time, and NDF TSOs are required to complete the annual training specified in the NTP.

(2) Completed training must be documented in the OLC.

G. Officer field testing remedial training:

(1) TSOs who fail an operational test conducted by TSA HQ, Inspection, DHS OIG, or GAO are required to complete remedial training. Remedial training should be designed to specifically review the failed procedure, process, or threat category.

(2) The FSD or a designee must ensure that appropriate remedial training occurs each time a TSO fails an operational test. The remedial training and coaching may consist of a combination of SOPs, policy, and a review of test-specific data, to include practical application of procedures or simulator-based coaching. The TM or TS, in collaboration with screening leadership, should track the task performed as part of remedial training to reinforce the required screening procedures and confirm the TSO's readiness for duty after failure of an operational test.

(3) The specific content and length of time designated for the remedial training is at the discretion of the FSD and the requirements of the failed function. The FSD or a designee ensures that the remedial training content is recorded in the OLC and documented using TSA Form 1937, *Officer Remediation Training Record*.

(4) TSOs are not permitted to resume screening functions associated with a failure until the remediation is successfully completed. The TSO must demonstrate the necessary skills using the correct process and procedure that led to the failure of a specific task. The OJT checklists include the appropriate tasks and standards.

H. RTD training:

(1) A TSO who has not conducted screening functions for 30 or more consecutive calendar days must complete RTD training.

NOTE: RTD training includes any specialized training that may be necessary for specific duty assignments designated to complement checkpoint or baggage screening functions.

(2) TSOs previously certified will follow RTD procedures designated by this policy to restore their proficiency in certified screening functions.

(3) An FSD can elect to retrain a TSO on any phase of TSO-BTP any time in the RTD process.

(4) RTD requirements are specific to function and task; they are not equipment specific. In instances when a TSO has remained on duty but not performed a specific task, the RTD requirement will apply only to the task and not the full checkpoint or checked baggage function.

(5) 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. The TSO will be required to complete cross-training or differences training.

(6) The specific RTD content is managed by the TM or TS and guided by the completion of trainings or assessments. The training must be documented on the TSA Form 1918, *Officer Return-to-Duty Training Record*, and in the OLC.

(7) Level I RTD: 30 to 90 consecutive calendar days since a TSO last conducted screening functions. TSOs must perform the following prior to returning to duty:

i. Complete Job Knowledge Checks offered in checkpoint, checked baggage, and dual function areas;

ii. Review SOP updates and changes, as well as Operations Directives implemented since the TSO last conducted screening functions or specialized training; and

iii. Complete all training related to TSO functions that occurred while absent.

NOTE: An FSD may require a TSO to perform a PSD to show competency in all areas where a TSO will resume screening functions. Additional specialized training may also be required, using OJT checklists to guide and document the completion of the

demonstration. This requirement includes any specialized training that may be necessary for specific duty assignments designated to complement checkpoint or baggage screening functions.

(8) Level II RTD: 91 to 425 consecutive calendar days since a TSO last conducted screening functions. TSOs must complete the following prior to returning to duty:

i. All Level I RTD requirements;

ii. All PSDs;

iii. Level II assessments;

iv. All RTD assessments for their certified functions, including checkpoint Level II for checkpoint-only certified TSOs, checked baggage Level II assessments for checked-baggage-only certified TSOs, or checkpoint Level II assessments and checked baggage Level II assessments for DFOs;

NOTE: TSOs will have two opportunities per individual test to complete the Level II RTD JKTs.

v. All associated image tests, including the following:

a. An OCA for OSARP-certified TSOs; and

b. A CTA or IMT for checkpoint-certified TSOs.

NOTE: The Test Administration Guides provide testing and remediation instructions and the number of testing opportunities for OCA evaluations and IMTs.

vi. All required equipment reviews and annual proficiency evaluations for practical skills observations specific to the screening functions for which they were previously certified and for which they received specialized training.

a. TSOs are required to complete one rotation of equipment review. However, at the OJT-Cs discretion, two rotation reviews can be requested to demonstrate proficiency.

b. Any TSO who completed OJT-C training and is certified in the equipment may conduct equipment reviews.

c. If a TSO does not pass one of the required assessments, the TSO must complete remedial training and retesting.

NOTE: These requirements also include any specialized training that may be required for specific duty assignments designated to complement checkpoint or baggage screening functions. Additionally, PSDs are mandatory for RTD II requirements and can be conducted by an STI or Supervisory TSO with OJT-C training for that equipment or function.

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

i. The FSD may first exercise the Level III RTD test-out option, in which case the TSO must perform the following prior to returning to duty:

a. Complete all Level II RTD requirements;

b. Complete and pass all certification and specialized training assessments for the specific function; and

c. Successfully perform a practical skills demonstration in all areas where the TSO will resume screening functions.

NOTE: Under the test-out option, a TSO must also complete any specialized training that may be required for specific duty assignments designated to complement checkpoint or baggage screening functions.

ii. If the FSD chooses not to exercise the test-out option or in the event of an unsuccessful test out, the TSO must perform the following prior to returning to duty:

a. Complete TSO-BTP Phase I locally;

b. Complete TSO-BTP Phase II classroom training at TSA Academy East, TSA Academy West, or the home airport, either through in-person or virtual instruction;

c. Complete OJT; and

d. Achieve a passing score on all required assessments and complete any specialized training required for specific duty assignments designated to complement checkpoint or baggage screening functions.

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

APPROVAL

Signed October 25, 2023

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Jason DePasquale
Acting Assistant Administrator
Training and Development

Date

EFFECTIVE

November 5, 2023

_____

Date

Distribution: All Employees

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