



TSA Resident Program
Headquarters



Transportation
Security
Administration

General Position Qualifications

Budget Analyst - SV-0560

To qualify for the SV-F Pay Band (equivalent to GS-5/7/9), you must have three years of general work experience, one year of which is equal to the SV-E Pay Band or GS-4 level in the Federal service, or equivalent experience in the private sector as defined below under **GENERAL EXPERIENCE** or based on meeting one of the following:

1. Completion of a 4-year course of study leading to a bachelor's degree from an accredited college or university in any field.
OR
2. A combination of successfully completed college level courses leading to a degree in any field **and** general work experience as defined below that would total three years of experience. The total percentages must equal at least 100 percent.

GENERAL EXPERIENCE is defined as progressively responsible experience that demonstrates the ability to plan and organize work; communicate effectively orally and in writing; and use computer applications.

Transcripts - Applicants who meet the qualifications listed above based on education or a combination of education and experience **must** provide proof of education such as a list of completed college courses, or the date and school of degree, including the number of semester or quarter hours or a transcript from an accredited college or university. This information must be provided as an attachment to the application by the closing date of the announcement. If selected, you **must** supply a transcript or certification of degree.

To qualify for the SV-G Pay Band (equivalent to GS-11), you must have one year of specialized experience at the SV-F Band or GS-9 in the Federal service or equivalent experience in the private sector. **Specialized experience** is defined as experience that has equipped you with the particular knowledge, skills and abilities to successfully perform the duties of the position. Such experience includes work analyzing and forecasting the cost of goods and services; designing, developing, and evaluating financial management programs; developing budget issue papers, budget justification, and submission documents; and developing budget briefing books.

OR

Completion of a Ph.D. or equivalent doctoral degree in a related field.

OR

Three (3) full years of progressively higher level graduate education leading to such a degree.

OR

Completion of an LL.M, if related.

OR

COMBINING EDUCATION AND EXPERIENCE: Combinations of successfully completed graduate level education (beyond the second year) and experience may be used to meet total qualification requirements for this position, and may be computed by first determining your total qualifying experience as a percentage of the experience required for the band level; then determining your education as a percentage of the education required for the band level; and then adding the two percentages. The total percentages must equal at least 100 percent.

GRADUATE EDUCATION: Education at the graduate level in an accredited college or university in the amounts indicated above meets the requirements for this position. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. One (1) year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.

Note: Applicants who meet the qualifications listed above based on education or a combination of education and experience **MUST** provide proof of education such as a list of completed college courses or the date and school of degree including the number of semester or quarter hours or a transcript from an accredited college or university. The information must be provided as an attachment to the application by the closing date of the announcement. If selected, the applicant must supply a transcript or certification of degree.

Contract Specialist – SV-1102

This position has a positive education requirement. Proof of successful completion of required course work **MUST** be provided to determine if you meet the basic qualification requirements for the position, if you are not currently serving in a Contract Specialist series position. Without this proof, your application will be rated ineligible. You must provide a copy of your school/college transcripts or a list of courses including course title, credit hours, and grade. You must submit your required proof as described in the Required Documentation Section on Transcripts.

BASIC QUALIFICATION REQUIREMENTS:

Applicants must have completed a 4-year course of study leading to a bachelor's degree with a major in any field; OR have successfully completed at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

In addition to the Basic Requirements, **to qualify for the SV-F Pay Band** (equivalent to GS-9), you must have one year of specialized experience equivalent to the SV-E pay band or the GS-7 in Federal service or equivalent in the private sector. Such experience includes work preparing or reviewing the preliminary and final development of specifications and contract documents for services and equipment; establishing contract start and completion dates for the projects; selecting the list of bidders to receive invitations; recommending contract modifications; preparing contract correspondence; and providing technical assistance to managers/staff on contracting/procurement matters.

OR

Two full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.

To qualify for the SV-G Band (equivalent to GS-11), you must have one year of specialized Experience equivalent to the SV-F pay band or the GS-9 grade level in Federal service or equivalent in the private sector. Such experience includes work preparing or reviewing the preliminary and final development of specifications and contract documents for services and equipment; establishing contract start and completion dates for the projects; selecting the list of bidders to receive invitations; recommending contract modifications; preparing contract correspondence; and providing technical assistance to managers/staff on contracting/procurement matters.

OR

Three full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree.

Economist – SV-0110

BASIC REQUIREMENTS: For this position, you must meet one of the below requirements (A or B) for consideration in the SV-110 occupational series.

A) A degree in Economics, that included at least 21 semester hours in Economics and 3 semester hours in Statistics, Accounting, or Calculus.

OR

B) A combination of education and experience: courses equivalent to a major in Economics, as shown in “A” above, plus appropriate experience or additional education.

Examples of qualifying experience include:

- a) Individual economic research assignments requiring planning, information assembly, analysis, evaluation, and conclusions and report preparation;
- b) Supervisory or project coordination assignments involving a staff of professional economists, and requiring the evaluation and interpretation of economic information; or
- c) Teaching assignments in a college or university that included both classroom instruction in economic subjects and one of the following: (1) personal research that produced evidence of results, (2) direction of graduate theses in economics, or (3) service as a consultant or advisor on technical economics problems.
- d) In addition to the Basic requirements, **to qualify for the SV-G Pay Band** (equivalent to GS-11), you must have one year of specialized experience at the SV-F Band or GS-9 in the Federal service or equivalent experience in the private sector. **Specialized experience** is experience that has equipped you with the particular knowledge, skills and abilities to successfully perform the duties of the position. Such experience includes performing basic and routine economic research assignments requiring information assembly, analysis and evaluation, findings and report preparation.

OR

Completion of a Ph.D. or equivalent doctoral degree in a related field.

OR

Three (3) full years of progressively higher level graduate education leading to such a degree.

COMBINING EDUCATION AND EXPERIENCE: Combinations of successfully completed graduate level education (beyond the second year) and experience may be used to meet total qualification requirements for this position, and may be computed by first determining your total qualifying experience as a percentage of the experience required for the band level; then determining your education as a percentage of the education required for the band level; and then adding the two percentages. The total percentages must equal at least 100 percent.

GRADUATE EDUCATION: Education at the graduate level in an accredited college or university in the amounts indicated above meets the requirements for this position. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. One (1) year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.

Transcripts - Applicants who meet the qualifications listed above based on education or a combination of education and experience **must** provide proof of education such as a list of completed college courses, or the date and school of degree, including the number of semester or quarter hours or a transcript from an accredited college or university. This information must be provided as an attachment to the application by the closing date of the announcement. If selected, you **must** supply a transcript or certification of degree.

In addition to the Basic requirements **to qualify for the SV-H Pay Band** (equivalent to GS-12), you must have one year of specialized experience at the SV-G Pay Band or GS-11 in the Federal service or equivalent experience in the private sector. **Specialized experience** is experience that has equipped you with the particular knowledge, skills and abilities to successfully perform the duties of the position. Such experience includes performing detailed, routine, multiple and varying economic research assignments requiring planning, information assembly, analysis and evaluation, findings and report preparation.

Financial Specialist - SV-0501

To qualify for the SV-F Pay Band (equivalent to GS-5/7/9), you must have three years of general work experience, one year of which is equal to the SV-E Pay Band or GS-4 level in the Federal service, or equivalent experience in the private sector as defined below under **GENERAL EXPERIENCE** or based on meeting one of the following:

1. Completion of a 4-year course of study leading to a bachelor's degree from an accredited college or university in any field.
OR
2. A combination of successfully completed college level courses leading to a degree in any field **and** general work experience as defined below that would total three years of experience. The total percentages must equal at least 100 percent.

GENERAL EXPERIENCE is defined as progressively responsible experience that demonstrates the ability to plan and organize work; communicate effectively orally and in writing; and use computer applications.

Transcripts - Applicants who meet the qualifications listed above based on education or a combination of education and experience **must** provide proof of education such as a list of completed college courses, or the date and school of degree, including the number of semester or quarter hours or a transcript from an accredited college or university. This information must be provided as an attachment to the application by the closing date of the announcement. If selected, you **must** supply a transcript or certification of degree.

To qualify for the SV-G Pay Band (equivalent to GS-11), you must have one year of specialized experience at the SV-F Pay Band or GS-9 in the Federal service or equivalent experience in the private sector. **Specialized experience** is defined as experience that has equipped you with the particular knowledge, skills and abilities to successfully perform the duties of the position. Such experience includes work applying financial management principles, concepts, and practices to plan and carry out financial reviews; utilizing automated financial management systems to complete/certify Purchase Card requests; performing market research for procurement requests; and monitoring, tracking, and evaluating financial and program obligations, expenditure rates, or executing budget actions.

OR

Completion of a Ph.D. or equivalent doctoral degree in a related field.

OR

Three (3) full years of progressively higher level graduate education leading to such a degree.

OR

Completion of an LL.M, if related.

OR

COMBINING EDUCATION AND EXPERIENCE: Combinations of successfully completed graduate level education (beyond the second year) and experience may be used to meet total qualification requirements for this position, and may be computed by first determining your total qualifying experience as a percentage of the experience required for the band level; then determining your education as a percentage of the education

required for the band level; and then adding the two percentages. The total percentages must equal at least 100 percent.

GRADUATE EDUCATION: Education at the graduate level in an accredited college or university in the amounts indicated above meets the requirements for this position. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. One (1) year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.

Note: Applicants who meet the qualifications listed above based on education or a combination of education and experience **MUST** provide proof of education such as a list of completed college courses or the date and school of degree including the number of semester or quarter hours or a transcript from an accredited college or university. The information must be provided as an attachment to the application by the closing date of the announcement. If selected, the applicant must supply a transcript or certification of degree.

General Engineer – SV-0801

BASIC REQUIREMENTS FOR ALL ENGINEER POSITIONS (must meet A or B):

A. Bachelors or higher degree in professional engineering. To be acceptable, the curriculum must: (1) be accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses in five of seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials; (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials; and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

OR

B. Combination of education and experience-college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications. The adequacy of such background must be demonstrated by one of the following:

1. **Professional Registration:** Current registration as a professional engineer by any state, District of Columbia, Guam, or Puerto Rico. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test (e.g., state grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. For example, an applicant who attains registration through a state board's eminence provision as a manufacturing engineer typically would be rated eligible only for manufacturing engineering positions.
2. **Written Test:** Evidence of having successfully passed the Engineer-in-Training (EIT) examination, or the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various states. Applicants who have passed the EIT examination and have completed all the requirements for either (a) a bachelors degree in engineering technology (BET) from an accredited college or university that included 60 semester hours of courses in the physical, mathematical, and engineering sciences, or (b) a BET from a program accredited by the Accreditation Board for Engineering and Technology (ABET) may be rated eligible for certain engineering positions at GS-5. Eligibility is limited to positions that are within or closely related to the specialty field of the engineering technology program. Applicants for positions that involve highly technical research, development, or similar functions requiring an advanced level of competence in basic science must meet the basic requirements in paragraph A. Because of the diversity in kind and quality of BET programs, graduates of other BET programs are required to complete at least 1 year of additional education or highly technical work experience of such nature as to provide reasonable assurance of the possession of the knowledge, skills, and abilities required for professional engineering competence. The adequacy of this background must be demonstrated by passing the EIT examination.
3. **Specified Academic Courses:** Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering that included the courses specified in the basic requirements. The courses must be fully acceptable toward meeting the requirements of a professional engineering curriculum as described in paragraph A.
4. **Related Curriculum:** Successful completion of a curriculum leading to a bachelors degree in engineering technology or in an appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology may be accepted in lieu of a degree in engineering, provided the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an

established plan of intensive training to develop professional engineering competence, or several years of prior professional engineering-type experience, e.g., in interdisciplinary positions.

To qualify for the SV-G Pay Band (equivalent to GS-11), you must meet the Basic Requirements listed above. In addition to the Basic Requirements, **to qualify for the SV-H Pay Band** (equivalent to GS-12), you must have one year of specialized experience equivalent to the SV-G Pay Band or GS-11 in the Federal service or equivalent experience in the private sector. **Specialized experience** is defined as experience that has equipped you 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. Such experience includes applying knowledge of engineering principles and concepts to accomplish tasks and develop plans.

Human Resources Specialist – SV-0201

To qualify for the SV-F Pay Band (equivalent to GS-5/7/9), you must have three years of general work experience, one year of which is equal to the SV-E Pay Band or GS-4 level in the Federal service, or equivalent experience in the private sector as defined below under **GENERAL EXPERIENCE** or based on meeting one of the following:

1. Completion of a 4-year course of study leading to a bachelor's degree from an accredited college or university in any field.
OR
2. A combination of successfully completed college level courses leading to a degree in any field **and** general work experience as defined below that would total three years of experience. The total percentages must equal at least 100 percent.

GENERAL EXPERIENCE is defined as progressively responsible experience that demonstrates the ability to plan and organize work; communicate effectively orally and in writing; and use computer applications.

Transcripts - Applicants who meet the qualifications listed above based on education or a combination of education and experience **must** provide proof of education such as a list of completed college courses, or the date and school of degree, including the number of semester or quarter hours or a transcript from an accredited college or university. This information must be provided as an attachment to the application by the closing date of the announcement. If selected, you **must** supply a transcript or certification of degree.

To qualify for the SV-G Pay Band (equivalent to GS-11), you must have one year of specialized experience equivalent to the SV-F Pay Band or GS-9 in the Federal service or equivalent experience in the private sector. **Specialized experience** is defined as experience that has equipped you 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. Such experience includes work in a variety of human resources disciplines such as classification, compensation and pay, employee benefits, employee relations, leave and attendance issues, position management, personnel action processing, recruitment, and staffing.

OR

Completion of a Ph.D. or equivalent doctoral degree in a related field.

OR

Three (3) full years of progressively higher level graduate education leading to such a degree.

OR

LL.M., if related.

OR (continued on next page)

COMBINATION OF EDUCATION AND EXPERIENCE: Combinations of successfully completed graduate level education (beyond the second year) and experience may be used to meet total qualification requirements for this position, and may be computed by first determining your total qualifying experience as a percentage of the experience required for the band level; then determining your education as a percentage of the education required for the band level; and then adding the two percentages. The total percentages must equal at least 100 percent.

GRADUATE EDUCATION: Education at the graduate level in an accredited college or university in the amounts indicated above meets the requirements for this position. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. One (1) year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.

Applicants who meet the qualifications listed above based on education or a combination of education and experience **MUST** provide proof of education such as a list of completed college courses or the date and school of degree including the number of semester or quarter hours or a transcript from an accredited college or university. The information must be provided as an attachment to the application by the closing date of the announcement. If selected, the applicant must supply a transcript or certification of degree.

Intelligence Operations Specialist – SV-0132

To qualify for the SV-G Pay Band, you must possess:

A. **Experience:** Three (3) years of general experience, one of which was equivalent to the SV-F pay band or GS-4 in the Federal service, which shows the ability to: (a) analyze problems, gather pertinent data, and recognize solutions; (b) plan and organize work; and (c) communicate effectively orally and in writing;

OR

B. **Education:** A Bachelor's or higher-level degree from an accredited college or university in any field of study.

OR

C. **Combination of education and experience:** Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements, and may be computed by first determining the total qualifying experience as a percentage of the experience required for the band level; then determining the education as a percentage of the education required for the band level; and then adding the two percentages. The total percentages must equal 100% to qualify for that band level.

Note: If you are applying in whole or in part, on the basis of education, you must include a copy of your college transcript(s).

To qualify for the SV-H Pay Band (equivalent to GS-11), you must have:

A. **Experience:** One year of **specialized experience** equivalent to the SV-G pay band or GS-9 in the Federal service or equivalent experience in the private sector applying knowledge and expertise in intelligence operations using intelligence research applications, products, and databases in order to provide intelligence support such as conducting transportation threat research, analyzing statistics to develop trends, analyzing intelligence data, and providing notifications and threat assessments to agency and outside stakeholders.

OR

B. **Education:** Ph.D. or equivalent doctoral degree from an accredited college or university in field related to tactical law enforcement, intelligence, operations research, international relations or the like, or 3 full years of progressively higher level graduate education leading to such a degree;

OR

C. **Combination of education and experience:** Combinations of successfully completed progressively higher level graduate education and experience may be used to meet total qualification requirements, and may be computed by first determining the total qualifying experience as a percentage of the experience required for the band level; then determining the education as a percentage of the education required for the band level; and then adding the two percentages. The total percentages must equal at least 100 percent. Only graduate education in excess of the amount required for the next lower band level may be used to qualify for positions at the SV-H pay band.

Note: If you are applying in whole or in part, on the basis of education, you must include a copy of your college transcript(s).

Information Technology Specialist – SV-2210

BASIC REQUIREMENTS FOR ALL IT POSITIONS:

To qualify, you must have IT-related experience demonstrating each of the four competencies listed below.

1. Attention to Detail - Is thorough when performing work and conscientious about attending to detail.
2. Customer Service - Works with clients and customers (that is, any individuals who use or receive the service or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
3. Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
4. Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives and to make recommendations.

In addition to the Basic Requirements, **to qualify for the SV-G Band** (equivalent to GS-11), you must have one year of specialized experience at the SV-F Pay Band or GS-9 in the Federal service or equivalent experience in the private sector. **SPECIALIZED EXPERIENCE** is experience related to the duties of the position that have equipped you with the knowledge, skills, and abilities to perform the work of the position. Such experience includes assisting other IT specialists in providing basic support to IT programs, desktop and voice customer support service, including installation, troubleshooting and customer assistance.

OR

Completion of a Ph.D. or equivalent doctoral degree in a related field.

OR

Three (3) full years of progressively higher level graduate education leading to such a degree.

OR

LL.M., if related.

OR

COMBINATION OF EDUCATION AND EXPERIENCE: Combinations of successfully completed graduate level education (beyond the second year) and experience may be used to meet total qualification requirements for this position, and may be computed by first determining your total qualifying experience as a percentage of the experience required for the band level; then determining your education as a percentage of the

education required for the band level; and then adding the two percentages. The total percentages must equal at least 100 percent.

GRADUATE EDUCATION: Education at the graduate level in an accredited college or university in the amounts indicated above meets the requirements for this position. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. One (1) year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.

Applicants who meet the qualifications listed above based on education or a combination of education and experience **MUST** provide proof of education such as a list of completed college courses or the date and school of degree including the number of semester or quarter hours or a transcript from an accredited college or university. The information must be provided as an attachment to the application by the closing date of the announcement. If selected, the applicant must supply a transcript or certification of degree.

In addition to the Basic Requirements, **to qualify for the SV-H Pay Band** (equivalent to the GS-12), you must have one year of specialized experience at the SV-G or GS-11 in the Federal service or equivalent experience in the private sector. **Specialized experience** is defined as experience that has equipped you with the knowledge, skills and abilities to successfully perform the duties of the position. Such experience includes providing support to IT programs in enterprise architecture, IT security, systems analysis, applications software, operating systems, network services, data management, internet or IT customer support.

Program Analyst-SV-0343

To qualify for the SV-F Pay Band (equivalent to GS-5/7/9), you must have three years of general work experience, one year of which is equal to the SV-E Pay Band or GS-4 level in the Federal service, or equivalent experience in the private sector as defined below under **GENERAL EXPERIENCE** or based on meeting one of the following:

1. Completion of a 4-year course of study leading to a bachelor's degree from an accredited college or university in any field.
OR
2. A combination of successfully completed college level courses leading to a degree in any field **and** general work experience as defined below that would total three years of experience. The total percentages must equal at least 100 percent.

GENERAL EXPERIENCE is defined as progressively responsible experience that demonstrates the ability to plan and organize work; communicate effectively orally and in writing; and use computer applications.

Transcripts - Applicants who meet the qualifications listed above based on education or a combination of education and experience **must** provide proof of education such as a list of completed college courses, or the date and school of degree, including the number of semester or quarter hours or a transcript from an accredited college or university. This information must be provided as an attachment to the application by the closing date of the announcement. If selected, you **must** supply a transcript or certification of degree.

To qualify for the SV-G Pay Band (equivalent to the GS-11), you must have one year of specialized experience at the SV-F or GS-9 in the Federal service or equivalent experience in the private sector. **Specialized experience** is defined as experience that has equipped you with the knowledge, skills and abilities to successfully perform the duties of the position. Such experience includes applying analytical and evaluative techniques to assist in planning, scheduling, conducting studies, and analysis of management functions or programs AND applying knowledge of basic policies and procedures.

OR

Completion of a Ph.D. or equivalent doctoral degree in a related field.

OR

Three (3) full years of progressively higher level graduate education leading to such a degree.

OR

LL.M., if related.

OR

COMBINING EDUCATION AND EXPERIENCE: Combinations of successfully completed graduate level education (beyond the second year) and experience may be used to meet total qualification requirements for this position, and may be computed by first determining your total qualifying experience as a percentage of the experience required for the band level; then determining your education as a percentage of the education required for the band level; and then adding the two percentages. The total percentages must equal at least 100 percent.

GRADUATE EDUCATION: Education at the graduate level in an accredited college or university in the amounts indicated above meets the requirements for this position. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. One (1) year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.

Note: Applicants who meet the qualifications listed above based on education or a combination of education and experience **MUST** provide proof of education such as a list of completed college courses or the date and school of degree including the number of semester or quarter hours or a transcript from an accredited college or university. The information must be provided as an attachment to the application by the closing date of the announcement. If selected, the applicant must supply a transcript or certification of degree.

Program Specialist – SV-0301

To qualify for the SV-F Pay Band (equivalent to GS-5/7/9), you must have three years of general work experience, one year of which is equal to the SV-E Pay Band or GS-4 level in the Federal service, or equivalent experience in the private sector as defined below under **GENERAL EXPERIENCE** or based on meeting one of the following:

1. Completion of a 4-year course of study leading to a bachelor's degree from an accredited college or university in any field.
OR
2. A combination of successfully completed college level courses leading to a degree in any field **and** general work experience as defined below that would total three years of experience. The total percentages must equal at least 100 percent.

GENERAL EXPERIENCE is defined as progressively responsible experience that demonstrates the ability to plan and organize work; communicate effectively orally and in writing; and use computer applications.

Transcripts - Applicants who meet the qualifications listed above based on education or a combination of education and experience **must** provide proof of education such as a list of completed college courses, or the date and school of degree, including the number of semester or quarter hours or a transcript from an accredited college or university. This information must be provided as an attachment to the application by the closing date of the announcement. If selected, you **must** supply a transcript or certification of degree.

To qualify at the SV-G Pay Band (equivalent to GS-11), you must have one year of specialized experience at the SV-F Pay Band or GS-9 in Federal service or equivalent experience in the private sector. **Specialized experience** is defined as experience that has equipped you with the particular knowledge, skills and abilities to successfully perform the duties of the position. Such experience includes utilizing program principles, concepts, regulations and practices to solve aviation security issues; analyzing work operations to increase efficiency and effectiveness; initiating and following up on cases and actions to ensure timely completion and regulatory compliance; and monitoring, evaluating, and executing administrative functions in an organization.

OR

Completion of a Ph.D. or equivalent doctoral degree in a related field.

OR

Three (3) full years of progressively higher level graduate education leading to such a degree.

OR

An L.L.M if related.

OR

COMBINATION OF EDUCATION AND EXPERIENCE: Combinations of successfully completed graduate level education (beyond the second year) and experience may be used to meet total qualification requirements for this position, and may be computed by first determining your total qualifying experience as a percentage of the experience required for the band level; then determining your education as a percentage of the

education required for the band level; and then adding the two percentages. The total percentages must equal at least 100 percent.

GRADUATE EDUCATION: Education at the graduate level in an accredited college or university in the amounts indicated above meets the requirements for this position. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. One (1) year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.

Applicants who meet the qualifications listed above based on education or a combination of education and experience **MUST** provide proof of education such as a list of completed college courses or the date and school of degree including the number of semester or quarter hours or a transcript from an accredited college or university. The information must be provided as an attachment to the application by the closing date of the announcement. If selected, the applicant must supply a transcript or certification of degree.

Transportation Security Specialist – SV-1801

To qualify for the SV-G Pay Band (equivalent to GS-5/7/9), you must have three (3) years of progressively responsible general work experience, one year of which was equivalent to at least GS-4, that demonstrates the ability to: (1) analyze problems to identify significant factors, gather pertinent data, and recognize solutions; (2) plan and organize work; and (3) communicate effectively orally and in writing.

OR

EDUCATION: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree in an accredited college or university. One year of full-time undergraduate study is defined as 30 semester hours or 45 quarter hours.

OR

A COMBINATION OF EDUCATION AND EXPERIENCE: Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for this position, and may be computed by first determining your total qualifying experience as a percentage of the experience required for the band level; then determining your education as a percentage of the education required for the band level; and then adding the two percentages. The total percentages must equal at least 100 percent.

If you are attempting to qualify based on education, in whole or in part, you **MUST** submit a copy of your transcript(s) from an accredited college or university (for each school attended) to establish qualifications based upon education. Unofficial transcripts are acceptable at the time of application. Official transcripts may be required at a later date.

To qualify for the SV-H Pay Band (equivalent to GS-12), you must have one year of specialized experience at the SV-G Pay Band or GS-11 in the Federal service or equivalent experience in the private sector. **Specialized experience** is defined as experience that has equipped you 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. Such experience includes performing routine professional security assignments such as researching security issues for security data/information and collecting, analyzing and reporting on security related requirements, procedures, standards, and programs in a large scale security operation.

Writer-Editor – SV-1082

To qualify for the SV-F Pay Band (equivalent to GS-5/7/9), you must have three years of general work experience, one year of which is equal to the SV-E Pay Band or GS-4 level in the Federal service, or equivalent experience in the private sector as defined below under **GENERAL EXPERIENCE** or based on meeting one of the following:

1. Completion of a 4-year course of study leading to a bachelor's degree from an accredited college or university in any field.
OR
2. A combination of successfully completed college level courses leading to a degree in any field **and** general work experience as defined below that would total three years of experience. The total percentages must equal at least 100 percent.

GENERAL EXPERIENCE is defined as progressively responsible experience that demonstrates the ability to plan and organize work; communicate effectively orally and in writing; and use computer applications.

Transcripts - Applicants who meet the qualifications listed above based on education or a combination of education and experience **must** provide proof of education such as a list of completed college courses, or the date and school of degree, including the number of semester or quarter hours or a transcript from an accredited college or university. This information must be provided as an attachment to the application by the closing date of the announcement. If selected, you **must** supply a transcript or certification of degree.

To qualify for the SV-G Pay Band (equivalent to GS-11) , you must have one year of specialized experience equivalent to the SV-F Band or GS-9 Pay Band in Federal service or equivalent experience in the private sector. **Specialized experience** is defined as experience that has equipped you with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Such experience includes researching and compiling information to write and edit responses to Congressional inquiries, FOIA inquiries, and common topics requiring response by the program office; and providing assistance to program office staff in the initiating, tracking, and following up on cases and studies to ensure timely completion and regulatory compliance.

OR

Completion of a Ph.D. or equivalent doctoral degree in a related field.

OR

Three (3) full years of progressively higher level graduate education leading to such a degree.

OR

Completion of an LL.M, if related.

OR

COMBINING EDUCATION AND EXPERIENCE: Combinations of successfully completed graduate level education (beyond the second year) and experience may be used to meet total qualification requirements for this position, and may be computed by first determining your total qualifying experience as a percentage of the experience required for the band level; then determining your education as a percentage of the education

required for the band level; and then adding the two percentages. The total percentages must equal at least 100 percent.

GRADUATE EDUCATION: Education at the graduate level in an accredited college or university in the amounts indicated above meets the requirements for this position. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. One (1) year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.

Note: Applicants who meet the qualifications listed above based on education or a combination of education and experience **MUST** provide proof of education such as a list of completed college courses or the date and school of degree including the number of semester or quarter hours or a transcript from an accredited college or university. The information must be provided as an attachment to the application by the closing date of the announcement. If selected, the applicant must supply a transcript or certification of degree.



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