



Transportation Security Officer (TSO) Airport Fact Sheet For **DCA** Washington, DC

INTRODUCTION

Thank you for your interest in employment with the Transportation Security Administration (TSA). If you successfully complete the Transportation Security Officer (TSO) candidate evaluation process and are selected for a position, you will play a vital role in supporting the Department of Homeland Security (DHS) mission. This fact sheet conveys some of the unique operational requirements at Ronald Reagan Washington National Airport that may impact TSO work schedules, as well as, other relevant information about this Airport location. General information about the TSO position can be found in the Job Opportunity Announcements posted on USAJOBS.gov.

AIRPORT OVERVIEW

Ronald Reagan Washington National Airport shift hours are from 3:30 AM – 12:00 AM a day, this is a 7 days a week schedule with peak times between the hours of 5:30 AM - 9:30 AM and 12:30 PM - 9:30 PM on Mon/Tue/Wed/Thu/Fri/Sat/Sun. Screening operations for passenger and baggage stations are all located indoors except for special assignments and may or may not be temperature controlled.

WORK SCHEDULES

- This airport is currently assessing candidates for part-time positions. There are two part-time shifts at DCA:
- AM (3:30 AM – 1:30 PM; 8 hours a day, 40 hours per week).
- PM (11:00 PM - 11:00 PM; 8 hours a day, 40 hours per week). **However, at the time of hire, only one of these shifts may be available or offered.**
- There is a five day work week for all shifts including weekends and holidays, as well as a set schedule with two consecutive days off. However, there is a possibility that set schedules may change every 90 days with our business needs.

Total number of hours per week: 40, Number of work days per week: 5, Number of hours per day: 8.

TSA employees are considered emergency personnel and are expected to report for duty during inclement weather regardless of state and local restrictions on travel.

CONTACT INFORMATION

If you have any questions, please contact the TSA HRAccess Help Desk by phone at 1-877-872-7990 or by email at HelpDesk@mailserver-hraccess.tsa.dhs.gov

If you are hearing impaired and require assistance, please call our TTY line at 1-877-872-7992.

COMMUTER INFORMATION

Onsite parking with shuttle is available for TSA employees, parking is paid for by the agency. Public transportation to the airport is available. Metro rail service starts at 5:00 AM weekdays and 7:00 AM on weekends. If your assigned shift starts before 5:00 AM, public transportation may not be available. Subsidies for transportation may be offered at this location up to \$130.00/month. An employee parking permit may be purchased on the fifth week of training, once testing has been successfully completed and an airport badge has been issued.

ACTIVE DUTY MILITARY

If you are on active duty military service, are a reservist, or are a member of the National Guard who has been called to active duty, you must either be discharged or on terminal leave pending separation or released from active duty under honorable conditions prior to beginning employment with TSA.

COLLECTIVE BARGAINING AGREEMENT

This position is in the bargaining unit for which the American Federation of Government Employees (AFGE) is the exclusive representative. While membership is automatic, membership dues are elective and prorated.



Training and Travel Requirements

Employment is contingent upon successfully completing all required basic training and initial certification testing. Effective January 2016, all TSO new hires are required to travel for a minimum of two (2) weeks in a full-time duty status away from the employee’s airport of record to complete initial training at the TSA Academy at the Federal Law Enforcement Training Center located in Glynco, GA. You will be paid accordingly for the hours spent in training, currently at \$16.51 an hour. All applicable travel expenses associated with the training will be reimbursed in accordance with TSA Travel Policy.

BENEFITS

Federal employees working full-time or part-time are eligible for Federal benefits and retirement once eligibility requirements are met. Health insurance is offered through the Federal Employees Health Benefits (FEHB) program. The health benefit program has many plans to choose from and all at group rates, which can be paid for with pre-tax income.

Newly hired Federal employees are automatically covered under the Federal Employees Group Life Insurance (FEGLI) program. The life insurance value is based on the employee’s salary and whether Optional insurance is elected. Other benefit programs available include the Thrift Savings Plan, Federal Flexible Spending Account, Federal Long Term Care Insurance, Federal Dental, Vision coverage, and the Employee Benevolent Fund. Federal employees also earn leave to be used for vacation or illness. If offered a position with TSA, you should make sure that you ask for and receive a full explanation of the benefits you are eligible for and timeframes for electing coverage, before accepting a job offer.

TSO DRESS AND APPEARANCE RESPONSIBILITIES

TSO uniforms are provided to employees by the agency. Employees must comply with a personal appearance standard that places restrictions on certain accessories and grooming while in uniform. This includes: eyewear, jewelry, facial hair, hair, makeup, tattoos, and fingernails, as well as, the use of chewing gum, tobacco, and personal electronic devices.

DUAL FEDERAL EMPLOYMENT RESTRICTION

TSA has a strict policy governing dual Federal employment that limits the number of hours that an employee can work to 40 hours or less per week. Only specific positions within the U.S. Postal Service, the U.S. Census Bureau, the National Oceanic and Atmospheric Administration, the U.S. Office of Personnel Management, and the Government of the District of Columbia qualify for an exception to this 40 hour limitation. In addition, dual employment cannot conflict with your official TSA duties, nor can it affect your fitness for duty or ability to report to work on time. Since TSA would be considered the primary employer for the purposes of scheduling work, assigning shifts, scheduling training, approving leave, etc., it is incumbent upon the employee to resolve any scheduling conflicts with the other Federal agency.

Mission:

Protect the Nation's transportation systems to ensure freedom of movement for people and commerce.

Vision:

Provide the most effective transportation security in the most efficient way as a high performing counterterrorism organization.

Core Values:

To enhance mission performance and achieve our shared goals, we are committed to promoting a culture founded on these values:

- Integrity*
- Innovation*
- Team Spirit*

LOCAL AIRPORT CONTACT INFORMATION:

Airport Hiring POC Name:

Patrice Barstow – Kelly
Patrice.Barstowkelly@tsa.dhs.gov
Phone: (703) 603-1525

Elizabeth Perez Campos
(703) 603-1542

Mohamed Abukar
(703) 603-1546

Andrea Taylor
(703) 603-1531