

Transportation Security Officer (TSO)



Airport Fact Sheet for IAD

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 Washington Dulles International 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

Washington Dulles International Airport operates 24-hrs a day; 7 days a week with schedules starting at 3:30 AM, 12:30 PM and 6:00 PM. Passenger and Baggage screening areas are located inside the terminal and are temperature controlled at IAD.

WORK SCHEDULES

TSO work schedules are based upon the operational needs of the airport and may include non-traditional shifts, weekends, and holidays. Virtually no flexibility is offered to accommodate other commitments or employment/academic schedules. However, under the Collective Bargaining Agreement, TSA does allow one way trades and shift trades to assist with schedules.

IAD is currently assessing candidates for part-time positions at twenty four (24) hours per week or forty eight (48) hours a pay period. The minimum hours a part-time Officer can work is sixteen (16) hours per week or thirty two (32) hours a pay period. The maximum hours a part-time Officer can be scheduled are thirty (30) hours per week or sixty (60) hours per pay period. Specific shifts are assigned after new hires successfully complete their training. Based on the operational needs of IAD, schedules and shifts are subject to adjustments.

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

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.



**Transportation
Security
Administration**

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*

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.

TRAINING

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. All applicable travel expenses associated with the training will be reimbursed in accordance with TSA's Travel Policy.

Initial training is 4 weeks long; (2) weeks at the Federal Law Enforcement Training Center (FLETC) in Glynco, GA. followed by (2) weeks at Washington Dulles International Airport (IAD) in Sterling, VA. Training runs Monday through Friday (with possible Saturday and Sunday); each day will consist of 8 hours per day. Full-time and Part-time employees must complete this initial training schedule. Upon successfully completing training at FLETC, you will report to IAD for 79 hrs. of On-the-Job Training (OJT). The OJT will be accomplished while working your normal full-time or part-time shift. You must successfully complete OJT prior to becoming a "certified" Transportation Security Officer (TSO). Once you are certified as an Officer, you will be required to re-certify on an annual basis.

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.

All 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.

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.

COMMUTER INFORMATION

Onsite parking or Transit Benefits are available for employees of TSA. Parking for IAD employees is paid for by the agency. Public transportation to the airport is available.

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.



**Transportation
Security
Administration**

AIRPORT INFORMATION:

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Airport Hiring POC:

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