



# Transportation Security Officer (TSO) Airport Fact Sheet For **PAE** Everett, WA

## 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 Snohomish County Airport that may impact TSO work schedules and 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

Snohomish County Airport maintains a 17.5-hrs a day, 7 days a week schedule with peak times between the hours of 3:30 AM and 9:00 PM, Monday through Sunday, in the morning, afternoon, and evening hours. Screening operations for passengers and baggage are located inside the terminal and may be temperature controlled.

## 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.

This airport is currently assessing candidates for full time (40 hours per week) and part-time positions (25 hours per week). The number of workdays with work hours per day will vary depending on the needs of the airport for morning and evening shifts. After new hires successfully complete their training, specific shifts are assigned and are subject to periodic 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.

## 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](mailto: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 at PEA to be determined. TSA Mass Transit benefits are available by using the ORCA card with the Snohomish County Community Transit system. The two different costs will be either \$99/month (\$2.75/trip) or \$135/month (\$3.75/trip).

## 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. Membership is voluntary. If you choose to join the union, dues are prorated.

## TRAINING AND TRAVEL REQUIREMENTS

Employment is contingent upon successfully completing the required training period and initial certification testing. Participation in training for both part-time and full-time employees is considered to be full-time, and you will be paid accordingly for the hours spent in training. Classroom training is 3 weeks long and includes 2 weeks at the Federal Law Enforcement Training Center (FLETC) in Glynco, GA and 65 hours of On-The-Job (OJT) training. On-the-job training can be completed within 4 to 12 weeks. All applicable travel expenses associated with the training will be reimbursed in accordance with TSA Travel Policy. You will be informed of specific training days/hours during the first days of your classroom sessions at PAE.

## 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 (FGLI) 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 time frames 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.



**Transportation  
Security  
Administration**

### Mission:

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

### Vision:

An agile security agency, embodied by a professional workforce, that engages its partners and the American people to outmatch a dynamic threat.

### Core Values:

Integrity.

Respect.

Commitment.

### Workforce Expectations:

Hard work.

Professionalism.

Integrity.

## LOCAL AIRPORT CONTACT INFORMATION

**Airport Hiring POC Name:**  
**James Grandberry**

**james.grandberry@tsa.dhs.gov**

**Phone: 206-834-2447**