



Transportation Security Officer (TSO) Airport Fact Sheet For **PLN** Pellston, MI

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 Pellston Regional Airport (PLN) that may impact TSO work schedules and 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

TSA at Pellston Regional Airport (PLN) maintains a 9 hours a day, 7 days a week schedule with peak times between the hours of 5:00 AM and 2:00 PM, Monday through Friday, and 5:00 AM and 9:00 AM, Saturday and Sunday. In addition, PLN has a peak travel season which extends from June to September. Work schedules can fluctuate depending upon flight operations and staffing requirements. Screening operations for passengers and baggage are located inside the terminal and may or may not be temperature controlled.

WORK SCHEDULES

Since 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 part-time positions with a tour of duty of 20 hours per week. This consists of 4-5 workdays with 4-5 hours per day depending on airport operational needs. Shifts include split 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

Due to the COVID-19 pandemic, the TSA HRAccess Help Desk Center is temporarily unable to receive inquiries via phone, please contact 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 is available for TSA employees free of charge. Public transportation to the airport is not available. Subsidies for transportation are not offered at this location.

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. 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 (FLETC) in Glynco, GA. Due to the COVID-19 Pandemic restrictions, training in Glynco, GA may be conducted remotely through a virtual learning environment but travel within the state might remain an option. Newly hired TSOs at PLN are required to complete approximately 5 weeks of full-time training, including 1 ½ weeks of on-the-job training (OJT) at the Gerald R. Ford International Airport (GRR), Grand Rapids, MI and a final week of training at Cherry Capitol Airport (TVC) in Traverse City, MI. During OJT, your regular days off (RDOs) will mirror that of your OJT mentor. 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 (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:
Heath Hedden

heath.hedden@tsa.dhs.gov

Phone: 616-554-1093