



Transportation Security Administration

Transportation Security Officer (TSO) Airport Fact Sheet

Thank you for your interest in joining the Transportation Security Administration's Kalamazoo team. If you are selected as a Transportation Security Officer (TSO), you will play an important role in the overall mission of the Department of Homeland Security (DHS) by contributing to the daily security requirements at the Kalamazoo/Battle Creek International Airport (AZO).

Given the nature of our mission at TSA, there are some unique expectations of the position for which you have applied. Specifically, you will be responsible for identifying dangerous and prohibited objects in bags, cargo, and/or on passengers, and preventing these objects from being transported onto aircraft. You will be required to perform various tasks such as: hand-wanding passengers, pat down searches, lifting of baggage (weighing up to 70 pounds) and performing screening duties using various electronic equipment. The TSO job is stressful at times and physically demanding. You will need to stand continuously from anywhere between one (1) to four (4) hours without a break and walk up to two (2) miles during a shift. ***You will be required to perform the screening duties in a courteous and professional manner at all times.***

We believe that TSA provides a rewarding opportunity for you to serve your country. To assist you in your consideration of employment with TSA at Kalamazoo/Battle Creek International Airport we have outlined some of those expectations and benefits for your review. It is extremely important that you consider and understand these aspects of employment before continuing in the assessment process.

If while considering the information contained on this sheet you have questions, please contact our local TSA Human Resources Office at (616-554-1093). Please make reference to this document if you choose to call our local office.

Work Schedule

- Shift: Part-time (normally 20 hours per week)
- Four 5 hour shifts a week (including weekends and holidays)
- Part time Officers provide coverage during peak operating hours, normally between 5 am to 10am and 1pm to 6pm with certain variations depending on operational needs.

Parking

- Parking is free for TSA employees.

Benefits

As a federal employee you are eligible for benefits as a full-time and part-time federal employee. The Federal Employees Health Benefits (FEHB) Program has many plans to choose from and all at very reasonable rates, which can be paid from pre-tax income. In addition, to further promote employee wellness and affordable health coverage, part-time TSA Transportation Security Officers (TSOs) are able to take advantage of reduced FEHB premiums. TSA will pay the maximum government contribution allowed for health benefits under the TSA Health Benefit Incentive for Part-Time TSOs. All part-time TSOs will pay the same lower cost for federal health benefits as full-time employees. This means that TSA pays a greater portion of FEHB premium costs for part-time TSOs. 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, before accepting a job offer.

Training

- Employment is contingent upon successful completion of the required training
- Required hours for initial training are 8am until 4:30pm Monday through Friday for the first 2 weeks.
- Training is conducted on-site at the TSA Administration Office in Grand Rapids.

Uniforms

Uniforms are provided to employees by TSA. You will be measured for your new uniforms at your first orientation session. It is the responsibility of the employee to arrive to work with a clean and neat uniform and adhere to the TSA Uniform Guidelines. Employees must provide their own black leather shoes (subject to management approval) with non-slip soles.

Airport Information

- Hours of operation: 4am until 10pm
- Peak times are normally 5am until 10am and 1pm until 6pm with certain exceptions.