

# Your Guide to the TSO Application Process



Transportation  
Security  
Administration

Applying for a position as a Transportation Security Officer (TSO) is easy. Familiarize yourself with the USAJOBS information below. The back contains a step-by-step guide to walk you through the application process.

## Getting Started



### CREATING AN ACCOUNT

Applicants must create an account on [USAJOBS.GOV](https://www.usajobs.gov), the central website for federal job applications. Follow the steps to create an account or sign in if you already have an account.

*Note: Be sure to complete the Contact and Eligibility sections in your profile — these are required to apply!*



### LOGIN.GOV SECURITY

If you have not visited the site recently, you will see new security measures, which require you to create an account on login.gov (a secure federal pass-through portal that uses two-factor authentication to keep your information safe). You will need to reply to a verification email to sign in. Keep your cellphone handy; you will be sent a one-time security code via text message or phone to use when you access the site. Follow the instructions on the page to create your account and log in.



### NO RESUME REQUIRED

You may choose to build a resume in USAJOBS, but resumes are not required for the TSO position. To avoid submitting a resume, follow these steps:

1. On the Select Resume page, [choose Build Resume](#).
2. The Resume Builder model will appear. [Enter “Blank”](#) (or some other placeholder text, such as TSO Application) into the Resume Name field and [click Next](#).
3. Under Add Work Experience, [select the check box next to “I do not wish to provide work experience”](#) and [click Next](#); [select the check box next to “I do not wish to provide education”](#) and [click Next](#); [and then select the check box next to “References available upon request”](#) and [click Finish](#).
4. Applicants will be taken to the Review Package screen. [Click the check box next to “I acknowledge that I reviewed my resume and document\(s\)”](#) and [click Save and Continue](#).
5. Applicants will be able to [proceed through the remainder](#) of the application.



### TSA PAY STRUCTURE

TSA uses the SV pay band system, a type of pay scale designed to give supervisors the ability to reward performance. Each pay band has a minimum and maximum; within these bands, pay is based on employee performance. TSO positions are within the 1802 Compliance Inspection and Support job series and begin at the D pay band. The E pay band offers potential opportunities for a future promotion. In addition to the base salary, TSOs also receive locality pay (a specific percentage of base pay, depending on where the job is located).

[tsajobs.tsa.dhs.gov](https://tsajobs.tsa.dhs.gov)

# Follow These Steps to Apply



Transportation  
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## GO TO USAJOBS.GOV

Create an account if you don't have one (see other side). Remember, each time you log in, you will receive a security code by text or phone to complete the required two-step authentication process.



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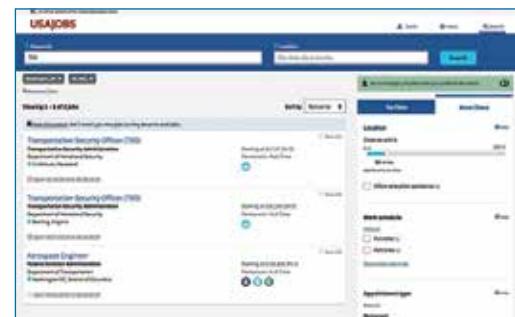
## PERFORM A SEARCH

At USAJOBS, find local job openings by typing TSO in the keyword search box at the top of the page. Use your city or state in the location box. Note that you can apply for a TSO position only when a job opening is posted for a specific airport.

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## VIEW JOB DESCRIPTION

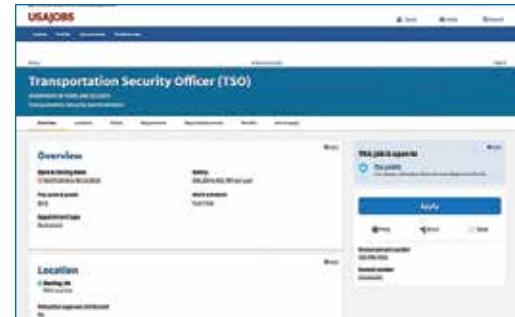
Under search results, click on the title of the position in which you are interested to get to the job description page.



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## APPLY

Click the blue "APPLY" button on the right to begin your application. If you are not signed in, this will prompt you to sign in or create a USAJOBS account (see other side). **Be sure to complete the Contact and Eligibility sections in your profile!**



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## RESUME NOT REQUIRED

A resume is NOT required to apply for the TSO position. Follow the steps on the other side to bypass the resume creation process.

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## DEMOGRAPHICS

Add your demographic details and answer the optional survey questions; certify all information. You will be redirected to the TSA Jobs website to add personal information.



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## QUESTIONNAIRE

Fill out the eligibility questionnaire, paying special attention to questions 15 – 18, which are directly relevant to the TSO job. In question 18, note that TSA policy requires verification of Selective Service registration for male applicants born after Dec. 31, 1959. All questions from 19 to 54 pertain to felonies committed within the last 10 years.

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## REVIEW AND SUBMIT

Confirm your information, upload any additional documents and review your demographic information. You are then ready to submit your application by clicking the **SUBMIT APPLICATION** button.

## QUESTIONS?

Call the TSA Help Desk at  
877-872-7990 or send an email to  
HelpDesk@mailserver-hraccess.tsa.dhs.gov