



# Your Guide to the Transportation Security Officer Application Process

## What is a TSO?

Transportation Security Officers (TSOs) are the backbone of the Transportation Security Administration (TSA) agency to millions of travelers a day. They are responsible for screening passengers, baggage and cargo to keep our transportation systems safe.

## Getting Started

### 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, and to get through the application faster, follow these steps:

1. On the Select Resume page, choose Build Resume.
2. The Resume Builder model will appear. Enter "Blank" 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. You will be directed 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. You will be able to proceed through the remainder of the application.

### QUICK TIPS AND HELPFUL INFORMATION

- **Veterans** must enter their military information/dates in their USAJOBS Profile prior to starting the TSA application.
- **Selective Service Registration Requirement:** TSA policy requires verification of Selective Service registration for male applicants born after 12/31/59. You can check if you are registered at [www.sss.gov/verify](http://www.sss.gov/verify). Females are exempt. Other exemptions exist.
- **No documents are required to be assigned/attached at the time of application.** Documents can be submitted later in the hiring process. Please click continue twice to proceed with the remainder of the application.  
  
Once at the Review and Submit page, please check the box to acknowledge that all supporting documents have been assigned to an Accepted Document type on the Document Page, even though you have not attached any documents.
- To apply for the TSO position, your application must be submitted via USAJOBS. You are not able to complete your application on Indeed or any other job boards.
- If you do not receive an email stating that you are eligible or ineligible for the position after applying, you most likely did not successfully submit your application. Please refer to the tips on this page to make sure all steps were completed.



For more information, visit [jobs.tsa.gov/tso](http://jobs.tsa.gov/tso)  
TSA is an equal opportunity employer.

## Follow These Steps to Apply

### 1. FIND A JOB OPPORTUNITY ANNOUNCEMENT (JOA)

On [jobs.tsa.gov/tso](https://jobs.tsa.gov/tso), scroll to the search bar at the bottom of the page to browse open TSO positions. Click on a job title to view the full description, and if it seems like the right fit, click “APPLY”.

### 2. APPLY ON USAJOBS.GOV

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).

### 3. CREATE AN ACCOUNT

Applicants must create an account on USAJOBS to apply. When creating an account, you will be directed to login.gov (a secure federal pass-through portal that uses two-factor authentication to keep your information safe). To create an account, you will need access to your email and cell-phone. Once you confirm your email address and create a strong password, it will prompt you to add a phone number to receive a security code. Each time you log in, you will receive a security code by text or call to complete the required two-step authentication process.

Once you are logged in, you will need to partially complete your USAJOBS Profile. Please complete the Contact and Eligibility sections in your profile – these are required to apply!

Note: If you are a Veteran, you must enter your military experience in your USAJOBS Profile to proceed with the application.

When your profile is complete, go back to the JOA and click Apply to continue with the application.

### 4. 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.

### 5. DEMOGRAPHICS

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

### 6. QUESTIONNAIRE

Pay special attention to the Minimum Qualifications question - if you have a high school diploma or GED, the answer is Yes.

All questions from 2-42 pertain to felonies committed in the last 10 years. If you have not been convicted of a felony in the last 10 years, you may select No for questions 2-42.

### 7. REVIEW AND SUBMIT

Review your answers and submit your application when you are ready by clicking the SUBMIT APPLICATION button at the top or bottom of the page. Once submitted, you should receive an email that confirms if you have passed the eligibility requirements for the TSO role. This could take several minutes.

### 8. PROCTORED ASSESSMENT

The next step in the TSO hiring process is to schedule and complete the **proctored computer based assessment**. You will receive an email invitation from [usastaffingoffice@opm.gov](mailto:usastaffingoffice@opm.gov) with a link to schedule the proctored examination at a test center near you. You must schedule and complete the proctored assessment within **21 calendar days** upon receiving the invitation. Failure to comply with this deadline will result in your application being closed.

To schedule the proctored test you must use a desktop or laptop computer. You will not be able to schedule the test with the link provided on a mobile device (Android, iPhone or tablet).

If you received an email stating that you were ineligible for the TSO position, please review your application for any errors and resubmit.



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