



## HLN

Helena Regional Airport  
Helena, MT



### Join Our Team

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

### Our Mission

TSA offers rewarding, meaningful careers and professional growth. We are a team of dedicated individuals who work hard to deliver our mission of protecting the nation's transportation systems and ensuring safe travels.

### Our Vision

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

## Transportation Security Officer Job Overview

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 highlights some of the unique operational requirements and compensation plan.

### Local Airport Details

Maintains a 16 hour a day, 7 days a week schedule.

Peak times are Monday through Sunday:

4:30 a.m. – 6:30 a.m.

11:30 a.m. – 1:30 p.m.

Screening operations are located inside the terminal and may or may not be temperature controlled.

### Work Schedules

TSO work schedules are based on the operational needs of the airport and may include non-traditional shifts, weekends and holidays.

Due to the nature of the job, virtually no flexibility is offered to accommodate personal commitments or schedules. Specific shifts are assigned after new hires successfully complete their training and are subject to periodic adjustments to meet changing operational needs. TSA employees are considered emergency personnel and are expected to report for duty during inclement weather regardless of state and local restrictions on travel.

HLN is currently assessing candidates for part-time positions. Those shifts are:

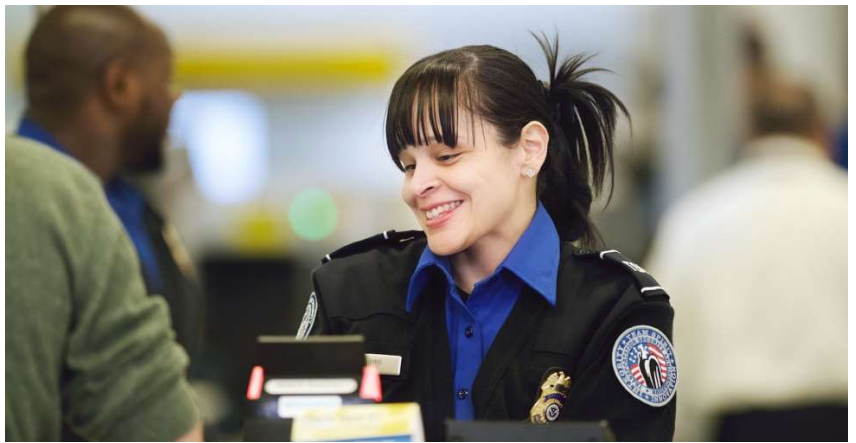
Part-time is 25 hours per week tour of duty.

Five (5) days of five (5) hours



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### Sign-On Bonus\*

This location is not offering a sign-on bonus at this time.

\*Recruitment Incentive amount is subject to change and will be determined at the time of final job offer.

### Local Airport Contact

Michael Watts  
Michael.Watts@tsa.dhs.gov  
406-255-2016

### Commuter Details

Onsite parking is available for TSA employees at no charge.  
Public transportation is not available.  
Subsidies for transportation are not offered at HLN.

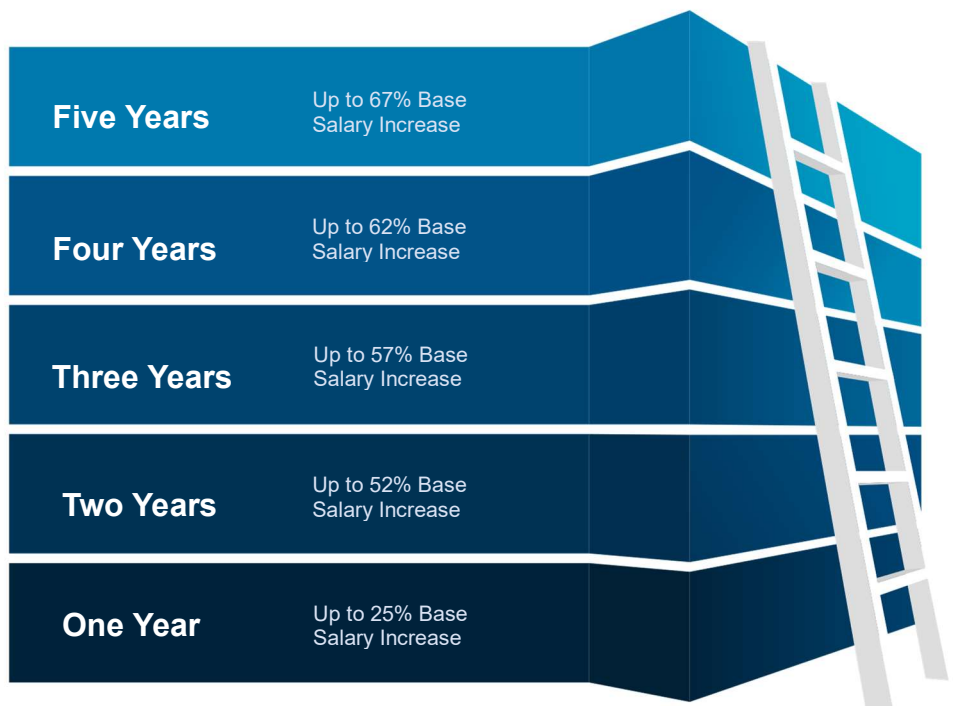
### Benefits

TSA believes our greatest asset is our people, which is why we offer competitive salaries and have designed a comprehensive benefits package that provides you and your family with the best possible options.

- Health, dental, vision, life and long-term care insurance
- Personal leave days and paid federal holidays
- Tuition assistance
- Uniform allowance
- Flexible Spending Account
- Transportation subsidies
- Retirement program and Thrift Savings Plan [similar to a 401(k)]
- Health and wellness programs
- Employee Assistance Program

### Promotional Potential

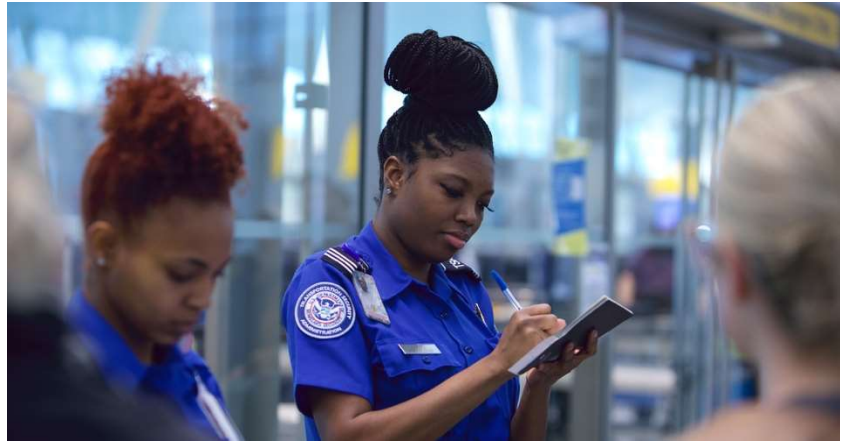
Under the career ladder system for TSOs, new officers have a path to reach up to a 67% increase from the starting base salary over 5 years, in addition to any federal-wide pay increases or changes to locality pay.





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## Dual Federal Employment

TSA's Dual Federal Employment policy limits an employee's ability to work for multiple federal agencies at the same time. If you work for (or are retired from) another federal agency, please consult with the airport HR staff for more information.

## Contact Information

If you have any questions, please contact the TSA HC ServeU Customer Care at HC-ServeU@tsa.dhs.gov.

## Travel and Training Requirements

If hired by TSA, your employment would be contingent upon successfully completing required classroom and on-the-job training. A minimum of three (3) weeks of travel in a full-time duty status may be required to complete TSA's New Hire training. New Hire training and travel requirements vary by duty location and may require up to six (6) weeks of full-time duty status travel. This training will occur away from the employee's airport of record. Employees will be paid for compensable hours and reimbursed for authorized travel expenses per TSA Travel Policy. While employed with TSA, other occasional travel may be required.

## Dress Code

TSA uniforms are provided to employees. There are restrictions on certain accessories and grooming while in uniform. These include:

- Eyewear
- Jewelry
- Facial Hair
- Hair Styles
- Makeup
- Fingernails
- Tobacco Products
- Tattoos
- Personal electronic devices
- Chewing gum

## 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.



For more information, visit <https://jobs.tsa.gov/tso-ssa>

