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**PLEASE READ CAREFULLY PRIOR TO COMPLETING A JOB APPLICATION.**

Thank you for your interest in applying for a position with the Transportation Security Administration (TSA). A key part of your application depends on your eligibility to become a part of this prestigious group of individuals dedicated to serving their country.

The mission of the Transportation Security Administration (TSA) is to protect the United States transportation systems. To ensure the accomplishment of this mission, TSA requires each and every employee to be reliable and trustworthy. To meet these standards, all applicants must pass a very stringent background review process.

First, to become a TSA employee, you must be a **U.S. citizen** or a **U.S. National**.<sup>1</sup> If you are not a U.S. citizen or a U.S. National, you are not eligible for employment with TSA. Next, if you are applying for a Series 1802 - Transportation Security Officer (TSO) position, you must be at least 18 years old at the time of application, or if you are applying for a Series 1801 – Federal Air Marshal (FAM) position, you must be at least 21 years old at the time of application. As a part of the application process, you will be required to pass an Enter-On-Duty (EOD) Suitability Determination, which is based on criminal history record checks (including FBI fingerprint submissions) and local law enforcement agency information. **By law, TSA is prohibited from employing persons with certain convictions, which are identified below.** In addition, the EOD Suitability Determination will include an evaluation of your credit report to determine if you have disqualifying financial delinquencies. Lastly, the EOD Suitability Determination involves a review of information provided by you in a *Declaration for Federal Employment (OF-306)* form, which you will be required to complete at the appropriate point in the hiring process, depending upon the position for which you have applied.

A final suitability determination will be made after you enter-on-duty and have undergone a background investigation conducted by the U.S. Office of Personnel Management. You will be required to complete a Standard Form 86, Questionnaire for National Security Positions (SF86) to initiate the background investigation.

TSA is very serious about the reliability and trustworthiness of individuals hired into the Agency. Below is a list of financial issues and convictions that would disqualify you from being employed by TSA.

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<sup>1</sup> A U.S. National is a person who is a citizen of the U.S. or who, though not a citizen of the United States, owes permanent allegiance to the U.S. A U.S. National includes a person who has lived in an outlying possession, and must meet the requirements described in 8 U.S.C. § 1408. Unless otherwise provided in 8 U.S.C. § 1401, the following shall be defined as a U.S. National, but not a citizen at birth:

- (1) A person born in an outlying possession of the U.S. on or after the date of formal acquisition of such possession;
- (2) A person born outside the U.S. and its outlying possessions of parents both of whom are nationals, but not citizens, of the U.S., and have a residence in the U.S., or one of its outlying possessions prior to the birth of such person;
- (3) A person of unknown parentage found in an outlying possession of the U.S. while under the age of 5 years, until shown, prior to his attaining the age of 21 years, not to have been born in such outlying possession; and
- (4) A person born outside the U.S. and its outlying possessions of parents one of whom is an alien, and the other a national, but not a citizen, of the U.S., who prior to the birth of such person was physically present in the U.S. or its outlying possessions for a period or periods totaling not less than 7 years in any continuous period of 10 years during which the national parent was not outside the U.S. or its outlying possessions for a continuous period of more than 1 year, and at least 5 years of which were after attaining the age of 14 years.



## DISQUALIFYING FINANCIAL ISSUES

1. Cumulative delinquent debt of \$7,500.00 or more. (Delinquent debt is defined as: (1) accounts 120 days or greater past due accounts; (2) accounts placed for collection; (3) accounts assigned to an attorney/collection agency; (4) unpaid balances reported as a loss by a grantor; (5) repossessions; (6) R9 rated accounts; (7) debts that have not been dismissed through a bankruptcy agreement.)
2. Unpaid Federal or State tax liens of any amount.
3. Delinquent child support arrears of any amount (not inclusive of arrears that are actively being paid).
4. Unsatisfied court judgments of any amount.
5. Delinquent student loans of any amount.

**Note: Having debt of \$7,500 or more (for example credit card, automobile loan, etc.) will not disqualify you from becoming a TSA employee. However, having *delinquent* (bad) debt as described in 1, 2, 3, 4 or 5 above will disqualify you.**

## DISQUALIFYING CRIMINAL OFFENSES

Conviction\* within the last 10 years of any one or more of the crimes listed below will disqualify you for employment with TSA.

1. Forgery of certificates, false marking of aircraft, and other aircraft registration violations.
2. Interference with air navigation.
3. Improper transportation of a hazardous material.
4. Aircraft piracy.
5. Interference with flight crew members or flight attendants.
6. Commission of certain crimes aboard aircraft in flight.
7. Carrying a weapon or explosive aboard aircraft.

**\*You have a conviction if you plead no contest (nolo contendere), plead guilty, were found guilty, or found not guilty by reason of insanity, to any of the listed disqualifying offenses. The only exceptions are if your guilty plea or conviction has been reversed on appeal, your conviction has been expunged, or you have been pardoned. If you have questions regarding whether or not you have a disqualifying conviction, you should raise them with the employment center.**



8. Conveying false information and threats.
9. Aircraft piracy outside the special aircraft jurisdiction of the United States.
10. Lighting violation involving transporting controlled substances. Essentially, this means that if you have been convicted of transporting illegal drugs in a plane without activating the navigation or anti-collision lights you are disqualified.
11. Unlawful entry into an aircraft area that serves air carriers or foreign air carriers contrary to established security requirements.
12. Destruction of an aircraft or either a domestic or international aircraft facility. It is a federal crime to use any device, substance or weapon, to intentionally perform an act of violence against any person at an airport or to destroy or seriously damage the facilities of such an airport.
13. Murder.
14. Assault with intent to murder.
15. Espionage.
16. Sedition. (inciting insurrection against lawful authority)
17. Kidnapping or hostage taking.
18. Treason.
19. Rape or aggravated sexual abuse.
20. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
21. Extortion.
22. Armed or felony armed robbery.
23. Distribution of, or intent to distribute a controlled substance.
24. Felony arson.
25. Felony involving a threat.



26. Felony involving:

- i. Willful destruction of property.
- ii. Importation or manufacture of a controlled substance.
- iii. Burglary.
- iv. Theft.
- v. Dishonesty, fraud, or misrepresentation.
- vi. Possession or distribution of stolen property.
- vii. Aggravated assault.
- viii. Bribery.
- ix. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year, or any other crime classified as a felony that the Under Secretary determines indicates a propensity for placing contraband aboard an aircraft in return for money.

27. Violence at international airports. (See 12, above)

28. Conspiracy or attempt to commit any of the criminal acts listed above.

## IMPORTANT NOTICE

If you choose to complete a job application after reviewing the information provided above, please be aware that TSA's Personnel Security Division (PerSec) will verify that (1) you do not have delinquent financial obligations as described above, and/or that (2) you have not been convicted of one of the disqualifying criminal offenses in the last 10 years.

Please note that the list of criminal offenses identified refers only to those that are automatically disqualifying under the Aviation and Transportation Security Act (ATSA). Sexual offenses are disqualifying **regardless of when they occurred**. Based on the agency's mission, offenses related to theft are also generally considered disqualifying. Any other criminal offenses will be reviewed on a case by case basis to determine employment eligibility.