



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.

Name
Blank

Work Experience
 I do not wish to provide work experience



QUICK TIPS AND HELPFUL INFORMATION

- Throughout the application **some fields are pre-populated** and require no action. You will not be able to change them unless you edit the information in your USAJOBS Profile. Please continue through the application.
- **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/. Females are exempt. Other exemptions exist.
- **No documents are required** to be attached at the time of application. Documents can be submitted later in the hiring process. Please click Save and Continue to proceed with the remainder of the application.
- **Band D:** Select Yes for the question "Do you wish to be considered for Band D?" This refers to TSA's pay structure. TSA uses the SV pay band system, a type of pay scale designed to give supervisors the ability to reward performance. TSO positions are within the 1802 Compliance Inspection and Support job series and begin at the D pay band.

For more information, visit 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, 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.gov 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 and answer the optional survey questions; certify all information. You will be redirected to the TSA Jobs website to add personal information.

6. QUESTIONNAIRE

Pay special attention to questions 7-11 which are directly relevant to the TSO requirements.

- For question 7, if you have a high school diploma or GED, the answer is Yes.
- All questions from 12 – 48 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 12-48.
- Select Yes for the question "Do you wish to be considered for Band D?"

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 check your inbox, you should receive an email that confirms if you have passed the eligibility requirements for the TSO role. This could take several minutes.

8. CANDIDATE PORTAL

The next step in the application process is to set up your Candidate Portal account. You can log into the TSA Candidate Portal at <https://candidates.tsa.dhs.gov> using your Login.gov credentials. If you have forgotten your password, you can reset it at Login.gov. In the Candidate Portal, you will be able to track your progress throughout the hiring process, receive important updates, schedule appointments, and communicate with TSA. Your next step will be to schedule your Computer Based Test (CBT).

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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