



**Transportation Security Officer (Screener)(TSO)
Airport Fact Sheet
Glacier Park International Airport (GPI)**

Thank you for your interest in joining the Transportation Security Administration's team at Glacier Park International Airport in Kalispell, Montana. If you are selected as a part-time Transportation Security Officer (Screener)(TSO), you will play an important role in the overall mission of the Department of Homeland Security (DHS) by contributing to the daily security requirements at the Glacier Park International Airport.

Given the nature of our mission at TSA, there are some unique expectations of the position for which you have applied. Specifically, you will be responsible for identifying dangerous objects in bags, cargo, and/or passengers, and preventing these objects from being transported onto aircraft. You will be required to perform various tasks such as: hand-wanding passengers, pat down searches, lifting of baggage (some weighing at least 70 pounds) and performing screening duties using various electronic equipment. The TSO job is stressful at times and is physically demanding. You will need to stand continuously for anywhere between one (1) to four (4) hours without a break and walk up to two (2) miles during a shift. You will be required to perform the screening duties in a courteous and professional manner at all times.

We believe, however, that TSA also provides a rewarding opportunity for you to serve your country. To assist you in your consideration of employment with TSA at Glacier Park International Airport, we have outlined some of those expectations and benefits for your review. It is extremely important that you consider and understand these aspects of employment before continuing in the assessment process and/or accepting a position with TSA.

If, while considering the information contained in this sheet you have questions, please contact our local TSA Human Resources Office at 406-543-5466. Please make reference to this document if you choose to call our local office.

Work Schedule

Schedules are determined by the demands of each individual airport's dynamic work environment. TSA operates in conjunction with the airport and its airlines. Scheduled shifts will include weekends, irregular hours, and holidays. As a part-time employee at Glacier Park International Airport, you will be required to work a minimum of 24 hours per week. As previously noted, these hours may vary from early morning to late night and may also be comprised of split shifts. Your specific schedule will be determined by your supervisor following the TSA orientation.

Additionally, please note that variations to work schedules may be necessary based on the operational need of TSA at this specific airport. These variations may occur seasonally and/or on short notice. During busy travel seasons and as operations demand, you may be required to work up to full time and any mandatory overtime to ensure TSA meets its mission. Every attempt is

made to schedule consecutive days off, however airport conditions may cause alterations in scheduling. Although shifts are not currently assigned through a seniority bidding process, there is the potential for that to become the method of shift assignment in the future.

This information has been supplied to offer a broad overview on various topics. If you are offered a position, you will be scheduled for a TSA orientation. This orientation will be held at the TSA office in the Edwards Jet Center building at Glacier Park International Airport. You will also be scheduled for classroom training, typically at an out-of-state location and generally one week after your orientation date (refer to the Training section of this document for more details). You may be asked to be available for additional hours during the week of your orientation to complete other necessary paperwork and to familiarize yourself with the airport operation prior to attending training.

Parking/Transportation

Parking at Glacier Park International Airport is available free of charge to employees, and is located adjacent to the terminal building. Currently there is no public transportation to and from Glacier Park International Airport.

Benefits

As a federal employee, you are eligible for benefits either as a full-time or part-time employee. However, for part-time employees, the cost of benefits is higher based on the number of hours you are normally scheduled to work in a pay period.

Part-time TSA employees are eligible to earn holiday pay for hours worked on Federal holidays, night shift differential pay (hours worked between 6 PM and 6 AM – an additional 10% of your base pay during these hours), and Sunday premium pay (an additional 25% of your base pay when you work on Sundays). Sick leave for part-time employees is earned and accrued based on the number of hours you work. Annual leave for part-time employees is earned and accrued based on your years of creditable service and the number of hours you are in a pay status each week.

Part-time TSA employees are eligible for Federal Employees' Health and Life Insurance benefit programs as well as the Federal Employees Retirement System. Health and life insurance premiums are based upon the number of hours you are hired to work per week (20 hours/week) and continue to be calculated at that rate even if the amount of actual hours you work varies from time-to-time due to operational demands.

You may elect to participate in the Flexible Spending Account (FSA) program and Thrift Savings Plan (TSP), an optional retirement program. Further details will be presented at a TSA orientation upon completion of classroom training.

The information provided in this section is only a brief overview. If offered a position with TSA, you should make sure that you ask for and receive a full explanation of the benefits you are eligible for, prior to accepting a job offer.

Training

Once hired by TSA, continued employment is contingent upon successful completion of the training components which include:

- Required Training – 10 days formal classroom training, typically conducted at an out-of-state location*
- On-the-Job-Training (OJT) – Additional 110 hours, completed at Glacier Park International Airport.

Although you may be hired as a part-time employee, you will be scheduled full-time hours until you have completed the required training components. Exceptions may be made for the OJT component to accommodate a part-time schedule. However, it is encouraged, and it is in everyone's best interests, for you to complete the required training components in an effective and timely manner as certification could be delayed by weeks by trying to complete OJT on a part-time schedule. Certification is awarded upon successful completion of all of the above required training. Equipment availability, passenger loads and other factors may prevent the typical trainee from completing OJT within the first 110 hours of scheduled work following classroom training.

*Expenses for the formal classroom training (lodging accommodations, funds for meals, and incidental expenses) will be provided by TSA. Lodging accommodations will be paid in advance by TSA, while meals and incidental expenses will initially be your responsibility. Meal and incidental expenses will be reimbursed upon completion of the New Employee Training through a Travel Voucher process.

Uniforms

Uniforms are provided to employees by TSA. You will be measured for your new uniforms at your first orientation session. It is the responsibility of the employee to arrive to work with a clean and neat uniform and adhere to the TSA Uniform Guidelines. Employees must provide their own black leather shoes with non-slip soles.

Airport Information

Glacier Park International Airport is a Category III airport. We service 5 major airlines: America West Airlines, Big Sky Airlines, Delta Airlines (operated by Sky West Airlines), Horizon Air, Northwest Airlines. The airport offers a full-service restaurant, a snack bar and a gift shop. In addition, TSA employees have a breakroom that is equipped with a microwave oven and refrigerator along with private space to spend lunch and break times. This breakroom is located in the Edwards Jet Center building adjacent to the airport terminal.

Important Note Regarding Completion of the SF-86 Form

Timely and accurate completion of the SF-86 Form (Questionnaire for National Security Positions) is a critical component in our hiring process. Failure to fully complete this questionnaire within the stated timelines may negatively impact a candidate's forward movement through the hiring process. To avoid processing delays or other adverse results, please ensure that you give priority consideration to completing and submitting this document.