



Transportation Security Administration - Tentative Job Offer for Transportation Security Officer

From USA Staffing Office <usastaffingoffice@usastaffing.gov>

Date Wed 4/16/2025 6:10 AM

To Hofstad, Cory <Cory.Hofstad@seattlecolleges.edu>

Transportation Security Administration Logo

Dear FADM Correo Hofstad,

Congratulations you have successfully passed the Transportation Security Officer (TSO) Assessment Battery (TAB) exam position! You have been selected for a Tentative Offer of Employment as a Transportation Security Officer (TSO) SV-1802-D under Vacancy Announcement 12719962-SEA-FT-PT with the Transportation Security Administration (TSA).

Your duty station will be Seattle , Washington.

We encourage you to indicate whether you "Accept" or "Decline" this Tentative Offer of Employment within five (5) business days of receipt of this email, or at your earliest convenience. Please note, if you do not respond to this Tentative Offer of Employment, your application for this position under 12719962-SEA-FT-PT may no longer be considered.

To record your response to this Tentative Offer of Employment, visit: <https://onboard.usastaffing.gov/?selectee=892b5128-6ab7-4d60-8b35-f2f3f6e471e0&type=tentative> to accept or decline your offer.

Should you Accept, in order to move forward with the next steps in the TSO hiring process, you must also fully complete five tasks in your Onboarding Module and submit the following forms, accessed via the above link or by visiting <https://onboard.usastaffing.gov/Account/Login>.

1. Biographic Questionnaire (this information will pre-populate the required data in the following three forms which you will view and confirm to submit)
2. DHS 11000-5: DHS Personnel Security Data Verification Request
3. DHS 11000-9: Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act
4. OF-306: Declaration for Federal Employment
5. TSA Form 1154: Non-Disclosure Agreement

As referenced above, this is a Tentative Offer of Employment, which means that your employment as a Transportation Security Officer is contingent upon meeting all the conditions outlined in this email (as well as those listed in the vacancy announcement). If you fail to meet the conditions of employment or any other pre-employment requirements, such as missing any of the scheduled appointments, your tentative offer of employment may be rescinded. If you meet all the conditions

and sufficient authorized positions and funding are available, you will be eligible for a Final Offer of Employment. Being that this offer is tentative, you should not make any changes in your residence or terminate any current employment as a result of receiving this email. As listed in Vacancy Announcement, the Conditions of Employment for the Transportation Security Officer SV-1802-D position include but are not limited to:

- U.S. CITIZEN OR U.S. NATIONAL: Selectees must possess U.S. Citizenship or be a U.S. National.
- MINIMUM AGE: Selectees must have reached the minimum age (18) at the time of application.
- SELECTIVE SERVICE: Male selectees born after 12/31/59 must be registered with the Selective Service System.
- STRUCTURED INTERVIEW: Selectees must successfully complete a structured interview to determine, among other qualities, your decision making skill and your ability to work with teams and the general public.
- ENGLISH LANGUAGE PROFICIENCY: Selectees must be proficient in English (e.g., reading, writing, speaking, comprehending).
- MEDICAL CLEARANCE: Selectees will be required to pass a pre-employment medical examination and maintain medical standards.
- DRUG AND ALCOHOL SCREENING: Selectees must pass Federal drug screening and will be subject to random drug and alcohol tests.
- BACKGROUND INVESTIGATION: This position is designated as "Noncritical - Sensitive" and selectees must pass a background investigation and credit history check. Selectees must not have delinquent Federal or State taxes, or past due child support payments and must submit a fully completed electronic Questionnaire for National Security Positions (e86) online through the National Background Investigation Services (NBIS) / eApp system, along with a fully completed electronic Declaration for Federal Employment (OF-306). Access to NBIS / eApp will be provided after being scheduled for your Airport Assessment (i.e., Structured Interview).
- HOURS OF DUTY: Selectees who become Transportation Security Officers must be available to work various shifts and overtime, as needed.
- TRAVEL: Mandatory travel for training and other occasional travel may be required. 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.
- EXPOSURE TO POTENTIALLY LETHAL DEVICES: Exposure to potentially lethal devices and dangerous chemicals is inherent in this position.
- MAINTAINING EMPLOYMENT: Selectees who become Transportation Security Officers must maintain the standard level of certification and fitness for duty, to include 1) completing classroom training, on-the-job training, and all initial certification testing, 2) recurrent and specialized training and recertification tests on a periodic basis, and 3) passing background investigations, including a criminal check and credit check, and all randomly administered drug and alcohol screening tests.

Additional requirements for the Transportation Security Officer SV-1802-D position include, but are

not limited to:

- **PHYSICAL DEMANDS:** Selectees must meet and maintain physical requirements including, but not limited to, the following: Maintain physical agility to ensure ability to squat and bend; ability to repeatedly lift and manipulate baggage, containers, weighing approximately 50 pounds and other objects subject to security processing; and, ability to walk up to three (3) miles during a shift and stand for prolonged periods (up to 4 hours) of time.
- **RESIDENCY REQUIREMENT:** Selectees must have resided within the United States for three of the last five years immediately prior to applying for this position. For those applicants who do not meet this residency requirement, an exception may be granted under the following circumstances - (1) applicant worked for U.S. Government in foreign countries in federal civilian or military capacities; (2) applicant was or is a dependent accompanying a federal civilian or military employee serving in foreign countries; (3) applicant who studied abroad at a U.S. affiliated college or university; or (4) applicant who has a current and adequate federal background investigation completed for a federal or Government contractor position.
- **TRIAL PERIOD:** If you are entering TSA employment on an appointment without time limitations, you must serve a basic trial period unless you have already met the requirement.
- **DRESS AND APPEARANCE RESPONSIBILITIES:** Selectees who become Transportation Security Officers are required to maintain a neat, clean, and professional appearance while on duty or while wearing a uniform.

If you have any questions regarding this position, please contact HC-ServeU@tsa.dhs.gov or refer to the vacancy's Job Opportunity Announcement (JOA) that you applied to on USAJOBS. For information on accessing and navigating the Onboarding system, you can also review the online help at https://help.usastaffing.gov/NewHire/index.php?title=New_Hire. The Transportation Security Administration appreciates your interest in this important career and continues to wish you the best in the remainder of the hiring process.

CAUTION: This email originated outside of the Seattle Colleges' email system. Do not click links or open attachments unless you recognize the sender and know the content is safe. Questions? Contact IT Services at x6333 (Central), x3630 (North), x5844 (South) or email ITHelp@seattlecolleges.edu.