



Armed Security Officer (ASO) Program Application Guidance

Newly-implemented security procedures for General Aviation (GA) at Ronald Reagan Washington National Airport (DCA) require that an armed security officer (ASO) be onboard each aircraft authorized to operate into and out of DCA. In order to serve as an ASO, interested persons must meet certain eligibility criteria and complete an application process that includes background, criminal history, and employment verification checks. Applicants meeting the established criteria must also complete two days of training conducted at 21 locations nationwide. Applicants that successfully complete the ASO training program will be credentialed and authorized by TSA to serve on scheduled GA flights into DCA.

The following information is being provided to persons interested in applying to become an ASO.

Eligibility Criteria

In order to become an ASO, an applicant must:

- Be at least 21 years of age;
- Be free from any physical condition which might adversely affect the exercise of the requirements of the position;
- Be free from any emotional or mental condition, including any personality disorder or job-relevant psychopathology which might adversely affect the exercise of the requirements of the position;
- Be a U.S. citizen;
- Be an active Law Enforcement Officer (LEO) in good standing; a qualified retired LEO; or a qualified former LEO in good standing with a minimum of four years law enforcement experience as defined by TSA;
- Have successfully completed a certificated program of basic law enforcement training conducted by an entity authorized to train persons to perform as a law enforcement officer;
- Be eligible to obtain an FAA Class II Medical Certificate;
- Not have been convicted of any domestic violence offence; and
- Not have had an authorization, deputation, or commission revoked by TSA

How to Apply

In order to apply for the ASO Program, you must complete the following steps:

- 1) Print out and complete the ASO Nomination Form. Part 1 of the form must be completed and signed by you, the applicant. Part 2 of the form must be completed and signed by an authorized representative of the Fixed Base Operator (FBO) or aircraft operator nominating you to participate in the ASO Program. Keep the signed original form for your application package, and have the FBO or aircraft operator retain a copy for their records. A representative of the FBO or aircraft operator will provide you with printed instructions on where and how to be fingerprinted, as well as contact information for the local Federal Air Marshal Service (FAMS) field office where your application materials will be submitted for initial processing. The representative will also discuss with you certain costs involved in the fingerprinting process.

- 2) Obtain documentation certifying that you have completed a program of basic law enforcement training. This documentation may consist of a copy of your graduation certificate or a signed letter from an authorized representative of the training facility attesting to your successful completion of training. This documentation must be included with your application package.
- 3) Print out and complete the U.S. Office of Personnel Management Standard Form 85P (Questionnaire for Public Trust Positions). Important: You do not have to complete items 10, 14, 15, 17, and 19 on the SF 85P. The standard waiver at the end of the form must be completed and signed. The medical waiver does not need to be completed. The completed form must be included with your application package.
- 4) Print out a Lautenberg Certification Form affirming that you have not been convicted of any domestic violence offence. Do not sign the form. Bring it with you to the FAMS field office where you submit your application package. You will sign the form in the presence of the FAMS representative who receives your application.
- 5) Print out a copy of the Sensitive Security Information (SSI) Non Disclosure Agreement. Do not sign the agreement. Bring it with you to the FAMS field office where you submit your application package. You will sign the agreement in the presence of a FAMS representative who receives your application.
- 6) Obtain an FAA Class II Medical Certificate. The certificate must be completed by an FAA-designated Aviation Medical Examiner (AME). Be sure to bring a copy of the certificate along with the other materials in your application package (www.faa.gov)
- 7) If you are a currently active LEO, you must provide, on agency letterhead, written authorization from your supervisor or agency authorizing official to participate in the ASO program. The letter must also indicate whether or not you are authorized to use your department- or agency-issued firearm in connection with the ASO program. If use of your department- or agency-issued firearm is authorized, the letter must state the make, model, caliber, and serial number of the weapon. Weapons and ammunition must be of a type approved by TSA.

Once you have completed these steps, you should contact your closest FAMS field office, and arrange to bring in your completed application package for initial processing. While there, you will review and sign the Non Disclosure Agreement and Lautenberg Certification Form, be photographed, and provide an electronic signature that will be used to prepare your ASO credentials. You must bring two (2) pieces of government-issued identification (i.e. driver's license, military ID, voter registration card, law enforcement credentials, etc.) in order to be processed.

Additional details regarding program eligibility and participation is available from TSA in the [Frequently Asked Questions \(FAQs\)](#).