



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S. C. 114(n)), this directive establishes Transportation Security Administration (TSA) policy and supersedes the Federal Aviation Administration (FAA) orders, policies, guidance, and bulletins regarding Seniority and Scheduling issued under the FAA Personnel Management System.

REVISION: This revised directive supersedes TSA MD 1100.61-4, *Seniority and Scheduling*, dated August 27, 2010.

SUMMARY OF CHANGES: Section 6, Policy has been revised to clarify that airports must adhere to the provisions of this directive whether or not they implement a shift-bidding program, to clarify how SDs are set for Pre-Federalization contract screeners, and to reiterate that employees on leave restriction, or in FMLA or OWCP status may not be prohibited from bidding on schedules. Section 7, Procedures has been revised to change the primary tie-breaking method to TSA EOD.

1. **PURPOSE:** This directive provides TSA policies and procedures for seniority and scheduling that are fair and equitable and support TSA's mission. For information on hours of duty for special operational needs and split shifts, please see [TSA MD 1100.61-2, *Hours of Duty for Special Operational Needs*](#) and [TSA MD 1100.61-3, *Split Shifts*](#), respectively.
2. **SCOPE:** This directive applies to all TSA organizational elements and affected TSA employees. While the provisions herein mainly address seniority and shift scheduling procedures for covered positions, as defined in Section 4B below, the provisions may be applied to any TSA position subject to shift rotations.
3. **AUTHORITIES:** The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:**
 - A. **Break in Service:** For purposes of this directive means termination of employment with a TSA contractor provider or TSA.
 - B. **Covered Positions:** All Transportation Security Officers (TSO), Lead Transportation Security Officers (LTSO), Supervisor Transportation Security Officers (STSO), Behavior Detection Officers (BDO), Transportation Security Specialists-Explosives (formerly Bomb Appraisal Officers (BAO)), Coordination Center Officers (CCO), and Security Training Instructors (STI).
 - C. **Federalization Date:** The date that airport screening operations were initially assumed by TSA. While specific airport terminals might have remained under contract services after the initial federalization date due to contract transition, the "true" federalization date does not change.
 - D. **Mobile Screening Force (MSF):** Individuals who were hired by TSA during the initial "stand up" phase and deployed to assist in the federalization of airports.
 - E. **Pre-Federalization Contract Screener:** An individual, who was working as a contract screener when TSA was established, was in good standing when his/her airport of record was federalized,

and continued to perform screening functions on behalf of TSA until they were assessed and hired as a TSA employee after contract services ceased. These employees have their Seniority Date (SD) adjusted to the EOD date of the first TSO hired by the airport even if the date preceded the date of the airport federalization. This definition excludes individuals who ceased employment with the screening contractor prior to airport federalization, individuals placed in the “ready pool,” or individuals placed on medical hold during the hiring process, who were later hired by TSA. This definition also excludes individuals who were, or are, currently working for a contractor at a former Screening Partnership Program (SPP) airport federalized after 2004. This provision only applies to those individuals who remained on the roles of the contractor during the transition period starting with the date of airport federalization and the termination of contract services. These individuals were immediately assessed and hired by TSA. If the individual left the services of the contractor before airport federalization or before contract services ceased, was placed in the “ready pool,” or was placed on medical hold, and was subsequently hired by TSA, the SD will be established in the same manner as for a new employee.

NOTE: The majority of the TSOs who fall into this category have either been promoted to other positions within the TSO workforce or are no longer employed by TSA. If the affected individual has moved to another TSA position, the “pre-federalization” SD provision does not apply except if the individual is returned to his/her original TSO position, and within the provisions outlined herein. If the former TSO who would be covered by this provision leaves and returns to TSA, the “pre-federalization” provision does not apply.

- F. Scheduling Software System: The system provided by the Office of Security Operations (OSO) for the purpose of establishing a scheduling program.
- G. Seniority Date (SD): The date used to determine seniority for scheduling purposes. The SD may or may not be the same as the employee’s TSA EOD date, which is defined below.
- H. Seniority for Scheduling: Priority for bidding on available work shifts based on the SD as defined by this directive.
- I. Service Computation Date (SCD): The date, either actual or constructed by crediting service, used to determine benefits (such as annual leave accrual and retirement eligibility), that is based on how long the employee has been in the federal service. For an employee with no prior creditable civilian or military service, the SCD is the effective date of the employee’s first federal civilian appointment.
- J. TSA Entry on Duty (EOD): The date an individual began employment with TSA as reflected by the effective date on an employee’s Notification of Personnel Action, Standard Form 50 (SF-50) for initial appointment.

5. RESPONSIBILITIES:

- A. Managers and supervisors are responsible for ensuring that employees are aware of the scheduling program in place at their specific airport or TSA facility. If possible, managers and supervisors should provide program information to applicants during the hiring process, and to employees when they are accepted for appointments within respective airports or other TSA facilities, to ensure they are aware of the seniority and scheduling program.

- B. Scheduling Operations Officers (SOO) are responsible for developing, maintaining, and monitoring all established shift-bidding programs. If a shift-bidding program needs to be updated or modified, the SOO must coordinate any changes with TSA airport management officials in order to minimize negative effects on operations and maximize fair and equitable implementation of the program.
- C. Employees are responsible for knowing and adhering to the scheduling program in place at their respective airport or TSA facility. If an employee transfers to another airport or TSA facility, it is the employees responsibility to become familiar with and adhere to the program in place at the new airport or TSA facility.

6. POLICY: It is TSA policy that a formal shift-bidding/scheduling program be established at each airport that has sufficient staff to support the program. The options provided herein may be used in managing a shift bidding program when it is operationally feasible to do so. However, if the determination is made for an airport not to implement a shift-bidding program as laid out in this directive, the remaining provisions of the directive still apply and must be adhered to. This directive shall be used in conjunction with the Scheduling Software System to develop shift assignments for employees.

A. Establishing Seniority Date (SD) –

- (1) The SD for all employees not covered by Section 6A(2) or (3) of this directive will be the employee’s TSA EOD date, unless otherwise adjusted by the provisions of this directive.
- (2) Pre-Federalization Contract Screeners should have their SD adjusted to the EOD date of the first TSA TSO hired by the airport, even if that date preceded the airport’s federalization date. This only applies to the airport to which the individual was initially appointed.
- (3) MSF Members – The SD should be the TSA EOD. Some of these individuals may be part of the current National Deployment Office (NDO) program. The SD for those individuals who voluntarily entered the NDO, or its predecessors, after being hired by TSA, shall be based on the date of their initial appointment.

NOTE: Individuals directly assigned to the MSF from airports that remained under the initial private screening contracts should have been reassigned to TSA facilities with TSA oversight of screening functions and their SD is their TSA EOD.

B. An employee’s SCD shall not be used to determine seniority for scheduling within TSA.

C. Situations that may cause an employee’s SD to be adjusted include –

- (1) Position Changes – When an employee changes positions through a promotion, demotion, or reassignment (e.g., TSO to LTSO, LTSO to STSO, TSO to BDO, etc.), his or her SD shall be adjusted as described herein.

NOTE: These provisions do not apply to individuals who are detailed or placed in an “acting” capacity. *See Section 6D(3).*

- (a) Promotions – Upon promotion to a covered position, an employee’s SD shall be established to reflect the effective date of the promotion.

Example #1: A TSO with an SD of January 9, 2008, is promoted to a LTSO position on August 8, 2009, his/her new SD will be August 8, 2009. The individual is subsequently promoted to an STSO position on April 1, 2010. Therefore, the employee’s SD is adjusted to April 1, 2010.

Example #2: An LTSO is reassigned to an F-band Master-TSO (BDO) on April 4, 2008, his/her new SD will be that date. The employee is then promoted to a G-band Expert-TSO (BDO) position on March 28, 2009. His/her new SD will be March 28, 2009.

However, promotions to a higher pay band that do not affect/change the employee’s position title do not impact an employee’s SD unless that promotion places the individual into a supervisory position. In this case, the SD would be the date of the promotion.

Example #3: A D-band TSO with an SD of May 6, 2007, is promoted to an E-band TSO position on May 5, 2009, his/her SD will remain May 6, 2007 - promotion does not change position title.

- (b) Demotions –

- (i) If an employee is demoted from a covered position to another covered position *that they have previously held*, the SD associated with the previous position shall be reinstated, unless otherwise stated below.

Example #4: A TSO hired on September 4, 2005, is promoted to a LTSO position on January 9, 2008, and remains in the LTSO position until December 22, 2009. If demoted back to the TSO position, the SD of September 4, 2005, is reinstated.

- (ii) If an employee is demoted to a position *that he/she has never held*, then the employee’s SD will be established as indicated below.

Example #5: An employee is hired directly into a LTSO position on March 3, 2004. The individual is demoted to a TSO position on June 7, 2008. The SD shall be the original date of appointment to TSA (TSA EOD), i.e., March 3, 2004. This applies only to situations when an employee is hired directly into a LTSO or STSO position and is demoted to a TSO position (or position lower than they have previously held).

Example #6: An employee is hired as a TSO on April 7, 2003. The individual is promoted to the STSO position on February 2, 2005. The individual is then demoted to a LTSO position on June 7, 2008. The SD for this employee is June 7, 2008.

- (c) Repromotions – If an employee is demoted from a supervisory/or higher level position to a lower position, and is later re-promoted to that same higher level position, no credit is given for prior service in the higher level position.

Example #7: If a G-band STSO with an SD of January 2002, is demoted to the F-band LTSO position on January 5, 2005, and is then re-promoted to a G-band STSO on

January 5, 2008, the employee's SD will be reset to the date of the most recent promotion, January 5, 2008.

(d) Reassignments –

- (i) If an employee is reassigned to a different position (whether previously held or not), the SD will be the date of the reassignment.

Example #8: A G-band STSO with an SD of March 25, 2005, is reassigned to a G-band Expert-TSO (BDO) on October 5, 2008. The SD is reset to October 5, 2008.

Example #9: A G-band Expert-TSO (BDO) who had previously been an STSO with an SD of February 23, 2007, is reassigned back to an STSO position on November 5, 2009. The SD is reset to November 5, 2009.

- (ii) A reassignment that involves only a change in geographic location and not a change in position does not alter the SD.

NOTE: Individuals who never assessed for a TSO position, i.e., did not apply for or pass the initial TSO hiring process, cannot be placed in TSO positions. These positions include, TSO, LTSO, STSO, BDO, CCO, and STI. In order for these individuals to be placed in a TSO position, these individual must successfully apply for and be assessed through the TSO process.

(2) Reinstatements –

- (a) Former TSA employees reinstated to TSA employment in the same position after a break in service of 30 days or more shall have their SDs established as of the date of their return to duty.
- (b) If the break in service is less than 30 days, the prior SD will be reinstated.
- (c) This provision does not apply to individuals restored to duty as a result of an administrative process as addressed in Section 6D(2) of this directive.

(3) Entry into a Covered Position from a Non-Covered Position –

- (a) Current TSA employees who enter a covered position from a non-covered position will have their SD established as of the effective date of the action placing the individual in the covered position.
- (b) If the employee previously held a covered position, no credit is given to adjust the SD; unless the employee is returning to the same covered position within 30 days or less, the prior SD will be reinstated.

NOTE: No individual is authorized to return or be reappointed to a TSO position unless all qualification, assessment and training requirements are completed.

D. Situations that do not cause an employee's SD to be adjusted include:

- (1) Changes in Work Schedule – Movement between part-time and full-time work schedules, including split shift schedules, does not alter an employee’s SD. Employees may only bid for shifts consistent with their current work schedule type (i.e., PT or FT).
- (2) Restoration – Employees who have been demoted or separated as a result of an adverse action and have a favorable adjudication of an administrative appeal shall be given an SD reflective of their most recent position held, regardless of any actual time off the rolls.
- (3) Details and Acting Assignments – Employees detailed, or placed in an “acting” capacity to a different position, shall not have their SD adjusted and will retain the SD consistent with their position of record. A change to the SD will take place only when their position of record is changed through an official personnel action to reassign, promote, or demote the employee. An employee in an “acting” position is restricted from bidding for a schedule which they are not performing related duties.

Example #10: An LTSO who is acting as an STSO may not bid on an LTSO schedule that he or she will not work.

- E. Employees on leave restriction or in FMLA or OWCP status may not be prohibited from bidding on schedules.
- F. Airports shall use the software authorized by OSO in developing scheduling programs.
- G. Management retains the discretion and overall responsibility to ensure adequate shift coverage and the orderly operation of TSA airport functions, TSA offices, and other TSA facilities. While shift bids/requests may be considered, management is required to ensure that affected staff receives exposure to a full range of essential duties, appropriate training in specific areas, and gender balance where required on specific shifts and therefore personnel may be assigned to non-requested shifts, days off or work areas.
- H. Tie-breaks shall be accomplished as stipulated in Section 7B(3).

7. PROCEDURES:

- A. Implementation of Shift-Bidding Process – TSA components may use a variety of methods to implement a shift-bidding process. These options range from “open” live bidding to written “closed” bidding systems with affected staff ranking shift bid preferences. Bid preferences may be established by local management and often include shift options (AM, PM, Relief shifts) and day off patterns. If work areas are part of the bid process local management has responsibility to ensure that employee skills and experience meet the required complexity of work to ensure proper security (i.e. TSA leadership has directed FSDs to ensure that AIT equipment is operated by skilled and experienced officers). Shift bids should be scheduled to coincide with annual staff allocation, however they can be held more frequently if necessary.
- B. Scheduling Options – Management has the discretion to use a broad range of options to handle scheduling issues including, but not limited to, the following, as long as the options selected do not conflict with other provisions of this directive:

- (1) Blending Shifts – Involves pairing a generally undesirable shift with desirable days off. For example, a shift might include weekday evenings with Saturday and Sunday off; or daytime hours, including weekends, with days off in the middle of the week; or other reasonable combinations that reduce the competition for daytime shifts with weekends off (such as splitting weekend days off).
- (2) Shift Swapping – FSDs may authorize affected staff to swap shifts on a temporary or longer term basis, as appropriate to meet operational needs.
- (3) Shift Tie-Breakers (For employees with identical SDs) – The TSA EOD will be used as the primary tie breaker. If a further tiebreaker is required, the last four digits of the affected employee’s SSN may be used. If this tiebreaker is used, the SSNs shall be rotated annually (for tiebreaking purposes) between ascending (0000-9999) and descending order (9999-0000) at the beginning of each calendar year. In even years, SSNs will be ranked in ascending order, and in odd years SSNs will be ranked in descending order. This is to provide employees a more equal opportunity for shift assignments. To avoid inadvertent disclosure and potential violations of the Privacy Act, the use of the SSN beyond the last five digits, or in its entirety, is prohibited. SSNs may be rotated for each new shift schedule, i.e., descending numerical order (9999-0000) or segmented, to provide an equal opportunity for shift assignments.

NOTE: It is important that anyone with access to the SSN for this purpose, whose job would not normally involve access to privacy information, acknowledges that he/she understands the confidentiality of the information and cannot disclose this information without appropriate authorization. Questions relating to Privacy Act issues should be coordinated with assigned field counsel.

- (4) Voluntary Requests – TSOs may volunteer for specific shifts. These may be shifts that have odd hours or non-consecutive days off. Management must ensure that allowing someone to volunteer for these types of shifts will not adversely affect management needs, e.g., shift rotations, training, allocation of resources, and gender balance. This option gives management more flexibility to schedule assignments for other shifts.
 - (5) Personal Needs – FSDs have the discretion to allow staff to work specific shifts based on documented personal needs. If personal needs are considered, equitable procedures must be utilized to implement this option. Regardless of the nature of the personal need, there is no entitlement to a specific shift.
- C. Advanced Notice of Schedule Changes – Any new shift bid should be announced 30 days in advance, or as far in advance as possible. The affected workforce should be notified of the date that the current shift assignments will end and that a new shift schedule is being developed. The new shift bid proposal should be available for review by employees a minimum of two weeks before the shift bid process is implemented to allow affected staff to plan adjustments to their personal schedules.
- D. Part-time employees should be afforded an equal voice in shift assignments, and should be advised prior to their employment of the scheduling practices within the particular TSA component. Applicants should be informed about an existing shift policy as close as possible to

the time the conditional offer is made, and they should be informed of scheduling practices prior to their EOD orientation.

8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

11/23/2010

Anthony Savastana
Acting Assistant Administrator for Human Capital

Date

EFFECTIVE

1/2/2011

Date

Distribution: Assistant Secretary, Deputy Assistant Secretary, Assistant Administrators, Area Directors, Federal Security Directors, Special Agents in Charge, Business Management Offices, Administrative Officers, and HR Specialists

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