



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

NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. § 114(n)), this directive and the accompanying handbook establish Transportation Security Administration (TSA) policy regarding Hours of Duty for Operational Needs. This directive is TSA policy and must be applied accordingly.

REVISION: This revised directive supersedes TSA MD 1100.61-2, *Hours of Duty for Special Operational Needs*, dated August 8, 2008.

SUMMARY OF CHANGES: The title of the directive has changed; Section 5, HC responsibilities updated; and administrative changes throughout.

1. **PURPOSE:** This directive and the accompanying handbook provide TSA policy and procedures for developing and approving work schedules for employees covered by this directive. The directive authorizes TSA management to assign employees in positions covered under Section 2, Scope, to work a Flexible Specialized Work Schedule (FSWS) to meet mission-related needs.
2. **SCOPE:** This directive applies to operational positions including, but not limited to: Transportation Security Officers (TSOs), Master TSOs, Expert TSOs, Lead TSOs, Supervisory TSOs, Transportation Security Managers (TSMs), and Transportation Security Inspectors (TSIs) performing aviation, cargo, or other types of transportation security inspection work (including Lead TSIs and Supervisory TSIs), Transportation Security Specialists (TSS) – Explosive Detection Canine Handlers, TSS-Explosives, and @AskTSA media specialists. TSA management may identify other positions for coverage by this directive when FSWS is deemed appropriate to meet mission-related needs including, but not limited to, scheduling 24-hour operations.
3. **AUTHORITIES:**
 - A. Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:** See [TSA Handbook 1100.61-2, Hours of Duty for Operational Needs](#).
5. **RESPONSIBILITIES:**
 - A. Human Capital (HC) is responsible for:
 - (1) Modifying, revising, supplementing, or canceling this directive and the accompanying handbook to ensure efficient and effective operations of the TSA workforce; and
 - (2) Through the HC Payroll Office, providing training, advice, and guidance concerning work schedules and the procedures for documenting employees' time and attendance in the TSA Time and Attendance (T&A) system.

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- B. Executive Assistant Administrators and Assistant Administrators, or their designees, are responsible for establishing requirements to optimize resources through the scheduling of employees assigned to TSO and other positions covered by the scope of this directive.
 - C. Management officials or designees are responsible for:
 - (1) Establishing basic work requirements and work schedules, in accordance with the policies and procedures described in this directive;
 - (2) Scheduling and directing overtime;
 - (3) Applying, at the local level, the policies and procedures described in this directive and the accompanying handbook;
 - (4) Ensuring that costs associated with establishing work schedules, such as for night pay or other forms of premium pay, are approved before implementing any new or revised work schedules; and
 - (5) Advising local Human Resources (HR) Specialists, or other designated staff members, of changes that necessitate personnel actions such as those discussed in section 5.E.
 - D. Employees and/or timekeepers are responsible for ensuring the accurate entry of hours of duty into the appropriate TSA timekeeping and/or payroll system.
 - E. Local HR Specialists, or other designated staff members, are responsible for submitting Requests for Personnel Actions (SF-52s) to TSA HR Services prior to the requested effective dates when SF-52s are required to implement employees' hours of work changes, e.g., a part-time employee has received approval to change his/her hours from 16 hours per week to 32 hours per week.
- 6. POLICY:** TSA's mission requirements are the primary determining factor in establishing work schedules. TSA will provide optimum flexibility in support of operations and provide consideration for employees' work-life situations such as child care, elder care, and education, to the extent possible, when hiring and scheduling employees covered by the scope of this directive.
- 7. PROCEDURES:** See [TSA Handbook 1100.61-2, *Hours of Duty for Operational Needs*](#).

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

APPROVAL

Signed

October 23, 2019

Melanie Harvey
Acting Assistant Administrator
for Human Capital

Date

EFFECTIVE

November 14, 2019

Date

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