



*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, bulletins regarding uniformed employees appearance responsibilities issued under the FAA personnel management system. This directive is TSA policy and must be applied accordingly.*

**REVISION:** This revised directive supersedes TSA MD 1100.73-2, *Uniformed Employees Appearance and Responsibilities*, dated June 21, 2007. This directive also supersedes OSO Operations Directives OD-400-25-4, *Guidance and Procedures for Control of TSO Uniforms and Badges*, and OD-400-25-1, *Prohibition Against Storage of Uniforms and Identification Media in Vehicles*.

**SUMMARY OF CHANGES:** Section 6, Policy, introduces the TSA metal badge and guidelines for its use, and revises the guidelines for wearing a TSA uniform in public. Section 4, Definitions, and Section 7, Procedures, have been incorporated into the accompanying handbook.

1. **PURPOSE:** This directive provides TSA policy and procedures for proper wearing of the TSA uniform, personal appearance and conduct while in uniform, and the use of the TSA Badge. The directive also establishes procedures for acquiring, wearing, maintaining, retrieving, and disposing of the official TSA uniform. The directive also authorizes the payment of uniform allowances.
2. **SCOPE:** This directive applies to all TSA officers in the job categories of Transportation Security Officer (TSO), Master Transportation Security Officer (MTSO), Expert Transportation Security Officer (ETSO), Lead Transportation Security Officer (LTSO), Supervisory Transportation Security Officer (STSO), Behavior Detection Officer (BDO), Travel Document Checker (TDC), Security Training Instructor (STI), and Coordination Center Officer (CCO) who are required to be in uniform while on duty.
3. **AUTHORITIES:** The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:** For all other definitions see [TSA Handbook to TSA MD 1100.73-2, TSO Dress and Appearance Responsibilities](#).
  - A. **Mourning Band:** A black band, not to exceed one-half inch in width, worn horizontally centered on the TSO metal badges at the most narrow point that may be worn in memory of deceased employees and for other National mourning declarations.
  - B. **Officers:** Members of the TSA TSO workforce required to own and wear uniforms.
  - C. **Personal Appearance Standard:** The TSA standard for Officers that requires a neat, clean appearance, to reflect the required level of professionalism while in the performance of duties and/or while wearing the TSA uniform.

- D. Reasonable Person Standard: An objective determination made by someone who exercises average care, skill, and judgment in conduct. For purposes of this directive, the FSD shall make the final determination when necessary.

**5. RESPONSIBILITIES:**

A. Federal Security Directors (FSDs), or designees, are responsible for:

- (1) Authorizing the designation of Officer uniform items to be worn at an airport, including on airport property or grounds when not on duty, based on job assignment, time of year, and geographic considerations;
- (2) Ensuring that Officers comply with this directive and that they possess the required number of uniforms that allows for a professional appearance;

**NOTE:** The FSD may authorize, but not require, Officers to wear optional uniform items, such as, coveralls, shorts and short sleeve polo shirts. These items are authorized only in those areas outside the view of the public, or when performing Aviation Direct Access Screening Program (ADASP) duties, Visible Intermodal Protection and Response (VIPR) duties, or similar, outside of the airport building.

- (3) Providing a copy of this directive, [TSA Form 1175, TSO Dress and Appearance Responsibilities Acknowledgement](#), to all Officers, posting the directive in a prominent, accessible, and appropriate area in the workplace, and informing all Officers of the posting; and
- (4) Maintaining accurate written records of inventories of uniform items in accordance with applicable TSA records retention guidance.

B. Supervisors and Managers are responsible for:

- (1) Ensuring Officers under their supervision are in compliance with this directive;
- (2) Obtaining a signed TSA Form 1175 from the Officer acknowledging that they have received and read this directive;
- (3) Initiating appropriate corrective action when one of their employees violates any of the provisions outlined herein; and
- (4) Ensuring that the signed TSA Form 1175 is filed in the employee's Employee Performance File (EPF).

C. Officers are responsible for:

- (1) Reading and adhering to this directive;

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- (2) Seeking clarification from their supervisor in cases of doubt or misunderstanding as to its application, and for knowing the consequences of violating this directive;
- (3) Signing TSA Form 1175 stating they have received and read this policy and returning the form to their supervisor or manager;
- (4) Ensuring the safekeeping of sensitive accountable property; and
- (5) Securing and safeguarding badges to prevent them from being lost or stolen.

**6. POLICY:**

- A. TSA Officers shall wear a standardized uniform as a readily identifiable symbol of the security mission and role of the TSA Officer.
- B. The standardized uniform must be worn with a metal badge. Badges will only be worn in an official capacity on the TSO uniform as described in this directive. Misuse of the metal badges will not be tolerated.
- C. All Officers shall adhere to the Personal Appearance Standard to reflect the level of professionalism commensurate with their duties and responsibilities. The FSD, or designee, shall ensure all Officers meet the appearance standard. Failure to adhere to the provisions of the directive may result in appropriate corrective action. Repeated violations of this policy may result in disciplinary action, up to and including removal from duty.
- D. All Officers shall wear properly fitted uniforms on duty. The contract for issuing uniforms includes provisions for obtaining proper fit. Uniforms that do not fit should be returned to the uniform contractor for replacement prior to being worn. If standard sizes do not provide a proper fitting uniform, the Officer should call the uniform contractor's customer service office to request special measurement uniforms.
- E. TSOs shall not wear their TSA uniform while participating in activities outside of work. However, brief stops that are a part of the normal work commute (e.g., dropping off and picking up children from day care or school, stopping to buy a cup of coffee, and/or grocery shopping) are permitted while in uniform. It is important that employees understand the public will view an employee in uniform as representing TSA, even if the employee is off duty. As such, employees should be mindful not to wear the uniform in inappropriate establishments, or participate in activities that could compromise the credibility of the agency. Examples of activities not permitted while in uniform include, but are not limited to, consuming alcoholic beverages, or participating in public events (including volunteer activities) not explicitly approved or sponsored by TSA/DHS.

**NOTE:** The activities stated above are merely examples and do not represent a comprehensive list of permitted activities. If there is any question as to a specific activity, employees should discuss with their supervisors.

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- F. Employees shall not store any TSA uniforms, patches, credentials, or other identification media in their personal vehicle.
- G. In memory of deceased employees and for other National mourning declarations, TSOs may be granted approval to wear black mourning bands on their badges. TSOs may also be authorized to wear uniforms to attend related funerals. The wearing of black arm bands for such occasions is not authorized. Mourning bands may be worn for a period not-to-exceed two weeks after an employee's death, or as authorized for National mourning declaration.
- H. Only TSA Headquarters authorized insignia and accessories may be worn on or with the uniform.
- I. Employees must return uniforms when they leave TSA employment. TSA insignia from personally purchased uniform items must also be returned to TSA for disposal. Please see Section H of the Handbook for more information.

7. **PROCEDURES:** See [TSA Handbook to TSA MD 1100.73-2, TSO Dress and Appearance Responsibilities.](#)

8. **EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

**APPROVAL**

*Signed*

*2/3/10*

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Richard A. Whitford  
Assistant Administrator for Human Capital

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Date

Distribution: Assistant Secretary, Deputy Assistant Secretary, Assistant Administrators, Area Directors, Office Directors, Federal Security Directors, and TSA Officers  
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