



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.

1. **PURPOSE:** This directive establishes TSA practices and procedures relating to seniority and scheduling. The directive establishes the criteria for scheduling and a baseline data element for developing scheduling programs. The directive also provides other options to develop a fair and equitable scheduling program. The directive does not supercede the information contained in [TSA MD 1100.61-2, Policy on Hours of Duty, Including Alternate Work Schedules \(AWS\) for Screeners](#) or [TSA MD 1100.61-3, Shift Work at the Transportation Security Administration](#).
2. **SCOPE:** This directive applies to all TSA organizational elements and affected TSA employees.
3. **AUTHORITIES:**
 - A. Sections 101 and 111(d) of the Aviation and Transportation Security Act.
 - B. Applicable TSA delegations of authority.
4. **DEFINITIONS:**
 - A. Adjusted Entry On Duty (EOD) Date – This is the date established for seniority based on an individual’s promotion or demotion.
 - B. Break In Service – A break in service for the purpose of this directive relates to the termination of employment with a contractor provider or TSA.
 - C. Contract Screener – An individual who was in good standing when his/her home airport was federalized and continued screening functions without a break in service on behalf of TSA until hired as a TSA employee. This applies to those individuals who were immediately hired by TSA after contract services ceased. This does not apply to individuals who ceased employment with the contractor prior to airport federalization, individuals placed in the “ready pool”, or individuals placed on medical hold, and later hired by TSA.

This also does not apply to individuals who were or who are currently working for a contractor at a former PP5 airport.
 - D. Entry On Duty (EOD) – EOD is defined as the date an individual begins employment with TSA, or as otherwise described herein.
 - E. Federalization Date – The date that airport screening operations were assumed by the 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.

- F. Home Airport – The airport at which an individual was either working as a former contract screener or was initially hired to perform screening functions for TSA. Note: A few individuals were directly assigned to the Mobile Screening Force (MSF) from airports that remained under the initial PP5 contracts. Although the home airport might not have become federalized as a result of the PP5 designation, this does not affect the individual’s EOD with TSA. This also might affect individuals currently assigned to the National Screening Force (NSF).
- G. Seniority – Precedence over others in the same position because of a longer span of service with TSA. For TSA, seniority is based on the length of continuous service from an individual’s EOD. Prior federal service and/or military service that might be credited towards an individual’s service computation date will not be used for determining seniority.
- H. Service Computation Date (SCD) – The SCD, which includes all creditable federal and/or military service, is used to determine an individual’s overall tenure with the federal government. The SCD also determines annual leave accrual and retirement eligibility. The SCD will not be used for determining seniority within TSA.

In the absence of a bidding/scheduling program due to insufficient staff, the SCD cannot be used to determine seniority.

5. RESPONSIBILITIES:

- A. Managers and supervisors are responsible for ensuring that employees understand the scheduling program that is in place at their specific airport or TSA facility. If possible, managers and supervisors should provide program information to employees when they are accepted for appointments within respective airports or other TSA facilities.
- B. Scheduling Officers are responsible for developing, maintaining, and monitoring all established shift bidding programs. In the event that there is a need to update or modify a shift bidding program, the Scheduling Officer must coordinate any changes with management officials. This coordination will ensure that any change will not have any negative effects on operations and will ensure the retention of a fair and equitable program.
- C. Employees are responsible for understanding and adhering to the scheduling program in effect at their respective airport or TSA facility. In the event an employee transfers to another airport or TSA facility, it is the responsibility of the employee to adhere to the program in place at the new airport or TSA facility.

- 6. POLICY:** It is the policy of TSA that a formal shift bidding/scheduling program be established at each airport which has sufficient staff to support the program. As such, this directive should be used in conjunction with the *S3 Suite* of SABRE in developing shift assignments for affected personnel (full-time, part-time, or both).¹ As noted herein, these are business rules for seniority and scheduling in developing shift schedules, shift assignments, and a shift bid program. The goal of this directive is to assist

¹ SABRE is the software developed by Security Operations (formerly Aviation Programs) for the purpose of establishing a scheduling program.

management in the development of scheduling practices that are fair and equitable, and support the mission of the agency.

Note: Security Operations has determined that a shift bidding program must be established at every airport that has a sufficient number of staff to support such a program. Airports are required to use the software and baseline data elements outlined herein. The options outlined herein may or may not be used in managing a shift bidding program.

The information provided in this directive does not affect management's discretion to make specific shift assignments as needed. It also does not impact operational aspects as follows:

- A. Management retains the overall responsibility to ensure adequate shift coverage and the orderly operation of TSA airport functions, TSA offices, and other TSA facilities.
- B. The information contained in this directive is targeted to seniority and shift scheduling for Transportation Security Officers (TSO), Leads, Supervisors, and Screening Managers, however, it may be applied to any TSA position subject to shift rotations.²
- C. Seniority within TSA is based on an individual's tenure with TSA beginning with their EOD with TSA, or as otherwise defined herein. An individual's SCD will not be used to determine seniority for scheduling within TSA.

D. Establishing an EOD

- (1) Former Contract Screeners – Former contract screeners who were in good standing, continued screening functions on behalf of TSA during the federalization process, and were immediately hired by TSA, will have their EOD adjusted to the date of airport federalization.

Note: This only applies to those individuals who remained on the roles of the contractor without a break in service during the transition period starting with the date of airport federalization and the termination of contract services. These individuals were immediately 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 EOD will be established in the same manner of a new employee (see below). This provision does not apply to screeners hired from former PP5 airports.

Important Note: The EOD for eligible contract screeners cannot be prior to the date of airport federalization as this implies that the individual was a federal employee prior to actual federalization date. More importantly, the establishment of this EOD aspect for eligible contract screeners has been disclosed in Congressional inquiries as an agency practice. Establishing a pre-federalization EOD date for these individuals contradicts this disclosure.

² The position of Transportation Security Screener, SV-019, has been reclassified to that of Transportation Security Officer, SV-1802. The provisions of this directive are not impacted by this reclassification.

(2) Mobile Screening Force (MSF) and Screeners Hired Prior to Home Airport Federalization – These individuals were hired by TSA during the initial “stand up” phase and were either deployed to assist in the federalization of other airports or were hired in place before their home airport was federalized. The EOD for these individuals is the date of actual hire by TSA. Some of these individuals might be part of the current National Screening Force (NSF) program.

Note: The EOD for those individuals who have voluntarily entered the NSF after being hired by TSA will be determined based on the nature of their initial appointment.

(3) New TSOs – Individuals who do not fall within categories (1) or (2), as defined above, will have an EOD reflective of the day they were hired by TSA. This includes individuals hired from former PP5 airports.

(4) Reinstatements – A former TSA screener who is reinstated to a TSO position will have their EOD adjusted if their break in service is more than 30 days. If the break in service is less than 30 days, the prior EOD will be reinstated. This does not affect those individuals who cease employment and are reinstated as a result of an administrative process.

(5) Transfers/Reassignments – In the event that a TSO transfers or is reassigned to another airport, their EOD remains the same. A change in geographic location does not change or alter an EOD. The individual should be placed in existing shift rotation as appropriate.

E. Part-time TSOs – This not only includes TSOs who are hired on a part-time basis, but also those who are converted from full-time to part-time status. Full-time TSOs who become part-time will retain their EOD for seniority purposes. However, for scheduling purposes, part-time TSOs may bid only on part-time schedules.

It is also common for part-time personnel to have other employment or education commitments. As TSA has increased its need for and use of part-time personnel, it has required additional considerations in scheduling part-time personnel. Part-time employees should be afforded an equal voice in shift assignments. Part-time employees should also be advised upon their employment, of the practices within the particular TSA component. This means that applicants and new hires should be informed whether:

- (1) They will be assigned to a specific shift;
- (2) They will have an opportunity to request a shift with no guaranteed entitlement;
- (3) They might be subject to rotational shifts; or
- (4) They might be required to work whenever necessary.

To reduce scheduling issues, it is a good practice to inform applicants about an existing shift policy as close as possible to the time the conditional offer is made. For the reasons noted herein, it is equally, if not more important, to inform part-time applicants of scheduling practices prior to their entry on duty orientation. This will reduce uncertainty and the potential for unscheduled absences, promote stability, and allow management and employees to plan accordingly.

- F. Promotions/Demotions (Adjusted EODs) – The EOD for scheduling purposes will be adjusted when the individual is either promoted or demoted. Upon initial promotion, the new EOD would be the date of promotion. This allows the individual to be appropriately placed in the bidding process with his/her peers. If a demotion occurs, the EOD may be adjusted to factor in the time served in another position. This would allow management to credit the time served prior to the promotion and adjust the EOD appropriately.

In the event that an individual is repromoted, the time served in the higher position is to be credited in establishing the new EOD. Example: An individual was a supervisor for 8 months and returned to a line position. The individual is repromoted a year later. In establishing the new EOD based on the promotion, the prior 8 months of supervisory service is credited in establishing the new EOD.

Note: This adjustment does not apply to individuals who are detailed or placed in an “acting” capacity. A formal action must be implemented to promote the employee.

- 7. PROCEDURES:** The following procedures are provided to develop a fair and equitable seniority and shift scheduling program.
- A. Scheduling Data Base – The S3 Suite of SABRE is the primary tool for assigning and scheduling screener personnel with TSA. An employee’s EOD is the baseline data element for creating a scheduling program within TSA.
 - B. Implementation – TSA components may use a variety of methods to implement a shift bidding process. These options range from live bidding to written systems with affected staff ranking shift bid preferences.
 - C. Specific Management Needs – Management retains the overall responsibility to ensure adequate shift coverage and the orderly operation of TSA airport functions, TSA offices, and TSA facilities. This means that while shift requests can be considered, management is required to ensure that affected staff receive exposure to the full range of essential duties, appropriate training in specific areas, and gender balance on specific shifts. These factors could necessitate assigning some personnel to non-requested shifts.
 - D. Advanced Notice of Schedule Changes – Any new shift assignments should be announced in advance. This advises the affected workforce of the date that the current shift assignments will end and that a new shift schedule is being developed. For example, if a shift schedule is in effect for 90 days or more, it is recommended that employees be notified of the upcoming shift change implementation date as soon as possible. The new shift bid proposal should be available for review before the shift bid process in order for affected staff to plan adjustments to their personal schedules.
 - E. Other Scheduling Options: Management has the discretion to use all, some, or none of the options listed below. In addition, management has the discretion to use options not listed below, as long as those options do not conflict with other provisions of this directive.
 - (1) Blending Shifts – This 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 reduces the competition for daytime shifts with weekends off.

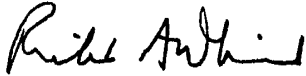
- (2) Shift Swapping – Airports and TSA facilities may allow affected staff to swap shifts on a temporary basis. Such actions must be submitted and approved by management in advance. Affected staff do not have the authority to swap shifts without supervisory approval.
- (3) Shift Tie-Breakers
 - (a) For employees with identical EODs, the last four digits of the affected employees Social Security Number (SSN) in numerical ascending order (0000-9999) can be used to determine seniority. If an additional tie-breaker is required, a determination can be made by using the last five digits of the SSN, and so on. To avoid inadvertent disclosure and potential violations of the Privacy Act, the use of the SSN 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.

Important Note: It is important that anyone with access to the SSN for this purpose whose job would not normally involve access to privacy information, must sign an acknowledgement 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.
 - (b) Badge numbers can also be used as a tiebreaker. The number printed on the purple TSA photo ID is the number used for this process.
- (4) Voluntary Requests – Screeners 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 – Management has the discretion to allow staff to work specific shifts based on documented personal needs. These needs may include, but not limited to, child care, current educational enrollment, or authorized outside employment. Regardless of the personal need, there is no entitlement to a specific shift.

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

APPROVAL



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Date

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