



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 amends TSA MD 1100.61-4, *Seniority and Scheduling*, dated January 9, 2006.

**SUMMARY OF CHANGES:** Section 4(G), Definitions, is amended to redefine Seniority for TSA. Section 6D(1), Former Contract Screeners, is amended to establish the entry on duty (EOD) date for affected staff as the date of the first Transportation Security Officer (TSO) assigned to the airport, even if this date precedes the airport federalization date. Section 6D(5), Reinstatements, is amended to clarify the EOD upon return. Section 6F, Promotions/Demotions (Adjustment of EODs), is amended to clarify that upon demotion, the EOD is adjusted to the original EOD. Section 7, Procedures, specifically parts E(1) and E(3) respectively, are amended to expand Shift Swapping to include a provision for longer terms based on operational needs and to clarify Shift Tie-Breakers relating to the use of the Social Security Number (SSN) as not being the mandatory first choice for tie-breakers and the restriction of posting of the SSN.

Note: Airports that have already implemented scheduling programs based on the provisions outlined in TSA MD 1100.61-4, dated January 9, 2006, will implement the provisions outlined in this amended directive at the beginning of the next shift/bidding cycle, but no later than six months from the date of this amended directive. At the end of the six-month period, all airports will adhere to the provisions of this amended directive.

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 supersede 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. It mainly addresses seniority and shift scheduling procedures for Transportation Security Officers (TSO), Leads, Supervisors, and Screening Managers; however, it may be applied to any TSA position subject to shift rotations.<sup>1</sup>
3. **AUTHORITIES:**
  - A. Sections 101 and 111(d) of the Aviation and Transportation Security Act
  - B. Applicable TSA delegations of authority

<sup>1</sup> 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.

**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 on behalf of TSA until they were assessed and hired as a TSA employee. This applies to those individuals who were immediately assessed and 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 as affected individuals should have been reassigned to TSA facilities. This also might affect individuals currently assigned to the National Screening Force (NSF).
- G. Seniority: For TSA, seniority is based on the length of continuous service from an individual's EOD with TSA, or as otherwise defined within this directive. 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.

## 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 applicants during the hiring process and to employees when they are accepted for appointments within respective airports or other TSA facilities to ensure their understanding of the seniority and scheduling program.
- 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 their airport management officials. This coordination will ensure that any change will minimize negative effects on operations and maximize fair and equitable implementation of the 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).<sup>2</sup> 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 management in the development of scheduling practices that are fair and equitable, and support the mission of the agency.

- A. Airports are required to use the software and baseline data elements outlined herein in developing their scheduling programs. 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. The options provided herein may be used in managing a shift bidding program when it is operationally feasible to do so.
- B. Management retains the discretion to make specific shift assignments as needed and make any decision necessary to ensure adequate shift coverage and the orderly operation of TSA airport functions, TSA offices, and other TSA facilities.
- C. Seniority within TSA is based on an individual's tenure with TSA based on their EOD with TSA, or as otherwise defined herein. An individual's SCD will not be used to determine seniority for scheduling within TSA.

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<sup>2</sup> SABRE is the software developed by Security Operations (formerly Aviation Programs) for the purpose of establishing a scheduling program.

**D. Establishing an EOD**

- (1) 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 date of their initial appointment.

- (2) 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 assessed and hired by TSA, will have their EOD adjusted to the same EOD date of the first TSO hired by the airport, even if that date preceded the date of airport federalization. This adjustment is made in response to the commitment made by TSA to affected contract screener personnel during the rollout of TSA operations.

Note: The above 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 EOD will be established in the same manner as for a new employee (see below).

- (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 – Former TSA screeners/TSOs who are reinstated to TSO positions after a break in service of 30 days or more, will have their EODs established as of the date of their return. 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 a TSO position at 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, additional considerations in scheduling part-time personnel are required. Part-time employees should be afforded an equal voice in shift assignments. Whenever possible, part-time employees should also be advised prior to 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. It will also 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 prior EOD will be reinstated.

Example: A TSO has an EOD of January 9, 2004. The TSO is promoted to a supervisory position on August 8, 2005. The EOD for the supervisory position is August 8, 2005. The individual is in the supervisory position until December 22, 2005, when a voluntary/involuntary demotion is effected and the individual returns to a TSO position. Upon returning to the TSO position, the January 9, 2004 EOD is effected.

Note: This adjustment does not apply to individuals who are detailed or placed in an “acting” capacity to a higher level position. A change to the EOD will take place only when a formal action is 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 within 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 as far in advance as possible. This advises the affected workforce 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 before the shift bid process is implemented to allow affected staff to plan adjustments to their personal schedules.
- E. Other Scheduling Options

Note: 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 (such as splitting weekend days off).
- (2) Shift Swapping – Airports and TSA facilities may allow affected staff to swap shifts on a temporary or longer term basis, as appropriate to operational needs. Such actions must be approved by management in advance. Affected staff do not have the authority to swap shifts without supervisory approval.
- (3) Shift Tie-Breakers (For Employees With Identical EODs)
  - (a) 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.
  - (b) 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. 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.

**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, 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. **An employee's SSN (even the last four or five digits) must not be posted in connection with an individual's name, including shift schedules. If an employee has questions regarding the use of the SSN as a tie-breaker, related inquiries must be handled on an individual basis without disclosing the SSN of other employees.**

- (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 – Management has 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. 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**



06-01-06

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Richard A. Whitford  
Assistant Administrator for Human Capital

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Date

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