



*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 Federal Aviation Administration (FAA) orders, policies, guidance, and bulletins regarding Hours of Duty for Non-TSO employees issued under the FAA Personnel Management System. This directive is TSA policy and must be applied accordingly.*

1. **PURPOSE:** This directive provides TSA policy and procedures for scheduling hours of work for non-Transportation Security Officer (TSO) employees including developing and approving Conventional Work Schedules (ConWS) and Alternative Work Schedules (AWS), as defined in this directive and accompanying handbook, and supersedes HRM Letter 610-2, *Interim Policy on Hours of Duty, Including Alternative Work Schedules (AWS) for Non-Screener Employees*, dated July 31, 2003.
2. **SCOPE:** This directive applies to all non-TSO employees. Federal Air Marshals (FAMs), Federal Security Directors (FSDs), Deputy FSDs, Assistant FSDs, Deputy Assistant FSDs, and members of the Transportation Security Executive System (TSES) are not eligible to participate in the AWS programs discussed in this directive. TSOs and other positions designated by TSA management are covered by [TSA MD 1100.61-2, Hours of Duty for the Transportation Security Screener Workforce](#).
3. **AUTHORITIES:** The Aviation and Transportation Security Act, Public Law 107-71 (ATSA)
4. **DEFINITIONS:**
  - A. Administrative Workweek: Any period of seven consecutive days designated in advance of the start of the workweek by the Assistant Secretary, or an appropriate designee. Generally, the administrative workweek begins on a Sunday and ends on a Saturday.
  - B. Alternative Work Schedule (AWS): A generic term that applies to either Flexible Work Schedules (FWS) or Compressed Work Schedules (CWS).
  - C. Approved Time-Off Status (or Category): Any of a variety of approved categories used to account for time off from work, including all forms of approved leave, compensatory time off, excused absence, or time off as an award.
  - D. Basic Workweek: For full-time (FT) employees this is a 40-hour workweek that does not extend over more than six of any seven consecutive days. For part-time (PT) employees it is a set number of hours, generally between 16 and 32, that does not extend beyond six consecutive days.<sup>1</sup>

---

<sup>1</sup> Although not covered by the scope of this MD, for PT TSOs (hired after April 30, 2007), the basic workweek is between 16 and 25 hours per week (between 32 and 50 hours per pay period) that generally does not extend beyond five consecutive days.

**TSA MANAGEMENT DIRECTIVE No. 1100.61-5  
HOURS OF DUTY FOR NON-TSO EMPLOYEES**

- E. Basic Work Requirement: The number of hours employees are required to work or to account for by charging leave, excused absence, holiday hours, compensatory time off, or time off as an award. The basic work requirement does not include overtime.
- F. Biweekly Pay Period: The 2-week period for which an employee is scheduled to perform work.
- G. Compressed Work Schedule (CWS): A form of AWS. For FT positions, work schedules consisting of less than 10 days and no more than 80 hours per pay period. For PT positions, work schedules consisting of less than 10 days and no more than 64 hours per pay period.
- H. Conventional Work Schedule (ConWS): For FT positions, a work schedule consisting of five days per week, eight hours per day, and 40 hours per week (80 hours per pay period). For PT positions, work schedules consisting of five days per week, no more than 32 hours per week, and no more than 64 hours per pay period. Unless otherwise established for an organization, the ConWS for TSA is 8:00 a.m. to 4:30 p.m.
- I. Core Hours: The time periods - during the workday, workweek, or pay period that are within the tour of duty - during which all employees working AWS are required to be present for work or to be in an approved time-off status. Generally, TSA's core hours are 9:30 a.m. to 3:30 p.m. However, an organization may establish alternative core hours with the written approval of the appropriate management official or designee.
- J. Flexible Hours: The times - during the workday, workweek, or pay period, within the tour of duty - during which an employee working FWS may choose to vary his/her start and stop times, but within established limits. Flexible hours are also known as flexible time bands.
- K. Flexible Work Schedule (FWS): A form of AWS. For FT employees, FWS means an 80-hour biweekly basic work requirement (8 hours per day) that allows employees to determine their work schedule (starting and stopping times) within established limits. For PT employees, FWS means a biweekly basic work requirement of less than 80 hours in a biweekly pay period that allows employees to determine their work schedule (starting and stopping times) within established limits.
- L. Flexitour: A flexible work schedule that allows employees to select different starting and stopping times within the flexible hours. Once the work schedule is agreed upon by the employee and the approving official, it is fixed until revised by subsequent agreement.
- M. Full-Time (FT) Employment: A work schedule of 80 hours per pay period.
- N. Hours of Work: Hours worked by an employee both within and outside the normal tour of duty. Those hours falling outside the normal tour may require overtime compensation. Meal breaks are not hours of work.
- O. Management Official: The Assistant Secretary, Deputy Assistant Secretary, Assistant Administrator (AA), Office Director (OD), Area Director (AD), Special Agent in Charge (SAC), Federal Security Director (FSD), or designee, responsible for scheduling the work of his/her employees to accomplish the mission of the organization.

- P. Meal Break: A 30-minute period of unpaid time for any employee who works a daily tour of duty of at least eight hours. This is an approved period of time, in a non-pay and non-work status that interrupts a basic workday or a period of overtime work for the purpose of permitting employees to eat or engage in permitted personal activities. It may also be referred to as a lunch or meal period, lunch break, or bona fide meal break.
- Q. Organization, Office or Program Office: An entity within TSA that is headed by a management official with the authority to establish work schedules.
- R. Overtime Hours: For FT and PT employees working ConWS, work that is officially ordered by the appropriate authorizing official, in excess of eight hours in a day or 40 hours in an administrative workweek. For FT and PT employees working AWS, work that is officially ordered by the appropriate authorizing official, in excess of 80 hours in a pay period. For more information, see [TSA MD 1100.55-5, Premium Pay for Exempt Employees](#) and [TSA MD 1100.55-7, Premium Pay for Non-Exempt Employees](#).
- S. Part-Time (PT) Employment: A work schedule of between 16 and 32 hours per week and between 32 and 64 hours per pay period.
- T. Regularly Scheduled Administrative Workweek: For FT employees, the established period - within an administrative workweek - during which employees are regularly scheduled to work. For PT employees, it is the officially prescribed days and hours within the administrative workweek during which employees are regularly scheduled to work.
- U. Regularly Scheduled Work: Work that is scheduled in advance of the beginning of the administrative workweek.
- V. Regular Working Hours: The days and hours of an employee's regularly scheduled administrative workweek.
- W. Tour of Duty: Hours of a day (a daily tour of duty) and days of an administrative workweek (a weekly tour of duty) that constitute an employee's regularly scheduled administrative workweek. Under FWS, tour of duty means the limits set by the appropriate management official within which an employee must complete his/her basic work requirement. Under CWS or other fixed schedules, tour of duty is synonymous with basic work requirement.
- X. Travel: Officially authorized travel – i.e., travel for work purposes that is approved by an authorized agency official.
- Y. Workday: Hours of the day that constitute an employee's daily tour of duty. A workday includes a day on which employees may be excused from duty by Federal statute, executive order, or administrative action.

## **5. RESPONSIBILITIES:**

- A. The Office of Human Capital Payroll Office is responsible for providing training, advice, and guidance concerning the procedures for documenting employees' time worked and attendance in the TSA Time and Attendance (T&A) system.

**TSA MANAGEMENT DIRECTIVE No. 1100.61-5  
HOURS OF DUTY FOR NON-TSO EMPLOYEES**

- B. The appropriate management official is responsible for determining the work hours, work schedules, overtime and holiday work requirements, and the extent of AWS implementation in his/her office, in order to effectively accomplish the mission of the organization. Employees and/or timekeepers are responsible for accurate entry of hours of duty into the appropriate TSA T&A and/or payroll system.
- C. If delegated such authority, managers and supervisors are responsible for determining the work requirements of their offices, having sole authority to approve or disapprove employees' requests to work AWS consistent with higher management officials' directions, and making necessary adjustments to employees' schedules to facilitate the work of the office. The manager/supervisor may grant occasional employee requests to temporarily change a work schedule, as long as the change is consistent with organizational work needs and such authority has been delegated to them.
- D. Local Human Resources (HR) Specialists, or other designated staff, are responsible for submitting the Request for Personnel Action (SF-52) to TSA HR Services prior to the requested effective date when an SF-52 is required to implement an employee's hours of work change (e.g., to effect a change when a part-time employee has received approval to change his/her hours from 16 hours per week to 32 hours per week).

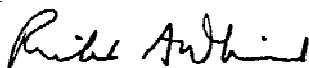
**6. POLICY:**

- A. All of the work schedules in this directive will be offered to employees at management's discretion. While AWS is a valuable tool in offering flexibility to employees in work scheduling, a management official may decide to discontinue a program or work schedule at any time if it is determined that it is having an adverse impact on the mission accomplishment of the agency.
- B. All employee requests for AWS must be made using [TSA Form 1160-1, AWS Request](#). Requests must be approved or disapproved, in writing, by the appropriate management official who is responsible for ensuring adequate office coverage and determining individual AWS assignments within a work unit.

**7. PROCEDURES:** Please refer to the [TSA Handbook on Hours of Duty for Non-TSO Employees](#).

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

**APPROVAL**



9-19-08

---

Richard A. Whitford  
Assistant Administrator for Human Capital

---

Date

Filing Instructions:      File 200.1.1  
Effective Date:            9-19-08

**TSA MANAGEMENT DIRECTIVE No. 1100.61-5  
HOURS OF DUTY FOR NON-TSO EMPLOYEES**

Review Date: 9-19-10  
Distribution: Assistant Secretary, Deputy Assistant Secretary, Assistant  
Administrators, Area Directors, Office Directors, Special Agents in  
Charge, Federal Security Directors, TSA Affiliated HR Offices, and all  
TSA Non-TSO Employees  
Point Of Contact: Office of Human Capital Policy, [TSA-OHC-Policy@dhs.gov](mailto:TSA-OHC-Policy@dhs.gov)