



TSA MANAGEMENT DIRECTIVE No. 1100.61-2
HOURS OF DUTY FOR SPECIAL OPERATIONAL NEEDS

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 and the accompanying handbook establish Transportation Security Administration (TSA) policy and supersede the Federal Aviation Administration (FAA) orders, policies, guidance, and bulletins regarding Hours of Duty for Special Operational Needs issued under the FAA Personnel Management System. This directive is TSA policy and must be applied accordingly.

REVISION: This revised directive supersedes TSA MD 1100.61-2, *Hours of Duty for the Transportation Security Screener Workforce*, dated August 9, 2004.

SUMMARY OF CHANGES: The title of this MD has changed from *Hours of Duty for the Transportation Security Screener Workforce* to *Hours of Duty for Special Operational Needs*. Section 2, Scope, has been expanded to include additional positions and to provide managers the ability to apply the provisions of the MD to other positions, as necessary, to meet mission needs. Section 4, Definitions, has been updated to change the title of Flexible Screener Work Schedule to Flexible Specialized Work Schedule (FSWS) and to revise other definitions. The contents of Section 4 have been moved to a separate document, TSA Handbook on Hours of Duty for Special Operational Needs. The former Section 6, Policies and Procedures, has been separated into two sections (i.e., Section 6, Policy, and Section 7, Procedures). The provisions of the new Section 7 are contained in a separate document, TSA Handbook on Hours of Duty for Special Operational Needs. The former Section 7, Effective Date and Implementation, has been changed to Section 8.

1. **PURPOSE:** This directive and the accompanying handbook provide TSA policy and procedures for developing and approving work schedules for employees covered by this MD. The MD authorizes TSA management to assign employees in positions covered under Section 2, Scope, to work FSWS to meet mission-related needs.
2. **SCOPE:** This directive applies to the following positions: Transportation Security Officers (TSOs), Master TSOs, Expert TSOs, Lead TSOs, Supervisory TSOs, Transportation Security Managers (also referred to as Screening Managers and Security Managers), and Transportation Security Inspectors (TSIs) performing aviation, cargo, or other types of transportation security inspection work (including Lead TSIs and Supervisory TSIs). TSA management may identify other positions for coverage by this MD when FSWS is deemed appropriate to meet mission-related needs including, but not limited to, scheduling 24-hour operations.
3. **AUTHORITIES:** The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA).
4. **DEFINITIONS:** See [TSA Handbook on Hours of Duty for Special Operational Needs](#).
5. **RESPONSIBILITIES:**
 - A. The Office of Human Capital is responsible for providing advice concerning aspects of this MD and for modifying, revising, supplementing, or canceling this MD to ensure efficient and effective operations of the TSA workforce.

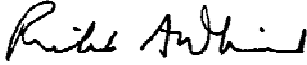
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- B. The Assistant Administrator for Security Operations, or his/her designee, has the authority to establish requirements to optimize resources through the scheduling of employees assigned to TSO and other Office of Security Operations positions covered by the scope of this MD.
 - C. Managers, or designees, have the authority to establish basic work requirements and establish work schedules, in accordance with the policies and procedures described in this MD; schedule and direct overtime; and apply, at the local level, the policies and procedures described in this MD and the accompanying handbook.
 - D. Managers, or designees, are responsible for ensuring that costs associated with establishing work schedules, such as for night pay or other forms of premium pay, are approved by their respective Business Management Offices before implementing any new or revised work schedules. Managers, or designees, are responsible for advising local Human Resources (HR) Specialists, or other designated staff members, of changes that necessitate personnel actions such as those discussed in Section 5F.
 - E. Employees and/or timekeepers are responsible for accurate entry of hours of duty into the appropriate TSA timekeeping and/or payroll system.
 - F. 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 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 MD. However, TSA's mission requirements must be the primary determining factor in establishing work schedules.
- 7. PROCEDURES:** See [TSA Handbook on Hours of Duty for Special Operational Needs](#).

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

APPROVAL



8-8-08

Richard A. Whitford
Assistant Administrator for Human Capital

Date

Filing Instructions: File 200.1.1

Effective Date: 8-8-08

Review Date: 8-8-10

Distribution: Assistant Secretary, Deputy Assistant Secretary, Assistant Administrators, Office Directors, Area Directors, Senior Field Executives, Federal Security Directors, Special Agents in Charge, Administrative Officers, and TSA Affiliated HR Offices

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