



*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.*

**REVISION:** This revised directive supersedes TSA MD 1100.61-5, *Hours of Duty for Non-TSO Employees*, dated September 19, 2008.

**SUMMARY OF CHANGES:** Section 2, Scope, revised to include Transportation Security Managers (TSMs) and Transportation Security Inspectors (TSIs) in the list of employees covered by TSA MD 1100.61-2, *Hours of Duty for Special Operational Needs*; and Section 4, Definitions, moved definitions to the Handbook to TSA MD 1100.61-5, *Hours of Duty for Non-TSO Employees*;

1. **PURPOSE:** This directive and the accompanying Handbook provide TSA policy and procedures for scheduling hours of work for non-Transportation Security Officer (TSO) employees.
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 alternative work schedule (AWS) programs discussed in this directive. TSOs, TSMs, TSIs, and other positions designated by TSA management are covered by [TSA MD 1100.61-2, \*Hours of Duty for Special Operational Needs\*](#).
3. **AUTHORITIES:** The Aviation and Transportation Security Act (ATSA), Public Law 107-71
4. **DEFINITIONS:** See the [TSA Handbook to TSA MD 1100.61-5, \*Hours of Duty for Non-TSO Employees\*](#).
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.
  - 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 (RPA) to TSA HRAccess Shared Service Center prior to the requested effective date when an RPA 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 and the accompanying Handbook 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 to TSA MD 1100.61-5, Hours of Duty for Non-TSO Employees](#).

**8. APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

**APPROVAL**

**Signed**

May 1, 2012

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Sean J. Byrne  
Assistant Administrator for Human Capital

\_\_\_\_\_  
Date

**EFFECTIVE**

\_\_\_\_\_  
Date

Distribution: Administrator, Deputy Administrator, Assistant Administrators and equivalents, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Office Directors, Administrative Officers, and Human Resources Specialists

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