

DEPARTMENT OF HOMELAND SECURITY
Transportation Security Administration

SHIFT TRADE REQUEST FORM

INSTRUCTIONS: This form must be completed by Bargaining Unit Employees (BUEs) wanting to temporarily trade shifts. Shift trades may be between no more than three (3) employees – one (1) requestor and two (2) traders and must cover at least one (1) hour. All applicable employee's work hours are capped at no more than thirteen (13) hours in a 24-hour period for any shift trade; this excludes meal periods and must allow at least eight (8) hours of rest between shifts. Applicants must complete all required fields, including signatures and dates.

NOTE: This request form must be submitted as a 2-sided document and must show all signatures and dates. Use one form per trade. The requestor must ensure the completed request is delivered to the designated management official for final approval. Each employee is to receive a signed copy of the shift trade request and the original is to be filed with the requesting employee's official time/leave record for the pay period the trade is worked; copies are filed in the leave record of the other applicable employees. The Scheduling Officer must ensure the final approved original and copies are appropriately filed. BUEs who trade shifts are responsible to work the shift agreed upon as if it were part of their regular work schedules.

Section I.A. Requestor Information (please print)				Section I.B. Requestor Trade Information (please print)				
Name:				I agree to work the following shift for Trader 1 :				
Airport Code:		Phone #:		Trade Type:	<input type="checkbox"/> One Way	<input type="checkbox"/> Equal Exchange		
Status:	<input type="checkbox"/> FT	<input type="checkbox"/> PT	Email:	On (enter date):				
Position:				Shift Hours (Ex. 0700-1530):				
Certification:		<input type="checkbox"/> PAX	<input type="checkbox"/> BAG	<input type="checkbox"/> Dual	Required Certification:	<input type="checkbox"/> PAX	<input type="checkbox"/> BAG	<input type="checkbox"/> Dual
Shift Hours (Ex. 0700-1530):				BD Training required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Current RDOs:				Signature (Requestor):				
Duty Location: Term/Concourse								
<input type="checkbox"/> Checkpoint	<input type="checkbox"/> Baggage	<input type="checkbox"/> Other						
Section II.A. Trader 1 Information (please print)				Section II.B. Trader 1 Trade Information (please print)				
Name:				I agree to work the following shift for Requestor :				
Airport Code:		Phone #:		Trade Type:	<input type="checkbox"/> One Way	<input type="checkbox"/> Equal Exchange		
Status:	<input type="checkbox"/> FT	<input type="checkbox"/> PT	Email:	On (enter date):				
Position:				Shift Hours (Ex. 0700-1530):				
Certification:		<input type="checkbox"/> PAX	<input type="checkbox"/> BAG	<input type="checkbox"/> Dual	Required Certification:	<input type="checkbox"/> PAX	<input type="checkbox"/> BAG	<input type="checkbox"/> Dual
Shift Hours (Ex. 0700-1530):				BD Training required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Current RDOs:				Signature (Trader 1):				
Duty Location: Term/Concourse								
<input type="checkbox"/> Checkpoint	<input type="checkbox"/> Baggage	<input type="checkbox"/> Other						

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THIS SECTION TO BE USED FOR A THREE WAY TRADE

Section III.A. Trader 2 Information (please print)					Section III.B. Trader 2 Trade Information (please print)							
Name:					I agree to work the following shift for Requestor :							
Airport Code:			Phone #:		Trade Type:		<input type="checkbox"/> One Way		<input type="checkbox"/> Equal Exchange			
Status:	<input type="checkbox"/> FT	<input type="checkbox"/> PT	Email:		On (enter date):							
Position:					Shift Hours (Ex. 0700-1530):							
Certification:		<input type="checkbox"/> PAX	<input type="checkbox"/> BAG		<input type="checkbox"/> Dual		Required Certification:		<input type="checkbox"/> PAX	<input type="checkbox"/> BAG	<input type="checkbox"/> Dual	
Shift Hours (Ex. 0700-1530):					BD Training required:		<input type="checkbox"/> Yes		<input type="checkbox"/> No			
Current RDOs:					Signature (Trader 2):							
Duty Location: Term/Concourse												
<input type="checkbox"/> Checkpoint	<input type="checkbox"/> Baggage	<input type="checkbox"/> Other										
Section IV. Designated Management Official (please print):												
Part A. Intake Information												
Date:		Mode:	<input type="checkbox"/> Fax		<input type="checkbox"/> Hand Delivered from (name):							
Received by (name):												
Part B. Manager Approval												
<input type="checkbox"/> Approved												
<input type="checkbox"/> Disapproved—You may seek representation regarding this denial with your local Union representative.												
Justification for disapproval:												
Name:					Signature:					Date:		
NOTE: Management reserves the right to cancel the trade of an employee who becomes ineligible.												
Section V. Comments (Optional)												
Requestor:												

PRIVACY ACT STATEMENT: AUTHORITY: 49 U.S.C. § 114(n). **Principal Purpose(s):** This information will be used to grant approval of shift trade requests. **Routine Use(s):** This information may be shared with Government and non-Government organizations, or for routine uses identified in TSA system of records, DHS/TSA 022 National Finance Center Payroll Personnel System. **DISCLOSURE:** Voluntary; failure to furnish the requested information may result in an inability to approve shift trade requests.

Previous editions of this form are obsolete