

DEPARTMENT OF HOMELAND SECURITY
Transportation Security Administration

SCHEDULE TRADE REQUEST

<p>Instructions: This form must be completed by Bargaining Unit Employees (BUEs) wanting to temporarily trade schedules for the remainder of the current shift bid. Schedule trades can only involve two (2) employees who share the same certifications and employment status i.e. full time or part time. The trades are effective at the beginning of the next pay period. Applicants must complete all required fields including signatures and dates. Approved request must be submitted to the Scheduling Officer at least 72 hours in advance of the trade.</p> <p>Note: This form must be printed as a 2- sided document and must show all signatures and dates. Use one form per trade. The requestor must ensure the completed request with all applicable signatures is delivered to the Scheduling Officer for final approval. The scheduling Officer must ensure the final approved original is filed in the requestor's official time/ leave record and a copy is placed in the traders payroll official time/ leave record.</p>			
Section I. Requestor			
Name		SSN (last 4)	Phone Number
Airport	Status <div style="display: flex; justify-content: space-around;"> Part Time Full Time </div>		Position
Current RDO(s)		Shift Hours (hh/mm)	
		Start	a.m. p.m.
		End	a.m. p.m.
Certification (select one) Baggage Checkpoint Dual Function			
Duty Location			
I agree to work the following schedule as noted for the following employee (enter name of trader)			
on (enter dates)		from/to (enter hours)	
Requestor Signature		Date	
Comments (optional)			
Section II. Trader			
Name		SSN (last 4)	Phone Number
Airport	Status <div style="display: flex; justify-content: space-around;"> Part Time Full Time </div>		Position
Current RDO(s)		Shift Hours (hh/mm)	
		Start	a.m. p.m.
		End	a.m. p.m.
Certification (select one) Baggage Checkpoint Dual Function			
Duty Location			

SCHEDULE TRADE REQUEST

I agree to work the following schedule as noted for the following employee (enter name of requestor) <div style="display: flex; justify-content: space-between;"> on (enter dates) from/to (enter hours) </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> Trader's Signature Date </div> <div style="margin-top: 20px;"> Comments (optional) </div>	
Section III. Scheduling Officer	
Part A. Intake Information	
Date	Mode <div style="display: flex; justify-content: space-around;"> Fax Hand Delivered </div> from (print name)
Comments (if required)	
Received by (print name)	
Part B. Manager's Approval	
<div style="display: flex; justify-content: space-between;"> Approved Disapproved (You may seek representation regarding this denial with your local Union Representative) </div> <div style="height: 100px; vertical-align: top; margin-top: 10px;"> Justification for Disapproval </div>	
<div style="height: 100px; vertical-align: top;"> Name (print) Signature Date </div>	

PRIVACY ACT STATEMENT: Authority: 49 U.S.C. § 114 (n). **Principal Purpose (s):** This information will be used to grant approval of schedule trade requests. **Routine Use (s):** This information may be shared with Government and non- Government organizations and with the Department of Homeland Security, 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 schedule trade request.

Previous editions of this form are obsolete