

**DEPARTMENT OF HOMELAND SECURITY  
Transportation Security Administration**

**SCHEDULE TRADE REQUEST**

**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.

**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.

**Section I. Requestor**

Name		SSN (last 4)	Phone Number			
Airport	Status	Part Time		Full Time	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	Part Time		Full Time	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)		
on (enter dates)	from/to (enter hours)	
Trader's Signature	Date	
Comments (optional)		
<b>Section III. Scheduling Officer</b>		
Part A. Intake Information		
Date	Mode	Fax Hand Delivered from (print name)
Comments (if required)		
Received by (print name)		
Part B. Manager's Approval		
Approved	Disapproved (You may seek representation regarding this denial with your local Union Representative)	
Justification for Disapproval		
Name (print)		
Signature		
Date		

**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