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TSA Handbook 1100.73-2

Dress and Appearance Responsibilities for Uniformed Officers

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Approval

Signed

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Assistant Administrator for
Human Capital

This Handbook, and all related Attachments contain stipulations to implement the provisions of TSA MD 1100.73-2, Dress and Appearance Responsibilities for Uniformed Officers. Until such time as TSA MD 1100.73-2 is rescinded, the Management Directive, Handbook, and any Attachments are considered TSA policy, and must be applied accordingly.

Summary of Changes

- Section E. Tattoo language updated to clarify which tattoos are prohibited from exposure.
- Section E. Personal Electronic Devices updated to allow Officers to have their personal electronic devices on them while performing screening functions.
- Administrative changes throughout.

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A. Definitions

(1) Ceremonial Uniform: Special uniform items that will be used for approved TSA Honor Guard, Choir, and Band programs.

(2) Exemption: An exception to policy or procedure; e.g., for religious or medical reasons.

(3) Mourning Band: A black band, not to exceed one-half inch in width, worn horizontally centered on the officers' metal badge at the narrowest point that may be worn in memory of deceased employees and for other National mourning declarations.

(4) Officer: For purposes of this directive, the term "officer" refers to TSA employees in the job categories of Transportation Security Officer (TSO), Master Transportation Security Officer (MTSO), Expert Transportation Security Officer (ETSO), Lead Transportation Security Officer (LTSO), and Supervisory Transportation Security Officer (STSO).

(5) Personal Appearance Standard: The TSA standard for officers that requires a neat, clean appearance, to reflect the required level of professionalism while in the performance of duties and/or while wearing the TSA uniform.

(6) Personal Electronic Device: Non-TSA issued electronic equipment that is not required to perform official TSA duties, including but not limited to, cell phones, pagers, MP3 players, smart phones, smart watches, CD players, tablets, and laptop computers.

(7) Personal Funds: An officer's own money that may be used to purchase additional uniform items.

(8) Reasonable Person Standard: An objective determination made by someone who exercises average care, skill, and judgment in conduct. For purposes of this directive, the Federal Security Director (FSD) must make the final determination when necessary.

(9) Retrieval and Disposal of Uniforms: Returning and discarding of uniforms that are no longer suitable for continued use because of damage or normal wear and tear.

(10) TSA Insignia: The TSA badge, emblem, patch, or other unique marking on a uniform that identifies an employee as part of the TSA workforce.

(11) Uniform Allowance: An annual monetary amount made available to each officer to purchase authorized TSA uniform items from the uniform vendor to

replenish issued items and for the purchase of needed optional items.

NOTE: No actual funds are given to the officer. A monetary amount is entered on the vendor's website under the officer's name from which he or she may order items within the specified timeframe. The uniform allowance provided is to be used only by the officer to whom it is provided (no purchasing for other officers), and is to be used for items to be utilized while on duty only (no purchasing for use of items at home).

(12) Uniform Allotment: The initial and annual standard uniform items issued to officers.

(13) Vendor: The designated contractor holding the uniform contract.

B. Standard Uniforms

Officers are initially provided with a standard TSA uniform package. Current standard issue consists of four trousers, six shirts (any combination of short or long sleeve shirts may be ordered that totals six), one necktie, one sweater vest, one team jacket, two pairs of shoulder boards, one belt, five pairs of socks, and two nameplates.

NOTE: New hire officers who have not received their uniforms or that cannot acquire uniforms from the airport inventory must wear a white shirt and black trousers. The FSD may authorize new hire officers to wear other items such as polo shirts, khakis or black trousers, as appropriate.

(1) Shirts: Officers will wear only TSA issued long or short-sleeve shirts or polo shirts. Shirt collars should fit comfortably around the neck. Long-sleeve shirts will cover the wrists.

(a) All undergarments must be concealed from view, with the exception that short-sleeve, crew-neck undershirts may be worn with open collar short-sleeve shirts. The undershirt must be black and must not distract from the total uniform appearance. No lettering or design must be visible through the uniform shirt.

(2) Sweater Vests/Sweaters: TSA issued sweaters and sweater vests may be worn with either the long or short-sleeve blue shirt.

(3) Tie: Only TSA issued ties may be worn.

(a) Male Officers will wear the male-style tie. Female officers may wear either the male-style or female-style tie. If a female officer chooses to wear the

male-style tie and she has already been issued the female-style tie, she may exchange it for a male-style tie if the tie is still in new condition and if the tie is exchanged within the contractually required timeframes.

(b) Ties are not authorized with a short-sleeve shirt. Ties may only be worn with a long-sleeve shirt. If a tie is worn, long sleeve shirt collar buttons will be closed with ties properly affixed.

(4) Trousers/Cargo Pants: Officers will wear only TSA-issued trousers/cargo pants. Trousers will have a front crease that meets the top of the shoe with a slight break and the back crease stops one inch above the heel. Trousers/cargo pants may not be tailored for cuffs or narrowness of pant legs.

(5) Turtlenecks/Dickies: Turtlenecks or dickies may be worn at the officer's discretion.

(6) Skirts: Skirts will be provided for female officers in lieu of trousers/cargo pants upon request.

NOTE: If the TSA-issued skirt has not been delivered, the officer is authorized to wear a personally purchased skirt that conforms to TSA's uniform appearance standard. This would be an A-line or similar style navy blue skirt that is similar in appearance to the uniform trousers. The skirt must fall below the knee when seated and the fit/length must not interfere with the physical performance of the officer's duties.

(7) Belt: Officers will wear only the TSA-issued belt or a belt that is similar in appearance to the TSA-issued belt.

(8) Socks: Officers are issued five pairs of socks in their initial uniform allotment. Officers may provide their own socks but they must be black and/or navy blue matched pairs of socks.

(9) Shoes: Officers must wear shoes, boots, athletic shoes and safety shoes that must cover the entire foot and be all black in color with no adornments. Shoes must be plain toe style, clean, and polished (if able to be polished). Heel height should be no more than two inches. Black sneakers, canvas shoes, or tennis shoes are not permitted.

(a) Shoes are not part of the initial TSA uniform package. Shoes/boots are a personal item of apparel that must be purchased at the officer's own expense or with allowance funds from the uniform vendor.

(b) TSA will not reimburse officers for the cost of shoes/boots.

(10) Nameplates: Officers must wear a TSA-issued nameplate on TSA issued uniform items.

(a) The nameplate will be worn on the right side of the chest. On the issued shirts, there are round eyelets for proper placement of the clutch pins. On the sweater vest and optional sweater, there is a nameplate holder on the right front breast with round eyelets for the clutch pins. Nameplates will not be worn on the polo shirt, coverall, or jacket.

(b) The standard nameplates have two lines of engraving. The top line contains the officer's last name; the bottom line contains the officer's title (Officer, Lead Officer or Supervisory Officer). As an exception to policy, officers are authorized to procure nameplates from the uniform vendor (using either their uniform allowance or personal funds) that put their title above their last name, subject to approval by the FSD or FSD designee.

(11) Shoulder Boards: Shoulder boards identify rank, pay bands as follows:

(a) TSO shoulder boards have one stripe, LTSO have two stripes, and STSO have three stripes.

(b) MTSO: Security Training Instructor (STI) at this level must wear shoulder boards with two stripes.

(c) ETSO: STI at this level must wear shoulder boards with three stripes.

(12) Jackets: Officers may wear TSA issued jackets at the checkpoint at their discretion. The only authorized jackets that may be worn at the checkpoint are the TSA-issued Ike jacket, the 3-in-1 jacket, the team jacket and the windbreaker jacket.

C. Metal Badges

(1) All uniforms must be worn with a metal badge except as noted below. Metal badges will only be worn in an official capacity on the officer's uniform as described below:

(a) Metal badges will be worn on the left side of the chest. The uniform shirts and sweater vests have reinforced small uncut button holes (eyelets) which will be used for easy and consistent badge placement.

(b) Metal badges may not be worn over existing cloth badges as this may damage or break the holding pins.

(c) Mourning bands will be black in color and may be worn for a period not-to-exceed two weeks after an employee's death, or as authorized for National mourning declarations.

(d) New-hire officers that have received their uniforms may wear them without a metal badge and epaulets while completing their training.

(2) Officers must report for duty in the proper uniform with a metal badge.

(a) An officer who does not report for duty in the proper uniform with the metal badge when they are required to wear a metal badge will be deemed not prepared for duty and will be responsible for requesting appropriate leave (annual leave, accrued compensatory time or leave without pay) to retrieve the metal badge. If the officer does not request leave to retrieve the metal badge, then the officer may be assigned to job functions that are outside the view of the public if available.

(b) The officer must also be advised that continued failure to report for duty in the proper uniform with the metal badge may result in appropriate corrective or disciplinary action, up to and including removal.

(3) Misuse of metal badges will not be tolerated.

(a) Metal badges must not be used or carried separately, such as hooked on the belt or carried in any type of case, while either on or off duty.

(b) Metal badges do not come with credentials (i.e. documentation of law enforcement authority) and must only be used in accordance with TSA's Standard Operating Procedures for screening. Metal badges cannot be used to imply that an officer has the authority to make an arrest, carry a firearm, or seek to execute a search warrant.

(c) Metal badges confer no secured area access.

(d) Violations in the use and handling of the metal badges may result in disciplinary action, up to and including removal.

(4) Each officer will be required to read and sign the Officer Badge Certification Form which will be kept in the officer's local personnel file.

(5) When an officer leaves TSA employment or is permanently reassigned to a non-officer position (not a detail or temporary assignment), his/her metal badge must be returned to the FSD's designated badge custodian. If an officer transfers to another airport in an officer position, they retain their current metal

badge.

(6) The FSD, or designee must ensure that lost, missing, or stolen metal badges are reported, as soon as practicable after discovering that the metal badge has been lost or stolen, to the Transportation Security Operations Center who will report to the National Crime Information Center. The FSD, or designee must also ensure that such incidents are reported in the Performance and Results Information System (PARIS) in accordance with OD-400-18-1C, *Security Incident Reporting*. Additionally, all requirements outlined in TSA MD 2800.11, *Badge and Credential Program*, and the associated Handbook, must be followed.

(7) Filing a false report of lost/stolen property may result in disciplinary action, up to and including removal from Federal service.

(8) These requirements must be provided to officers prior to the initial issuance of the metal badges. The requirements will be re-iterated during annual training.

D. Optional Uniform Items

In addition to the standard uniform package, officers may purchase optional uniform items from the uniform vendor for use in their particular work environments.

(1) Optional uniform items include sweaters, black t-shirts, turtlenecks, dickies, sports bras, 3-season jackets, parkas, windbreaker jackets, Ike jackets, 3-in-1 jackets, knit caps, ball caps, coveralls, polo shirts, shorts, and shoes. The FSD or designee may authorize, but not require, officers to wear optional uniform items.

(2) In addition to officers performing baggage screening functions, FSDs may authorize coveralls, and polo shirts for officers performing Advanced Threat Local Allocation Strategy (ATLAS), Visible Intermodal Prevention Response (VIPR), or similar activities that are outside of the airport building.

(3) Officers may wear TSA issued shorts between Memorial Day and Labor Day regardless of temperature. Officers may also wear shorts when the outside temperature is forecasted to be a high of at least seventy-five degrees, or other times as determined by the FSD.

(4) Maternity uniforms are available for pregnant officers. A maternity uniform allotment request form is available through the uniform vendor, and must be approved/certified by the FSD or designee. Once approved, the officer will be issued a set of maternity uniforms, at TSA's expense, consisting of five maternity shirts, and five maternity trousers. Maternity shirts may be ordered in

any combination of short and long-sleeve that total five.

(5) Tie Tacks/Tie Bars: Officers may purchase, at their expense, and wear tie tacks/tie bars. Tie tacks may be button or stud style tie tacks that do not exceed ½ inch diameter and must be plain gold or silver in color. Tie bars must not exceed $^{3}/_{8}$ inch in width and be plain gold or silver tone metal. Tie tacks/ bars with logos or emblems must be of TSA/Department of Homeland Security (DHS) or other Federal Government organizations.

(6) Baseball Cap: Officers may purchase, at their expense, and wear baseball caps. The baseball cap must be navy blue in color with a DHS or TSA patch affixed to the front of the cap. The baseball cap must be worn with the brim facing forward. Baseball caps may only be worn by officers performing baggage screening functions, in a baggage screening room outside the view of the public or curbside, and by officers performing ATLAS, VIPR, or similar activities outside the airport building.

(7) Pins: Officers may wear up to two authorized pins (about three-quarters of an inch in diameter) on the uniform. DHS and TSA headquarters issued pins and other officially-issued Federal Government pins (subject to FSD approval) may be worn. FSD and other FSD-approved, locally-issued, pins may also be worn. One of the pins may be a replica of the American flag. The location of the pins will be as approved by the FSD.

(8) Ceremonial Program Uniform: Management will provide specific uniform items for the TSA-approved Ceremonial Programs. Uniform items will be issued to officers who serve as a member upon entry into a Ceremonial Program. Officers must return all Ceremonial Program uniform items to management when departing from the Ceremonial Program. See TSA MD 1100.00-10, *Ceremonial Programs*, for additional information.

E. Accessories and Grooming

(1) Eyewear: Only plain frame prescription eyeglasses with neutral colored lenses may be worn with the uniform. Sunglasses or eyeglasses that are faddish in style or color (e.g., mirrored, opaque, iridescent or fluorescent colors) must not be worn while on duty. Sunglasses or darkly tinted glasses must not be worn inside the building.

(2) Jewelry:

(a) Officers may wear only stud style earrings that do not exceed ¼ inch in diameter and are made of plain gold or silver tone metal, pearl, or other gemstone, and earrings may only be worn in the ear lobe. Female officers

may not wear more than two earrings per ear lobe and male officers may wear only one stud style earring per ear lobe. Earrings must not detract from the professional appearance of an officer as determined by the FSD.

(b) Necklaces may be worn if not visible to the public.

(c) Other than earrings, no other jewelry, including tongue piercing, may be worn on or about the face, head or mouth. Body piercing, except for earrings, may not be visible to the public.

(d) Rings or ring sets on fingers must be limited to no more than two rings per hand.

(e) While on duty, beads, chains, bracelets, and similar jewelry are prohibited.

(f) Medical identification bracelets/necklaces may be worn.

(g) Wrist watches may be worn while on duty. Watches should be of a style that minimizes sliding up the arm and are not of a size that could create a safety issue. Watches must not detract from the professional appearance of an officer.

(3) Facial Hair: Male officers must be neatly shaven or maintain neatly trimmed and well-kept facial hair not more than ½ inch in length.

(4) Hair:

(a) Hairstyles and hair colors must be judged by a reasonable person standard and present a neat, clean, professional appearance. Hair must be kept clean and the style must not present a ragged, unkempt or extreme appearance.

(b) Hair length for male officers must not extend below the bottom of the back of the collar. Hair accessories may be used to meet this requirement; however, such accessories must be concealed as much as possible and should not distract from the uniform. In addition, the use of one's own hair to meet this standard is permitted as long as the style maintains a professional look and does not distract from the uniform.

(c) While on duty, hair length for female officers can touch, but must not extend below, the top of the shoulder. Hair accessories may be used meet this requirement; however, such accessories must be concealed as much as possible and should not distract from the uniform. In addition, the use of one's own hair to meet this standard is permitted as long as the style maintains a professional look and does not distract from the uniform.

(d) Hair and/or hairpieces, whether dyed or natural, must appear natural in color.

(5) Make-up: Make-up and make-up colors must present a neat, clean, and professional appearance to be judged by a reasonable person standard.

(6) Tattoos:

(a) Tattoos of any kind on the head, face, and exposed areas of the neck must be covered at all times and not visible to the general public. TSA issued and approved items such as turtlenecks or dickies may be used to cover tattoos on the lower neck.

(b) In addition to the tattoos addressed in Section (6)(a) above, tattoos that are indecent, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination, as well as tattoos that have a negative impact on our ability to carry out our mission are prohibited on all exposed parts of the body and must be covered at all times and not visible to the general public when an officer is in uniform. If an officer cannot cover prohibited tattoos on their arms with a plain, single colored royal blue acceptable band or royal blue sports sleeve the officer must wear a long-sleeved shirt. If an officer cannot cover prohibited tattoos on their legs with a plain, single colored royal blue acceptable band or royal blue sports sleeve the officer must wear trousers or cargo pants.

NOTE: The FSD will make the final determination on any questionable tattoo exposure. Human Capital (HC), Chief Counsel, and/or Civil Rights and Liberties, Ombudsman & Traveler Engagement may be consulted for assistance in making this determination.

(7) Fingernails: Fingernails must not extend further than ¼ inch beyond the tip of the finger. Fingernail colors must be judged by a reasonable person standard and present a neat, clean, and professional appearance.

(8) Chewing Gum and Tobacco: Officers are prohibited from chewing gum or tobacco during the performance of their duties.

(9) Personal Electronic Devices: Officers are authorized to wear personal electronic devices (PED), including cell phones, smart watches, and fitness trackers that have messaging and phone alert capabilities, in identified screening areas. PEDs may be displayed visibly, for example, worn on the belt.

PEDs must not be used for personal purposes, except to check the time, while officers are performing screening functions or are within the screening area at any time. PEDs may only be used for personal purposes during an officer's rest or meal break in a designated area that is not co-located with the TSA screening area. PEDs must be silenced with alert features deactivated when worn by officers in or adjacent to screening areas, including baggage pods and rooms.

(10) Lanyards: All lanyards with personal messages, sports teams, organizations, clubs, etc. are not authorized. Only plain navy blue or black lanyards or lanyards with approved insignia which identifies an officer as a member of the TSA uniformed workforce are authorized.

F. Exemption to Uniform Requirements

(1) An exemption to the uniform requirements may be considered for appropriate, documented reasons, such as religious beliefs or medical reasons.

(2) Officers seeking an exemption must make a written request to their FSD stating the basis for the exemption.

(3) The FSD will review and approve or disapprove the request, in writing, after consulting with their local Field Counsel and, when appropriate, with HC.

(4) If an exemption is approved, the officer may then purchase and wear any authorized item that deviates from the standard uniform package with their uniform allowance (if available from the vendor) or personal funds.

(5) An approved exemption will be documented in the officer's local personnel file (EPF) and will continue to be applicable if the officer transfers within the airport or to another airport.

G. Uniform Allowance and Allotment

(1) All uniformed officers receive an annual monetary uniform allowance in addition to their annual uniform allotment. The allowance and allotment are posted on their individual accounts on the TSA uniform vendor's website. Annual allotment funds may be used to purchase any needed uniform item from the complete list of authorized uniform items, including standard or optional items. If a uniform no longer fits properly, they may use their uniform allowance to purchase the necessary uniform replacements.

(2) Officers no longer performing duties that require a uniform must not be allowed to order or receive additional uniform items regardless of how much money they

have left in their allowance. Additionally, officers may not use their uniform allowance or allotment to receive items for another officer or for use at home.

(3) Personal funds: Officers may use personal funds to purchase additional uniform items from the vendor. The vendor accepts orders directly from officers.

(a) Officers must report uniform purchases made with personal funds to their FSD, the uniform coordinator, or other designee, so those items may be recorded for future disposition.

(b) Officers will not be reimbursed for items they purchase with their own funds. Additionally, if TSA uniforms have not been delivered prior to the start of officers' reporting for duty, TSA will not reimburse officers who wear their personal attire to perform their duties.

(4) Alterations: Officers must not alter their uniforms. The uniform contract includes provisions for obtaining proper fit. Uniforms that do not fit should be returned to the vendor for replacement prior to being worn. Measuring instructions and an order form with sizing guides are available at the uniform vendor's website.

H. Uniform Security

(1) Retrieval of TSA Patches, Badges and Other Insignia:

(a) Officers are required to return for disposal all uniform items purchased and issued by TSA which contain TSA patches or cloth badges, and rank insignia (shoulder boards) when they leave TSA employment, are permanently reassigned to a non-screening position, or when the uniform items are no longer suitable for continued use. Officers who are promoted are required to return rank insignia of their previously held rank.

(b) Officers are required to remove and return for disposal all TSA patches, badges, and other insignia from self-purchased uniform items when they leave TSA employment, or when the uniform items are no longer suitable for continued use.

(c) The above items are to be returned to the FSD, the uniform coordinator, or other designee, at the officer's airport. Returned items that are serviceable may be retained and safeguarded at the airport or other appropriate facility for use by TSA officers.

NOTE: TSA MD 1100.30-10, *Employee Exit Clearance*, provides guidance on procedures for employees separating from TSA.

(d) Metal badges must be returned by the FSD, or designee, to the Security Branch as outlined in TSA MD 2800.11, *Badge and Credential Program*, and Handbook.

(e) Officers may keep uniform items that do not include TSA patches or cloth badges, and rank insignia (shoulder boards) regardless of whether TSA or the officer purchased the items.

(2) Officers on extended leave from TSA (e.g., military duty) are not required to return their uniforms while on leave. Officers must be instructed to safeguard their uniform from theft and unauthorized use during their absence.

(3) The FSD, or designee, may retrieve metal badges from the officer whenever an officer is on a period of extended leave or absence. The FSD must make this determination on a case-by-case basis, based on the officer's particular situation and length of absence. The FSD must retrieve the metal badge of any officer suspended from duty or placed on Administrative leave, regardless of the length of time. The FSD, or designee, will retain those items.

(4) Officers who separate from a uniformed position (e.g., moving to a non-uniformed position or separating from the agency) who fail to return TSA patches, badges, and other insignia must, after reasonable attempts by TSA to retrieve the items, be issued a letter (Attachment 1) by the FSD or designee notifying them that they may be subject to civil and/or criminal penalties if they fail to return items within 10 days from the date of the letter.

(5) Other related uniform tracking must be done in accordance with applicable Security Operations guidelines (See Section I below) and TSA MD 2800.11, *Badge and Credential Program*, and associated Handbook.

I. Accountability

(1) Acquisition Phase

(a) TSA uses a layered security approach to minimize theft and loss of uniforms.

(b) Our uniform vendor will not ship uniforms without confirming that the intended recipient is a TSA officer. This is verified by cross-checking the identity information on the uniform order against a roster provided by TSA HC.

(c) Uniforms are only shipped to TSA-designated uniform coordinators at designated addresses (airports) by traceable means.

(d) The uniform coordinators and badge custodians must obtain signatures from the officers and maintain records of all items received by officers.

(e) TSA HC provides to the uniform vendor lists of officers who leave TSA employment and the vendor then deactivates the departed officer's account in their system. If a deactivated officer attempts to order a uniform item, the uniform vendor must contact TSA to determine whether the person in question is now re-employed by TSA.

(f) Metal badges will only be shipped to FSDs at TSA designated addresses by traceable means.

(2) Utilization Phase

(a) Officers are responsible for maintaining the security and accountability of all uniforms and badges in their custody and control. If a uniform, metal badge or badge becomes lost or stolen, the officer must immediately report the facts to his/her supervisor or other management official.

(b) If a uniform becomes unsuitable for continued use while in an officer's possession, it should be turned in to the uniform coordinator for proper disposition, including adjustment of the uniform master records.

(c) Incorrect items, sizes, or obvious manufacturer's defects should be returned to the vendor at the vendor's expense (with the return shipping label provided with the uniform item) before the item is worn. Returns must occur within 60 days of shipment. Items with manufacturer's defects discovered after the 60-day period may continue to be returned to the vendor at the vendor's expense during the first year of wear.

(3) Maintaining a Master Uniform Record

(a) FSDs are responsible for designating a uniform coordinator to maintain a Master Uniform Record in the Performance Measurement Information System to keep records regarding uniform issuance. The following uniform items must also be accounted for:

i. Shirts (long and short-sleeve; and maternity);

ii. Sweater vests;

iii. Long-sleeve sweaters;

iv. Team jackets;

v. Parkas;

vi. Three-seasons jackets;

vii. Polo shirts;

viii. Insulated coveralls;

ix. Unlined coveralls;

x. Shoulder boards;

xi. Cardigan sweater;

xii. Commando sweater;

xiii. 3-in-1 jacket;

xiv. Ike jacket; and

xv. Windbreaker jacket.

(b) The metal badge must also be included in the master uniform record and will require extra/unique accountability processes (discussed below).

(c) All airport master uniform records must also be supported by copies of receipts such as TSA Form 256*, Property Hand Receipt* or TSA Form 289, *Uniform Hand Receipt* signed by the officer and maintained in the individual officers' EPF to acknowledge possession, receipt, and accountability for all uniform items.

(d) All items issued must be signed for on the TSA Form 256 or TSA Form 289. Airports must not use copies of signed shipping lists to document officer uniform files.

(4) Optional Item Accounting

(a) FSDs may choose to maintain a record of items that do not contain patches or cloth badges. At the discretion of the FSD, the following items may be entered in a Master Uniform Record:

i. Ties;

ii. Belts;

iii. Nameplates;

iv. Socks and Shoes (if purchased from the uniform vendor); and

v. Any items in current or future inventories without patches or badges.

(b) These items should be controlled by management oversight (minimum requirement is maintenance of signed TSA Form 256 or TSA Form 289 in the individual officers' folder) to protect against fraud, waste, and abuse, but do not require the same property disposal documentation requirements.

(5) Accountability for Metal Badges

(a) Metal badges will be sent directly to hub airport FSDs, or designees, for distribution to officers in all their respective hub and spoke airports.

(b) The master uniform record for metal badges must contain the badge number, officer name, date issued, a signed receipt from the officer (TSA Form 256) and the date recovered from the officer, when applicable.

(c) All metal badges must be issued, signed, and accounted for by badge number for each officer.

(d) FSDs will designate someone, either the accountable property officer, a designated property custodian, or credential program coordinator to serve as the FSD's designated badge custodian. The designated badge custodian will be responsible for managing and controlling the badges. The designated badge custodian must:

i. Sign for metal badges by serial number and maintain custody and control of the metal badges until they are issued to a specific officer; and

ii. Keep all non-issued badges in a locked room/facility or container to which the FSD's designated badge custodian controls the access.

(e) The FSD's designated badge custodian will maintain a written receipt for each returned metal badge. The badge custodian will update the TSA Form 256, created when the metal badge was issued, to record the officer's return of the metal badge. If the badge custodian cannot access the original TSA Form 256 at the time the metal badge is returned, a new form, to be filed along with the original form, may be created to note the return of the metal badge. Officers should be provided a copy of the form acknowledging the return of the numbered badge.

(f) Airports must establish local processes to ensure that metal badges are recovered when an officer terminates their employment or enters a position which no longer requires a metal badge. If the metal badge is not returned directly to the FSD's designated badge custodian, it must be transferred to the badge custodian as quickly and efficiently as possible. Once the metal badge is transferred to the custodian, he/she must document the return as described above.

(g) Filing a false report of lost/stolen property may result in disciplinary action, up to and including removal from Federal service.

(h) Metal badges must be accounted for in accordance with TSA MD 2800.11, *Badge and Credential Program*, and associated Handbook.

J. Records Reconciliation and Inventories

(1) If discrepancies regarding uniform items exist between airport records and officer records that cannot be resolved locally, airports may request historical files from the uniform vendor to assist in resolution.

(2) Stocks of returned uniform items must be physically inventoried quarterly, by a disinterested party (not responsible for the property) appointed by the FSD, to assure proper accountability and control has been maintained.

(3) When uniform items on the master uniform record go out of service at each airport, final records reconciliation must be completed.

(4) The final records reconciliation must state the final disposition of the items that have gone out of service. The information must include:

(a) The number of items on the records (either issued to officers or held by uniform coordinators);

(b) The number of items recovered;

(c) The number of items destroyed (including the method of destruction); and

(d) The number of items not recovered (including a description of the efforts made to recover the items).

Attachment

SAMPLE LETTER

[Date]
[Addressee]

RE: TSA-Issued, U.S. Government Property

Dear [Mr. /Mrs.] [Name]:

On [**enter date**], TSA required you to return TSA-issued, U.S. Government property uniform items to your supervisor, including your identification badge, as well as TSA training materials and operations manuals. To date, you have failed to return [**state specifically the items that need to be returned**]. You must return this property to [**put name and telephone number of TSA person at your airport that the former officer should contact**] immediately.

Your failure to return this TSA-issued, U.S. Government property item(s) within ten (10) days from the date of this letter may result in civil and/or criminal enforcement actions against you. These enforcement actions could subject you to civil penalties of up to $10,000 for each day beyond the ten-day grace period noted above that you fail to return the property, and/or criminal penalties.

If you have any questions, please contact the TSA representative named above.

Sincerely,

[FSD name and signature]