



**TSA MANGEMENT DIRECTIVE 1100.73-2
DRESS AND APPEARANCE RESPONSIBILITIES
FOR UNIFORMED OFFICERS**

To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Respect and Commitment.

NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive and all related Handbooks, Attachments, and Appendices establish Transportation Security Administration (TSA) policy and must be applied accordingly.

REVISION: This revised directive supersedes TSA MD 1100.73-2, *TSO Dress and Appearance and Responsibilities*, dated February 3, 2010.

SUMMARY OF CHANGES: Management Directive title change from TSO Dress and Appearance Responsibilities to Dress and Appearance Responsibilities for Uniformed Officers. Section 2, Scope was modified to include the current titles of uniformed officers. Section 4, Definitions revisions were made to the definition of officer and multiple definitions were removed and placed in the accompanying handbook. Section 5, Responsibilities, removed all references to TSA Form 1175, which is no longer being used for acknowledgement. Administrative changes throughout the directive.

1. **PURPOSE:** This directive provides TSA policy and procedures for proper wearing of the TSA uniform, personal appearance and conduct while in uniform, and the use of the TSA Badge. The directive also establishes procedures for acquiring, wearing, maintaining, retrieving, and disposing of the official TSA uniform. The directive also authorizes the payment of uniform allowances.
2. **SCOPE:** This directive applies to all TSA officers 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). Bargaining unit employees should reference the collective bargaining agreement if one is in effect.
3. **AUTHORITIES:**
 - A. Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:** For definitions, see [TSA Handbook 1100.73-2, Dress and Appearance Responsibilities for Uniformed Officers](#).
5. **RESPONSIBILITIES:**
 - A. Federal Security Directors (FSDs), and designees, are responsible for:
 - (1) Authorizing the designation of officer uniform items to be worn at an airport, consistent with this directive and related handbook, based on job assignment, time of year, and geographic considerations;

**TSA MANAGEMENT DIRECTIVE No. 1100.73-2
DRESS AND APPEARANCE RESPONSIBILITIES
FOR UNIFORMED OFFICERS**

- (2) Complying with this directive and related handbook;
- (3) Ensuring that officers comply with this directive and related handbook;
- (4) Providing a copy of this directive, and handbook to all officers, posting the directive in a prominent, accessible, and appropriate area in the workplace, and informing all officers of the posting; and
- (5) Maintaining accurate written records of inventories of uniform items in accordance with applicable TSA records retention guidance.

B. Supervisors and managers are responsible for:

- (1) Complying with this directive and related handbook;
- (2) Ensuring officers under their supervision are in compliance with this directive; and
- (3) Initiating appropriate administrative action when one of their officers violates any of the provisions of this directive and/or related handbook.

C. Officers are responsible for:

- (1) Reading and adhering to this directive and related handbook;
- (2) Seeking clarification from their supervisor or manager in cases of doubt or misunderstanding as to this directive and/or related handbook's application, and for knowing the consequences of violating this directive and/or related handbook;
- (3) Ensuring the safekeeping of sensitive accountable property; and
- (4) Securing and safeguarding uniforms, patches, badges, and identification to prevent them from being lost or stolen.

6. POLICY:

- A. Officers shall wear a standardized uniform as a readily identifiable symbol of the security mission and role of the TSA officer. Uniforms are only available to be purchased or worn by officers as set forth in this directive and related handbook.
- B. The TSA uniform must be worn with a metal badge unless otherwise stated in this directive and related handbook. Metal badges will only be worn in an official capacity on the officers' uniform as described in this directive and related handbook. Misuse of the metal badges will not be tolerated. See [TSA MD 2800.11, *Badge and Credential Program*](#), and the associated [Handbook](#), for additional guidance and instruction regarding metal badges.

**TSA MANAGEMENT DIRECTIVE No. 1100.73-2
DRESS AND APPEARANCE RESPONSIBILITIES
FOR UNIFORMED OFFICERS**

- C. All officers shall adhere to the Personal Appearance Standard to reflect the level of professionalism commensurate with their duties and responsibilities. The FSD, or designee, shall ensure all officers meet the Personal Appearance Standard. Failure to adhere to the provisions of the directive and related handbook may result in appropriate administrative action. Repeated violations of this policy may result in disciplinary action, up to and including removal from federal service.
- D. All officers must wear properly fitted uniforms on duty. The contract for issuing uniforms includes provisions for obtaining proper fit. Uniforms that do not fit should be returned to the uniform contractor for replacement prior to being worn. If standard sizes do not provide a proper fitting uniform, the officer must call the uniform contractor's customer service office to request special measurement uniforms.
- E. Officers shall not wear their TSA uniform while participating in activities outside of work. However, brief stops that are a part of the normal work commute (e.g., dropping off and picking up children from day care or school, stopping to buy a cup of coffee, and/or grocery shopping) are permitted while in uniform. It is important that officers understand the public will view an officer in uniform as representing TSA, even if the officer is off duty. As such, officers should be mindful not to wear the uniform in inappropriate establishments, or participate in activities that could compromise the credibility of the agency. Examples of activities prohibited while in uniform include, but are not limited to, consuming alcoholic beverages, or participating in public events (including volunteer activities) not explicitly approved or sponsored by TSA/Department of Homeland Security.

NOTE: The activities stated above are merely examples and do not represent a comprehensive list of permitted or prohibited activities. If there is any question as to a specific activity, employees should discuss with their supervisors or managers.

- F. Officers must not store any TSA uniforms, patches, badges, or other forms of TSA identification in personal vehicles.
 - G. In memory of deceased employees and for other national mourning declarations, officers may be granted approval to wear black mourning bands on their metal badges. Officers may also be authorized to wear uniforms to attend related funerals. The wearing of black arm bands for such occasions is not authorized. Mourning bands may be worn for a period not-to-exceed two weeks after an employee's death, or as authorized for National mourning declaration.
 - H. Only TSA Headquarters authorized insignia and accessories may be worn on or with the uniform.
 - I. Employees must return uniforms when they leave TSA employment. TSA insignia from personally purchased uniform items must also be returned to TSA for disposal. Please see Section H of the Handbook for more information.
7. **PROCEDURES:** See [TSA Handbook 1100.73-2, *Dress and Appearance Responsibilities for Uniformed Officers*](#).

**TSA MANAGEMENT DIRECTIVE No. 1100.73-2
DRESS AND APPEARANCE RESPONSIBILITIES
FOR UNIFORMED OFFICERS**

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

APPROVAL

Signed

October 23, 2018

Karen Shelton Waters
Assistant Administrator for
Human Capital

Date

EFFECTIVE

November 5, 2018

Date

Distribution: Administrator, Deputy Administrator, Chief of Staff, Executive Assistant Administrators, Chief Administrative Officer, Assistant Administrators, Chief Counsel, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Office Directors, Administrative Officers, Human Resources Specialists, and TSA Officers

Point-of-Contact: HCAccess Helpdesk: HelpDesk@mailserver-hraccess.tsa.dhs.gov