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Reminder Bulletin for HR Community – 10/30/2018

Reminder: Security Officer Workforce Tool Is Closing in Three Days

The Security Officer Workforce Tool (SWT) will remain open for three more days to enter performance data accessible through the Request for Personnel Action (RPA) application on HCInsight, or click [here](#).

Note: The SWT will close on Friday, November 2, 2018 at 11:00 p.m. Eastern Daylight Time (EDT).

Please note the following important information to remember when entering and submitting data:

- Only one person can edit a folder at a time.
- If you initiated or edited a roster, you are not allowed to approve the folder. If no one at your location can approve the completed folder, please send an email to your SWT regional point of contact (POC) for assistance.
- If you need to add an employee to your roster, please send an email to your SWT regional POC. Please include employee's legal name and airport code.
- To prevent the application from timing out, save your work every 10 minutes.
- You must submit a rating or justification for every employee on the roster.
- If you find employees on your rosters who have either transferred to another agency or separated, they should be marked as "Justification for No Rating" stating Retired/Terminated/Left TSA.
- For quality assurance, password protect the Excel spreadsheet before sending it.
- Select the correct position under the "Rated As" column.

Please review the job aid below, which is posted on HCInsight under Tools > Training > Security Officer Workforce Tool > Security Officer Workforce Tool Quick Guide, or click [here](#).

For additional information, contact your regional POC below:

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Questions?

Please contact the HCAccess Help Desk by phone at 1–877–872–7990, by fax at 1-877-872-7993, or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Daylight Time (EDT) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EDT Saturday and 12:00 p.m. to 4:00 p.m. EDT Sunday. Visit our website at this [link](#), and check out HCAccess online at this [link](#).