

Purpose:

The purpose of this Concept of Operations (CONOPS) template is to guide requestors in providing complete responses in the request for establishing a Reimbursable Screening Services Program (RSSP) location. The completion of the request process will be executed in accordance with the Transportation Security Administration (TSA) *RSSP Implementation Plan*.

Objectives:

The CONOPS will support *TSA Form 459 – TSA Reimbursable Screening Service Program Pilot*. It will be used by members of TSA to perform all activities required to review and to evaluate the criteria outlined in the *TSA Request for Screening Services Guidance to Industry* document. Additional information may be requested upon TSA's review of the CONOPS. The request effort must provide a smooth, organized, and well-documented plan of action from inception to completion. Objectives include:

- Provide timely, accurate communications to all stakeholders.
- Develop transition with no impact to security operations.

Logistics:

It is recommended that the person completing *TSA Form 459 – TSA Reimbursable Screening Service Program Pilot* and the CONOPS gather the organization's authorities, budget information, and preliminary diagrams ahead of time. Ensure that the CONOPS contain the airport information and completion details as shown on the next page of this template. All completed CONOPS must have, but is not limited to, the information for the five sections listed on the next page.

The completed CONOPS must be renamed XXX_ZZZ_RSSP CONOPS_YY.MM.DD (where XXX is the airport code, ZZZ is the abbreviation of the regulated entity, and YY.MM.DD is the two-digit year, two-digit month, and two-digit day completion date). The completed CONOPS will contain Sensitive Security Information (SSI). SSI material can utilize the appropriate SSI cover sheet but must contain the SSI header and footer language and be password protected.

The completed CONOPS, along with the completed *TSA Form 459 – TSA Reimbursable Screening Service Program Pilot* must be sent to the RSSP team via email to TSA.RSSP@tsa.dhs.gov. The password to the protected CONOPS must be sent in a separate email to the RSSP team.

The CONOPS should be on official
letterhead of the Regulated Entity

Reimbursable Screening Services Program

Concept of Operations

Airport Name/Code: *Airport Name (CODE)*

CONOPS Completed By: *First Name Last Name, Title*

(Multiple contacts are allowed if necessary to capture the regulated entity, operator, and any other stakeholders. Enter each person's full name, organization, and title.)

CONOPS Completed Date: *(MM/DD/YYYY)*

CONOPS Template:

A CONOPS has at least five (5) sections, each to ensure all factors of the request are met and sufficient detail is provided for TSA evaluators to rate to the evaluation factors.

- Section 1 – Concept Introduction and Background
- Section 2 – Passenger Qualifications
- Section 3 – Passenger Screening Areas
- Section 4 – Contingency Plans
- Section 5 – Appendix or Attachments

Section 1 – Concept Introduction and Background:

- Describe the airport and need to be met by having an RSSP location.
- Explain the role that the local Federal Security Director and other TSA staff had in preparing the request and CONOPS.
- Specify if there are any off-airport or off-site plans.
- Describe if any activities will or will not interfere with other airport operations.
- Describe any other impacts and benefits such a local, regional, health, and environmental conditions.

- State how the regulated party will obtain the Transportation Security Equipment (to include more details regarding the funding ability if not detailed in the *TSA Form 459 – TSA Reimbursable Screening Service Program Pilot*).
- Explain if any existing Airport Security Program (ASP) or Aircraft Operator Standard Security Program (AOSSP) has been or will be amended due to participation in the RSSP and the timeline for completing any necessary updates.
- List the planned implementation schedule (e.g., proposed equipment installation, testing, go-live date).
- Optional: Include a graphic with the layout.

Section 2 – Passenger Qualifications:

- Describe who will have access to the RSSP location, screening area, and guidelines (e.g., high profile passengers).
- Describe who will not have access to the RSSP location (e.g., walk-ups, non-paying passengers, no reservations).
- Explain how passengers will be vetted and screened, such as airline elite programs, TSA Pre-Check, etc.

Section 3 – Passenger Screening Area(s):

- Detail the passenger coordination and arrangements (to include any check baggage care and control).
- Describe how passengers will arrive, be screened, and remain in the sterile areas.
- List the operating hours and advanced notification requirements (if any).
- For off-terminal locations, explain how TSA Transportation Security Officers will be transported to and from the screening area.
- Detail the screening location (airport terminal, break rooms, rest rooms, etc.).
- Detail the security available at the checkpoint (e.g., Closed Circuit Television, escorts, Ground Security Coordinators, SIDA badges, dedicated security managers, additional training, after-hour protection, etc.).
- Provide any collaboration needs or plans with non-TSA organizations, such as the US Customs and Border Patrol.
- Required: Diagrams of the proposed screening area and facility layouts, surrounding entry and exit access, parking lot(s).

Section 4 – Contingency Plans:

- Explain the process for any unauthorized access detected.

- Describe how any adverse impact to TSA security operations will be addressed.

Section 5 – Appendix or Attachments:

- Attach any documents, security plans, and supporting evidence that may be beneficial during the TSA RSSP review and approval stages.