



*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.*

**REVISION:** This revised directive supersedes TSA MD 2800.15, *Foreign Visitor Management*, dated August 18, 2009.

**SUMMARY OF CHANGES:** Section 3, Authorities, revised order of Authorities so they are in alphabetical order; Section 4.B, updated definition of Escort; Section 4.G, added definition for Security Appointment Center; Section 5.C, updated responsibilities for TSA Sponsors; Section 6.A and 6.B, added policy guidance notification of foreign national visits and meetings with foreign nationals; and Section 7.A, Section 7.B, and Section 7.C, added procedures for foreign visitor sponsor requests, notifications, and status check for requested submissions; Made other minor editorial changes throughout the text as necessary.

1. **PURPOSE:** This directive provides TSA policy and procedures for reporting and tracking visits by foreign nationals to TSA-controlled facilities within the United States (U.S.) and its territories.

2. **SCOPE:** This directive applies to all TSA organizational elements.

3. **AUTHORITIES:**

- A. Aviation and Transportation Security Act (ATSA), Public Law 107-71
- B. Counterintelligence Enhancement Act of 2002, Public Law 107-36
- C. Homeland Security Act of 2002, Public Law 107-296
- D. National Security Act of 1947, 50 U.S.C. Chapter 15
- E. Presidential Decision Directive/National Security Council (PPD/NSC)-12
- F. The Foreign Intelligence Surveillance Act, 50 U.S.C. § 1801 *et seq.*, (FISA)
- G. [DHS MD 11052, Internal Security](#)
- H. [TSA MD 2800.5, Internal Security Reporting: Foreign Contact and Travel](#)

4. **DEFINITIONS:**

- A. Counterintelligence (CI): As defined by the National Security Act of 1947 (as amended) Section 3 (50 USC 401a), information gathered, and activities conducted, to protect against espionage, other intelligence activities, sabotage, or assassinations conducted by,

or on behalf of foreign governments or elements thereof, foreign organizations, foreign persons, or international terrorist activities.

- B. Escort: A TSA employee, detailee, or contractor who is assigned responsibility to escort a foreign national working in, or traveling to, a TSA facility that ensures there is no unauthorized access to sensitive or classified information. An escort must be a U.S. citizen who has undergone approved, pre-hire suitability checks through the TSA Personnel Security Section, Security Branch, Security Services and Assessments (SSA) Division, Office of Law Enforcement/Federal Air Marshal Service (OLE/FAMS).
- C. Foreign National: A person who is not a citizen of the U.S.
- D. Foreign National Visits: Foreign national visits can entail one-time meetings, briefings, tours, or technical consultations. However, visits can also include long-term, cooperative projects and exchange agreements.
- E. Indices Check: A procedure whereby a request is made to appropriate U.S. Government agencies to determine whether or not adverse information exists on a particular foreign national.
- F. Operations Security (OPSEC): The process by which information on U.S. Government capabilities and intentions remain inaccessible to those without the need to know by identifying, controlling, and protecting access to all materials which concern the planning, conduct, and execution of sensitive activities and operations.
- G. Security Appointment Center (SAC): Serves as a TSA internal online reporting database for reporting visits by United States citizens, Legal Permanent Residents, and foreign nationals to TSA workspaces and facilities.
- H. Sponsor: Any TSA employee who wishes to sponsor a visitor to a TSA facility. A contractor seeking to host a foreign national to a TSA facility must have a TSA employee submit the request.
- I. Sensitive Country: A country which the U.S. Government or DHS has assessed as having potential risk factors on the grounds of national security, nuclear proliferation, regional instability, or terrorism, and may therefore attempt to acquire sensitive U.S. information through surreptitious methods.
- J. TSA-Controlled Facility: A building, area, room, or leased space, whether for single or multi-tenant occupancy, and its grounds and approaches, all or any portion of which is under the jurisdiction, custody, or control of TSA. It includes TSA-controlled commercial space shared with non-government tenants; TSA-owned contractor-operated facilities; and facilities under a management and operating contract, such as for the operation, maintenance, or support of a Government-owned or controlled research, development, special production, or testing establishment.

**5. RESPONSIBILITIES:**

- A. The Chief Security Officer (CSO), Security Branch, SSA, OLE/FAMS, is responsible for ensuring the development and implementation of policies and procedures relating to the TSA Internal Security Program, including the management of Foreign National Visitors to TSA-controlled facilities. The CSO is the agency's approving authority for foreign visitor access.
- B. The Security Management Section, Security Branch, SSA, OLE/FAMS, is responsible for:
  - (1) Developing foreign visitor policies, procedures, and guidance materials for TSA organizational elements;
  - (2) Maintaining liaison activities with the DHS Office of Security regarding all foreign national visits; and
  - (3) Providing timely responses to requests for foreign visits.
- C. TSA Sponsors are responsible for:
  - (1) Ensuring that all visits are processed via the online [Security Appointment Center's \(SAC\) Visitor Request Form](#) in advance of the visit;
  - (2) Determining in advance what level of information is expected to be discussed and/or shared with the foreign visitor. Additional coordination or follow-up actions may be required, depending upon the type of information that is requested to be shared with the foreign national;
  - (3) If a discussion of classified information with a foreign national(s) is required, ensuring the appropriate security clearance information is provided to TSA's Special Security Officer (SSO) at [tsa-ssso@tsa.dhs.gov](mailto:tsa-ssso@tsa.dhs.gov) in order to verify that the foreign national(s) security clearance is commensurate with the appropriate/required U.S. security clearance; and
  - (4) Coordinating the visit of the foreign national with the TSA facility or facilities involved in the visit.

**6. POLICY:**

- A. The requirement to submit notification of foreign national visits to TSA-controlled facilities is necessary in order to address security issues, ensure that unauthorized access to sensitive and classified information does not occur, and ensure that foreign national visits are consistent with U.S. and DHS national security policies and objectives. Non-compliance with this directive may result in refusal to allow foreign national access to TSA facilities.

- B. Meetings with foreign nationals in publicly accessible areas, or at off-site locations that are not controlled by TSA, are not subject to this directive. However, TSA employees and contractors may need to document meetings under separate foreign contact reporting requirements as described in TSA MD 2800.5.

## 7. PROCEDURES:

- A. The foreign visitor sponsor shall submit his/her request electronically at least 20 business days in advance of the visit by completing the online visitor request form in the SAC.

- (1) Shorter notice visits can be accommodated but should not be the norm; and
- (2) In the rare instance there is a system outage and submission of the online visitor request form through the SAC is not an option, employees shall use [TSA Form 2816A, Foreign National Visitor Request - Individual](#) or [TSA Form 2816B, Foreign National Visitor Request - Group](#) and submit the form by email to the Foreign Visitor Mailbox at [ForeignVisitor.TSA@tsa.dhs.gov](mailto:ForeignVisitor.TSA@tsa.dhs.gov).

- B. All changes to previously submitted requests must be reported to the Security Management Section at [ForeignVisitor.TSA@tsa.dhs.gov](mailto:ForeignVisitor.TSA@tsa.dhs.gov), as soon as possible.

- (1) When the foreign visitor sponsor has entered the visit in the SAC, he/she must send an email notification to the Foreign Visitor mailbox (see email address above) so that the visit can be modified, as necessary, within the system; and
- (2) If the request was submitted using TSA Forms [2816A](#) or [2816B](#), any changes to the original submission shall be updated and the sponsor shall resubmit a revised form with the changed information as soon as possible.

**NOTE:** Some examples of changes include: differences in visitor names, personal data, dates of meetings, and locations.

- C. Sponsors may check the status of their submissions by logging into the SAC dashboard and viewing the current status of their request.

- D. The Security Management Section shall implement the following procedures:

- (1) Notify the TSA Sponsor, via e-mail, of the determination on the proposed visit, with the following guidance: approved, approved with concerns, or disapproved;
- (2) Provide follow-up actions and/or special instructions, if applicable; and
- (3) Notify the TSA Sponsor of any extraordinary security measures and/or procedures required while hosting a foreign national when the indices check produces counterintelligence concerns or the foreign visitor is from a country identified as sensitive.

- a) In cases where extraordinary security measures are required, the Security Management Section, may also require the TSA Sponsor to submit an additional report on the circumstances surrounding the visit, or in the event the subject foreign national has made an attempt to elicit or otherwise obtain sensitive or other classified security information, the TSA Sponsor is then required to submit [TSA Form 2823, Foreign Contact Report](#) via e-mail to: [OPSEC.TSA@tsa.dhs.gov](mailto:OPSEC.TSA@tsa.dhs.gov).

E. Additional information regarding the Foreign Visitor Management program may be obtained at the following link: [TSA Foreign Visitor Program](#).

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

**APPROVAL**

*Signed*

July 6, 2017

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Roderick Allison  
Assistant Administrator/Director  
Office of Law Enforcement/Federal Air Marshal Service

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Date

**EFFECTIVE**

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Date

Distribution: All Assistant Administrators, Office Directors, Program Managers, employees and contactors

Point-of-Contact: Office of the Chief Security Officer, Security Management Section, [ForeignVisitor.TSA@tsa.dhs.gov](mailto:ForeignVisitor.TSA@tsa.dhs.gov)