



Transportation
Security
Administration

OFFICE OF LAW ENFORCEMENT/
FEDERAL AIR MARSHAL SERVICE
Emergency Preparedness

TSA MANAGEMENT DIRECTIVE No. 3300.5
SPECIAL EVENTS

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

1. **PURPOSE:** This directive establishes policy and procedures for planning, coordinating, and executing TSA's support for National Special Security Events (NSSE) and DHS-designated special events.
2. **SCOPE:** This directive applies to all TSA organizational elements (OEs).
3. **AUTHORITIES:**
 - A. Title 18 U.S.C., § 3056
 - B. Title 49 U.S.C. § 114 and Chapter 449
 - C. [TSA MD 3300.2, Emergency Preparedness](#)
4. **DEFINITIONS:**
 - A. After Action Report/Improvement Plan (AAR/IP): Data from exercises and actual incidents are collected and analyzed by an evaluation team and become the basis for AAR/IP. Reviewing data provides an accurate reflection on what occurred and identifies areas for improvement.
 - B. Corrective Action Program (CAP): A vehicle for identifying requirements, assigning responsibilities, and developing corrective actions to resolve deficiencies and weaknesses in the TSA Special Events Operation Plan. Valid corrective actions are incorporated into a plan, tested, and evaluated through exercises.
 - C. Field Event Coordinator (FEC): An on-site TSA management official in charge of coordinating and directing TSA's national level response to a given special event consistent with the TSA Special Events Operation Plan.
 - D. National Special Security Event (NSSE): Federally-designated events requiring special security due to their high visibility and potential attractiveness to threat elements.
 - E. Organizational Element (OE): A major TSA organizational element headed by an approving official with delegated authority and assigned scope and responsibility for subordinate program offices.
 - F. Special Event Assessment Rating (SEAR) Levels: A single Federal interagency resource used for assessing and categorizing domestic events that do not rise to the level of an NSSE. The SEAR levels are:

- (1) **SEAR 1:** Events of significant national and/or international importance that may require extensive Federal interagency security and incident management preparedness.
 - (2) **SEAR 2:** Significant events with national and/or international importance that may require direct national-level Federal support and situational awareness.
 - (3) **SEAR 3:** Events of national and/or international importance that require only limited direct Federal support to augment local capabilities.
 - (4) **SEAR 4:** Events with limited national importance that is generally handled at the state and local level.
 - (5) **SEAR 5:** Events that may be nationally recognized but generally have state or local importance.
- G. Special Events Coordinator (SEC): A TSA official assigned to the Office of Law Enforcement/Federal Air Marshal Service (OLE/FAMS), Office of Flight Operations, Emergency Preparedness Division. The SEC serves as the point-of-contact (POC) for all special events, formulates the TSA Special Events Operation Plan, prepares briefings for executive leadership, and provides support to the FEC during planning, coordination, and execution of special events.
- H. Standard Operating Procedure (SOP): For the purposes of this directive, a document that provides procedural guidance for designated special events.
- I. TSA Special Events Operation Plan: A TSA-formulated plan designed to achieve the goals and objectives of a designated special event. The plan aligns/unifies all TSA OE's strategies, capabilities, and resources.
- J. TSA Special Events Working Group (SEWG): Chaired by the SEC, the SEWG is comprised of representatives from TSA OEs with roles and responsibilities associated with special events. The OE representatives serve as the primary POCs for planning, coordinating, and executing special events within their offices.

5. RESPONSIBILITIES:

- A. The Assistant Secretary, or designee, is responsible for:
- (1) Selecting the FEC for NSSEs, SEAR 1 events, and select SEAR 2 events;
 - (2) Approving the final TSA Special Events Operation Plan; and,
 - (3) Assigning corrective action items from the final AAR/IP to the appropriate TSA OEs for resolution, as necessary.

B. The Assistant Administrator for Law Enforcement/Director of the Federal Air Marshal Service is responsible for:

- (1) Establishing necessary processes, policies, and procedures to ensure all resources devoted to special events activities within all TSA OEs are coordinated consistent with this directive and applicable supporting guidance;
- (2) Overseeing agency-wide efforts related to the overall planning, coordination, and execution of special events;
- (3) Providing administrative oversight and/or OLE/FAMS personnel during special events, as necessary;
- (4) Designating an SEC within the Office of Flight Operations, Emergency Preparedness Division, to serve as the lead planner for all TSA special events;
- (5) Developing an SOP for designated special events;
- (6) Ensuring TSA Special Events Operation Plans are developed for specific events consistent with this directive and applicable supporting guidance;
- (7) Providing/recommending a name, or a list of names, to the Assistant Secretary or designee in selecting the FEC for designated special events;
- (8) Conducting periodic assessments of the planning, coordination, and execution of special events; and,
- (9) Ensuring personnel assigned to special events responsibilities attend the appropriate training and participate in special events.

C. The Assistant Administrator for Security Operations is responsible for:

- (1) Establishing Office of Security Operation's (OSO) specific processes, policies and procedures consistent with this directive and applicable supporting guidance;
- (2) Providing the necessary administrative oversight and OSO personnel during special events, including but not limited to, Behavior Detection Officers, Transportation Security Specialist-Explosives, Federal Security Directors, Transportation Security Inspectors, and Transportation Security Officers;
- (3) Supporting the Assistant Administrator for OLE/FAMS in the FEC nomination process for special events, as necessary; and,
- (4) Ensuring personnel assigned to special events responsibilities attend the appropriate training and participate in special events.

- D. The Assistant Administrator for Intelligence is responsible for sharing appropriate information with authorized OEs within TSA to ensure those responsible for planning, coordinating, and executing special events receive the appropriate information to prioritize and concentrate their efforts and resources.
- E. The Chief Counsel is responsible for:
 - (1) Reviewing the TSA Special Events Operation Plan; and,
 - (2) Providing legal advice/guidance during the planning, coordination, and execution of special events, including but not limited to, review of regulatory and statutory authority, fiscal and procurement impacts, and related enforcement issues.
- F. TSA OEs are responsible for providing appropriate subject-matter-experts representation and support in the planning, coordinating, and executing, as well as AAR/IP and CAP for special events, as required.
- G. Federal Security Directors and Field Office Supervisory Air Marshals in Charge are responsible for:
 - (1) Providing support, to include personnel, for special events activities of national significance requiring enhanced security within their jurisdiction; and,
 - (2) Ensuring personnel assigned special events responsibilities attend the appropriate training and participate in special events.
- H. The FEC is responsible for:
 - (1) Managing and overseeing TSA's participation in special events;
 - (2) Coordinating with Federal, state, local, territorial, and tribal authorities to implement the TSA Special Events Operation Plan;
 - (3) Maintaining situational awareness for emergent trends during planning, coordination, and execution of special events;
 - (4) Providing periodic updates to TSA's leadership, as necessary; and,
 - (5) Briefing the Senior Leadership Team on the TSA Special Events Operation Plan.
- I. The TSA SEWG is responsible for:
 - (1) Providing the FEC with a forum to collaborate and coordinate with the various TSA OEs during special events planning; and,
 - (2) Serving as the primary resource to the FEC for special events plan development.

J. The SEC is responsible for:

- (1) Formulating and publishing the TSA Special Events Operation Plan;
- (2) Chairing the TSA SEWG;
- (3) Supporting the FEC in the planning, coordination, and execution of special events;
- (4) Assisting the FEC in briefing the Senior Leadership Team on the TSA Special Events Operation Plan; and,
- (5) Formulating the AAR/IP in coordination with all stakeholders to include the SEWG and the FEC.

6. POLICY:

- A. TSA shall provide security operations and interagency support during NSSEs, DHS-designated SEAR 1 events (e.g., Super Bowl, and the United Nations General Assembly), and select SEAR 2 events (e.g., North American Leaders Summit, and Papal visits).

NOTE: TSA typically does not participate in SEAR levels 3, 4, and 5.

- B. TSA shall prepare and plan additional security protection measures, as well as utilize TSA resources to support significant domestic or international events, which by virtue of their profile or status, represent a significant security risk. TSA shall utilize and implement the DHS SEAR levels outlined in Section 4(F).
- C. TSA shall coordinate and collaborate with Federal, state, local, territorial, and tribal authorities to allocate and deploy appropriate NSSE/SEAR level assets within the immediate and supporting areas of the special events.
- D. TSA OEs shall participate in special events in adherence with procedures outlined in the SOP and in the supporting TSA Special Events Operation Plan.

7. PROCEDURES:

- A. All TSA OEs shall communicate and/or coordinate their planned participation in, or execution of, special events via their chain of command and concurrent use of the SEC e-mail box, TSA-SpecialEvents@dhs.gov.
- B. TSA OEs shall refer and coordinate requests or questions from external agencies concerning TSA participation in special events activities with the SEC.

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

APPROVAL

Signed

April 27, 2011

Robert S. Bray
Assistant Administrator for Law Enforcement/
Director of the Federal Air Marshal Service

Date

EFFECTIVE

Date

Distribution: Assistant Administrators and equivalents, Managers and Supervisors, FSDs, Field Office Supervisory Air Marshals in Charge, BMO Directors, and Office Emergency Coordinators

Point-of-Contact: OLE/FAMS Emergency Preparedness Division, Special Events, TSA-SpecialEvents@dhs.gov