



Transportation  
Security  
Administration

OFFICE OF LAW ENFORCEMENT/  
FEDERAL AIR MARSHAL SERVICE

TSA MANAGEMENT DIRECTIVE No. 2810.1  
SSI PROGRAM

*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 2810.1, *SSI Program*, dated April 23, 2012.

**SUMMARY OF CHANGES:** Section 4, Definitions, added examples of Assistant Administrator equivalent positions. Section 5, Responsibilities, revised, updated and clarified responsibilities for SSI Coordinators, Chief of the SSI Program, Assistant Administrators, Office of Acquisitions, Office of Global Strategies, Office of Strategic Communications and Public Affairs, and Office of Legislative Affairs. Section 6, Policy, added the term application or designation in 6.C.

1. **PURPOSE:** This directive provides TSA policies and procedures and allocation of responsibilities for the SSI Program and the protection of SSI.
2. **SCOPE:** This directive applies to all TSA personnel as defined in this directive.
3. **AUTHORITIES:**
  - A. 6 U.S.C. § 114, *Sensitive Security Information*
  - B. 49 U.S.C. § 114(r), *Nondisclosure of Security Activities*
  - C. 49 CFR Part 1520 (2008), *Protection of Sensitive Security Information*, as amended
  - D. Section 525 of the Department of Homeland Security Appropriations Act, 2007, Pub. L. No. 109-295, § 525, 120 Stat. 1382 (Oct. 4, 2006), as reenacted by Consolidated Appropriations Act, 2008, Pub. L. No. 110-161, § 522, 121 Stat. 2069 (Dec. 26, 2007) and the Department of Homeland Security Appropriations Act, 2010, Pub. L. No. 111-83, Title V, § 510, 123 Stat. 2142 (Oct. 28, 2009), as reenacted by future Appropriations Acts or legislation
  - E. [DHS MD 11042.1, \*Safeguarding Sensitive But Unclassified \(For Official Use Only\) Information\*](#)
  - F. [DHS MD 11056.1, \*Sensitive Security Information \(SSI\)\*](#)
  - G. [TSA MD 1400.17, \*Document Redaction\*](#)
  - H. [TSA MD 2810.2, \*Disclosure of SSI in the Pre-Award Acquisition Process\*](#)
4. **DEFINITIONS:**
  - A. **Authorized Redactor:** A TSA employee who has been authorized in writing by an Assistant Administrator or equivalent (e.g., Chief of Staff, the Chief Counsel) to redact documents and perform quality assurance reviews on documents redacted by another Authorized Redactor at TSA.

- B. Disclose: The act of providing access to a record containing SSI to a covered person(s) with a need to know or others who are authorized in writing by the TSA Administrator or designee to have access to SSI.
- C. Identification Guides: SSI Program office-issued guidance, created in coordination with subject matter experts (SMEs), to help TSA personnel identify SSI pursuant to 49 CFR § 1520.5(b).
- D. Record: Any means by which information is preserved, irrespective of format, including a book, paper, drawing, map, recording, tape, film, photograph, machine-readable material, and any information stored in an electronic format. The term record, for the purposes of SSI protection, also includes any draft, proposed, or recommended change to any record.
- E. SSI Area Coordinator: A TSA employee who is a Certified SSI Coordinator and is appointed by the SSI Program office Chief, with approval from the Federal Security Director (FSD) or Supervisory Air Marshal in Charge (SAC), where the SSI Area Coordinator is based. An Area Coordinator serves as the point-of-contact (POC) for SSI Coordinators in the field, in geographic regions defined by the SSI Program office.
- F. SSI Assessment: An evaluation as to whether a record contains SSI.
- G. SSI Coordinator: A TSA employee who has been appointed by the Deputy Administrator, an Assistant Administrator or equivalent (e.g., Chief of Staff, the Chief Counsel), an FSD, or a SAC to be a primary or alternate point-of-contact for the SSI Program office.
- H. SSI Incident: The verified or suspected loss, breach, or unauthorized disclosure of SSI to non-covered persons; the unauthorized disclosure of SSI to covered persons who do not have a need to know the information; or the non-compliance with the TSA SSI Policies & Procedures Handbook in the handling of a record containing SSI.
- I. SSI Review: An evaluation of a record by the SSI Program office to identify and mark SSI within the record.
- J. SSI Training: TSA training approved by the SSI Program office, including Basic SSI Training for all TSA personnel, Advanced SSI Training made available to designated SSI Coordinators and other covered persons, and Continuing Education in SSI training.
- K. TSA Personnel: Persons permanently or temporarily assigned, attached, detailed to, employed by or under contract with TSA (including student volunteers and foreign nationals).

## **5. RESPONSIBILITIES:**

- A. TSA personnel are responsible for:
  - (1) Complying with 49 CFR Part 1520.

- (2) Complying with the TSA [\*SSI Policies and Procedures Handbook\*](#), SSI Program office-issued [\*Identification Guides\*](#), and other SSI Program office-issued handling and safeguarding guidance, including special handling procedures published in the [\*SSI Quick Reference Guide\*](#).
- (3) Referring records to their designated SSI Coordinator(s) or the SSI Program office prior to releasing records outside of TSA, if uncertain as to whether a record contains SSI. Such records shall be protected as SSI until a final determination is made.
- (4) Referring records to an Authorized Redactor when requesting that SSI be redacted in a document, after an SSI Review has been completed by the SSI Program office. Such records shall be protected as SSI until such redactions are made.
- (5) Consulting with their designated SSI Coordinator(s) and/or the SSI Program office when in need of additional guidance on protecting and handling SSI.
- (6) Properly handling, marking, and disposing of records containing SSI in accordance with 49 CFR Part 1520 and the TSA *SSI Policies and Procedures Handbook*.
- (7) Disclosing SSI only to covered persons with a need to know in accordance with 49 CFR Part 1520, and consulting with the SSI Program office when in need of further guidance.
- (8) Reporting all SSI incidents to their immediate supervisor and to their designated SSI Coordinator(s) as specified in the TSA *SSI Policies and Procedures Handbook*.
- (9) Annually reviewing and certifying an understanding of their responsibilities under this directive through completion of the Basic SSI Training.

B. All TSA supervisors and managers are additionally responsible for:

- (1) Ensuring that they and their subordinates annually review their responsibilities under this directive; ensuring TSA employee compliance; and taking immediate and appropriate corrective action when a TSA employee is found not to be in compliance with this directive, 49 CFR Part 1520, the TSA *SSI Policies and Procedures Handbook*, SSI Program office-issued *Identification Guides*, and other SSI Program office-issued handling and safeguarding guidance.
- (2) Reporting SSI incidents to their designated SSI Coordinator(s) or, in the event that the SSI Coordinator is unavailable, reporting SSI incidents directly to the SSI Program office as specified in the TSA *SSI Policies and Procedures Handbook*.

C. SSI Coordinators are responsible for:

- (1) Serving as a liaison between the SSI Program office and their assigned office.
- (2) Promoting SSI awareness for TSA personnel within their office, to include conducting SSI Awareness Week activities and distributing awareness materials.

- (3) Referring to the *TSA SSI Policies and Procedures Handbook*, SSI Program office-issued *Identification Guides*, and other SSI Program office-issued handling and safeguarding guidance available on the TSA iShare web site when advising TSA personnel within their office/location.
  - (4) Conducting an annual self-inspection to ensure effective management and practical, consistent, and appropriate application of the *TSA SSI Policies and Procedures Handbook*. Self-inspections shall be conducted in accordance with DHS MD 11056.1.
  - (5) Participating in bi-monthly SSI Coordinator teleconferences facilitated by the SSI Program office.
  - (6) Distributing the standard TSA password as outlined in the *TSA SSI Policies and Procedures Handbook*.
  - (7) Reviewing, on a routine basis, information-sharing sites (e.g., iShare, SharePoint, Web Boards, and other TSA Intranet and TSA-operated Internet sites) managed by programs within their respective offices to ensure no SSI is inappropriately posted on those sites in accordance with the *TSA SSI Policies and Procedures Handbook*.
  - (8) Referring records containing SSI, prior to redaction by an Authorized Redactor, to the SSI Program office for an SSI Review.
  - (9) Referring requests for authorization to disclose SSI to non-covered persons to the SSI Program office.
  - (10) Adhering to the SSI Incident Response & Resolution guidance found in the *TSA SSI Policies and Procedures Handbook*.
  - (11) Completing Advanced SSI Training and passing the SSI Certification Examination as outlined in the *TSA SSI Policies and Procedures Handbook*.
  - (12) Conducting SSI Assessments of records only after passing the SSI Certification Examination and maintaining SSI certification. Prior to certification, all SSI Assessments shall be referred to the SSI Area Coordinator or the SSI Program office. After certification, SSI Coordinators shall conduct SSI Assessments of documents prior to referring them to the SSI Program office for an SSI Review.
  - (13) Maintaining their SSI certification by completing Continuing Education in SSI as outlined in the *TSA SSI Policies and Procedures Handbook*.
- D. SSI Area Coordinators, in addition to adhering to the responsibilities of the SSI Coordinators, are responsible for:
- (1) Completing a 30-day detail (160 hours) with the SSI Program office within six (6) months of appointment; this detail may be accomplished remotely.

- (2) Serving as a POC for all SSI Coordinators in the field within their geographic area of responsibility, as defined in the *TSA SSI Policies and Procedures Handbook*.
  - (3) Assisting with SSI Assessments of records referred to them by SSI Coordinators within their geographic area of responsibility only after completing a 30-day detail within the SSI Program office.
- E. Authorized Redactors, in addition to adhering to the responsibilities for Authorized Redactors under [TSA MD 1400.17, Document Redaction](#), are responsible for:
- (1) Ensuring records that may contain SSI have been referred to the SSI Program office for an SSI Review prior to performing a redaction of SSI.
  - (2) Ensuring the SSI Program office markings applied during the SSI Review of records are accurately reflected and properly redacted in the final versions of those records.
- F. The Chief of the SSI Program is responsible for:
- (1) Conducting SSI Assessments and SSI Reviews of records to determine whether any information within those records is SSI and, as appropriate, issuing final orders regarding such determinations.
  - (2) Conducting and documenting assistance visits and inspections of TSA Headquarters (HQ) and field offices to assess the management and protection of SSI, to include recognizing, marking, handling, disclosing, redacting, and destroying SSI.
  - (3) Identifying SSI in records by performing an SSI Review before an Authorized Redactor may complete a redaction of SSI.
  - (4) Reviewing and providing concurrence or non-concurrence regarding the authorization to disclose SSI in pre-award acquisition actions (as required in [TSA MD 2810.2, Disclosure of SSI in the Pre-Award Acquisition Process](#)).
  - (5) Reviewing and approving or disapproving SSI Threshold Analyses and, as necessary, SSI Impact Assessments submitted prior to their inclusion in the respective system's Office of Information Technology (OIT) Security Authorization package or during a review of Authority to Operate (ATO) in accordance with the *TSA SSI Policies and Procedures Handbook*.
  - (6) Coordinating with OIT when determining what IT systems shall employ additional protections above the minimum Federal Information Processing Standard (FIPS) 199 impact level of "Moderate" or higher for confidentiality and integrity.
  - (7) Coordinating with the Office of Chief Counsel (OCC) to provide a recommendation to the Deputy Administrator as to whether, in accordance with Section 525(d) of the Department of Homeland Security Appropriations Act, 2007, as reenacted, granting an individual and/or entity access to SSI in litigation presents a risk of harm to the nation based upon the sensitivity of the information itself.

- (8) Determining, pursuant to Section 525(a) of the Department of Homeland Security Appropriations Act, 2007, as reenacted, that SSI three (3) years old or older shall be subject to release upon request, unless one of the following conditions applies:
  - (a) The information is incorporated in a current transportation security directive, security plan, contingency plan, or information circular;
  - (b) The information contains current information in one of the following SSI categories: equipment or personnel performance specifications, vulnerability assessments, security inspection or investigative information, threat information, security measures, security screening information, security training materials, identifying information of designated transportation security personnel, critical aviation or maritime infrastructure asset information, systems security information, confidential business information, or research and development information;
  - (c) The information is otherwise exempt from disclosure under applicable law; or
  - (d) The Secretary of Homeland Security or the Assistant Secretary for TSA makes a written determination that identifies a rational reason why the information should not be released.
- (9) Proposing and offering concurrence or non-concurrence regarding revisions to SSI regulations, policies, procedures, and implementing guidance, and working collaboratively with appropriate DHS and TSA offices (to include the DHS SSI Oversight Committee) to synchronize policies and procedures and implement guidance.
- (10) Coordinating with the Department of Transportation (DOT) on revisions to 49 CFR Part 1520, as appropriate.
- (11) Developing and implementing SSI Incident Response & Resolution guidance in the TSA *SSI Policies and Procedures Handbook*.
- (12) Providing, in coordination with the Office of Training and Workforce Engagement, auditable annual Basic SSI Training, which must include SSI identification and safeguarding instructions for all TSA personnel.
- (13) Providing Advanced SSI Training with Certification Examination and Continuing Education in SSI Training, as outlined in the TSA *SSI Policies and Procedures Handbook*.
- (14) Coordinating, in accordance with DHS MD 11056.1, oversight and management with the DHS Office of Security and other Sensitive But Unclassified (SBU) information program offices within DHS.
- (15) Appointing SSI Area Coordinators with approval from the individual's FSD, SAC or equivalent, and determining their geographic areas of responsibility.

- (16) Updating, in coordination with OCC, the *TSA SSI Policies and Procedures Handbook*, and other SSI Program office-issued handling and safeguarding guidance, and making that guidance available on the TSA Intranet.
- (17) Updating in coordination with OCC and appropriate program SMEs, and, as necessary, creating new SSI Program office-issued *Identification Guides* and making that guidance available on the TSA Intranet.
- (18) Coordinating with OCC and appropriate program SMEs to provide recommendations to the Deputy Administrator to no longer protect information as SSI that would otherwise constitute SSI, in the interest of public safety or in furtherance of transportation security, in accordance with 49 CFR § 1520.5(b).
- (19) Coordinating with OCC and appropriate program SMEs to provide recommendations to the Deputy Administrator regarding other information that should be protected as SSI, in accordance with 49 CFR § 1520.5(b)(16).
- (20) Making the following determinations, in coordination with OCC and appropriate program SMEs and except as provided in Section 5.L., all of which shall not be further delegated:
  - (a) Determining whether information not otherwise protected under 49 CFR § 1520.5(b)(1) through 1520.5(b)(15) should be SSI in accordance with 49 CFR § 1520.5(b)(9)(iii).
  - (b) Determining whether specific information should no longer be protected as SSI, in accordance with 49 CFR § 1520.5(c).
  - (c) Authorizing the disclosure of SSI to persons who are not covered persons under 49 CFR § 1520.7, with a need to know under 49 CFR § 1520.11, in accordance with 49 CFR § 1520.9(a)(2) or § 1520.15(e).
  - (d) Determining whether to make an individual's access to SSI contingent upon the satisfactory completion of a security background check or other procedures or requirements, in accordance with 49 CFR § 1520.11(c) and § 1520.15(d)(2); maintaining necessary privacy documentation in consultation with the Office of Privacy Policy & Compliance.
  - (e) Determining that, for specific SSI, only certain persons or classes of persons have a need to know, in accordance with 49 CFR § 1520.11(d).
  - (f) Determining whether disclosure of SSI to covered persons who may not have a need to know under 49 CFR § 1520.11(a) and (b) was a proper disclosure.

G. The Assistant Administrators, or equivalents, are responsible for:

- (1) Appointing, in writing, at least one TSA employee to serve as primary SSI Coordinator and one TSA employee to serve as alternate SSI Coordinator. Assistant Administrators are

encouraged to appoint additional TSA employees as SSI Coordinators for each subordinate program office that regularly handles or creates SSI.

- (2) Notifying the SSI Program office of the appointed primary and alternate SSI Coordinators using the instructions in the *TSA SSI Policies and Procedures Handbook*.
- (3) Notifying the SSI Program office that an SSI Coordinator will be leaving his/her appointment and appointing a replacement within thirty (30) days of that departure using the instructions in the *TSA SSI Policies and Procedures Handbook*.
- (4) Ensuring primary and alternate SSI Coordinators complete the Advanced SSI Training and pass the SSI Certification Examination in accordance with the requirements defined in the *TSA SSI Policies and Procedures Handbook*.
- (5) Ensuring Authorized Redactors request an SSI Review is completed by the SSI Program office prior to performing a redaction of SSI.
- (6) Notifying the SSI Program office when new programmatic initiatives may generate SSI.
- (7) Coordinating with the SSI Program office to ensure that SSI within their programs is appropriately documented in SSI Program office *Identification Guides*.
- (8) In addition to adhering to review requirements defined in [TSA MD 1700.2, \*Public Speaking Opportunities\*](#), [TSA MD 1700.3, \*Written Articles\*](#), and [TSA MD 1700.4, \*Press Releases\*](#), ensuring an SSI Coordinator or the SSI Program office conducts an SSI Assessment of all information that may contain SSI and resolves all concerns prior to public release.
- (9) Identifying appropriate program SMEs with knowledge relevant to the information in question, upon request by the SSI Program office.
- (10) Adhering to the SSI Incident Response & Resolution guidance found in the *TSA SSI Policies and Procedures Handbook*.

H. The Office of Civil Rights and Liberties, Ombudsman and Traveler Engagement, Freedom of Information Act (FOIA) Branch is responsible for:

- (1) Performing initial SSI Assessments of records responsive to FOIA requests, prior to referring them to the SSI Program office for SSI Review.
- (2) Ensuring that SSI Program office markings applied during the SSI Review are accurately reflected and properly redacted in the final version of those responsive records.

I. The Office of Training and Workforce Engagement is responsible for maintaining auditable records of required annual Basic SSI Training provided to TSA personnel.

J. The Office of Chief Counsel is responsible for providing legal advice and guidance to the SSI Program on the following:



- (1) Implementing legal and statutory authorities including, but not limited to, 49 U.S.C. § 114(r), 49 CFR Part 1520, and Section 525 of the Department of Homeland Security Appropriations Act, 2007, as reenacted.
- (2) Reviewing revisions to, and application of, DHS and TSA SSI policies, procedures, identification guidance, regulations, and management directives.

K. The Office of Acquisition is responsible for:

- (1) Requiring that Contracting Officer's Representatives (CORs) ensure all TSA contractors and subcontractors complete the Basic SSI Training and follow DHS and TSA SSI policies, procedures, identification guidance, regulations, and management directives.
- (2) Assisting in coordination of the disclosure of the pre-award SSI in accordance with TSA MD 2810.2.

L. The Office of Global Strategies is responsible for:

- (1) Determining the need for and authorizing the disclosure of SSI to foreign governments and foreign entities that have a need to know, upon a determination that the disclosure is not detrimental to transportation security, in accordance with 49 CFR § 1520.9(a)(2) or § 1520.15(e), while taking special care to ensure that recipients of SSI fully comply with restrictions, procedural safeguards, and limitations on further dissemination, in accordance with 49 CFR Part 1520. This determination authority may not be further delegated beyond the Deputy Assistant Administrator for Global Strategies. This section does not authorize the disclosure of the No-Fly List or the Selectee List to foreign governments and foreign entities.
  - (a) Coordinating with the program office/owner of the records being considered for release to foreign entities and maintaining an auditable record of this coordination.
  - (b) Reporting to the SSI Program office within one week of disclosure, by means of a written determination memorandum or equivalent approved by the SSI Program office, the SSI that was disclosed and to whom it was disclosed.
  - (c) Limiting SSI disclosed under this section to the minimum amount necessary to allow foreign governments and foreign entities to effectively improve and sustain aviation security and ensure compliance with TSA security requirements by U.S. aircraft operators and foreign air carriers that serve the United States from foreign airports.
- (2) Approving all international agreements and other arrangements that provide for the disclosure of SSI to foreign governments or other foreign non-covered entities and documenting the determination of need to know to ensure that any SSI disclosed under such terms is in accordance with 49 CFR Part 1520.
- (3) Sharing issued binding international agreements with the SSI Program office, and maintaining an auditable record of this sharing.

M. The Office of Information Technology is responsible for:

- (1) Establishing technical requirements for properly redacting sensitive information.
- (2) Ensuring the security and integrity of electronic communications including use of the internet and software used by TSA to disclose SSI to covered persons with a need to know.
- (3) Ensuring that TSA systems are appropriately designated as SSI Systems, as required by the SSI Program office, when the system is found to be processing or transmitting SSI data and that the designated SSI Systems meet a minimum Federal Information Processing Standard (FIPS) 199 impact level of “Moderate” or higher for confidentiality and integrity.
- (4) Ensuring that Information Systems Security Officers (ISSOs) under the direction of the System Owners (SOs) develop and complete an SSI Threshold Analysis (SSITA) and, as necessary, an SSI Impact Assessment (SSIIA) for their system(s) for inclusion in the respective system’s OIT Security Authorization Package. Both the SSITA and SSIIA are available in the *TSA SSI Policies and Procedures Handbook*.

N. The Office of Inspection is responsible for:

- (1) Integrating appropriate SSI Program office requirements into the TSA inspection program.
- (2) Providing investigative support for SSI incidents, when warranted.

O. The Office of Intelligence and Analysis is responsible for:

- (1) Completing a background check, if deemed necessary by the SSI Program office, prior to SSI being provided to an individual.
- (2) Determining, in coordination with OCC, in accordance with Section 525(d) of the Department of Homeland Security Appropriations Act, 2007, as reenacted, whether granting an individual access to SSI in litigation presents a risk of harm to the nation based upon the results of an individual’s criminal history records check and terrorist threat assessment.

P. The Office of Strategic Communications and Public Affairs is responsible for:

- (1) Coordinating with the SSI Program office when seeking authorization to disclose SSI to the public.
- (2) Providing clearly visible links to the SSI iShare site from the TSA Intranet homepage.
- (3) Coordinating with the SSI Program office for an SSI review of public affairs guidance.

Q. The Office of Security Operations is responsible for:

- (1) Integrating appropriate SSI Regulatory requirements into the stakeholder compliance program.
- (2) Providing investigative support for SSI incidents, when warranted.
- (3) Ensuring that each FSD:
  - (a) Appoints, in writing, at least one TSA employee to serve as a primary SSI Coordinator and one TSA employee to serve as an alternate SSI Coordinator.
  - (b) Notifies the SSI Program office of the appointed primary and alternate SSI Coordinators using the instructions available in the *TSA SSI Policies and Procedures Handbook*.
  - (c) Notifies the SSI Program office that an SSI Coordinator will be leaving his/her appointment and appointing a replacement within thirty (30) days of that departure using the instructions available in the *TSA SSI Policies and Procedures Handbook*.
  - (d) Ensures that primary and alternate SSI Coordinators complete the Advanced SSI Training and pass the SSI Certification Examination in accordance with the requirements defined in the *TSA SSI Policies and Procedures Handbook*.
  - (e) Ensures Authorized Redactors request an SSI Review by the SSI Program office prior to performing a redaction of SSI.

R. The Office of Law Enforcement/Federal Air Marshal Service is responsible for:

- (1) Providing oversight for all SSI matters under the purview of the SSI Program office, including the effective management, consistent application, and appropriate recognition, identification, safeguarding, and redaction of SSI.
- (2) Ensuring that each Field Office SAC:
  - (a) Appoints, in writing, at least one TSA employee to serve as a primary SSI Coordinator and one TSA employee to serve as an alternate SSI Coordinator.
  - (b) Notifies the SSI Program office of the appointed primary and alternate SSI Coordinators using the instructions available in the *TSA SSI Policies and Procedures Handbook*.
  - (c) Notifies the SSI Program office that an SSI Coordinator will be leaving his/her appointment and appointing a replacement within thirty (30) days of that departure using the instructions available in the *TSA SSI Policies and Procedures Handbook*.
  - (d) Ensures that primary and alternate SSI Coordinators complete the Advanced SSI Training and pass the SSI Certification Examination in accordance with the requirements defined in the *TSA SSI Policies and Procedures Handbook*.
  - (e) Ensures Authorized Redactors request an SSI Review by the SSI Program office prior to performing a redaction of SSI.

S. The Office of Legislative Affairs is responsible for:

- (1) Ensuring that any disclosure of SSI to a committee or subcommittee authorized to have the information, or to a ranking member of such committee or subcommittee, is conducted using the instructions available in the *TSA SSI Policies and Procedures Handbook*.

T. The Deputy Administrator is responsible for:

- (1) Determining, in accordance with Section 525(d) of the Department of Homeland Security Appropriations Act, 2007, as reenacted, whether granting an individual access to SSI in litigation presents a risk of harm to the nation based upon the sensitivity of the information itself.
- (2) Determining whether information that would otherwise be protected under 49 CFR § 1520.5(b)(1) through 1520.5(b)(16) should be publicly disclosed, in the interest of public safety or transportation security, in accordance with 49 CFR §1520.5(b).
- (3) Determining whether information not otherwise protected under 49 CFR §1520.5(b)(1) through 1520.5(b)(15) should be SSI in accordance with 49 CFR §1520.5(b)(16).
- (4) Determining the need for and authorizing the disclosure of the No-Fly and Selectee Lists to foreign governments and foreign entities that have a need to know, in accordance with 49 CFR § 1520.9(a)(2) or § 1520.15(e).

## **6. POLICY:**

- A. All TSA personnel shall uphold the security requirements in accordance with the accompanying *SSI Policies and Procedures Handbook* and all applicable DHS and TSA directives to ensure that SSI is properly handled and safeguarded.
- B. The SSI designation shall only be used to protect information that, if publicly disclosed, would be an unwarranted invasion of privacy; reveal trade secrets or privileged or confidential information obtained from any person; or is detrimental to the security of transportation.
- C. The application or designation of SSI shall never be used to conceal a violation of law, inefficiency, or administrative error; or prevent embarrassment to a person, organization, or agency.
- D. All TSA personnel shall receive and complete SSI training as identified in this directive and in the *TSA SSI Policies and Procedures Handbook*.

**7. PROCEDURES:** Consult the TSA [\*SSI Policies and Procedures Handbook\*](#) for information required to implement the requirements contained within this directive.

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

**APPROVAL**

*Signed*

November 4, 2015

\_\_\_\_\_  
Peter V. Neffenger  
Administrator

\_\_\_\_\_  
Date

**EFFECTIVE**

\_\_\_\_\_  
Date

Distribution: Administrator, Deputy Administrator, NetHub, SSI Area Coordinators, SSI Coordinators, DHS SSI Oversight Committee, DOT SSI Offices, Assistant Administrators and equivalents, Managers and Supervisors, Federal Security Directors, Supervisory Air Marshals in Charge, Special Agents in Charge, BMO Directors, and Office Emergency Coordinators

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