



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 provides TSA policy and procedures for the issuance of sensitive security information (SSI) guidance, and the training of personnel on the procedures for recognizing, identifying, safeguarding, and sharing SSI.
2. **SCOPE:** This directive applies to all TSA covered persons, i.e., all persons who are permanently or temporarily assigned, attached, detailed to, employed by, or employed under contract with TSA.
3. **AUTHORITIES:**
 - A. Nondisclosure of Security Activities, 49 U.S.C. § 114(s)
 - B. Sensitive Security Information, 6 U.S.C. § 114
 - C. Department of Homeland Security Appropriations Act, 2007, Pub. L. No. 109-295, § 525(a)
 - D. 49 C.F.R. part 1520 (2007), Protection of Sensitive Security Information, as amended
 - 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 100.0-1, OSC Roles and Responsibilities](#)
4. **DEFINITIONS:** The terms used in this directive have the meanings provided in the authorities above and the [TSA SSI Policy and Procedure Manual](#).
5. **RESPONSIBILITIES:**
 - A. SSI Office is responsible for:
 - (1) Participating in the drafting, reviewing, and coordinating for approval TSA regulations, directives, policies, procedures, and other guidance related to SSI.
 - (2) Conducting assessments and reviews of TSA records and, upon request, records of other covered persons, to determine which information contained within those records is SSI.
 - (3) Conducting periodic and random audits, reviews, and inspections of TSA HQ and field offices to ensure the effective management, consistent application, and appropriate recognition, identification, sharing, and safeguarding of SSI.
 - (4) Determining whether information that would otherwise be protected under 49 C.F.R. § 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 C.F.R. § 1520.5(b).

- (5) Determining whether information, not otherwise protected under 49 C.F.R. § 1520.5(b)(1) through 1520.5(b)(15), should be SSI in accordance with 49 C.F.R. § 1520.5(b)(9)(iii) or 1520.5(b)(16). This authority may not be further delegated.
 - (6) Determining, in coordination with the Office of Chief Counsel (OCC), which specific SSI may be shared in litigation.
 - (7) Determining whether information that is more than three years old, and not otherwise protected, should remain SSI.
 - (8) Determining whether specific information should no longer be protected as SSI in accordance with 49 C.F.R. § 1520.5(c).
 - (9) Ensuring that all TSA covered persons receive basic training in SSI identification and safeguarding, and maintaining auditable records of advanced SSI training received by SSI Coordinators.
 - (10) Coordinating SSI with other types of sensitive but unclassified information program offices.
 - (11) Tracking unauthorized public disclosures of SSI and reporting such disclosures, as appropriate, to the Office of Security Operations (OSO) Compliance office, Office of Inspection, and the DHS Office of Security.
- B. The Freedom of Information Act (FOIA) Office is responsible for performing initial SSI reviews and assessments of records produced in response to FOIA requests and then referring them to the SSI Office for concurrence, if required.
- C. Each TSA HQ office (Assistant Administrator) is responsible for:
- (1) Appointing at least one TSA employee to serve as an SSI Coordinator. Generally, one SSI Coordinator per initiative, program office, or area that generates or accesses SSI is recommended.
 - (2) Determining, in coordination with the SSI Office, whether new security measures, programs, initiatives, regulations, directives, policies, procedures, or other guidance will create information that warrants protection as SSI, affects SSI policies and procedures, or requires SSI training.
- D. Each Federal Security Director is responsible for appointing at least one TSA employee to serve as an SSI Coordinator.
- E. OSO, Office of Operational and Technical Training, is responsible for maintaining auditable records of SSI training provided by TSA.
- F. TSA covered persons are responsible for:
- (1) Complying with 49 C.F.R. part 1520.

- (2) Complying with the TSA SSI Policy and Procedure Manual and other SSI Office-issued or -approved safeguarding and sharing policies and procedures.
- (3) Complying with SSI Office-issued or -approved identification guidance.
- (4) Reporting any unauthorized public disclosure of SSI to the author or originator, and to his/her SSI Coordinator.

6. POLICY:

- A. TSA, through the SSI Office, issues, provides, and approves appropriate regulations related to SSI. The SSI Office drafts, coordinates with appropriate offices within TSA about, and approves regulatory language pertaining to SSI-related TSA regulations, directives, policies, procedures, and other guidance related to SSI:
 - (1) The TSA SSI Policy and Procedure Manual implements 49 C.F.R. part 1520, this MD, TSA MD 100.0-1, and DHS MD 11056.1, and is the basic authority and source for SSI safeguarding and sharing at TSA.
 - (2) SSI Office-issued or -approved identification guidance serves as the primary authority and source for the recognition and identification of SSI at TSA, as defined by 49 C.F.R. part 1520.
 - (3) The SSI Office shall approve all changes to the SSI regulation and implementing guidance and will work with all appropriate offices, including OCC, the Department of Transportation (DOT), the DHS SSI Oversight Committee, and other affected TSA offices, in proposing and implementing such changes.
- B. TSA's SSI review policy is to release as much information as possible within SSI records without compromising transportation security.
- C. TSA's SSI sharing policy is to share SSI as broadly as possible with public and private stakeholders without compromising security in support of the transportation security responsibilities and needs of our partners in the Federal, State, local, tribal, and foreign government, and the private sector:
 - (1) Only the SSI Office or other offices with authority delegated by the TSA Administrator (the Assistant Secretary of Homeland Security for the TSA) or the Director, SSI Office, may authorize the sharing of SSI with persons who are not covered persons under 49 C.F.R. § 1520.7 with a need to know under 49 C.F.R. § 1520.11, in accordance with 49 C.F.R. § 1520.9(a)(2) or 1520.15(e).
 - (2) Only the SSI Office or other offices with authority delegated by the TSA Administrator or the Director, SSI Office, may make an individual's access to SSI contingent upon satisfactory completion of a security background check or other procedures or requirements, in accordance with 49 C.F.R. § 1520.11(c) and 1520.15(d)(2).
 - (3) Only the SSI Office or other offices with authority delegated by the TSA Administrator or the Director, SSI Office, may make a finding, in accordance with 49 C.F.R. § 1520.11(d), that only specific persons or classes of persons have a need to know specific SSI.

- D. The SSI Office shall approve all TSA training on recognizing, identifying, safeguarding, and sharing SSI. This includes basic training for all TSA covered persons, advanced training for SSI Coordinators, and stakeholder training. Appropriate persons in the SSI Office, FOIA office, OCC, and other TSA offices also will receive advanced training.
7. **PROCEDURES:** The TSA SSI Policy and Procedure Manual implements 49 C.F.R. part 1520 and this MD, and is the basic TSA authority and source for SSI safeguarding and sharing policies and procedures. The Manual may be found on the Intranet via the Office of the Special Counselor (OSC)/SSI Office Functional Areas page.
8. **EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

APPROVAL

Signed

9/15/08

Kimberly Walton
Special Counselor

Date

Filing Instructions: File 200.1.1

Effective Date: Date of Signature

Review Date: Two years from Effective Date

Distribution: TSA Administrator's Office; TSA Assistant Administrators; NetHub; OCC
Deputy Chief Counsels; TSA SSI Coordinators; DOT SSI offices; and the
DHS SSI Oversight Committee

Point-of-Contact: SSI Office, SSI@dhs.gov, 571-227-3513