



**TRANSPORTATION SECURITY ADMINISTRATION
FEDERAL AIR MARSHAL SERVICE
DIRECTIVES SYSTEM**

OMS 1640

04/03/06

SUBJECT: CONTROL AND RELEASE OF FAM INTELLIGENCE NOTES, FAM DAILY, AND ROLLCALL DAILY

1. PURPOSE: This Directive establishes the policy and procedures regarding control and release of FAM Intelligence Notes, FAM Daily, and Rollcall Daily.

2. DISTRIBUTION: All Federal Air Marshal Service (FAMS) employees.

3. BACKGROUND:

a. Title 49 of the United States Code section 40119 limits the disclosure of information obtained or developed in carrying out certain security or research and development activities to the extent that it has been determined by the Administrator that disclosure of the information would be an unwarranted invasion of personal privacy; reveal a trade secret or privileged or confidential commercial or financial information; or be detrimental to the safety of passengers in transportation.

b. Sensitive Security Information (SSI) is a specific category of information that requires protection against disclosure. The specific information that falls within the scope of the statute is prescribed by regulation at 49 CFR 1520. The purpose of this provision is to prevent unauthorized disclosure of information that could cause any of the harms listed above, while being mindful of the public's legitimate interest in, and right to know, transportation information. Limiting access to this information is necessary to guard against those who pose a threat to transportation security and their ability to develop techniques to subvert security measures.

c. Title 5 of the United States Code section 552(b)(3) qualifies SSI for exemption from disclosure under the Freedom of Information Act (FOIA).

d. Although it is subject to legal disclosure limitations, SSI is not classified national security information subject to the handling requirements governing classified information.

4. RESPONSIBILITY:

a. Supervisors shall ensure that employees under their supervision understand and adhere to the policy set forth in this Directive.

b. Employees shall adhere to the policy set forth in this Directive.

5. POLICY: FAM Intelligence Notes, FAM Daily, and Rollcall Daily are designated Sensitive Security Information (SSI) subject to legal disclosure limitations. FAMS employees shall not share information from or transmit electronic copies of the FAM Daily, FAM Intelligence Notes, or Rollcall Daily to individuals outside of TSA without specific permission from FAMS Headquarters.

6. PROCEDURE:

a. As established by regulation or authorized by the Administrator, FAMS employees may release FAM Intelligence Notes, FAM Daily, and Rollcall Daily to Federal, state and local government officials/employees and regulated parties who have a need to know. FAMS employees shall not forward this information to any other entity or person without permission from FAMS Headquarters.

b. As established by regulation or authorized by the Administrator, FAMS employees may release FAM Intelligence Notes, FAM Daily, and Rollcall Daily to Federal, state and local law enforcement officials, or to Federal intelligence agencies that have a need to know. FAMS employees shall not forward this information to any other entity or person without permission from FAMS Headquarters.

c. FAMS employees must refer requests for SSI from a foreign government and/or other foreign/international entity, including Interpol, to their SAC, Deputy Assistant Administrator, or Assistant Administrator.

d. FAMS employees shall not provide information from FAM Intelligence Notes, FAM Daily, or Rollcall Daily to members of the press under any circumstances.

e. FAMS employees are responsible when assembling a package for transmission containing FAM Intelligence Notes, FAM Daily, or Rollcall Daily to ensure the following requirements are met and include the appropriate protective markings and distribution limitation statements.

1. Mail: FAM Intelligence Notes, FAM Daily, and Rollcall Daily may be transmitted by U.S. Postal Service first class mail or regular parcel post, or by other delivery services (Federal Express, UPS, etc.). If it is to be sent by mail or by a delivery service it must be double wrapped in opaque envelopes, wrappings, or cartons. Addressing the package with an attention line containing the name and office of the recipient will ensure that the material is received and opened only by the specific addressee or designated authorized personnel.

2. Interoffice mail: When sent by interoffice mail FAM Intelligence Notes, FAM Daily, and Rollcall Daily must be transmitted in a sealed envelope in such a manner as to prevent inadvertent visual disclosure.

3. Hand carrying within or between buildings: If FAM Intelligence Notes, FAM Daily, or Rollcall Daily are to be carried by hand within or between buildings they must be protected (by a cover sheet, protective folder, distribution pouch, etc.) to prevent inadvertent visual disclosure.

4. Packaging material: Envelopes or containers must be of such strength and durability that they will provide physical protection during transit and will prevent items from breaking out of the container or envelope.

5. Electronic Mail or Web Posting: The FAMS prohibits any e-mail transmission or electronic posting of SSI information outside of the TSA/FAMS secure system.

6. Facsimile: The sender must confirm that the facsimile number of the recipient is current and valid. If the recipient has a facsimile machine in a controlled area where unauthorized persons cannot intercept the SSI facsimile, the sender may send the facsimile without requiring that the recipient be there to receive it promptly. Otherwise, the sender must ensure that an authorized recipient is available at the receiving location to promptly retrieve the information. The information transmitted must have a cover sheet that clearly identifies the sender's name and telephone number and contains a warning that if the message is received by other than the intended recipient, the individual receiving the message must immediately notify the sender for disposition instructions.

7. Telephone: The caller must ensure that the person receiving the SSI information from FAM Intelligence Notes, FAM Daily, or Rollcall Daily is an authorized recipient. Individuals needing to pass this information by telephone must avoid these devices unless the circumstances are exigent, or the transmissions are encoded or otherwise protected. FAMS shall always be conscious of the risk factors that are present with transmitting and receiving Security Sensitive Information.



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