

ORDERS: 8400.10
APPENDIX: 4
BULLETIN TYPE: Flight Standards Information Bulletin for
Air Transportation (FSAT)
BULLETIN NUMBER: FSAT 04-04
BULLETIN TITLE: Issuance and Control of Security Directives
Issued by the Transportation Security
Administration (TSA)
EFFECTIVE DATE: 09/16/04

NOTE: THIS BULLETIN REQUIRES PTRS INPUT. SEE PARAGRAPH 3.

1. PURPOSE. This bulletin requires Federal Aviation Administration (FAA) field offices to handle Transportation Security Administration (TSA) security directives (SDs) in accordance with the guidance in paragraph 3. It provides information to office managers and aviation safety inspectors (ASI) on the use and control of SDs as reference documents. SDs are provided by TSA to Flight Standards offices for FAA ASIs to use in the performance of official duties.

2. BACKGROUND.

A. SD Issuance. Immediately following the attacks of September 11, 2001, FAA Security, subsequently the TSA, markedly increased the number and scope of SDs issued as a means of notifying specific segments of the air carrier industry of the current threat to U.S. civil aviation. Many SDs have required implementation of specific measures by any aircraft operator covered by Title 49 of the Code of Federal Regulations (49 CFR) 1544.101(a) conducting scheduled and/or public charter flight operations from or within the United States or its territories.

B. SD Access. ASIs of each specialty have the responsibility to review and approve procedures proposed by air carriers in response to SDs to determine that those procedures have no undesirable consequences in operational safety - the FAA's traditional area of responsibility. To perform a competent review, an ASI must have access to current and past SDs. This notice describes a process developed by FAA and TSA to assure that access.

3. ACTION.

A. Authority. Please note that ASIs do not have authority to evaluate or approve the security merits of an SD. That authority belongs to TSA. However, any comments, questions, or suggestions may be directed to the Air Carrier Operations Branch, AFS-220, for coordination with the appropriate TSA principal security inspector (PSI).

B. Coordination. AFS-220 will coordinate with TSA in identifying each specific SD that must be accessed by ASIs and will convey identified SDs to appropriate offices as follows:

(1) The SD will be conveyed to each Flight Standards District Office (FSDO)/Certificate Management Office (CMO)/International Field Office (IFO) manager, by name.

(2) The FSDO/CMO/IFO manager shall be responsible for the safeguarding and control of the current SD in accordance with Interim Sensitive Security Information (SSI) Policies and Procedures for Safeguarding and Control, posted at the following Web site:

http://tsaweb.tsa.dot.gov/functional_areas/Policy/Interim_SSI_policyII.doc

(3) The document shall be physically secured within the FSDO/CMO/IFO.

(4) Access to the document by inspectors shall be determined by the FSDO/CMO/IFO manager/supervisor on a need-to-know basis.

(5) Copies of SDs shall not be made. The SD shall be used as reference material only.

(6) FAA Flight Standards Service does not have authority or responsibility to enforce the requirements set forth in any SD.

C. Program Tracking and Reporting Subsystem (PTRS). Receipt of any SD and/or the destruction of a superseded SD must be documented in accordance with the procedures outlined in the PTRS procedures manual (PPM). A separate PTRS Form 8000.36, PTRS Transmittal Form, should be entered for each SD. This should be accomplished by the CHDO/CMO/IFO manager or his/her designated representative.

(1) Use the Technical Administration Direct Action Accomplishment code:

- (a) Operations - 1381;
- (b) Airworthiness - 3381;
- (c) Avionics - 5381.

(2) Enter TSASD in the National Use field (no space, no punctuation).

(3) Under Section IV, Comment:

(a) Enter in the Primary Area box "A" for OPS or "F" for Maintenance/Avionics;

(b) Enter in the Key Word box "961" (other directives);

(c) In the Opinion Code box enter an "I"; and

(d) In the Comment Text box enter either, "Receipt of SD (number)" or "Destruction of SD (number)."

(4) Once the above information has been recorded, close out the PTRS.

4. EXPIRATION. This bulletin will remain in effect until further notice.

/s/
Matthew Schack
Manager, Air Transportation Division