



TFSSP Aircraft Operator Checklist

What is the TFSSP?

On February 22, 2002, the Transportation Security Administration (TSA) published in the Federal Register a Final Rule that outlines the security measures and requirements for certain aircraft operators to comply with. This is known as the Twelve-Five Standard Security Program (TFSSP).

The TFSSP requires aircraft operators, with a maximum certificated takeoff weight (MTOW) of 12,500 pounds or more, conduct criminal history records checks (CHRC) on their flight crewmembers and restrict access to the flight deck. The operations affected are typically conducted under Federal Aviation Regulation (FAR) Part 135 and are frequently referred to as "charter" flights or "charter-on-demand".

Why get the TFSSP?

A recent survey conducted by NATA Compliance Services shows the adoption of a TFSSP is mostly due to the natural progression of an operation's growth. This may be due to expanding operations, requests from certain clients and purchase of a new fleet. Unforeseen benefits include a heightened sense of security awareness, a 24/7 person responsible for security, and eligibility to participate in the Known Crewmember[®] (KCM[®]) Program. [For more information on KCM[®] visit our website <https://info.natacs.aero/known-crewmember.>]

Who can get the TFSSP?

According to program requirements, certain aircraft operators using an aircraft with a maximum certificated takeoff weight of 12,500 pounds or more are eligible to participate in the TFSSP.

TSA defines *certain aircraft operators* as those conducting operations "in scheduled or charter service, carrying passengers or cargo, or both..."

How do I get a TFSSP?

When applying for a TFSSP there are two options:

A. Aircraft Operator DOES NOT HAVE a TSA Twelve Five Standard Security Program (TFSSP)

Option 1

1. Register for a new* NATA Compliance Services account by visiting www.natacs.aero/new-company-registration. A NATACS team member will contact the aircraft operator representative within 1 business day after submitting the request. **The account will not be created, if the aircraft operator representative cannot be contacted to confirm certain details.**
2. The aircraft operator representative, who may also be referred to as the Aircraft Operator Security Coordinator (AOSC), is required to login to their new NATACS account to complete and submit the Corporate Profile. This step will include the request for a Twelve-Five Standard Security Program to TSA. The timeframe for TSA to review a corporate profile is typically between 2-3 business days, unless TSA has follow up questions directly with the aircraft operator.
3. The aircraft operator's assigned TSA Principal Security Inspector (PSI) will work directly with the aircraft operator representative/AOSC throughout the start-up process until the TFSSP requirements are met.



4. Working with the PSI will require the operator to complete an **Administrative** and an **Operational** Checklist: **[Note: The Aircraft Operator must start this checklist process at least 90 days prior to approval.]**

- a. Administrative

- i. Submit in writing, on company letterhead, a formal request to become a security program holder to the assigned PSI, The letter should include the type of operations, locations (domestic/international), proving runs and expected FAA certificate approval date.

The letter should include the names and contact information for the following employees:

1. Owner, President, the Aircraft Operator Security Coordinator (ASOC) and Alternate (Alternate AOSC).
2. **The letter must be signed by the President or CEO**
- ii. Appoint the aircraft operator security coordinator and any alternates at the corporate level in accordance with CFR 1544.215.
- iii. Complete, sign and return a TSA Corporate Profile form. Provide the FAA D085, FAA certificate and FAA letter containing telephony and three-letter corporate identifier. [NOTE: TSA will compare the information provided in this hard copy Corporate Profile with the NATACS Corporate Profile completed electronically.] The Corporate Profile must always remain current with up-to-date information to ensure correct aircraft operator's representatives are contacted or informed of TSA changes that will be critical to the compliance of the TFSSP.
- iv. Complete, sign and return the Non-Disclosure Agreement. All individual officials, employees or consultants who will be granted access to certain information described owned or produced by or in the possession of the United States government must sign. It is **required** for the individual to sign the document prior to accessing the security requirements described in the TFSSP.

- b. Operational

- i. Review program topics provided by the operator's assigned PSI to familiarize with security procedures described in the applicable TFSSP.
- ii. **Obtain from the assigned PSI, the "Checklist and Procedures for Entities requesting to operate under a TSA Standard Security Program and current aircraft operators"** This is a comprehensive checklist that includes TFSSP Operational requirements.

5. A NATACS team member will reach out to the AOSC upon TSA's approval to proceed. NATACS will provide guidance on how to enter regulated individuals into the NATACS system and order required criminal history records checks (CHRC). Additionally, the NATACS team member will review TSA Security Program Training options and crewmember badging options, etc.



* If a NATACS account already exists for the aircraft, the aircraft operator AOSC must log in to their administrative portal and follow the remaining steps, starting from Step 2 from Option 1.

Option 2

1. Contact the TSA PSI who is assigned to the aircraft operator's regional area to submit request. Don't know who to contact? Email TSA at charters-aircargo-s@tsa.dhs.gov.
2. Follow the instructions provided by the PSI to apply for the Twelve-Five Standard Security Program.
3. Once cleared for fingerprinting, the aircraft operator representative may proceed to order fingerprints through NATA Compliance Services. *New NATACS customers must follow steps 1-3 in Option 1.
4. TSA Security Training is deemed as "Security Sensitive Information (SSI) and can only be provided to those with a bona fide "Need-to-Know".
5. The assigned PSI will work with the AOSC throughout the start-up process until the TFSSP requirements are met.

B. Aircraft Operator has a TSA Twelve Five Standard Security Program (TFSSP)

1. Contact NATACS, if you need assistance with your existing account.
2. Ensure the Corporate Profile, in the Company Portal, contains up-to-date information.
3. When there is a change of AOSC or Designated Employee Representative (DER), update the NATACS online account to ensure the correct individuals have the appropriate access. Ensure any individual no longer with the aircraft operator is "deactivated". Contact NATACS for questions.
4. Contact the assigned PSI **and** NATACS, if the aircraft operator is surrendering its FAA certificate or merging with another FAA certificate-holder.

For more information:

NATA Compliance Services (NATACS)

+1.703.842.5317 | info@natacs.aero