

and law suits involving matters over which TSA exercises jurisdiction.

(13) To a Federal, State, local, tribal, territorial, foreign, or international agency, in response to queries regarding persons who may pose a risk to transportation or national security; a risk of air piracy or terrorism or a threat to airline or passenger safety; or a threat to aviation safety, civil aviation, or national security.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper, bar code, magnetic stripe, optical memory stripe, disk, and integrated circuit chip.

RETRIEVABILITY:

Data records contained within bar codes, magnetic stripe, optical memory stripe, disk, and/or the card's integrated circuit chip may be retrieved by the employees' name, unique card number, or organization; paper records, where applicable, are retrieved alphabetically by name.

SAFEGUARDS:

Unauthorized personnel are denied physical access to the location where records are stored. For computerized records, safeguards established in accordance with generally acceptable information security guidelines via use of security codes, passwords, Personal Identification Numbers (PINs), etc.

RETENTION AND DISPOSAL:

Record disposition authority for these records is pending at the National Archives and Records Administration.

SYSTEM MANAGER(S) AND ADDRESS:

Director of the Credentialing Program Office, TSA Headquarters, East Tower, 11th Floor, 601 S. 12th Street, Arlington, VA 22202-4220.

NOTIFICATION PROCEDURE:

To determine if a record exists, write to the system manager at the address indicated above and specify (1) individual's name, (2) employer, (3) address where originally enrolled into the TWIC system, and (4) date of enrollment. Individuals requesting access must comply with Department of Homeland Security's Privacy Act regulations on verification of identity (6 CFR 5.21(d)).

RECORD ACCESS PROCEDURES:

Same as notification procedure.

CONTESTING RECORD PROCEDURES:

Contact the system manager named above and reasonably identify the

record and specify the information to be contested. State the reason for contesting it (e.g., why it is inaccurate, irrelevant, incomplete, or not current).

RECORD SOURCE CATEGORIES:

TSA obtains information in this system from the individuals who are covered by the system and their employers or the transportation facility.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

DHS/TSA 013

SYSTEM NAME:

Federal Flight Deck Officer Record System (FFDORS).

SECURITY CLASSIFICATION:

Classified, sensitive.

SYSTEM LOCATION:

Federal Flight Deck Officer (FFDO) Program records are maintained at the offices of the Transportation Security Administration (TSA) Headquarters in Arlington, Virginia.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) All individuals who volunteer to participate in the FFDO program, (2) FFDO program participants, *i.e.*, those volunteers who are accepted into the FFDO training program and deputized as FFDOs, and (3) former FFDO program participants.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system includes all records required in connection with an individual's voluntary participation in the program, including records associated with FFDO application, selection, training, participation, retention and requalification. FFDORS includes records about individuals who applied but were not accepted into the program. Such records may include, but are not limited to the following: (a) Volunteer forms prepared by applicants for program participation containing such information as work history, education, military service, certificates of specialized training, awards and honors; (b) copies of correspondence between the applicant and TSA, and between TSA and other agencies, applicant places of employment, and educational institutions, for the purposes of verifying information provided to TSA by the applicant; (c) the FD-258 Fingerprint card, investigative summaries, and compilations of criminal history record checks, to include administrative records and correspondence incidental to the background investigation process,

obtained from various law enforcement authorities; (d) results of written cognitive and noncognitive assessments and information regarding how the volunteer form was rated, prepared by TSA employees or contract psychologists; (e) records regarding the TSA's final decision to accept or reject volunteers for the FFDO program for suitability or medical reasons, including records prepared by TSA employees, and responses to and results of approved psychological assessments or similar tests administered by TSA; (f) results of telephonic or in-person interviews with program volunteers, including summary recommendations regarding the individual's participation in the program, prepared by TSA employees; (g) records prepared by TSA employees related to the selection or rejection of volunteer applicants (to include records generated as a result of any administrative appeal of TSA's determination to reject an applicant), and records related to recertification and decertification; (h) records prepared by TSA employees related to training, including academic and firearms performance; and (i) records prepared by TSA employees related to requalification and deputation renewal.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

49 U.S.C. 114, 44921.

PURPOSE(S):

The purpose of this system is to maintain records necessary for the assessment and acceptance of volunteers, and the training, participation and recertification of deputized volunteer pilots of air carriers providing passenger air transportation or intrastate passenger air transportation as Federal law enforcement officers to defend the flight decks of aircraft of such air carriers against acts of criminal violence or air piracy.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

(1) To the United States Department of Transportation and its operating administrations when relevant or necessary to (a) ensure safety and security in any mode of transportation; (b) enforce safety- and security-related regulations and requirements; (c) assess and distribute intelligence or law enforcement information related to transportation security; (d) assess and respond to threats to transportation; (e) oversee the implementation and ensure the adequacy of security measures at airports and other transportation facilities; (f) plan and coordinate any actions or activities that may affect