



U.S. Department of Homeland Security  
Transportation Security Administration  
Sensitive Security Information Program  
Presents:



# SSI Training for Public Transportation – Transit Bus



As of May 2022

# Definitions



This briefing is designed for public transportation systems bus operations. For those public transportation systems that include rail and/or trolley services, the SSI Program office refers you to the Rail and Mass Transit Training.



# Objectives



This briefing will focus on the following topics:

- The differences between Classified National Security Information and Sensitive Security Information (SSI)
- Which portions of the SSI Federal Regulation apply to Public Transportation - Bus
- The proper means of marking and protecting SSI



# Brief History of SSI



- SSI was developed pre-9/11
- Created in response to hijackings in the early 1970s

## *The Air Transportation Security Act of 1974:*

- Required the Federal Aviation Administration (FAA) to establish a regulation for sharing sensitive information with airlines and airports
- The FAA published the first SSI regulation in the Federal Register in 1976

After 9/11, SSI applies to all modes of transportation.

# Where SSI Fits



All information held by the Federal government falls into two categories:

- Classified National Security Information  
(Confidential, Secret, Top Secret)
- or
- Unclassified  
(SSI, For Official Use Only (FOUO), Public Information, etc.)

# Classified Information



Information whose “unauthorized disclosure could reasonably be expected to cause identifiable or describable damage to the national security”\*



## *Example:*

A U.S. Special Operations team conducts a raid, driven by intelligence, overseas. The *identity* of the “source” of data and the *information* he or she provided would both be classified.

\* Source: Executive Order 13526, Dec. 2009

# Unclassified Information Falls into Two Categories



- **Sensitive But Unclassified (SBU)**

A broad category that includes a Federally regulated means of protecting information such as SSI and unregulated means of protecting information such as FOUO

- **Public Information**

All other information

# Sensitive Security Information



Information obtained or developed which, if released publicly, would be detrimental to transportation security.

## *Examples:*

- Transit Bus Operator's Security Plan
- Baseline Assessment for Security Enhancement (BASE) conducted by TSA





# For Official Use Only (FOUO)



Information not protected by regulation that could adversely affect a Federal program if publicly released without authorization.

*Example:*

Federal building security plans



\* Source: DHS Management Directive 11042.1

# What are the Differences?



FOUO and SSI are categories of Sensitive But Unclassified information, but:

- SSI is based on U.S. law and protected by a Federal regulation; FOUO is not
- SSI protects information related to transportation security; FOUO has no subject matter limitations
- Unauthorized SSI disclosure may result in a civil penalty; FOUO breaches cannot

# What Are the Differences? (cont.)



- In litigation, SSI has stronger protection from court-ordered production requests while documents marked only as FOUO have little or no protection
- SSI is protected from public release under a Freedom of Information Act (FOIA) request; FOUO may be either protected or released under FOIA
- Documents that contain SSI must be marked as SSI – not as FOUO. When information is pulled from reports marked FOUO and SSI, the new report must be marked as SSI – Not FOUO/SSI



# Focus on the SSI Federal Regulation (49 CFR Part 1520)



**Department of Homeland Security  
Transportation Security Administration  
49 CFR 1520 – The SSI Federal Regulation**

Prepared by the TSA SSI Office, incorporating the following: Volume 49 of the Federal Register at page 20562 (called as 69 FR 28962), May 18, 2004 as amended January 9, 2005 at 70 FR 1582, July 19, 2005 at 70 FR 4559, May 26, 2006 at 71 FR 30507, November 26, 2008 at 73 FR 72172, September 16, 2009 at 74 FR 47896, August 18, 2011 at 76 FR 51887, and March 23, 2020 at 85 FR 16456, effective September 21, 2020.

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**PART 1520—PROTECTION OF SENSITIVE SECURITY INFORMATION**

**Sec.**

1520.1 Scope.

1520.3 Terms used in this part.

1520.5 Sensitive security information.

1520.7 Covered persons.

1520.9 Restrictions on the disclosure of SSI.

1520.11 Persons with a need to know.

1520.13 Marking SSI.

1520.15 SSI disclosed by TSA or the Coast Guard.

1520.17 Consequences of unauthorized disclosure of SSI.

1520.19 Destruction of SSI.

**Authority:** 46 U.S.C. 70102–70106, 70117; 49 U.S.C. 114, 40113, 44901–44907, 44913–44914, 44916–44918, 44935–44936, 44942, 46105.

**§ 1520 [Amendment Summary]**

In § 1520.3, removed the definitions of “DHS,” “DOT,” “Rail facility,” “Rail hazardous materials receiver,” “Rail hazardous materials shipper,” “Rail transit facility,” “Rail transit system or Rail Fixed Guideway System,” “Airfield,” “Baseport,” and “Vulnerability assessment” as they are located in § 1500.3.

In § 1520.9 revised paragraphs (b)(3), (b)(6)(i), (b)(6)(ii) introductory text, (b)(7) (b)(12) introductory text, and (b)(15) to include surface.

In § 1520.7, clarified that maritime and surface operators are “covered.”

**§ 1520.1 Scope.**

(a) **Applicability.** This part governs the maintenance, safeguarding, and disclosure of records and information that TSA has determined to be Sensitive Security Information, as defined in § 1520.5. This part does not apply to the maintenance, safeguarding, or disclosure of classified national security information, as defined by Executive Order 12958, or to other sensitive unclassified information that is not SSI, but that nonetheless may be exempt from public disclosure under the Privacy of Information Act. In addition, in the case of information that has been designated as critical infrastructure information under section 214 of the Homeland Security Act, the receipt, maintenance, or disclosure of such information by a Federal agency or employee is governed by section 214 and any implementing regulations, not by this part.

(b) **Delegation.** The authority of TSA and the Coast Guard under this part may be further delegated within TSA and the Coast Guard, respectively.

**§ 1520.3 Terms used in this part.**

In addition to the terms in § 1500.3 of this chapter, the following terms apply in this part:

**Administrator** means the Under Secretary of Transportation for Security referred to in 49 U.S.C. 114(b), or his or her designee.

**Coast Guard** means the United States Coast Guard.

**Covered person** means any organization, entity, individual, or other person described in § 1520.7. In the case of an individual, covered person includes any individual applying for employment in a position that would be a covered person, or in training for such a position, regardless of whether that individual is receiving a wage, salary, or other form of payment. Covered person includes a person

*Security contingency plan* means a plan detailing response procedures to address a transportation security incident, threat assessment, or specific threat against transportation, including details of preparation, response, mitigation, recovery, and reconstitution procedures, continuity of government, continuity of transportation operations, and crisis management.

*Security screening* means evaluating a person or property to determine whether either poses a threat to security.

**SSI** means sensitive security information, as described in § 1520.5.

*Treat image projection system* means an evaluation tool that involves periodic presentation of fictional threat images to operators and is used in connection with x-ray or explosives detection systems equipment.

**TSA** means the Transportation Security Administration.

**§ 1520.5 Sensitive security information.**

(a) **In general.** In accordance with 49 U.S.C. 114(a), SSI is information obtained or developed in the conduct of security activities, including research and development, the disclosure of which TSA has determined would—

- (1) Constitute an unwarranted invasion of privacy (including, but not limited to, information contained in any personnel, medical, or similar file);
- (2) Reveal trade secrets or privileged or confidential information obtained from any person; or
- (3) Be detrimental to the security of transportation.

(b) **Information constituting SSI.** Except as otherwise provided in writing by TSA in the interest of public safety or in furtherance of transportation security, the following information, and records containing such information, constitute SSI:

(1) **Security program, security plan, and contingency plan.** Any security program, security plan, or security contingency plan issued, established, required, received, or approved by DOT or DHS, including any comments, instructions, or implementing guidance, including—

- (i) Any aircraft operator, airport operator, fixed base operator, or air cargo security program, or security contingency plan under this chapter;
- (ii) Any vessel, maritime facility, or port area security plan required or directed under Federal law;
- (iii) Any national or area security plan prepared under 46 U.S.C. 70103;
- (iv) Any security incident response plan established under 46 U.S.C. 70104; and
- (v) Any security program or plan required under subchapter D of this title.

(2) **Security Directives.** Any Security Directive or order—

- (i) Issued by TSA under CFR 1542.303, 1544.305, 1548.19, or other authority;
- (ii) Issued by the Coast Guard under the Maritime Transportation Security Act, 33 CFR part 6, or 33 U.S.C. 1221 of any related to maritime security; or
- (iii) Any comments, instructions, and implementing guidance pertaining thereto.

(3) **Information Circulars.** Any notice issued by DHS or DOT regarding a threat to aviation or maritime transportation, including any—

- (i) Information circular issued by TSA under 19 CFR 1542.303, 1544.305, 1548.19, or other authority;

# Sensitive Security Information



Another way of thinking about SSI is would this information assist an adversary who is planning an attack against a transportation system?

- How *useful* would the information be to terrorists?
- How *detailed* is it?
- Has DHS *officially released* it in the past?
- Is it *obvious*?
- Is it still *current*?



# Sensitive Security Information



In order for information to be SSI, the information must be related to transportation security, its release must be detrimental, and it must fall under the one of the 16 categories of SSI defined by the Federal Regulation (49 CFR Part 1520.5(b)).

This training will discuss only the relevant categories related to Public Transportation – Bus.

# 16 SSI Categories



- (1) Security Programs, security plans, and contingency plans – Any security plan or security contingency plan issued, established, required, received or approved by DHS or DOT...

## Examples of records protected under this category:

- Security plan for Public Transportation system funded by the state and/or local government

# 16 SSI Categories (cont.)



- (5) Vulnerability Assessments – Any vulnerability assessments directed, created, held, funded or approved by DHS/DOT for any mode of transportation

Examples of records protected under this category:

- Vulnerability assessment created by public transportation system and shared with TSA
- Baseline Assessment for Security Enhancement (BASE) conducted by TSA



# 16 SSI Categories (cont.)



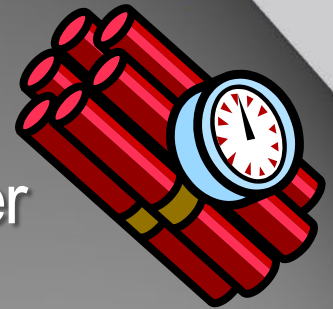
- (6) Security Inspection or Investigative Information - Reports of inspections or investigations that could reveal a security vulnerability



# 16 SSI Categories (cont.)



- (7) Threat Information – Information held by the government concerning threats to any mode of transportation, including cyber



Examples of records protected under this category:

TSA Intelligence Products marked as SSI.

Note: DHS/TSA Intelligence Products are not always marked as SSI. This is very deliberate on our part.

# 16 SSI Categories (cont.)



(8) Security measures – Specific details of transportation security measures including:

(i) Security measures or protocols recommended by the Federal government

*Note: Can include system cybersecurity measures*

(10) Security Training Materials – Records created or obtained for purposes of training personnel



# 16 SSI Categories (cont.)



(12) Critical Transportation Infrastructure Asset Information – Any list identifying systems or assets, whether physical or virtual, so vital to surface transportation that the incapacity or destruction of such assets would have a debilitating impact on transportation security if the list is

- (i) Prepared by DHS or DOT; or
- (ii) Prepared by as State or Local government and submitted to DHS or DOT



# 16 SSI Categories (cont.)



- (15) Research and Development – Research results that were approved, accepted, funded, recommended or directed by DHS/DOT



- (16) Other Information – The TSA Administrator (or their designee) can determine information to be SSI that is not otherwise defined in 1520.5(b)(1) – (15) (*rarely used*)

# Common Information Related to Public Transportation - Bus Operators that is SSI \*



- Public Transportation – Bus Operators Security Programs
- TSA Intelligence Products marked as SSI
- Vulnerability Assessments of systems or facilities
- Baseline Assessment for Security Enhancement (BASE) conducted by TSA
- TSA Security Action Items
- TSA Security Guidelines and Annexes

\* List not all-inclusive

# What information is NOT SSI



- Safety information is not SSI
- Fire Evacuation Plans are not SSI
- Construction plans are not SSI
- Training materials for employees on safety measures are not SSI
- Safety inspections of infrastructure are not SSI



# Covered Persons



According to the SSI Federal Regulation, covered persons may access SSI. This includes airport and airline personnel, maritime operators, bus, rail and pipeline operators, Federal, state or local government employees or contractors, among others.





# Persons with a “Need To Know”



Covered persons have a “need to know” SSI if access to information is necessary for the performance of, training for, or managing of personnel’s official duties. DHS or DOT may limit access to specific SSI to certain employees or covered persons.

*Example:*

A maintenance contractor does not need access to BASE documentation.

# Requests from the Media for SSI



Under the SSI Federal Regulation, members of the news media are not covered persons and do not have a “need to know” SSI.



# SSI Federal Regulation Outlines Requirements for Marking and Handling SSI



**Department of Homeland Security  
Transportation Security Administration**  
**49 CFR 1520 – The SSI Regulation**

Prepared by the TSA SSI Office, incorporating the following: Volume 49 of the Federal Register at page 28832 (dated as 49 FR 28832), May 18, 2004 as amended on January 19, 2005 at 70 FR 4130, July 19, 2005 at 70 FR 4130, May 20, 2006 at 71 FR 26207, and November 28, 2008 at 73 FR 72126, effective December 28, 2008.

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**PART 1520—PROTECTION OF SENSITIVE SECURITY INFORMATION**

**1520.1 Scope.**

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**Authority:** 46 U.S.C. 70102–70106, 70117; 49 U.S.C. 114, 40111, 44501–44507, 44913–44914, 44916–44918, 44935–44936, 44942, 46305.

**§ 1520.1 Scope.**

(a) **Applicability.** This part governs the maintenance, safeguarding, and disclosure of records and information that TSA has determined to be Sensitive Security Information, as defined in § 1520.5. This part does not apply to the maintenance, safeguarding, or disclosure of classified, national security information, as defined by Executive Order 13526, or to other sensitive unclassified information that is not SSI, but that nonetheless may be exempt from public disclosure under the Freedom of Information Act. In addition, in the case of information that has been designated as critical infrastructure information under section 214 of the Homeland Security Act, the receipt, maintenance, or disclosure of such information by a Federal agency or employee is governed by section 214 and any implementing regulations, not by this part.

(b) **Delegation.** The authority of TSA and the Coast Guard under this part may be further delegated within TSA and the Coast Guard, respectively.

**§ 1520.3 Terms used in this part.**

In addition to the terms in § 1500.3 of this chapter, the following terms apply in this part.

**Administrator** means the Under Secretary of Transportation for Security referred to in 49 U.S.C. 11410, or his or her designee.

**Coast Guard** means the United States Coast Guard.

**Covered person** means any organization, entity, individual, or other person described in § 1520.7. In the case of an individual, covered person includes any individual applying for employment in a position that would be a covered person, or in training for such a position, regardless of whether that individual is receiving a wage, salary, or other form of payment. Covered person includes a person applying for certification or other form of approval that, if granted, would make the person a covered person described in § 1520.7.

**DHS** means the Department of Homeland Security and any directorate, bureau, or other component within the Department of Homeland Security, including the United States Coast Guard.

**DOT** means the Department of Transportation and any operating administration, entity, or office within the Department of Transportation, including the Saint Lawrence Seaway Development Corporation and the Bureau of Transportation Statistics.

**Federal Flight Deck Officer** means a pilot participating in the Federal Flight Deck Officer Program under 49 U.S.C. 40121 and implementing regulations.

**Maritime facility** means any facility as defined in 33 CFR part 101.

**Rail facility** means “rail facility” as defined in 49 CFR 1580.3.

**Rail hazardous materials receiver** means “rail hazardous materials receiver” as defined in 49 CFR 1580.3.

**Rail hazardous materials shipper** means “rail hazardous materials shipper” as defined in 49 CFR 1580.3.

**Rail secure area** means “rail secure area” as defined in 49 CFR 1580.3.

**Rail transit facility** means “rail transit facility” as defined in 49 CFR 1580.3.

**Rail transit system** or **Rail Fixed Guideway System** means “rail transit system” or “Rail Fixed Guideway System” as defined in 49 CFR 1580.3.

**Railroad** means “railroad” as defined in 49 U.S.C. 20102(i).

**Railroad carrier** means “railroad carrier” as defined in 49 U.S.C. 20102(i).

**Record** includes any means by which information is preserved, irrespective of format, including a book, paper, drawing, map, recording, tape, film, photograph, machine-readable material, and any information stored in an electronic format. The term record also includes any draft, proposed, or recommended change to any record.

**Security contingency plan** means a plan detailing response procedures to address a transportation security incident, threat assessment, or specific threat against transportation, including details of preparation, response, mitigation, recovery, and reconstruction procedures, continuity of government, continuity of transportation operations, and crisis management.

**Security program** means a program or plan and any amendments, developed for the security of the following, including any comments, instructions, or implementing guidance:

- (1) An airport, aircraft, or aviation cargo operation;
- (2) A fixed base operator;
- (3) A maritime facility, vessel, or port area; or
- (4) A transportation-related automated system or network for information processing, control, and communications.

**Security screening** means evaluating a person or property to determine whether either poses a threat to security.

**SSI** means sensitive security information, as described in § 1520.5.

**Threat image projection system** means an evaluation tool that involves periodic presentation of fictional threat images to operators and is used in connection with x-ray or explosives detection systems equipment.

**TSA** means the Transportation Security Administration.

**Vulnerability assessment** means any review, audit, or other examination of the security of a transportation infrastructure asset, airport, maritime facility, port area, or vessel, aircraft, railroad, railroad carrier, rail facility, train, rail hazardous materials shipper or receiver facility, rail transit system, rail transit facility, commercial motor vehicle, or pipeline; or a transportation-related automated system or network to determine its vulnerability to unlawful interference, whether during the conception, planning, design, construction, operation, or decommissioning phase. A vulnerability assessment may include proposed, recommended, or directed actions or countermeasures to address security concerns.

**§ 1520.5 Sensitive security information.**

(a) **In general.** In accordance with 49 U.S.C. 11410, SSI is information obtained or developed in the conduct of security activities, including research and development, the disclosure of which TSA has determined would—

- (1) Constitute an unwarranted invasion of privacy (including, but not limited to, information contained in any personal, medical, or similar file);
- (2) Reveal trade secrets or privileged or confidential information obtained from any person; or
- (3) Be detrimental to the security of transportation.

(b) **Information constituting SSI.** Except as otherwise provided in writing by TSA in the interest of public safety or in furtherance of transportation security, the following information, and records containing such information, constitute SSI:



Sensitive Security Information Office  
Kwan Y, Mark N, Shaw D, Lock N, Skred H

# Everyone is Responsible for Protecting SSI!!!



Personnel who work in transportation whether they are airline employees, law enforcement, persons who work in the field of public transportation – bus, Federal employees or contractors are responsible for properly marking, handling, protecting, storing, and destroying SSI per the SSI Federal Regulation (49 CFR Part 1520).

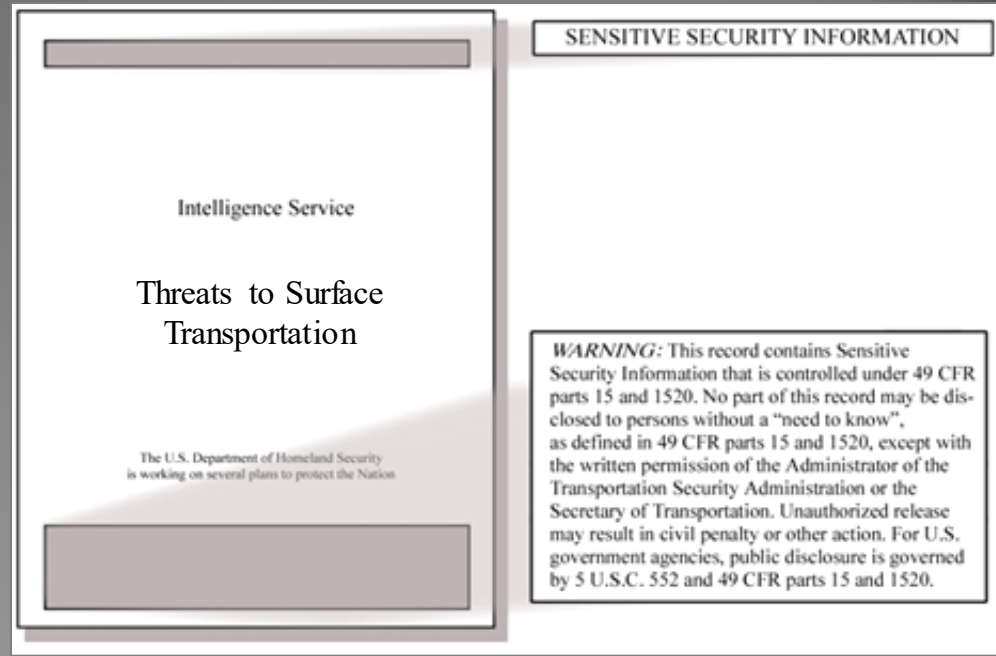


# Regulatory Requirement SSI – Protective Marking



Each page of the SSI record must include an SSI header and footer.

Even if there is only one sentence containing SSI in a 50-page document, every page must have an SSI header and footer.



# SSI Footer



The SSI footer informs the viewer that the record must be protected from unauthorized disclosure.

No modification of the SSI Footer is authorized.

*WARNING:* This record contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a “need to know,” as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520.”

# Who Can Mark Records as SSI?



Stakeholders are permitted to mark information as SSI as long as they believe the record meets specific criteria under the SSI Federal Regulation:

- It is related to transportation security (not safety);
- Its release would be detrimental to transportation security (i.e., an adversary could use the information to plan an attack against the transportation system); and
- It falls under one of the 16 SSI Categories that are listed in the slides above.

# Who Can Mark Records as SSI? (cont.)



It is important to remember that SSI is information which should be marked and protected in all forms of communication. This includes emails, Word documents, presentations, training, etc.





# Storing SSI: Lock it Up!!!!



When not actually working with an SSI record (lunch break, end of the day, etc.), store the SSI record in a locked desk drawer or in a locked room to prevent unauthorized access by persons who do not have a “need to know.”



ALL RECIPIENTS OF SSI ARE MANDATED TO LOCK IT UP!!!

# Protecting Electronic Data

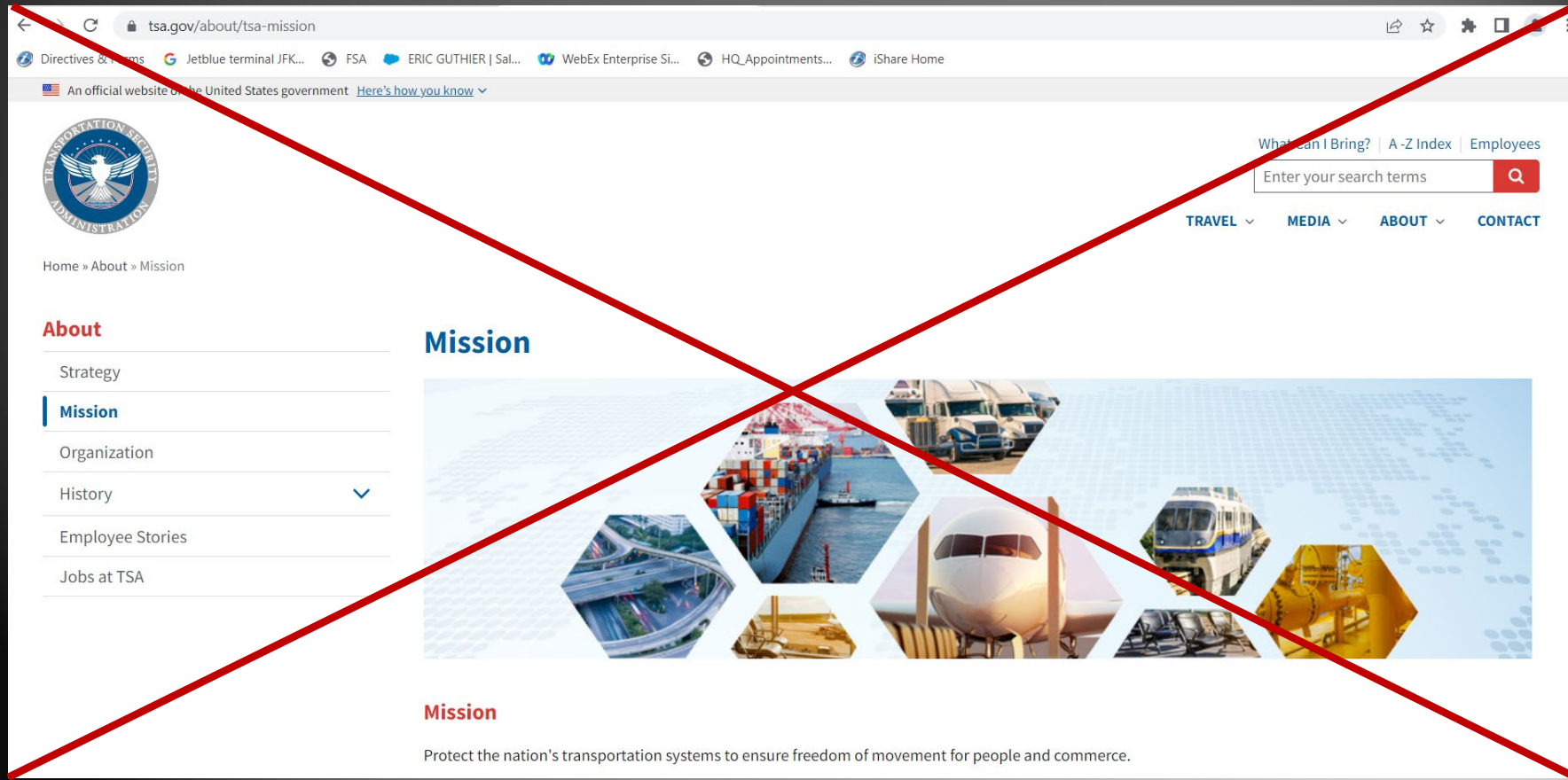


- The SSI Regulation instructs:  
*“Take reasonable steps to safeguard SSI in that person’s possession or control from unauthorized disclosure.”\**
- Safeguarding methods may include:
  - logging off from or locking unattended computers,
  - applying encryption, and/or
  - physically restricting access to electronic devices such as USB flash drives or other portable devices.

\* 49 CFR §1520.9(a)(1)



# Posting SSI: Never Post SSI on the Internet



# Duty to Report Unauthorized Disclosure of SSI



The SSI Federal Regulation states “when a covered person becomes aware that SSI has been released to unauthorized persons, the covered person must promptly inform TSA...” \*

- This usually involves lost paper copies of SSI or SSI available on the Internet.
- Stakeholders may contact their TSA point of contact or the TSA SSI Program office at [SSI@tsa.dhs.gov](mailto:SSI@tsa.dhs.gov).

\* 49 CFR § 1520.9(c)

# Destruction of SSI



“A covered person must destroy SSI completely to preclude recognition or reconstruction of the information when the covered person no longer needs the SSI to carry out transportation security measures.”\*

In other words, throwing SSI in a garbage can or recycling bin violates the SSI Federal Regulation.

\* 49 CFR § 1520.19(b)(1)



# Discussing SSI in Public Areas is Inappropriate

Personnel must be very careful when discussing SSI in public areas.

You never know who is listening and not everyone has a “need to know” the information.

Remember: Adversaries do not care how they receive SSI as long as they get the information they need to plan an attack.



# Consequences of Unauthorized Disclosure of SSI



- Lost money – TSA can impose a civil penalty with amounts into the tens of thousands of dollars per offense against covered persons and companies
- Lost jobs – for Federal Employees, appropriate personnel action up to termination
- Lost contract – TSA can decide whether to end a contract with a Federal vendor whose employees did not properly protect the SSI entrusted to their care

# “Best Practices” for Non-DHS Employees to Protect SSI



Transportation Security Administration



**SENSITIVE SECURITY INFORMATION**  
**SAFELY SHARING INFORMATION**

**MARK IT**  
Using the SSI Header and Footer



**SHARE IT**  
Only With Covered Persons  
With a Need to Know



**LOCK IT**  
Whenever SSI is Left Unattended



**SHRED IT**  
Using a Cross-cut Shredder



**KNOW IT**  
Using SSI ID Guides

For more information on  
Safely Sharing Information: [SSI@DHS.GOV](mailto:SSI@DHS.GOV)

Poster created by  
LTSO David Riel - DTW



# Best Practices for Non-DHS Personnel



DHS stakeholders (i.e., regulated entities) and other covered parties are mandated under the SSI regulation to take “reasonable steps” to prevent unauthorized disclosure of SSI.

The next set of slides describes “Best Practices” that stakeholders may use in handling and protecting SSI.

These “Best Practices” are based on policies and procedures developed for DHS personnel to protect SSI.

**Sensitive Security Information**  
**Best Practices Guide for Non-DHS Employees**

The purpose of this hand-out is to provide transportation security stakeholders and non-DHS government employees and contractors with best practices for handling SSI. Best practices are not to be construed as legally binding requirements or official implementing guidance for the SSI regulation.

**What is SSI?**  
Sensitive security information (SSI) is information that, if publicly released, would be detrimental to transportation security, as defined by Federal regulation 49 C.F.R. part 1520.

Although SSI is not classified information, there are specific procedures for recognizing, marking, protecting, safely storing, and destroying SSI, as persons receiving SSI in order to carry out responsibilities related to transportation security, you are considered “covered persons” under the SSI regulation and have special obligations to protect the information from unauthorized disclosure.

**SSI Requirements**  
The SSI regulation mandates specific and general requirements for handling and protecting SSI.

**You Must - Lock up all SSI.** Store SSI in a secure container such as a locked file cabinet or drawer (as defined by Federal regulation 49 C.F.R. part 1520.4 (a)(1)).

**You Must - When No Longer Needed, Destroy SSI.** Destruction of SSI must be complete to preclude recognition or reconstruction of the information (as defined by Federal regulation 49 C.F.R. part 1520.145).

**You Must - Mark SSI.** The regulation requires that even when only a small portion of a paper document contains SSI, every page of the document must be marked with the SSI header and footer shown at the bottom of this document (as defined by Federal regulation 49 C.F.R. part 1520.13). Absorption of the footer is not authorized.

**Best Practices Guide**

Reasonable steps must be taken to safeguard SSI. While the regulation does not define reasonable steps, the TSA SSI Branch offers these best practices as examples of reasonable steps:

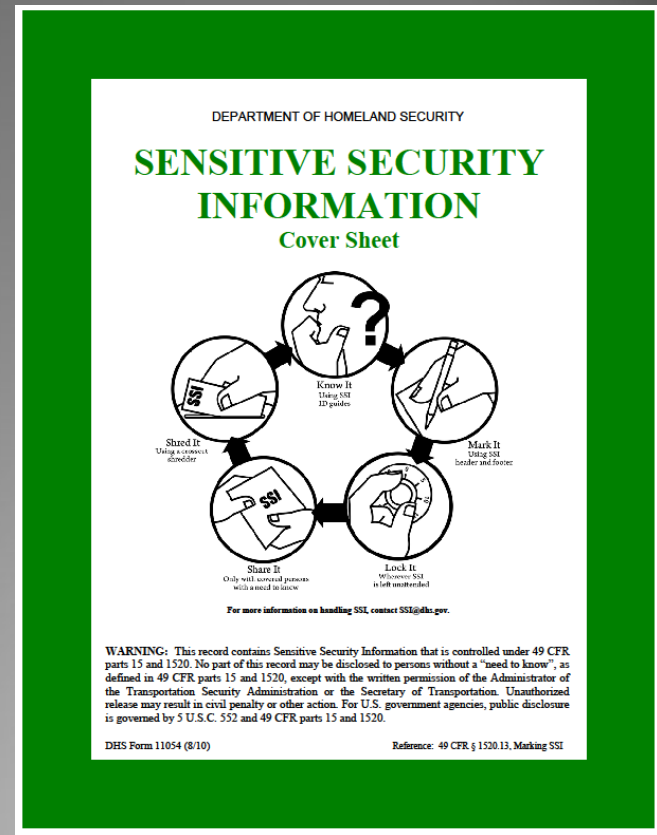
- Use an SSI cover sheet on all SSI materials.
- Electronic presentations (e.g., PowerPoint) should be marked with the SSI header on all pages and the SSI footer on the first and last pages of the presentation.
- Spreadsheet should be marked with the SSI header on every page and the SSI footer on every page or at the end of the document.
- Video and audio should be marked with the SSI header and footer on the protective cover when able and the header and footer should be shown and/or read at the beginning and end of the program.
- CD/DVDs should be encrypted or password-protected and the header and footer should be affixed to the CD/DVD.
- Portable drives including “flash” or “thumb” drives should not be marked, but the drive itself should be encrypted or all SSI documents stored on it should be password protected.
- When leaving your computer or desk you must lock up all SSI and you should lock or turn off your computer.
- Taking SSI home is not recommended; if necessary, get permission from a supervisor and lock up all SSI at home.
- Don’t handle SSI on computers that have peer-to-peer software installed on them or on your home computer.
- Transmit SSI via email only in a password protected attachment, and the body of the email should be password protected without identifying information in a separate email or phone.
- Passwords for SSI documents should contain at least eight characters, have at least one uppercase and one lowercase letter, contain at least one number, one special character and not be a word in the dictionary.
- Filing of SSI should be done by first verifying the fax number and that the intended recipient will be available promptly to retrieve the SSI.
- SSI should be mailed by U.S. First class mail or other traceable delivery service using an opaque envelope or wrapping. The outside wrapping (i.e. box or envelope) should not be marked as SSI.
- Interoffice mail should be sent using an unmarked, opaque, sealed envelope so that the SSI cannot be read through the envelope.
- SSI stored in network folders should either require a password to open or the network should limit access to the folder to only those with a need to know.
- Properly destroy SSI using a cross-cut shredder or by cutting manually into less than 1/2 inch squares.
- Properly destroy electronic records using any method that would preclude recognition or reconstruction.

Phone: (877) 227-0323 • Fax: (877) 227-2968

# Best Practices – SSI Cover Sheet



The SSI Cover sheet is NOT required by the SSI Federal Regulation but it is recommended to place everyone on notice they are dealing with SSI and can be added as needed.



# Best Practices – Sharing SSI in E-mail



SSI information transmitted by e-mail should be *encrypted* or sent in a separate password-protected record and not in the body of an e-mail. Passwords should be sent separately, and should:

- Have eight-character minimum length
- Have at least one upper-case and one lower-case letter
- Contain at least one number
- Contain at least one symbol (e.g., \*#\$%?!)
- Not be a word in the dictionary or a portion of the file name

# Best Practices – Managing Sensitive Data in Webinars



Taking the following steps will help minimize the risk of unauthorized disclosure of SSI.

- ✓ Verify that all attendees of the meeting are covered persons with a “need to know” the SSI to be presented
- ✓ Manage policies to ensure only members from your organization or desired group can attend
- ✓ Enable “waiting room” features to see and vet attendees before granting them access
- ✓ Lock the event once all intended attendees have joined

# Best Practices – Managing Sensitive Data in Webinars



(cont.)

- ✓ Ensure that you (the host) can manually admit and remove attendees as needed
- ✓ Be mindful of how (and to whom) you disseminate invitation links
- ✓ Consider sensitivity of data before exposing it via screen share or uploading it during video conferences
- ✓ Do not discuss information that you would not discuss over regular telephone lines



# Best Practices - No SSI on Personally Owned Electronic Devices



SSI should not be stored, sent to, or printed to personal devices including home, public, or personal:

- Computers or tablets
- Fax machines
- Printer or copy machines
- Smart phones
- Thumb drives, external drives, or disk
- Email accounts



# Best Practices – Closing the Gaps



- ✓ Change default password to strong, complex passwords for your router and Wi-Fi network
- ✓ At a minimum, ensure your router is configured to use WPA2 or WPA3 wireless encryption
- ✓ Avoid using public hotspots and networks
- ✓ Only use secure video conferencing tools approved by your organization
- ✓ Use official company email when sending SSI
- ✓ Ensure that any virtual assistants (e.g., Alexa) will not pick up your conversations



# Best Practices – Closing the Gaps (cont.)

Remember, while conducting business, be conscious of your surroundings:

- Do not work in locations where your computer screen may be visible to others
- Take measures to prevent eavesdropping, especially when discussing SSI



# Best Practices - Traveling with SSI



- Laptops containing SSI should be kept with you to the maximum extent possible
- Avoid transporting laptops containing SSI in checked baggage
- Laptops containing SSI and any SSI paperwork should be kept locked and out of sight (e.g., trunk) when unattended in vehicles
- In hotel rooms, use hotel room safes for laptops containing SSI and any SSI paperwork





# Best Practices - Destruction of SSI

The most common methods used to destroy SSI material include:

- Cross-cut shredders
- Contract with a shredding company
- Any method approved for the destruction of classified national security information





# Frequently-Asked Questions

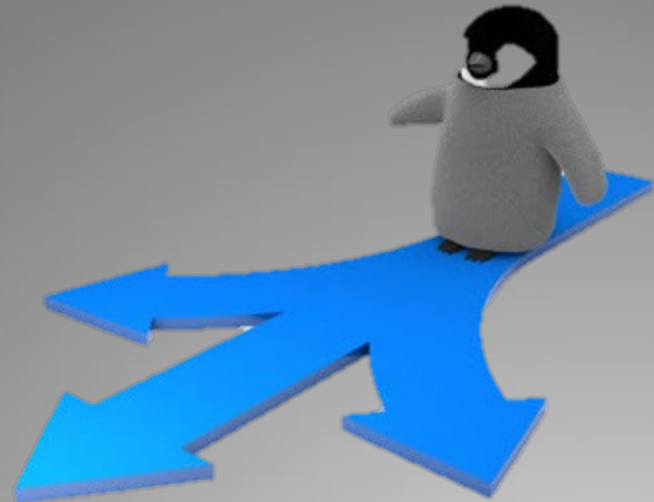


# *Q: How Do We Handle Requests for SSI Information?*



A: Requests for SSI fall into two categories:

- Sharing SSI
- Releasing SSI

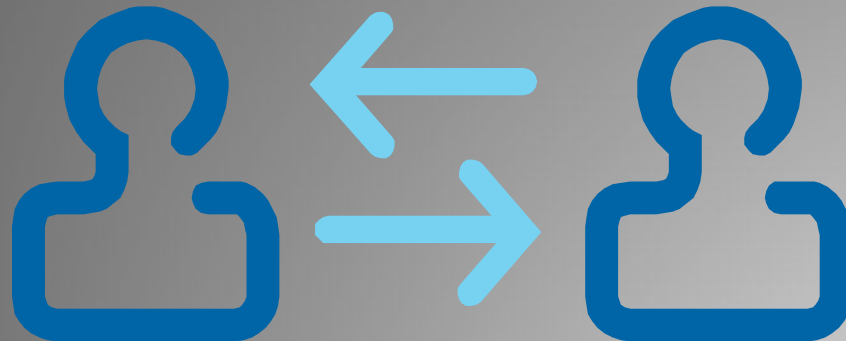


# Sharing SSI



To share SSI is to provide a record that contains SSI to another covered person. The record is marked as SSI and remains SSI.

The covered person with a “need to know” is now obligated by the SSI Federal Regulation to protect the SSI record entrusted to their care.



# Releasing Records



Prior to releasing records containing SSI to persons who are not authorized to access SSI under the SSI Federal Regulation, the SSI language must be removed/redacted by the TSA SSI Program office. The redacted record may be released to the general public.

The redacted record should have the SSI header and SSI footer removed or crossed out.



# SSI Redactions



- SSI Records that are produced due to Freedom of Information Act (FOIA) requests, court-order production requests, or other requests are reviewed by the TSA SSI Program office.
- TSA then produces a redacted copy of the record with all of the SSI removed.

## SCOPE AND APPLICABILITY

This Sensitive Security Information (SSI) Identification Guide provides guidance for which information is and is not SSI under 49 CFR 1520 (Title 49 part 1520 of the Code of Federal Regulations), related to the National Explosives Detection Canine Team Program. Users of this guide include the following: Transportation Security Administration (TSA) employees, contractors, and grantees; other Department of

agencies that use information covered in this guide; and, any other covered persons (as defined in 49 CFR 1520.7) that use or access information covered in this guide.

## GENERAL INFORMATION ON THE NATIONAL EXPLOSIVES DETECTION CANINE TEAM PROGRAM (NEDCTP)

The National Explosives Detection Canine Team Program exists to deter and detect the introduction of explosives devices into the transportation system. In addition, bomb threats cause disruption of air, land and sea commerce and pose an unacceptable danger to the traveling public and should be resolved quickly.

component in a balanced counter-sabotage program. The use of highly trained explosives detection canine teams is also a proven deterrent to terrorism directed towards transportation systems and provides a timely and mobile response to support



## *Q: How Do We Get SSI Redacted before a Record is Released?*

- The SSI Federal Regulation states that
  - “Except as otherwise provided in this section... records containing SSI are not available for public inspection or copying, nor does TSA... release such records to persons without a “need to know.” \*
  - “(I)f a record contains both SSI and information that is not SSI, TSA...may disclose the record with the SSI redacted...” \*
- TSA addresses these requirements by providing an official SSI Review process through its SSI Program office.

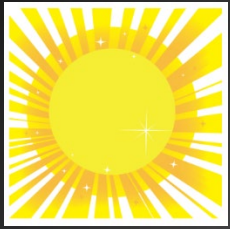
\* 49 CFR § § 1520.15(a) and 1520.15(b)





## *Q: If we mark a Record as SSI, does that mean it's always SSI?*

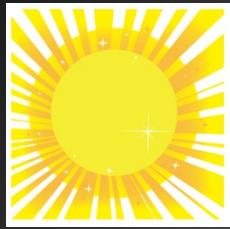
- All covered persons are permitted to mark information they believe is SSI, but it is possible it was over-marked.
- The TSA Administrator is authorized to determine whether information pertaining to transportation security constitutes Sensitive Security Information (SSI). That authority is delegated from the Administrator to the Chief of the SSI Program.
- Using this authority, the SSI Program office determines what information is designated as SSI or not SSI within a record. The SSI Program office is the final arbiter and authorized to make SSI determinations on both federal records and records produced by stakeholders.
- If necessary, the SSI Program office will provide redacted (i.e., all of the SSI blacked out) versions for public consumption.



# Processing Record Requests



- Similar to federal Freedom of Information Act (FOIA), many state and local laws (e.g., “Sunshine” laws) provide citizens the right to access government records.
- While laws providing exemptions vary by state, 49 CFR § 1520.9(a)(3) requires that covered persons “Refer requests by other persons for SSI to TSA.”
- This requirement for referral includes requests for access to SSI made under State, local, tribal or territorial public information and related laws.
- SSI falls under the SSI Federal Regulation, which preempts conflicting State, local, tribal, and territorial law.



# Processing Record Requests (cont.)



- Requests for TSA's own records made through State Open Records requests must be referred to TSA FOIA ([FOIA@tsa.dhs.gov](mailto:FOIA@tsa.dhs.gov)).
- Requests for records belonging to the state or airport authority should be submitted for full SSI Review to the SSI Program office at HQ.
- While the SSI Program office will attempt to work within the law's time constraints, it is not always possible. Interim responses may be made to the requestor indicating the need for SSI Review.
- Requests may be submitted to TSA Field Counsel, local SSI Coordinators, or to the SSI Program office directly at

## *Q: Who Do We Contact for Additional Assistance?*



- Additional SSI resources are posted to <https://www.tsa.gov/for-industry/sensitive-security-information>
- The SSI Program office is available to answer questions about SSI and receive SSI Review Requests through its SSI Inbox at [SSI@tsa.dhs.gov](mailto:SSI@tsa.dhs.gov).
- Questions may also be directed to your TSA PPE representative at [TSA-Surface@tsa.dhs.gov](mailto:TSA-Surface@tsa.dhs.gov)



*Safely Sharing Information*



## **SSI Program Office**

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