1. **What is the Capability Acceptance Process?**
Transportation Security Administration (TSA) Acquisition Program Management (APM) has developed a Capability Acceptance Process (CAP) to facilitate receiving Capabilities such as Transportation Security Equipment (TSE) and other technologies from Donors and evaluate the related impacts and outcomes associated with accepting a proposed Capability. The CAP represents an objective and repeatable process to evaluate, accept, and implement Capability Requests.

**CAP IS NOT:**
- A solicitation vehicle
- A circumvention of DHS and TSA acquisition or procurement processes
- An abdication of TSA’s core mission to secure the Nation’s transportation systems

2. **Why Donate?**
Donating is an option for airport stakeholders which may benefit from accelerating acquisition timelines, facilitating recapitalization of TSE, or enhancing passenger experience.

3. **What can be Donated?**
**Acceptable Capability:**
The Acceptable Capability List (ACL) serves as TSA’s official guide for Donors to use when procuring Capability or TSE for the intent of donating to TSA for operational use. The ACL is a living document that will be updated as necessary.

**Emerging Capability:**
Capabilities not listed on the ACL. TSA may consider accepting Emerging Capability to support Acquisition Decision Events within the Department of Homeland Security Acquisition Lifecycle Framework (ALF), such as Assessments and/or Operational Testing, but not for operational use.

4. **How does it work?**
The process includes 5 Steps across 3 Phases: Evaluation, Preparation, and Implementation. Please see Detailed Instructions for Donors for additional details.

**PHASE 1: Evaluation**
- **Step 1:** Initial Request
  - The Donor POC should contact their Local TSA POC to indicate interest in donating Capabilities and provide all requested information.
- **Step 2:** Business Case Determination
  - TSA evaluates Business Case and Financial Analysis Factors to determine if it is in the best interest of TSA to accept the Capability.
- **Step 3:** Memorandum of Understanding
  - TSA and Donor formalize the Capability Request by defining and documenting the baseline expectations for both parties.

**PHASE 2: Preparation**
- **Step 4:** Support of Donor Responsibilities
  - Coordination of all activities that the Donor is responsible for (e.g. design, procurement, delivery, installation, acceptance testing, site prep).

**PHASE 3: Implementation**
- **Step 5:** Capability Offer and Acceptance
  - Formalizes the transfer and acceptance of property and services from the Donor to TSA.

5. **What criteria does TSA use to assess Capability Requests?**
A Capability Request is evaluated on Business Case and Financial Analysis Factors to determine a comprehensive business case outlook of acceptance for TSA.

**Business Case** examples include:
- Need
- Staffing
- Maintenance
- Training
- Site Preparation

**Financial Analysis** examples include:

6. **What requirements are applicable to donated Capabilities?**
It is the responsibility of the Donor to understand all terms and conditions to include general and TSE specific guidelines. TSA will work with each Donor individually to determine what terms and conditions will be accepted based on the specific Capability and screening environment.

**Requirements for Acceptable Capabilities**
- Terms and Conditions for Acceptable Capabilities
- Specific TSE Guidelines within the ACL

**Definitions:**
1. Donor: Typically an Airport Authority/Airline/Security Stakeholder.
2. Capability Request: A request submitted by a Donor/ Airport Authority/ Airline/ Donating Stakeholder that outlines the intent to voluntarily procure, and ultimately donate, transfer, and convey, Capability or Transportation Security Equipment to TSA.
3. Field demonstration or laboratory testing.
When would TSA consider accepting Emerging Capability?

Capability Requests for Emerging Capability will be evaluated and documented on a case by case basis, considering how the Capability can support the DHS Acquisition Lifecycle Framework (ALF) and the risks for both TSA and the Donor. The Capability Request for the Emerging Capability may undergo multiple levels of review, which may include assessing the feasibility, risk, deployment schedule, and scope of the Capability Request.

**Acronyms:**
- DHS: Department of Homeland Security
- RCA: Requirements Capability and Analysis
- APM: Acquisition Program Management
- S&T: Science and Technology
- BAA: Broad Agency Announcement
- RFI: Request for Information
- TSL: Transportation Security Laboratory
- TSIF: TSA Systems Integration Facility
- KPI: Key Performance Indicator
What procedures must Donors follow throughout the CAP?

**Detailed Instructions for Donor Administrators**

1. The Donor POC must contact their Local TSA Airport POC to indicate interest in donating Capability.
2. The Donor must provide all information requested from them by the Local TSA Airport POC.
3. The Donor must provide supplemental information and submit to the APM CAP Team upon request.
4. The APM CAP Team will return a Go / No-Go Decision to the Donor.
5. If TSA approves the Donor’s Capability Request, the Donor must draft a Memorandum of Understanding by completing the *MOU Template Form*. The Donor must coordinate directly with the APM CAP Team to resolve all details in the completion of this document.
6. The Donor is responsible for conducting all required activities outlined in the MOU and Terms and Conditions for Acceptable Capabilities. The Donor must contract with current TSA contractors or TSA-approved contractors and coordinate with authorized Government representatives in fulfilling these responsibilities. The Donor should work closely with the APM CAP Team to complete this step.
7. The Donor must draft the *Offer Letter* using the template. The Donor must coordinate with the APM CAP Team to complete all required elements of this form. The Donor must sign the *Offer Letter* and submit it to the APM CAP Team.
What information is needed to complete the Initial Request?

The Donor must work with their Local TSA POC to submit a Capability Request in the TSA’s ERI. If necessary, TSA Headquarters initiated requests to the ERI system may be submitted. The Capability Request is assigned and tracked via the ReMAG Number assigned.

The following is the information that is required to be submitted via the ERI:

- **Airport Code, Name, Category, Branch, Region, Address**
- **Equipment Request Type – Checkpoint Request/ Checked Baggage Request**
- **POC Details – FSD, Airport POC, Donor**
- **Additional Details, if known (type and quantity of TSE, purpose)**
- **Overall Need Date: Delivery Date and Operational Date**

The TSA CAP Team will reach out to the Donor to gather additional information needed for TSA to initiate Step 2 - Business Case Determination.

Examples of additional details necessary to support the completion of the Business Case Determination:

- **Specific terminal/ checkpoint/ checked baggage area**
- **Purpose of the Capability Request**
- **Type and quantity of Capability/ TSE**
- **Has Donor seen Capability Acceptance Process Guidelines to include TSA’s Terms and Conditions for Acceptable Capabilities?**
- **What financial responsibilities is the Donor able/not able to contribute**
- **Time period for procurement and installation of TSE**
- **Extent of changes to the current checkpoint or checked baggage area**
- **Status of coordination of design efforts**
What criteria are assessed? Business Case Determination Decision Tree

1. **Technology**: Is the technology on the ACL?
2. **Demonstrated Need**: Do current airport operations exceed the screening capability defined by the Capabilities Management Division?
3. **Staffing**: Can TSA staff the Capability immediately or at an agreed upon date?
4. **Training**: Does the Capability require additional training?
5. **Operational Impact**: Will there be positive or negative impacts to operations, such as an increase to wait time?
6. **Project Impact**: Will there be positive or negative impacts to other TSA projects, such as deployments of other Capability or TSE?
7. **Site Readiness**: Can the local airport accommodate the Capability without infrastructure changes (space, power, connectivity, etc.)?
8. **Deployment**: Can the Capability be deployed with minimal disruption to TSA (resourcing, system integrator costs, etc.)?
9. **Sustainability**: Does the Capability increase immediate cost of training, staffing, and/or maintenance at this airport (mixing TSE, etc.)?
10. **Financial Analysis**: Based on the life-cycle cost of the Capability, does the benefit of accepting the Capability outweigh the cost to TSA?