



*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation, and Team Spirit.*

**REVISION:** This revised directive supersedes TSA MD 2600.3, *TSIF Events Management* dated October 4, 2010.

**SUMMARY OF CHANGES:** Section 5, Responsibilities, added responsibilities; Section 6, Policy, updated, and Section 7, Procedures, updated and added new procedure for contractors conducting business with TSA.

1. **PURPOSE:** This directive provides TSA policy and procedures for scheduling test events, meeting space, and facility tours at the TSA Systems Integration Facility (TSIF).
2. **SCOPE:** This directive applies to TSA organizational elements involved in test event planning, meeting space scheduling, tours, visitor coordination, and physical security at the TSIF.
3. **AUTHORITIES:**
  - A. [TSA MD 200.3, Headquarters Facilities Management](#)
  - B. [TSA MD 2800.7, TSA HQ Access Control and Issuance of TSA HQ Photo Access Pass \(PAP\)](#)
  - C. [TSA MD 2800.15, Foreign Visitor Management](#)

**4. DEFINITIONS:**

- A. Foreign National Visitors: Persons who are not citizens of the United States.
- B. Non-test Events: Includes facility tours, meetings, briefings and conferences that involve the use of the TSIF or TSIF resources.
- C. Test Events: Events that involve developmental testing to verify conformance against system technical requirements and that test systems in an operationally representative setting.
- D. Training Plan: Outlines the objectives, needs, strategy, and curriculum to be addressed when training users on new or enhanced technology systems.
- E. TSA Contractors: Persons employed by a contractor under contract to TSA and in possession of a TSA Photo Access Pass (PAP).
- F. TSA Employees: Persons employed directly by TSA.
- G. TSA Sponsor: Person who submits the event request to the TSIF or the person designated by the Office planning the event to be their primary or alternate point of contact.

- H. TSIF: This TSA facility, located adjacent to Ronald Reagan Washington National Airport, (DCA) is used for testing security technologies, processes, and procedures in a simulated operational environment. The TSIF activities support acquisition decisions, validate system conformance with technical specifications, and help officials determine technological readiness to enter operational testing, evaluation and deployment.
- I. Visitors: All persons other than TSA employees and contractors who have a legitimate need to access the TSIF.

## **5. RESPONSIBILITIES:**

- A. The Assistant Administrator for the Office of Security Capabilities (OSC)/Chief Technology Officer (CTO), or his/her designee, is responsible for the management and oversight of the TSIF.
- B. The TSA Sponsor is responsible for ensuring that all visitors have valid badges prior to the approved event.
- C. The TSIF Scheduling Team is responsible for creating and revising the events calendar that lists approved test and non-test events and notifying the TSA Sponsor when an event or function is approved or rescheduled.
- D. The TSIF Security Manager and, as applicable, the TSIF Test Infrastructure and Operations (TI&O) Manager are responsible for collaborating with TSA Sponsors to ensure that participants conform with TSA access control, personnel security and information security requirements.
- E. The TSIF Test Manager and TSIF TI&O Manager are responsible for reviewing all event requests and notifying the TSIF Director if the requested event or function conflicts with TSIF's test mission.
- F. The OSC Test and Evaluation Director, TSIF Test Manager, or TSIF TI&O Manager or designated representative is responsible for contacting the TSA Sponsor if an event is disapproved, rescheduled or cancelled.

## **6. POLICY:**

- A. OSC functions and events that directly support the TSIF mission, take precedence over any non-OSC scheduled events, unless the exception is granted by the OSC Test and Evaluation Director in conjunction with OSC executive leadership. The use of TSIF space or resources by non-TSIF DHS/TSA personnel is approved on a mission-related, space-available basis. The approval of requests for non-test events submitted from outside DHS/TSA ordinarily is limited to Federal government use.

- B. The OSC Test and Evaluation Director, in conjunction with OSC Executive Leadership, shall have the discretion to deny a request to hold a non-test event in the laboratory spaces within the TSIF and must approve any requests for exceptions to the calendar schedule.
- C. All events must be scheduled through the use of the electronic [TSIF Event Request Form \(ERF\)](#) (preferred) or [TSA Form 2603, TSIF Event Request](#).
- D. Note that non-test events, such as tours, meetings, briefings, and conferences, which require the use of TSIF resources, require at least (10) calendar days advance notice. Non-test events can impact TSIF's primary testing mission. Accordingly, requesters submitting requests for such events must fully complete and describe the event requirements appearing on the [TSIF ERF](#) or [TSA Form 2603, TSIF Event Request](#), such as classified meeting arrangements, if applicable. Incomplete requests may result in delayed processing and decisions.
- E. Facility tours are not available to the general public or to any government group unless the activity is directly related to the TSA mission. Facility tours are subject to the availability of resources.
- F. Vendor access is prohibited unless the company has specific acquisition related requirements with TSA, as fully justified on the [TSA Form 2802, Security Appointment Center \(SAC\) Visitor Request](#) or [TSA Form 2816A, Foreign National Visitor Request - Individual](#).
- G. An approved request for meeting space does not involve or authorize a facility tour.
- H. TSA employees and TSA contractors shall present an active DHS Headquarters (HQ) Personal Identity Verification (PIV) Card or TSA PAP at the security checkpoint entrance. TSIF access is restricted to employees and contractors who work there; visitors require an escort beyond the general access areas. Foreign nationals planning to visit the TSIF require additional vetting through the TSA Security Appointment Center.
- I. Parking in restricted areas at the TSIF building is prohibited. TSA HQ parking tags do not apply to TSIF parking areas. Visitors do not have parking privileges and are responsible for their own transportation to the facility.
- J. Any exceptions to the policy and procedures found in this directive shall be approved in writing by the OSC Assistant Administrator or Deputy Assistant Administrator.

## **7. PROCEDURES:**

- A. TSIF Access Processing Requirements:
  - (1) TSA Sponsor must submit TSA Form 2802 to the Office of Security, Badging Office at TSA Headquarters.
  - (2) If a visitor is a foreign national, the TSA Sponsor must submit TSA Form 2816A to the Office of Security at [ForeignVisitor.TSA@dhs.gov](mailto:ForeignVisitor.TSA@dhs.gov).

(3) Upon completion of applicable visitor request form, complete and submit TSA Form 2603 to [OST\\_TSIF\\_EventRequest@tsa.dhs.gov](mailto:OST_TSIF_EventRequest@tsa.dhs.gov).

(4) For those who conduct business under contract with TSA, vetting shall be in accordance with TSA Office of Security Personnel Security Division requirements.

B. TSIF test event requirements directly supporting the OSC mission are considered to be mission critical and TSIF's highest priority. The lead time required to conduct these events is dependent on test scope and resource availability and may require 10 days to several months notice. Testing may involve specialized test article development, test instrumentation, or facility modifications. Test events must be scheduled following approval of TSA Form 2603 process, and requesters must:

(1) Provide a test objective, project schedule with estimated duration and milestones, and sufficient technical details. This will enable TSIF personnel to adequately plan and execute the requested activities.

(2) Provide a training plan along with the TSA Form 2603 when a training event is requested.

**8. APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

**APPROVAL**

*Signed*

July 1, 2015

\_\_\_\_\_  
Jill Vaughan  
Assistant Administrator  
Office of Security Capabilities

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Date

**EFFECTIVE**

\_\_\_\_\_  
Date

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