

DEPARTMENT OF HOMELAND SECURITY  
Transportation Security Administration

**TSA REIMBURSABLE SCREENING SERVICES PROGRAM (RSSP) PILOT REQUEST**

**INSTRUCTIONS:** A request to participate in the Reimbursable Screening Services Program (RSSP) pilot must be completed and submitted to the Transportation Security Administration (TSA) via e-mail to [TSA.RSSP@tsa.dhs.gov](mailto:TSA.RSSP@tsa.dhs.gov). A request includes this completed form with a detailed proposed Concept of Operations (CONOPS) attached.

Refer to the [TSA Request for Screening Services Guidance to Industry](#) document for awareness of all requirements, including the evaluation criteria and instructions for the CONOPS development with the affected Federal Security Director. NOTE: This form addresses all questions in Table 1 of the Guidance to Industry document.

**SECTION I. Stakeholder Information** (All fields are required)

Regulated Entity Contact Name/Title:

Organization Name:

Organization Address:

City:

State:

Zip Code:

Telephone Number:

Email Address:

Additional Contact or Operator Name/Title/Organization (if different from above):

FAA Identifier/Airport Name (desired RSSP location):

Detail the legal corporate resolution, bylaw, Aircraft Operator Standard Security Program (AOSSP), etc., that confirms the requestor's authority to enter into an agreement with TSA:

List the authority to confirm that the requestor's organization has the legal authority to enter into an agreement with TSA:

**SECTION II. Services Being Requested** (All fields are required)

Describe the activities requiring TSA services and the environment of requested services (for example, airport, seaport, etc.):

List the targeted days and hours for service requests and describe the frequency of services (daily, weekly, monthly, seasonal, holidays, etc.):

List the projected monthly hours of requested services based on frequency and the number individuals are expected to be screened (per month and per year):

**Paperwork Reduction Act Statement:** Transportation Security Administration (TSA) is collecting this information from public and private entities interested in participating in the Reimbursable Screening Services Program. TSA estimates that the average burden for this collection is 8 hours per request. This is a voluntary collection of information. Send comments regarding this burden estimate or any other aspect of this collection to: TSA-11, Attention: PRA 1652-0073 TSA Reimbursable Services Program Request, 6595 Springfield Center Drive, Springfield, VA 20598-6038. An agency may not conduct or sponsor, and persons are not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number assigned to this collection is 1652-0073, which expires 03/31/2026.

<b>SECTION III. Location of Requested Services</b> (All fields are required)	
Provide the requested services location address and description:	
<b>SECTION IV. Available Facilities to Perform Requested Services</b> (All fields are required)	
Provide a general description of the current facilities at the location of requested services (for example, new construction, nearest restroom and water facilities, TSA breakroom):	
<b>SECTION V. Funding for Requested Services</b>	
Provide the source of funding for requested services? Provide adequate details to assure TSA of the organization's ability to provide timely reimbursement:	
Provide the applicant's available program budget for the first fiscal year (month and quarter):	
<p><b>Program Requirements</b></p> <p>If tentatively selected, requester must meet the following requirements for implementation of services at the requested airport:</p> <ul style="list-style-type: none"> <li>• Following approval of the request for Reimbursable Screening Services by the TSA Executive Assistant Administrator for Security Operations, pay for all reasonable personnel and non-personnel costs incurred by TSA;</li> <li>• As part of the request, agree to enter into an advanced payment plan prior to TSA's provision of screening services, making payment for such services 90 days in advance in accordance with cost estimates provided by TSA, and adjusted every 90 days;</li> <li>• Host and complete a site visit (and preliminary assessment, if requested) where TSA officials visit to discuss workload and services, and verify that facilities and equipment meet TSA's specifications as required;</li> <li>• Sign a binding reimbursable services agreement; and</li> <li>• Sign a memorandum of understanding outlining the services, schedules, and other conditions for the location(s) covered by the agreement.</li> </ul>	
Signature:	Date:

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