



IMMIGRATION AND CUSTOMS ENFORCEMENT
FEDERAL AIR MARSHAL SERVICE
DIRECTIVES SYSTEM

OMS 1643

08/18/04

SUBJECT: PROTECTION OF SENSITIVE SECURITY INFORMATION

1. **PURPOSE:** This Directive establishes the Federal Air Marshal Service (FAMS) policy regarding Protection of Sensitive Security Information.
2. **DISTRIBUTION:** All FAMS employees.
3. **ATTACHMENT:**
 - a. U.S. Department of Transportation, Transportation Security Administration policy, dated November 13, 2002, *Interim Sensitive Security Information (SSI) Policies and Procedures For Safeguarding And Control*.
 - b. OMS F1643.
4. **REFERENCES:** 49 U.S.C. 114(s), 49 C.F.R. Part 1520.
5. **BACKGROUND:** Sensitive Security Information (SSI) is information obtained or developed in the conduct of security activities, including research and development, the disclosure of which the Transportation Security Administration 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.
6. **RESPONSIBILITY:**
 - a. Supervisors shall ensure that employees under their supervision understand and adhere to the policy set forth in this Directive and have filed OMS F1643 within 30-days of this Directive's publication or their enter-on-duty date.
 - b. Employees shall adhere to the policy set forth in this Directive.
 - c. Each employee shall complete OMS F1643 certifying that they have read, understand and will adhere to the Policy and Procedures for Safeguarding and Control of Sensitive Security Information contained in this Directive.

7. POLICY:

a. This policy implements U.S. Department of Transportation, Transportation Security Administration policy, dated November 13, 2002, *Interim Sensitive Security Information (SSI) Policies and Procedures For Safeguarding And Control*.

b. Limiting access to, and preventing unauthorized disclosure of, SSI is critical to the FAMS mission of guarding against those who pose a threat to transportation security and limiting their ability to develop techniques to subvert transportation security measures.

c. All FAMS employees and contractors in possession of SSI have a duty to understand and adhere closely to existing procedures for identifying, handling, storing, controlling, transmitting and destroying SSI, and to safeguard SSI from unauthorized disclosure.

d. FAMS employees who violate SSI security procedures are subject to civil penalties and disciplinary action, up to and including termination of employment.

e. All FAMS employees shall certify on OMS F1643 that they have read, understand and will adhere to this policy and the TSA policy *Interim Sensitive Security Information (SSI) Policies and Procedures For Safeguarding And Control*.



Thomas D. Quinn
Director, Federal Air Marshal Service