



TSA Registered Traveler

Service Provider Initial Participation Requirements and
Application Process

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Transportation
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Administration





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1. Introduction

The Registered Traveler (RT) concept, as indicated in the Registered Traveler model, has been authorized under the Aviation and Transportation Security Act as a means to “establish requirements to implement trusted passenger programs and use available technologies to expedite security screening of passengers who participate in such programs.” In order to establish an interoperable, vendor-neutral RT Program for airline travel, the Transportation Security Administration (TSA) will partner with the private sector using a public-private partnership model. Sponsoring Entities (SEs) and Service Providers (SPs) will provide the necessary systems, processes and support for RT.

1.1. Purpose

This document outlines the initial requirements that SPs must meet to participate in the RT Program. It also provides the required information and application for TSA evaluation of SP participation.



2. Service Provider (SP) Participation Requirements

TSA will use the evaluation criteria outlined in Table 2-1, SP Evaluation Criteria, to make an initial determination of an interested SP's eligibility to participate in the RT Program. The SP participation analysis includes a broad range of commercial and federal standards that will enable TSA to examine a prospective SP's viability and potential transportation security risk. Organizations that do not meet TSA minimum participation requirements will not be eligible to participate in the RT Program.

TSA's analysis of a prospective SP is not intended to replace an SE's procedures to assess potential SP capability and eligibility. Rather, TSA's objective is to determine whether an interested SP poses a potential viability or security risk.

Table 2-1 SP Evaluation Criteria

Category	Evaluation Criteria
<p>Viability Risk</p>	<p>Interested SPs shall be responsible vendors of services. To be deemed responsible, an interested SP must:</p> <ul style="list-style-type: none"> (a) Have adequate financial resources to perform the duties related to the RT Program; (b) Have a satisfactory record of integrity and business ethics; (c) Have the necessary organization, experience, accounting and operational controls and technical skills; and (d) Be otherwise qualified and eligible to receive an award under applicable laws and regulations. <p>In addition, TSA may use other data to assess the responsibility of an interested SP, such as:</p> <ul style="list-style-type: none"> • U.S. General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs; • Excluded Party List System; and • U.S. Treasury, Office of Foreign Assets Control.
<p>Security Risk</p>	<p>Interested SPs shall not pose a security risk. Interested SPs are required to supply fingerprints and the names and titles of key personnel for a Criminal History Record Check (CHRC) and TSA Security Threat Assessment (STA). Key personnel include:</p> <ul style="list-style-type: none"> • Company officers/principals/directors with direct authority over RT Program operations; • Employees with access to Personally Identifiable Information/Personally Identifying Information (PII) or RT software and equipment; and • Key officers/principals/directors of primary subcontractors and/or business partners with direct authority over RT Program operations.

2.1. Electronic Application Submission Process

Interested applicants shall complete Appendix A, TSA Service Provider Application posted on www.tsa.gov/what_we_do/rt/rt-vendors.shtm. Applicants shall complete the application in its entirety and attach all requested information before the TSA evaluation process begins.

2.1.1. Submission Instructions

Applicants must submit applications electronically to RTstandards@dhs.gov. All e-mails submitted must be smaller than 5 megabytes (MB). Submissions larger than 5 MB must be divided into multiple e-mails. All e-mails must include in the subject line the following information: Company Name, the phrase “Registered Traveler Application,” and # of # emails. You may scan any additional attachments and include them with your electronic submission. TSA will not accept any electronic submission determined to contain a virus.

After submitting an electronic application, applicants shall mail a hard-copy application and any attachments to TSA RT at:

Registered Traveler Program
Service Provider Application
Office of Transportation Threat Assessment and Credentialing(TTAC),
TSA-19, Transportation Security Administration
601 South 12th Street, Arlington, VA 22202-4220.

2.1.2. Application Fee

At this time, no application fee will be collected. However, TSA reserves the right to impose a fee at any time. If an application fee is imposed, it will be set via notice in the Federal Register.

2.1.3. Security Officer

Applicants shall include in the SP application form the name and contact information (phone number and e-mail address) of the company’s Security Officer. The Security Officer will be contacted and given instructions on how to submit his/her fingerprints and the fingerprints of the persons listed in the security risk section of Table 2-1.

2.1.4. Notification Procedures

Once the evaluation process is completed, notification will be sent to the SP by U.S. mail to the address listed in field 1B of the SP application form.

2.2 RT Service Provider Evaluation Results

TSA will maintain the results of its SP evaluations, which include all currently approved SPs that meet the participation criteria outlined in section 2.1. TSA will update this listing continually.

2.2.1. Notification to Sponsoring Entities (SEs)

If an SP is working in coordination with an SE, it is the responsibility of the SP to notify the SE of TSA’s evaluation results.

2.2.2. Periodic Re-Application

Currently, TSA requires that SPs resubmit an application for participation review a minimum of every five (5) years. TSA reserves the right to revise the frequency of reapplication.

2.2.3. Notification of Significant SP Organizational Changes

Once an SP has been added to the participation list, it shall notify TSA immediately in writing of any significant organizational changes that may directly affect its RT operations. Notifications shall be sent according to instructions in section 2.1.1. Examples of significant changes may include, but are not limited to:

- New felony convictions of any key company RT personnel (as defined in table 1-1);
- Changes in company key personnel (as defined in table 1-1);
- Significant degradation of financial capacity;
- Significant changes in ownership; and/or
- Acquisition by a foreign person or party of any financial interest in the SP. The SP agrees that any such foreign acquisition will be presented to the Committee on Foreign Investment in the United States for a review under the provisions of 31 Code of Federal Regulations Part 800.

Refer to the Personnel Security section of the RT Security, Privacy and Compliance Standards for Sponsoring Entities and Service Providers for additional guidance on SP organizational and personnel changes.





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