Transportation
Security
Administration

RECURRENT FLIGHT SCHOOL SECURITY AWARENESS (FSSA) TRAINING

Recurrent FSSA Training for Flight School Employees and independent Certified Flight Instructors (CFI).

49 C.F.R. § 1552.23(d) requires flight school employees and independent CFIs to complete recurrent FSSA training each year in the same month that they completed initial training. The Transportation Security Administration (TSA) issued an exemption to this requirement to allow completion of the first recurrent FSSA training module within 18 months of the date of initial FSSA training. The text of the exemption can be found at; http://www.tsa.gov/public/display?theme=180.

The following is provided as an optional recurrent FSSA training program that may be used to comply with 49 C.F.R. § 1552.23(d). It may be completed as a stand alone program or used as an outline for development of an alternate program that meets the requirements of 49 C.F.R. § 1552.23(d).
This recurrent FSSA training program contains a discussion of the following;

- **Section 1**. **Any new security measures or procedures implemented by the flight school or airport operator**. This section provides a review of security improvements for discussion.

- **Section 2**. **Any security incidents at the flight school or airport, and any lessons learned as a result of such incidents.** This section provides a brief discussion of items that should be reviewed with your flight school or your airport management.

- **Section 3**. **Any new threats posed by, or incidents involving, general aviation aircraft contained on the TSA Web site.**

- **Section 4**. **Any new TSA guidelines or recommendations concerning the security of general aviation aircraft, airports, or flight schools.**

- **Documentation.** **Appendix 1 – 4.**

    1.   Certificate of completion for Flight School Employees
    2.   Certificate of completion for Independent CFI

3.	Suggested Log Book entry for certification of completion
4.	Documentation Requirements (rule exerpt)

This training applies to:

✈ **Active flight and ground instructors, whether independent or employed by a flight school.**
✈ **Flight school employees who have direct contact with flight students.**

As a flight school, you must provide recurrent FSSA training for flight instructors, ground instructors, and any other flight school employees who have direct contact with students in accordance with 49 C.F.R. Part 1552, Subpart B. In addition, independent flight instructors and ground instructors must complete recurrent FSSA training each year in accordance with 49 C.F.R. Part 1552, Subpart B. If you are a new flight or ground instructor, or flight school employee who has direct contact with flight students, you have 60 days from the day you were hired to complete the initial FSSA training. The initial FSSA training program must be completed before an individual completes this program.

The purpose of the TSA recurrent FSSA training is to bring your attention to security-related incidents, measures, and procedures that are affecting your local airport and/or flight school. This means you should have knowledge of any new security measures or procedures implemented at your flight school and/or airport, any security incidents at your flight school and/or airport, new threats posed by or incidents involving general aviation aircraft, and any new TSA issued guidelines or recommendations concerning the security of flight schools or general aviation aircraft or airports.

TSA encourages individual flight schools to develop their own recurrent FSSA training or use a program designed by a third party, as long as it meets the minimum requirements of 49 C.F.R. § 1552.23(d). TSA developed this program to assist in meeting the recurrent security awareness training requirement. TSA developed this program in coordination with the general aviation industry. You may use this program or any other program that meets the requirements of the rule.

By completing Sections 1 through 4 of this program and the accompanying documentation , you will have met the requirements of 49 C.F.R. § 1552.23(d), which requires recurrent FSSA training for active flight and ground instructors and flight school employees who have direct contact with flight students.

Section 1

Review information regarding any new security measures or procedures implemented by the flight school or airport.

Security measures and procedures may vary among flight schools and airports. It is important that you become familiar with the security provisions at your flight school and/or airport. Include the following items in your discussion:

- Review the Aircraft Operator and Pilots Association (AOPA) Airport Watch Program and materials. AOPA has partnered with TSA to develop a nationwide Airport Watch Program that uses the more than 600,000 general aviation pilots as eyes and ears for observing and reporting suspicious activity. This helps general aviation keep airports secure in an effective way and at a low cost. AOPA Airport Watch is supported by a centralized government provided toll free hotline (1-866-GA-SECURE) and system for reporting and acting on information provided by general aviation pilots. The Airport Watch Program includes warning signs for airports, informational literature, and training videotape to educate pilots and airport employees as to how security of their airports and aircraft can be enhanced. Items to consider include:
- Perimeter fencing, barricades, physical or natural barriers
- Warning signs deterring trespassers
- Airport and fuel area lighting
- Security access gates and cameras
- After hours or weekend access procedures
- Visitor and transient pilot procedures, such as sign-in/out or escort procedures
- Vehicle access procedures
- Uniforms or identification for airport employees

Review any new security procedures implemented by the flight school or airport management to prevent unauthorized access to or use of aircraft such as, but not limited to:

- Limitations on ramp access for people other than instructors and students
- Standards for securing aircraft on the ramp
- Any new physical security items for individual aircraft including prop locks, throttle locks, or locking tie downs
- Securing access to aircraft keys at all times
- Established procedures for the dispatching of aircraft
- Aircraft security when not at home base
- Renter pilot ID check

Review the TSA rule "Flight Training for Aliens and Other Designated Individuals; Security Awareness Training for Flight School Employees" at: https://flightschoolcandidates.gov and the AOPA frequently asked questions (FAQ) page that can be found at: www.aopa.org

Review any improvements in flight school or airport access credentials and related technology implemented by the flight school or airport management.

It is important that every pilot, flight instructor, ground instructor, and flight school employee has access to a contact list to report security related issues. This list should include, but not be limited to, the following:

- Local Law Enforcement (**911**) or _____
  (Situations requiring immediate response call **911** or other **local law enforcement** personnel **then** notify **866-GA-SECURE**.)
- TSA General Aviation Hotline   **866-GA-SECURE (1-866-427-3287)**
- 1-866-GA-SECURE, **911**, and **local law enforcement** are available 24 hours a day, 7 days a week.
- Flight School Operations   _____
- Airport Manager or Security Contact   _____
- After hours or weekend phone numbers _____
- Check with your local airport management or flight school and security officials about who to contact after hours regarding security related incidents or suspicious activity at your airport.

Various initiatives could play an important part in mitigating security incidents at your flight school or airport. Consider the following:

- Does your airport maintain an Airport Security Committee? An airport security committee can keep stakeholders informed about security incidents and measures to prevent incidents.
- Does your airport use bulletin boards, Internet, or email to disseminate pertinent security information?
- Does your airport conduct regular meetings with the airport community including owners, tenants, flight schools, instructors, and employees?

Section 2

Discuss any security incidents at the flight school or airport and any lessons learned as a result of such incidents.

Discuss any lessons learned as a result of security incidents at your flight school and/or airport. A conversation with the airport management staff, fixed base operator, or flight school operations personnel could provide valuable local information. For example, if any of the flight school's or airport's aircraft was broken into or stolen, discuss the incident and any measures the flight school has taken to address the incident or to prevent such incidents in the future. TSA will post information regarding general aviation threats posed by GA aircraft and major incidents involving GA aircraft on the TSA GA Web site at: http://www.tsa.gov/public/display?theme=180. Section 3 below discusses the current threat and incident information.

- Review any specific security incidents that have occurred at this particular flight school or any flight schools with shared corporate management.
- Review any specific security incidents that have occurred at this particular airport with the airport manager or affected Fixed Base Operator (FBO).
- Review the nationwide security incidents included in Section 3 below.

Section 3

Any new threats posed by or incidents involving general aviation aircraft contained on the TSA Web site.

The following is a summary of incidents reported nationwide that were applicable to General Aviation Security during the past year. Remember, report suspicious activity related to aviation to the TSA General Aviation Hotline at **866-GASECURE (866-427-3287)**.

Importance of Citizenship Verification:

A flight school instructor who had received TSA FSSA training reported the suspicious activity of a flight student to the TSA hotline at the Transportation Security Operations Center. The vigilance and responsiveness of the flight school instructor, in combination with the new regulations on alien flight training, led to appropriate authorities being notified about the student's unusual behavior. The student was identified as an undocumented alien and denied training. This is an excellent example of how the general aviation community can help protect their communities and the nation's transportation infrastructure.

Theft of aircraft or aviation related equipment:

Preventing unauthorized access to aircraft and sensitive airport areas is of critical importance to the overall success of general aviation security. There were numerous reported incidents of aviation equipment theft from aircraft parked on general aviation ramps. Many of these locations were rural with little or no security patrols overnight. Locking your aircraft and/or storing your aircraft in a locked hangar when possible presents a barrier to the potential thief.

- Last year, a 10-passenger, Cessna Citation jet owned by a charter company was stolen from an airport in the southeastern U.S. and flown to an airport in the vicinity of a major U.S. city. The Cessna Citation is a $7 million dollar jet aircraft commonly used by charter operators, corporate aviation departments, and private owners. There was no apparent connection to terrorism. Crime scene investigators were able to obtain all the forensic evidence necessary from the aircraft to identify the thief.
- In mid-June 2005, a 14-year old stole a Cessna 152 from an airport. The thief gained airport access by walking through an unlocked gate. The Cessna he stole was on the ramp, unlocked, with the ignition key on a clipboard inside the unsecured aircraft. He flew the aircraft over portions of the city before he crash-landed on an airport road.
- Only days later, an intoxicated man stole a small plane from a Connecticut airport and took two friends on an early morning joyride. He eventually landed the aircraft on a closed taxiway at a New York airport and was arrested by security officers.
- These are just three examples of lapses in security measures that resulted in unauthorized aircraft access and/or theft.
- There were several reported incidents of aviation equipment, including critical navigation instruments being stolen from parked, unsecured aircraft on general aviation ramps. In almost every case there was little or no perimeter security, no human presence after hours, and aircraft were left outside and unlocked.

Suspicious Activity at General Aviation Airports:

Over the past year TSA received reports of suspicious activity at general aviation airports including unauthorized access to the ramp and aircraft, surveillance of the airport by individuals who refuse to identify themselves and do not remain for questioning by authorities, and unusual actions by students and potential aircraft renters. While these activities do not necessarily indicate that the individual is engaging, or planning to engage, in a criminal or terrorist act, it may be useful information when compared to other intelligence data.

- Both helicopter and fixed wing aircraft instructors continue to report suspicious actions and questions from students. One student insisted on taking aerial

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photographs of military installations and power plants. There have been several incidents of photographic and visual surveillance of general aviation airports over the past year. In almost every instance, the individuals flee when they are discovered.

Violation of Air Defense Identification Zone (ADIZ) airspace:

Pilots continue to violate the long-standing and charted Air Defense Identification Zone (ADIZ) surrounding the Washington, D.C., area. Many of the violators are notified by the FAA quickly and vectored out of the airspace. However, some aircraft cause considerably more commotion. For example, a wayward Cessna flew into restricted airspace over Washington, D.C., in May of 2005. This transgression prompted an evacuation of the White House, the Capitol, and the Supreme Court.

Airspace security is serious business. Every pilot is responsible for obtaining information pertinent to their route of flight. Checking Notices to Airmen (NOTAMs) and reviewing the charted route of flight before departure is the responsibility of the pilot in command. This routine practice could help eliminate airspace violations.

<u>Section 4</u>

Any new TSA guidelines or recommendations concerning the security of general aviation aircraft, airports, or flight schools

1) Fixed Base Operators that rent aircraft can thwart persons seeking unauthorized access by taking the following steps:
   i) Limit access to aircraft by doing the following: Verify the identity of an individual renting an aircraft by insisting on checking a government issued photo identification along with the airman certificate and current medical certificate (if necessary for that operation). In addition, beginning in October of 2002, the Federal Aviation Administration (FAA) adopted a requirement for pilots to carry government issued photo identification with their pilot license. Lastly, the FAA began issuing enhanced airman certificates for new pilots in July of 2003.
   ii) If an internet connection is available, check the FAA (Federal Aviation Administration) Airmen Registry to determine the current status of the individual's credentials at the website indicated below: http://www.faa.gov/licenses_certificates/airmen_certification/interactive_airmen_inquiry/
   iii) Report any individual who acts suspiciously or attempts to rent an aircraft without the proper credentials to (1-866-GA-SECURE).

2) The Transportation Security Administration made the following recommendations in the Information Publication (IP), "Security Guidelines for General Aviation Airports";

    i) Flight Schools should control aircraft ignition keys. Students should not be allowed to start the aircraft without the instructor during the pre-solo phase of flight instruction.

    ii) Limit student access to aircraft keys until they have reached an appropriate level in their training.

    iii) Student pilots should "check in" with a designated flight school employee before being allowed unescorted access to the ramp and aircraft.

    iv) Do not allow students to remove aircraft keys without signing them out from a responsible flight school representative.

    v) Ultimately, strive to have separate keys for the aircraft doors and ignition. In this way students could have access to the aircraft to perform a pre-flight but would not be given the ignition key until the instructor arrives.

3) Aircraft owners should consider upgrading the physical security of their aircraft. TSA recommends the following ideas;

    i) Use existing door locks, keyed ignition systems, and consider additional barriers to protect your aircraft from unauthorized use.

    ii) There are auxiliary locks that are commercially available such as, prop locks, throttle and prop control locks, and locking tie-downs.

Security Awareness Training
Certificate of Completion
Flight School Employee

_____   _____
Employee name   Employee identification number

_____   _____
Date of training   Type of training (initial or recurrent)

_____   _____
Name of training instructor (if any)   Type of program (TSA or alternate)

I certify that I received security awareness training, as required by 49 CFR part 1552, on the date indicated above.

_____
Employee's signature
[1]

I certify that the employee named above received security awareness training, as required by 49 CFR part 1552, on the date indicated above. I also certify that any alternate security awareness training program used by the flight school to comply with 49 CFR part 1552 meets the criteria in 49 CFR 1552.23(c) or (d).

_____
Signature and title of an authorized official of the flight school

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[1] Appendix One

[2]Security Awareness Training
Certificate of Completion
Independent CFI

_____   _____
Name of CFI   CFI certificate number

_____   _____
Date of training   Type of training (initial or recurrent)

_____   _____
Name of training instructor (if any)   Type of program (TSA or alternate)

I certify that I received security awareness training, as required by 49 CFR part 1552, on the date indicated above. I also certify that any alternate security awareness training program I used to comply with 49 CFR part 1552 meets the criteria in 49 CFR 1552.23(c) or (d).

_____
CFI's signature

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[2] Appendix Two

[3]Security Awareness Training
Sample Log Book Entry

I certify that I completed recurrent security awareness training, as required by 49 CFR part 1552, on this _____(date). I also certify that any alternate security awareness training program I used to comply with 49 CFR part 1552 meets the criteria in 49 CFR 1552.23(d).

_____   _____
CFI's signature   CFI certificate number

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[3] Appendix Three

[4]DOCUMENTATION REQUIREMENTS FOR INITIAL AND RECURRENT FLIGHT SCHOOL SECURITY AWARENESS TRAINING

49 CFR 1552.25(a) requires a flight school to issue a document to each flight school employee each time the flight school employee receives initial or recurrent security awareness training in accordance with this subpart. The document must—

(1) Contain the flight school employee's name and a distinct identification number.

(2) Indicate the date on which the flight school employee received the security awareness training.

(3) Contain the name of the instructor who conducted the training, if any.

(4) Contain a statement certifying that the flight school employee received the security awareness training.

(5) Indicate the type of training received, initial or recurrent.

(6) Contain a statement certifying that the alternative training program used by the flight school meets the criteria in 49 CFR 1552.23(c), if the flight school uses an alternative training program to comply with this subpart.

(7) Be signed by the flight school employee and an authorized official of the flight school.

49 CFR 1552.25(b) requires the flight school to maintain a copy of this document for the initial and each recurrent security awareness training conducted for each flight school employee for <u>one year after the individual no longer is a flight school employee</u>.

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[4] Appendix 4