

# Security Training Program Submission Best Practices

*Below are a few best practices an owner/operator may undertake to successfully navigate the security training program submission and approval process:*



## **#1 Use the TSA developed security training program checklist**

To ensure your security training program contains the required elements of the Security Training Rule, the checklist is provided as a convenient way to document required elements. Please be aware a program submission cannot be approved unless all rule requirements are addressed in the submitted security training program. A copy of the checklist may accompany the program submission.

## **#2 Submit a table of contents with program and index the document**

When submitting your program, provide a table of contents that covers the key requirements (e.g. rule citations) of the program. Providing a table of contents will expedite the processing and approval of your security training program. Note which documents, videos, operating procedures, etc. align with the key elements of the program. If the security training program relies on pre-existing or previous training materials to meet the requirements of the rule, then the program must include an index, organized in the same sequence as the requirements in the rule. Including a cross-walk or table showing how the required training elements are to be covered in the training curriculum is also helpful.

## **#3 Ensure that the security training program includes information from the following sections of the Security Training Rule:**

- a. **Security Training Program General Requirements**—49 CFR 1580.113 (freight rail), 49 CFR 1582.113 (mass transit and passenger rail) and 49 CFR 1584.113 (over-the-road bus)
- b. **Security training and knowledge for security-sensitive employees**—49 CFR 1580.115 (freight rail), 49 CFR 1582.115 (mass transit and passenger rail), and 49 CFR 1584.115 (over-the-road bus)

## **#4 Include presentations, videos, operating or instructional materials that will be used as part of your curriculum.**

Providing this supplemental information will help the review panel fully understand the training material and how you intend to present it to your employees. The training plan review team will also evaluate the materials for their alignment with the key sections of the Security Training Rule. Detailed scripts describing the content of videos and other course delivery materials may be submitted if the final products are unavailable.



## How Do I Submit My Training Program to TSA?

*There are three ways an owner/operator may submit their security training program to TSA for approval:*

### Via Email

Program and supporting materials may be submitted to the following email address: [SecurityTrainingPolicy@tsa.dhs.gov](mailto:SecurityTrainingPolicy@tsa.dhs.gov)

- Pros
  - Fastest means to submit programs
  - Accepts a wide range of electronic formats (e.g. MS Word, PowerPoint, Excel, PDF, zip, etc.)
- Cons
  - Limits attached electronic files to 20 MB per email
  - May require password protection of sensitive files



Note: Owner/operators may upload audio/video files to a video sharing platform (e.g. YouTube) if the file is too large to submit by email. When providing links to video sharing platform, please include the web address and sharing code. If multiple files are sent or referenced, please label them in the order in which they are to be viewed.

### Via U.S. Mail or Parcel Delivery Service

Program and supporting materials may be submitted to the following physical address:

Transportation Security Administration  
TSA-28 (Attn: OS PPE Surface Division)  
6595 Springfield Center Drive  
Springfield, VA 20598-6028

- Pros - Easiest means of submitting hard copy documents and DVDs
- Cons - Slowest means to submit programs. Due to mail and package screening, please allow at least two weeks for U.S. Mail and two business days for a parcel delivery service for your package to be delivered to TSA.

### Via the Homeland Security Information Network (HSIN)

Programs may be submitted to TSA via the HSIN Surface portal

- Pros
  - Enables users to securely share sensitive but unclassified information
  - Accepts a wide range of electronic file formats
  - Accepts electronic files up to 600 MB

Note: HSIN requires registration for access. For instructions on getting access to HSIN, contact [SecurityTrainingPolicy@tsa.dhs.gov](mailto:SecurityTrainingPolicy@tsa.dhs.gov).



**For more information, contact: Tel: (571) 227-5563 / [SecurityTrainingPolicy@tsa.dhs.gov](mailto:SecurityTrainingPolicy@tsa.dhs.gov)**