



## Aircraft Operator Guidance Document

The guidance listed below is a broad overview of how aircraft operators will gain access to DCA.

1. Operator must fill out the initial application for operator approval provided on the TSA web-site and submit this form by facsimile to Mr. Michael West or Mr. Dirk Ahle at **(571) 227-3010 or (571) 227-2586**. For questions, Mr. West can be reached by phone at (571) 227-1325 and by e-mail at [Michael.C.West@dhs.gov](mailto:Michael.C.West@dhs.gov); Mr. Ahle can be reached by phone at (571) 227-1504 or by e-mail at [Dirk.Ahle@dhs.gov](mailto:Dirk.Ahle@dhs.gov).
2. TSA will assign an Aviation Security Inspector (ASI) in the operator's geographic area to begin the application process.
3. TSA will make a determination after input from the field ASI concerning the approval or disapproval of the prospective operator's request to participate in the GA at DCA program.
4. If approved, the Program Office will provide the operator with a copy of the DCA Access Standard Security Program (DASSP) and the operator will sign a non-disclosure agreement.
5. To become an approved DASSP operator, the security coordinator and all DASSP pilots must undergo a finger print based criminal history records check.
6. Upon successful completion of the DASSP, the operator will be an approved operator for flights into DCA.
7. The approved operator may now apply for a TSA authorization to fly into DCA. To begin this process the operator must first request a slot from the FAA. This can be done electronically via the FAA web-site [www.fly.faa.gov/ecvrs/index.html](http://www.fly.faa.gov/ecvrs/index.html). Note: The FAA approved slot time into DCA is tentative until TSA issues a **flight authorization**.
8. Once the operator has a tentative slot time the operator may apply for a flight authorization to fly to and from DCA via an approved gateway FBO. The operator may apply via facsimile. Approved operators will receive the flight authorization request information subsequent to their approval.
9. The flight authorization application containing crew, passenger, and Armed Security Officer (ASO) information will be evaluated by the Office of Special Operations at TSA and a decision made within 24 hours. Note: Any unresolved background check items may result in disapproval of the individual to serve as a passenger, crewmember, or armed security officer on the operation conducted under the flight authorization. Adjudication of individuals with unresolved issues will be pursued but may impact an operator's meeting the approved slot time. Operators are encouraged to begin the flight authorization process as far in advance as possible.
10. Once a flight authorization is issued to the operator TSA will notify FAA to officially assign the flight slot to the operator.

11. The approved operator in possession of a valid flight authorization must now contact the specific gateway FBO and Signature Aviation at DCA to notify them of the date and time of their anticipated arrival at the gateway FBO and DCA respectively. The FBO will coordinate with the local Federal Security Director (FSD) to arrange for screening personnel and ASIs to conduct inspection of the aircraft, crewmembers, passengers, and accessible and checked property.
12. The operator should review the **Prohibited Items** list found at the following web-site, [http://www.tsa.gov/public/interapp/editorial/editorial\\_1012.xml](http://www.tsa.gov/public/interapp/editorial/editorial_1012.xml), and the **Important Information** summary located at the end of this guidance document.
13. The operator will fly to the approved FBO with sufficient time (screening may take up to 2 hours depending on the size of the aircraft and number of passengers) to ensure completion of TSA screening of the aircraft, baggage, and personnel (crew and passengers).
14. The TSA representative or inspector will verify the identity and credentials of the ASO for this flight. TSA screeners will also verify the identity of the crew and passengers.
15. After TSA has informed the PIC that the aircraft and personnel have successfully completed screening the aircraft operator is required to notify the National Capital Region Coordination Center following screening and prior to departure from the gateway inbound to DCA and from DCA outbound.
16. TSA screening fees will be collected by Signature Aviation at DCA. Fees include \$148 per leg (\$296 round trip) for screening plus a \$15 per person charge for background checks.
17. Operators should coordinate with Signature FBO at DCA to arrange for departure screening in sufficient time to meet their departure slot. Note: Late arrival of the departing passengers could result in loss of the operator's departure slot and cancellation of the approved flight authorization. Repositioning of the aircraft within the allotted slot time to Dulles International (IAD) or Baltimore-Washington International (BWI) may be required to eliminate extensive departure delays.