



Fixed Based Operator (FBO) Guidance Document

The guidance listed below is a broad overview of how FBOs will be approved to serve as a last point of departure for DCA.

1. Fixed Based Operator (FBO) must fill out the initial application for FBO 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; Mr. Ahle can be reached by phone at (571) 227-1504 or by e-mail at Dirk.Ahle@dhs.gov.
2. TSA will assign an Aviation Security Inspector (ASI) in the FBO'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 FBO's request to participate in the GA at DCA program.
4. If approved, the Program Office will provide the FBO with a copy of the Fixed Based Operator Security Program (FBOSP) and the FBO will sign a non-disclosure agreement.
5. To become an approved FBO, the FBO must appoint a security coordinator who must successfully undergo a finger print based criminal history records check.
6. Upon successful completion of the FBOSP, the FBO will become an approved last point of departure for flights into DCA.
 - a. For flights into DCA, an approved operator will contact the approved FBO and advise them of their date and time of arrival.
 - b. TSA, Office of Special Operations, will contact the local FSD to arrange for screening of the aircraft, baggage, cargo, crew, and passengers.
 - c. The FBO should ensure that appropriate airport law enforcement officer resources (not the ASO) are available in the event they are needed at the FBO checkpoint. Prior coordination is required to ensure law enforcement officer response times are adequate for the airport size.
 - d. The FBO will ensure that aircraft, crew, and passengers remain isolated from unscreened personnel, aircraft, and cargo.
 - e. The FBO will ensure only authorized personnel approach the aircraft during servicing and inspection.