

LEO Flying Armed Checklist

LEO Flying Armed Web Site:

http://www.tsa.gov/lawenforcement/programs/traveling_with_guns.shtm

General questions or guidance related to the LEO Flying Armed program should be directed to Gary (Don) Dorman (primary) or Ted Bradford or in the FLT Liaison Division. Training material questions should be handled by an Operations Branch employee – Harstad (primary), Federici, Hitchcock, and McDonald.

Handling e-mail requests - LEOFA@dhs.gov or TSAFAMS.LEO@secureskies.net

Check the mailboxes and respond to most inquiries by following the guidelines below. Once the TPDD employee decides to act on a request in the LEOFA or the TSAFAMSLEO mailbox, he/she should move the e-mail out of the public e-mail box on to his/her own LEOFA folder. This indicates to the rest of the team that the request is being handled.

Name:	Name:	Name:	Name	Name	Name	Task
						Check the LEO Flying Armed mailbox file to verify if someone is working the request. If not, proceed handling the request.
Validate Requestor Information – Send the following e-mail to the requestor.						
						Subject Line: LEO’s Flying Armed Information (Name of requestor & agency)
						<p>Hello _____,</p> <p>The prerequisites and requirements for a Law Enforcement Officer (LEO) to travel armed via commercial aircraft are delineated in 49 CFR § 1544.219. The complete text of this section can be found online at the Government Printing Office web site at: http://www.gpoaccess.gov/cfr/.</p> <p>The Law Enforcement Officers Flying Armed training must be conducted by full-time law enforcement officers meeting the instructor qualification standards of the agency, academy, or department in which they are employed. If you are a qualified instructor requesting these training materials, please provide the information below. If you are not a qualified instructor, please forward this request to a member of your training staff to have them contact us for the materials.</p> <p>Full Name Agency Name Agency Address & Number Supervisor Name & Number</p> <p>Once your information has been verified, the training materials will be forwarded to you. If you have questions about the training</p>

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						materials please contact me. For general questions or guidance related to the Law Enforcement Officers Flying Armed program, please contact the Office of Law Enforcement/Federal Air Marshal Service, Liaison Division at LEOFA@dhs.gov .
						Move the original request and your response e-mail to the LEO Flying Armed file for others to see that you are processing the request.
						Or....You can call to verify that the requestor is legitimate by asking about the information above. Information can be found online on most law enforcement agencies. The requestor must be full-time LEO in the training dpt. If you are denied this information by the agency personnel, e-mail the letter above.
						<p>Hello _____,</p> <p>My name is _____. I'm calling from the Federal Air Marshal Service to verify if _____ is a full-time law enforcement officer training instructor. He/she is requesting SSI information on the Leo Flying Armed program and we need to validate his/her employment as a training instructor within your agency.</p>
Deliver the Information - E-mail the training information (easiest) or FedEx it via CD						
						Create an e-mail by cutting and pasting the letter below.
						Subject Line: LEO's Flying Armed Information (Name of requestor & agency)
						<p>Hello _____,</p> <p>Attached is the 04-2008 Law Enforcement Officers Flying Armed slide presentation and lesson plan. This material contains Sensitive Security Information requiring password protection. This password will be sent separately through e-mail.</p> <p>The Law Enforcement Officers Flying Armed training must be conducted by those meeting the instructor qualification standards of the agency, academy, or department in which they are employed. A roster of all participating individuals should be kept on file within your own division for future reference.</p> <p><u>Please pay special attention to areas of instruction concerning regulations and guidelines for non-federal LEOs. The prerequisites for flying armed are more severe for local and state LEOs.</u></p> <p><u>Starting November 15, 2008 all non-federal LEOs must make NLETS notification along with presenting a letter of authority.</u></p>

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						<p><u>The LEO Flying Armed training materials will be revised after the transition period. Please see samples attached. Future NLETS guidance updates are forthcoming.</u></p> <p>If you have questions about the training materials please contact me. For general questions or guidance related to the LEO flying armed program, please contact the Office of Law Enforcement/Federal Air Marshal Service, Liaison Division at LEOFA@dhs.gov.</p> <p>Attachments: LEO Flying Armed SP 4-08.pdf LEO Flying Armed LP 4-08.pdf Armed Sample Letter 3-8-07.doc Sample NLETS Messages.doc LEOFA NLETS Message.pdf FAQs for LEOFA.doc LEOFA NLETS FAQ's.doc 49 CFR 1544.215 (2006).pdf 49 CFR 1544.219 (2006).pdf 49 CFR 1544.221 (2006).pdf 49 CFR 1544.223 (2006).pdf</p>
						<p><i>Note: Federal agencies do not need the sample letter.</i></p>
						<p>Go to the following directory: Y:\Personnel and Training\TPDD Operations Branch\LEOs Flying Armed\2008 LEO Flying Armed Program\2008 LEO Flying Armed Email Training Material 2008 and attach the following documents: (This includes everything in the folder.) LEO Flying Armed SP 4-08.pdf LEO Flying Armed LP 4-08.pdf Armed Sample Letter 3-8-07.doc Sample NLETS Messages.doc LEOFA NLETS Message.pdf FAQs for LEOFA.doc LEOFA NLETS FAQ's.doc 49 CFR 1544.215 (2006).pdf 49 CFR 1544.219 (2006).pdf 49 CFR 1544.221 (2006).pdf 49 CFR 1544.223 (2006).pdf</p>
						Send the e-mail.
						Immediately after the e-mail is sent, send the password in a separate e-mail Password: Secureskies1
						Place a copy of the final e-mail in the LEO Flying Armed Outlook folder.

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Name:	Name:	Name:	Name	Name	Name	Task
Document the activity in the LEOFA Master Log						
						Once the materials are sent make a notation in the master log. Go into Y:\Personnel and Training\TPDD Operations Branch\LEOs Flying Armed\2008 LEO Flying Armed Program\2008 LEOFA Master Log.xls and document the information by completing the requested information.
Other Information						
<i>E-mails Inquiring About Employment</i>						
When you receive e-mails inquiring about employment return the e-mail with the following information:						
All vacancies for the Transportation Security Administration, Federal Air Marshal Service are posted on the USA Jobs web site. USA Jobs is the official job site of the United States Federal Government.						
<i>E-mails Inquiring About Updated Training Information</i>						
When you receive e-mails inquiring about updated training information go through the same verification process as a new request.						
<i>E-mails Inquiring About Attaining the Password</i>						
If the requestor is asking for a password, they more than likely are reading information on the FBI home page. Go through the same verification process as a new request.						