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| U.S. DEPARTMENT OF HOMELAND SECURITY TRANSPORTATION SECURITY ADMINISTRATION | Security Measures Requirements | OMB No. 1652-0060 Exp: 4/30/2019 |
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| Who must comply? | <p>TSA is requiring the following repair stations certificated by FAA under 14 CFR part 145 to implement security measures to prevent the unauthorized movement of large aircraft:</p> <ol style="list-style-type: none"> 1. Repair stations located on or adjacent to an airport that hold a security program under 49 CFR part 1542 in the U.S. and any commensurate airport located outside the U.S. regulated by a government entity except for any repair station whether within or outside the U.S. that is located on a military installation; or 2. Repair stations located adjacent to an airport described above if there is an access point between the repair station and the airport of sufficient size to allow the repair station to move large aircraft between the aircraft repair station facility and the airport. |
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| What is this collection about? | <ul style="list-style-type: none"> • First, repair stations on or adjacent to an airport that hold a security program under 49 CFR part 1542 and commensurate airports located outside the U.S. will be required to establish a point(s) of contact and prevent the unauthorized operation of large aircraft capable of flight that are left unattended. The regulations also authorize TSA to conduct security audits, assessments, and inspections of repair stations. • Second, repair stations must verify background information of those individuals who are designated as the TSA point(s) of contact and those individuals having access to any keys or the means used to prevent the operation of large aircraft by one of the following means: <ul style="list-style-type: none"> o Verify an employees' background history. The repair station obtains the employee's employment history for the most recent five-year period of the time, or period since the employee's 18th birthday, whichever is shorter. The repair station verifies the employee's employment history for the most recent 5-year period via telephone, email, or in writing. If the information is verified telephonically, the repair station must record the date of the communication and with whom the information was verified. The repair station must maintain employment |
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history verification records for at least 180 days after the individual's employment ends. The repair station must maintain these records electronically or in hard copy, and provide them to TSA upon request.

- o Confirm an employee holds an airman certificate issued by the Federal Aviation Administration.
 - o Confirm an employee of a repair station located within the U.S. has obtained a security threat assessment or comparable security threat assessment pursuant to part 1540, subpart C of this chapter, such as holding a SIDA identification media issued by an airport operator that holds a complete program under 49 CFR part 1542.
 - o Confirm an employee of a repair station located outside the U.S. has obtained a security threat assessment commensurate to a security threat assessment commensurate to a security threat assessment described in part 1540, subpart C of this chapter.
 - o Other means approved by TSA.
- Third, a repair station may be subjected to suspension of its FAA certificate, if security deficiencies are identified and are not corrected.

TSA will provide written notification to a repair station of any security deficiency identified by TSA. If the repair station does not correct security deficiencies within 90 days of the repair station's receipt of security deficiencies, or if TSA determines the security deficiencies have not been address sufficiently, TSA will provide written notification to the repair station and to FAA that the repair station's certificate must be suspended.

The repair station may petition TSA to reconsider its determination by servicing a petition for reconsideration no later than 20 days after the repair station's receipt of the notification of the determination. The petition must be in writing, in English, signed by the repair station owner or operator, and include:

- (1) A statement that reconsideration is requested; and
- (2) A response to the suspension, including any information TSA should consider in reviewing the suspension.

Service of documents may be accomplished by personal delivery, certified mail, or express courier. Documents served on a repair station will be served at the address contained in the written notice of suspension. This process is further explained in § 1552.201.

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| | <ul style="list-style-type: none"> Finally, if a TSA-designated official makes a determination that a repair station poses an immediate risk to security, TSA will provide written notification of its determination to the repair station and to the FAA that the certificate must be revoked. The notification will include an explanation of the basis for the revocation. <p>The repair station may petition TSA to reconsider its determination by serving a petition for reconsideration no later than 20 calendar days after the repair station receives the notification. The repair station must serve the petition on the TSA-designated official. The repair station may request TSA to notify FAA to stay the revocation pending review of and decision on the petition. The petition must be in writing, in English, signed by the repair station operator or owner, and include –</p> <ol style="list-style-type: none"> (1) A statement that a review is requested; and (2) A response to the determination of immediate risk to security, including any information TSA should consider in reviewing the basis for the determination. <p>Service of these documents may be accomplished by personal delivery, certified mail, or express courier. Documents served on a repair station will be served at its official place of business. Documents served on TSA must be served at the address contained in the written notice of revocation. This process is further described in § 1554.203</p> |
| <p>Where do I find the requirements for this information?</p> | <p>§ 1554.101; § 1554.201; § 1544.203.</p> |
| <p>When must information be submitted to the TSA?</p> | <p>In requesting reconsideration of a determination that a repair station certificate must be suspended, the repair station operator or owner must submit a petition for reconsideration within 20 calendar days after receipt of the suspension notification.</p> <p>In requesting reconsideration of a determination that a repair station certificate must be revoked, the repair station operator or owner must submit a petition for reconsideration within 20 days of receipt of the revocation notification.</p> |
| <p>How is the information submitted?</p> | <p>The information must be submitted in accordance with the procedures described in § 1554.201 and § 1554.203.</p> |
| <p>What happens when complete information is</p> | <p>TSA will make a determination on the petition for reconsideration of certificate actions no later than 15 calendar days of receipt.</p> |

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| received? | |
| How are documents transmitted? | TSA will allow transmission of all documents via email: ARS@TSA.dhs.gov (U.S.) FRS@TSA.dhs.gov (Outside the U.S.) or fax: 703-603-4044 |
| For additional information, contact-- | For additional information, repair station operators should contact their local TSA office. |

PAPERWORK REDUCTION ACT STATEMENT:

Statement of Public Burden: This is a mandatory collection of information. TSA estimates that the total annual burden associated with this collection for recordkeeping by a repair station located on or adjacent to an airport inside and outside the United States is approximately .025 hours. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The control number for this collection is OMB Control No. 1652-0060, which expires 4/30/2019. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to TSA PRA Officer, 601 S. 12th Street, Arlington, VA 20598-6011. ATTN: PRA 1652-0060.