



**Privacy Impact Assessment Update  
for the**

# **Crew Member Self Defense Training Program**

**DHS/TSA/PIA-014(b)**

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**Contact Point**

**Gordon S. Armstrong, Program Manager  
Aviation Programs Branch  
Transportation Security Administration  
(703) 487-3309**

**Reviewing Official**

**Philip S. Kaplan  
Chief Privacy Officer  
Department of Homeland Security  
(202) 343-1717**



## Abstract

The Department of Homeland Security (DHS), Transportation Security Administration (TSA) Crew Member Self-Defense Training (CMSDT) Program is a voluntary self-defense training course for U.S. commercial and cargo air carrier crew members. The CMSDT program trains crew members on how to defend the flight deck against acts of criminal violence or air piracy. TSA previously published a Privacy Impact Assessment (PIA) on this program on February 6, 2008, and a PIA Update on July 24, 2013.<sup>1</sup> A PIA is required for the CMSDT program, in accordance with Section 208 of the E-Government Act of 2002, because the program collects personally identifiable information (PII) from members of the public who wish to enroll. This PIA Update reflects that the CMSDT Program no longer coordinates training through the American Association of Community Colleges.

## Introduction

Section 603 of the Vision 100 – Century of Aviation Reauthorization Act requires TSA to provide a voluntary program of self-defense for crew members of scheduled passenger air transportation providers. TSA’s Office of Law Enforcement/Federal Air Marshal Service (OLE/FAMS) administers the CMSDT program which combines distributed learning technology with hands-on instruction in self-defense techniques. Crew members, including federal flight desk officers (FFDO) and armed security officers (ASO), register online and once TSA verifies their positions and employment status with the respective airlines, the CMSDT program manager authorizes and coordinates their participation in the training.

## Reason for the PIA Update

This PIA Update reflects changes to the registration process. Until recently, registration and the hands-on portion of the training were facilitated through a cooperative agreement between TSA and the American Association of Community Colleges (AACC). Crew members could register through TSA-vetted AACC Coordinators who had access to the CMSDT web module. Also, the one-day sessions in self-defense techniques applicable to the aircraft environment were arranged by the AACC Coordinators and held at participating community colleges. The TSA-AACC cooperative agreement is no longer active; crew members now register directly and choose their preferred training location at a Federal Air Marshal Training Center through an online form on tsa.gov.

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<sup>1</sup> For more information about the Crew Member Self Defense Training (CMSDT) Program, please *see* the original PIA and the PIA Update, *available at* <https://www.dhs.gov/privacy>.



## Privacy Impact Analysis

### **The System and the Information Collected and Stored within the System**

Crew members register directly on tsa.gov, eliminating the need for third-party PII collection. Also, the registration form no longer asks crew members for the last four digits of their Social Security number (SSN). This change helps to ensure that CMSDT program information is accurate as it is submitted by the individual seeking training, and limits exposure of crew members' personal information.

### **Uses of the System and the Information**

The uses of the crew member PII have not changed with this update – to verify their employment and to register him or her for the training.

### **Retention**

Since the original PIA, CMSDT records have been added to TSA Records Schedule 1900.4, *Non-Screener Training Records* which is covered by the updated NARA General Records Schedule 2.6, Employee Training Records and requires that CMSDT records be maintained for five years.

### **Internal Sharing and Disclosure**

The internal sharing and disclosure of CMSDT information has not changed with this update.

### **External Sharing and Disclosure**

Crew member PII is no longer shared with the AACC. AACC Coordinators' PII is no longer shared with the Office of Personnel Management (OPM) or the Federal Bureau of Investigation (FBI) for suitability checks.

### **Notice**

No change – the tsa.gov registration form includes a Privacy Act Statement to serve as notice to the individual crew member registering for the training.

### **Individual Access, Redress, and Correction**



The access, redress, and correction process has not changed with this update and is still listed in the DHS/ALL-003 DHS General Training Records System of Record Notice (SORN).<sup>2</sup>

## **Technical Access and Security**

AACC Coordinators no longer have access to the CMSDT web module, helping to reduce the privacy and security risks to the crew members' personal information. Once the CMSDT program manager authorizes their participation, FFDOs, ASOs, and other crew members may access the CMSDT module directly to make changes in their registration information, request a training location, or sign-up for refresher training.

## **Technology**

The CMSDT web module located at [secur skies.net](http://secur skies.net) is no longer part of the Federal Air Marshal Service Net or the Federal Flight Deck Officer Information Dashboard & Distribution System. As part of a TSA-wide information technology migration, the CMSDT program module is now considered a sub-system of TSANet. Procedures for access, auditing measures, technical safeguards, and data security remain the same with this migration.

## **Responsible Official**

Gordon S. Armstrong, CMSDT Program Manager  
Transportation Security Administration  
Department of Homeland Security

## **Approval Signature**

Original, signed copy on file with the DHS Privacy Office.

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Philip S. Kaplan  
Chief Privacy Officer  
Department of Homeland Security

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<sup>2</sup> See DHS/ALL-003 Department of Homeland Security General Training Records, 73 FR 71656 (November 25, 2008).