Description of document: Tables of Contents for Transportation Security Administration (TSA) Standard Operating Procedures (SOP) for Screening Management, Checked Baggage Screening, and a list of procedures manuals produced by the Security Operations (SecOps) Procedures Branch, 2007-2008

Requested date: 03-February-2009

Released date: 02-June-2009

Posted date: 27-August-2012

Source of document: Freedom of Information Act Request
Transportation Security Administration
TSA-20, East Tower
FOIA Division
601 South 12th Street
Arlington, VA 20598-6020
Fax: (571) 227-1406
Email: FOIA.TSA@dhs.gov
This letter is in response to your Freedom of Information Act (FOIA) request dated February 3, 2009, in which you are requesting the following information:

1. A copy of the SecOps Procedures Branch – Management Standard Operating Procedures (Table of Contents Only)
2. A copy of the SecOps Procedures Branch – Checked Baggage Screening Standard Operating Procedures (Table of Contents Only)
3. A printout of a listing or index of manuals and procedures manuals produced by the SecOps Procedures Branch.

Your request has been processed under the FOIA, 5 U.S.C. § 552.

A search within the Transportation Security Administration (TSA) was conducted and documents (nine pages) responsive to your request were located. These documents have been reviewed and eight pages are being released to you in their entirety. However, portions of one page are being withheld pursuant to Exemption 2 of the FOIA. A more complete explanation of this exemption is provided below.

Exemption 2 of the FOIA exempts from mandatory disclosure records that are “related solely to the internal personnel rules and practices of any agency.” The courts have interpreted the exemption to encompass two distinct categories of information: (1) internal matters of a relatively trivial nature – often referred to as “low 2” information; and (2) more substantial internal matters, the disclosure of which would risk circumvention of a legal requirement – often referred to as “high 2” information.

We have determined that certain portions of the requested records are properly withheld from disclosure as “high 2” information, in that they contain internal administrative and/or personnel matters to the extent that disclosure would risk circumvention of a regulation or statute or impede the effectiveness of law enforcement activities. A more detailed explanation follows.

Sensitive materials are exempt from mandatory disclosure under “high 2” when the requested documents are predominantly internal, and disclosure significantly risks circumvention of a
regulation or statute, including civil enforcement and regulatory matters. Whether there is any public interest in disclosure is legally irrelevant. Rather, the concern under "high 2" is that a FOIA disclosure should not benefit those attempting to violate the law and avoid detection.

The fees incurred to process your request do not exceed the minimum threshold necessary for charge and, therefore, there is no fee associated with the processing of this request.

In the event that you may wish to appeal this determination, an administrative appeal may be made in writing to Kimberly Walton, Special Counselor, Office of the Special Counselor, Transportation Security Administration, 601 South 12th Street, East Building, E7-121S, Arlington, VA 20598-6033 Your appeal must be submitted within 60 days from the date of this determination. It should contain your FOIA request number and state, to the extent possible, the reasons why you believe the initial determination should be reversed. In addition, the envelope in which the appeal is mailed in should be prominently marked “FOIA Appeal.” Please note that the Special Counselor’s determination of the appeal will be administratively final. If you have any questions pertaining to your request, please feel free to contact the FOIA Office at 1-866-364-2872 or locally at 571-227-2300.

Sincerely,

[Signature]

Kevin J. Janet
FOIA Officer
Freedom of Information Act Office

Enclosure
Transportation Security Administration (TSA) personnel and contractors must use and implement these standard operating procedures in carrying out their functions related to security screening of passengers, accessible property and checked baggage. Nothing in these procedures is intended to create any substantive or procedural rights, privileges, or benefits enforceable in any administrative, civil, or criminal matter by prospective or actual witnesses or parties. See United States v. Caceres, 440 U.S. 741 (1979).
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The Transportation Security Administration (TSA) intends that TSA management, Transportation Security Officers, and contractors use and implement these standard operating procedures in carrying out their functions related to security screening of passenger checked baggage. Nothing in these procedures is intended to create any substantive or procedural rights, privileges, or benefits enforceable in any administrative, civil, or criminal matter by prospective or actual witnesses or parties. See United States v. Caceres, 440 U.S. 741 (1979).
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SENSITIVE SECURITY INFORMATION

WARNING: THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520.
Item #3

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2. Screening Checkpoint SOP
3. Screening Of Passengers By Observation Techniques SOP
4. Screening Management SOP
5. Whole Body Imager SOP
6. Aviation Direct Access Screening Program SOP
7. Visible Intermodal Prevention and Response SOP
8. Various Advanced Technology Pilot SOP