

Protocol Card - Guidance for Inspectors - TSA/Airport rev 06/04/14

FAA guidance for FAA ASIs

FAA Order 8000.38G CHG 1 is an FAA Order for FAA ASIs, it is not a TSA order.

- 13a Use Credentials properly and on Official Duty only.
- 13c(2) Submit to Screening. Don't use Law Enforcement (LEO) checkpoint lane etc.
- 13c(3) *Free & uninterrupted* access stated.
- 13e(1) If a problem with TSA,
- ask for TSA/airline security supervisor
 - ask for TSA Asst Fed Security Director
 - TSA Fed Sec Dir for the airport
 - or...it problem with Airline ask for the Ground Security Coordinator
- 10c If 110A lost or stolen

To report a TSA/Security issue/event complete a PTRS:
1891(OPS)/ 3891(AW)/ 5891(Avionics)
NAT FIELD: TSAFS
see: Order 8000.38G para 13e(3)

Pertinent FARs

153.5 - *Free and Uninterrupted Access*
121.547 - *Flight Deck Access*
119.59 - *Authority Conduct Tests and Inspections*

TSA Regs & Guidance Regarding FAA ASIs

TSA approved **Airport Security Program (ASP)** - provides an example of FAA Form **110A** in Appendix 13., Amendment **ASP-07-01**.

TSA **Screening Management SOP** rev 4, paragraph 2:10.G (pg. 2-8) & **AOSSP 4.3.1.C.1, pg. 4-16 (change 18)** - "Federal Government employees on official business with **Government-issued ID**" **do not need a boarding pass**. SIDA. badges are acceptable as well.

TSA **Travel Document Check SOP, (Rev.1, Chg 2), Para 6.1.Q, pg 6-1** - "Acceptable Forms of **PHOTO ID**" list FAA Safety Inspectors (**FAA Form 110A**) as acceptable Form of Photo ID.

NOT to be confused with FAA Air Traffic Control (ATC) Requirements in Para. 5.6 pg 5-3 which requires multiple forms of ID, PIV Card, and FAA Authorization Form.

TSA **Screening Checkpoint SOP** rev 9, ch. 5 Attachment 15-1: **FOOTWEAR EXEMPTIONS** (rev 9) - Lists FAA ASIs as individuals exempt from **liquid & gel** limits and the requirement to remove shoes.

TSA **AOSSP, chapter 4, 1.E.17, pg. 4-4 (change 18)** - States that FAA ASIs are exempted from being designated as a **selectee** at the ticket counter. [However, once started, It does not allow an ASI to refuse the process]

TSA **RBS (Risk Based Security) TSA PreCheck SOP, Rev 1, ch. 3, 2. A. 5)** Travel Document and ID Checking Procedures. States that FAA ASI's holding Form 110A are now permitted to go through "TSA **Pre-Check**" Lanes at airport security check points.

TSA approved **Air Operator Standard Security Program (AOSSP) 7.9.P.1 p. 7-21 (change 18)**: states ASIs are not considered crewmembers for the purposes of not being required to be identified on the **Master Crew List** or **Crewmember Manifest**. (i.e. ASIs do not need to provide **24 hour advanced notification** on international flights)

49 CFR TSRs (Transport Safety Regs)

1544.101 Air Carriers adopt AOSSP
1540.105 Cannot circumvent
1540.107 Must submit to screening
1540.109 Interference with TSA duties
1540.113 TSA can inspect Airmen Certs.
1542.105 Airports adopt ASP
1542.207 Access control systems

Go with the flow

OK to question....but...always comply

Document, yes. But, never interfere with the security process.

FAA Regional ops centers

HQ	202-267-3333
AAL	907-271-5936
ACE	816-329-3000
AEA	718-553-3100
AGL	847-294-8400
ANE	781-238-7001
ANM	425-227-2000
ASO	404-305-5180
ASW	817-222-5006
AWP	310-725-3300

Call your supervisor first, then your manager. Follow the chain of command.

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COMMON THINGS ASIs DO THAT CAN CREATE ISSUES BETWEEN THE FAA ASI AND TSA/AIRPORT SECURITY PERSONNEL

- They needlessly get a boarding pass from the ticket counter, this may trigger secondary screening due to airline processes.
- They go back to the ticket counter for a pass if a ticket checker says so, starting the secondary screening issues.
- They don't remind the ticket counter agent, upon checking luggage, that they should not be marked for secondary screening
- They think that the contract ticket checker represents TSA and has access to TSA SOPs (they don't). Request airline security supervisor.
- They assume the contract ticket checker is a TSA employee with access to full TSA guidance. In fact airlines contract with the checkers.
- They assume TSA can help with contract ticket checker incidents. However their jurisdiction actually starts at the x-ray/WTMD area.
- They show a 8430-13 to screening personnel who only understands tickets, boarding passes, and *hopefully* federal credentials. (Presenting a 8430-13 to TSA personnel will confuse them and exasperate the situation. Refrain.)
- They resist secondary screening after alarming the x-ray/WTMD (walk through metal detector) area. (cooperate, cooperate, cooperate)
- They accept the LEO lane bypass or are just escorted part way down the LEO line; this violates TSA and FAA guidance, and 49 CFR 1540.105
- They present their 110a while traveling as a pax for personal advantage. This may be contrary to FAA Order 8000.38G if the ASI is not careful
- They refuse to let the TSA look at their 110A, when 49 CFR 1540.113 clearly authorizes the TSA to do so.
- They refuse to wait when the TSA asks them to wait, and refusal may generate reasonable suspicions.
- They refuse to wait when the local police ask them to wait. This rarely happens but it is an issue local LEOs stress.
- They quote FAA Orders to either the TSA or the security staff... to whom they have no meaning
- They refer to themselves with phrases such as "ASI" or use other "in house" terminology.
- They assume they have free and uninterrupted access to the point that they feel that they do not have to cooperate with "the process".
- They don't recall that, at a remote station, without a SIDA Badge, driving qualification rules may trigger a problem.
- They participate in the incident rather than extricate themselves and go back to the office. Going with the flow may be wiser.
- They treat TSA as an enemy as opposed to a resource. TSA in fact can be a genuine help if approached professionally.
- They refuse to be screened by the newer devices and demand a physical search. That is not the secondary screening you are exempted from.**
- They approach the screening checkpoint with a "chip on their shoulder", set for confrontation, instead of a spirit of cooperation.**

Various Points to Consider

- IF YOU START AS A PASSENGER, END AS A PASSENGER, do not switch roles unless safety is affected or egregious activities are observed. Switch roles only for safety, not personal convenience.
- OK to question but, as a rule, comply.
- If you are having an issue with the remote gate guard, airport personnel, or the Police, your issue is likely with the Airport Authority, not TSA. (Refer to FAR 153.5)
- If your issue is with a contract ticket checker, the ticket agent, or gate agent, your issue is probably with the Air Carrier, not TSA

- Some days you eat bear, some days not. If the situation goes too *awry*; withdrawal; call it a day; go back to the office; inform your Supervisor; catch up on your admin duties; and, perhaps, coordinate a follow-up meeting with the offending party's management. No inspector has been able to complete an inspection while sitting in airport detention.
- If the situation gets *heated*: Be careful what you sign. Don't be too quick to leave your business card. Don't physically resist any searches or detainment.

Usually not successful to quote FARs or to Present 8430.13 to TSA. Will only confuse the matter. Use TSA regs, orders, and SOPs. However, when dealing with the Airport Authority or the Air Carrier, quoting FAA Orders and Regs is a good practice.

Terms:

AOSSP - Air Operators Standard Security Plan - Each Air Carrier's TSA approved Security contract with TSA. Usually about 200 pages.

ASP - Airport Security Plan - The Airport's TSA approved security contract with TSA. Usually, about 100 pages.

SD - Security Directive. They are *suppose* to be emergency amendment to the Carrier's AOSSP and Airport's SOP.

ISC - Inflight Security Coordinator - Person responsible for the security of the aircraft while in flight - always the PIC (Captain)

GSC - Ground Security Coordinator - Person responsible for the security of aircraft while on ground - almost always a supervisory gate agent.

FSD - Federal Security Director - The TSA Manager for all TSA personnel at each airport. At the larger Airports, FSDs are usually SES.

AFSD - Assistant Federal Security Director-(AFSDI (Inspections), AFSDR (Regulatory), AFSDS (Screening), AFSDLE (Law Enforcement)

SIDA - Secure Identification Display Area access card (i.e. SIDA badge)