



Transportation
Security
Administration

SOURCE SELECTION SENSITIVE

SPP_RFP DEVELOPMENT DOCUMENT SECTION J

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SECTION J - ATTACHMENTS

J.1 TSA ASSESSMENT REQUIREMENTS FOR SCREENERS

The Contractor shall ensure that all persons designated to be deployed as screeners meet all statutory requirements, TSA specified requirements, and suitability standards for employment. Those current Federal screeners at an airport that have been chosen to become contract screeners and transition to the contract screener workforce will not be required to repeat the assessment procedure for new screener applicants.

The Contractor shall assess new screener candidates by implementing assessment procedures in accordance with the requirements identified in Attachments J.1, J.2, and J.3. The Contractor shall conduct a "Screening Personnel Selection Examination" which is provided by TSA, via the Internet, to cover English Proficiency and Image Interpretation Skills. Procedures for scheduling, administering, and evaluating the test; and reporting the test results are outlined in J.1.2. The Contractor shall establish the means to evaluate the required basic aptitudes and physical abilities of screener candidates as described in J.1.1.

All applicants will be required to pass all specified tests, interviews, and other evaluations given during the assessment process demonstrating that they have the necessary skills and abilities for security screener job performance.

J.1.1 ATSA Employment Standards for Security Screeners

The basic employment standards required by Section 111 of ATSA are:

- To be a U.S. citizen (or U.S. National [Homeland Security Act])
- To possess a high school diploma, general equivalency diploma, or one year of equivalent work experience that the Under Secretary has determined to be sufficient for the individuals to perform the duties of the position
- To demonstrate screener aptitudes by having a satisfactory or better score on a Federal security screening personnel selection examination.
- To demonstrate English proficiency to include reading, speaking, and writing in English
 - Carry out written and oral instructions regarding proper performance of screening duties
 - Read English language identification media, credentials, airline tickets, and labels on items normally encountered in screening process
 - Provide direction to and understand and answer questions from English-speaking individuals undergoing screening
 - Write incident reports and statements and log entries into security records in the English language

- Basic aptitudes and physical abilities, including color perception, visual and aural acuity, physical coordination, and motor skills
 - Able to distinguish on screening equipment monitor the appropriate imaging standard
 - Able to distinguish each color displayed on every type of screening equipment and explain what each color signifies
 - Able to hear and respond to the spoken voice and to audible alarms in an active checkpoint environment
 - Able to perform physical searches by efficiently and thoroughly manipulating and handling baggage, containers, and other objects
 - Able to perform pat-downs or handheld metal detector searches of individuals with sufficient dexterity and capability to thoroughly conduct the procedures over an individual's entire body
- To have the ability to demonstrate daily a fitness for duty without impairment due to illegal drugs, sleep deprivation, medication, or alcohol
- To successfully pass an employment investigation background check (including a criminal history record check)
- To not pose a national security risk or threat
- To satisfactorily complete all initial, recurrent, and appropriate specialized training required by the security program

In keeping with the intent of Congress, TSA has defined the security screener work in a way to create a national workforce of skilled, well-trained employees. Based on the ATSA and TSA's research, work of the security screener includes the following critical work functions for all screeners. Also, there are additional requirements for lead and supervisory screeners, as noted. It is critical that the Screening Contractor will need to do sufficient work to verify the level of similarity between the TSA screener job and requirements and the Contractor's screener job(s). If the jobs are different, those differences should be appropriately reflected in the proposal to support the use of the proposed test alternative.

Principal Duties and Responsibilities:

1. Control Entry and Exit Points
2. Perform Security Screening of Persons
3. Perform Security Screening of Property and Baggage

It is important to note that screeners must be willing and able to:

- Work in an indoor, climate-controlled environment (terminals) and other environments (baggage make-up and curbside areas) that are exposed to outside ambient temperatures and aircraft and vehicle exhaust gases.

- Work irregular hours, weekends, and holidays.
- Continuously and effectively interact with the public, giving directions and responding to inquiries in a reasonable tone and manner;
- Maintain focus and awareness within an operational environment containing numerous distractions, people, vehicles, and machinery;
- Complete full hand-wand screening of individuals in standing and sitting positions which includes reaching, bending, and stretching to wand the individual from floor to over head;
- Continuously stand for anywhere between one (1) to four (4) hours without a break to carry out screening functions;
- Repeatedly lift and carry objects weighing at least 70 pounds;
- Walk up to two (2) miles during a shift;
- Maintain focus and awareness and work within a stressful environment that is subject to noise from alarms, vehicles, machinery, and people, visual distractions, time constraints, disruptive, angry, and abusive passengers, and the requirement to identify and locate potentially harmful or life threatening devices and appliances that may cause personal injury or mass casualties.
- Make effective decisions in both crisis and routine situations;
- Give directions and commands to team of individuals (lead and supervisory screeners);
- Make time critical decisions for an entire shift of individuals in the absence of the supervisor (lead screener)

In order to successfully perform this work, security screeners must possess the following knowledge, skills, and abilities:

- English proficiency (e.g., reading, writing, speaking, listening, understanding)
- Mental abilities (e.g., visual observation and identification, mental rotation)
- Interpersonal Skills (e.g., customer service, dependability)
- Work values (e.g., responsibility, honesty, integrity)
- Physical Abilities (e.g., repeatedly lift, maneuver, and carry baggage up to 70lbs, performing physical inspections of baggage and other objects, and wand passengers)
- For lead/supervisory screener positions: leadership and supervisory skills (e.g., managing people, decision making, negotiating)

In addition, all security screeners must meet the following Medical Standards:

- Distant vision correctable to 20/30 or better in the best eye and 20/100 or better in the worse eye
- Near vision correctable to 20/40 or better binocular

- Color perception (e.g., red, green, blue, yellow, orange, purple, brown, black, white, gray) by passing the Farnsworth D-15 color vision test; note: color filters (e.g., contact lens) for enhancing color discrimination are prohibited
- Hearing as measured by audiometric cannot exceed: a) an average hearing loss of 25 decibels (ANSI) at 500, 1000, 2000, and 3000Hz in each ear, b) single reading of 45 decibels at 4000Hz and 6000 Hz in each ear
- Adequate joint mobility, dexterity and range of motion, strength, and stability (to lift move up to 70lbs), as well as a complete medical evaluation including cardiovascular, system, hypertension, etc.
- Drug-free as assessed through a drug test
- Demonstrate daily fitness for duty free from impairment from illegal drugs, sleep deprivation, medication, or alcohol

J.1.2 Procedures for Administering the English Proficiency and Image Interpretation Skills Tests

TSA will provide the current TSA Screener Assessment Battery (SAB) as GFI to be used only for the selection of security screeners at the SPP airports.

The SAB can only be administered electronically via the pan platform. All proctors will need to attend standard proctor training delivered via pan. All test administrations will need to be co-proctored with a TSA FSD staff member present.

There are specific requirements that must be met in order to administer the SAB at a location other than a pan static test center. They are as follows:

PHYSICAL FACILITY REQUIREMENTS

The conditions under which the TSA-SAB is administered are extremely important. The standardization of these conditions is essential to the integrity of every test administration. The Physical Facility requirements include the following:

- Maintain a distraction-free testing environment; anticipate outside factors that may divert the attention of examinees and take action to avoid these.
- Control the climate of testing room to ensure a comfortable experience. The temperature should be between 68° and 72° (Ideally 70°).
- Seating should be sturdy and comfortable.
- Privacy carrels are required to limit the view of others' work. If carrels are not available, seating must allow for five (5) feet between candidates.
- Computer monitors should be vertically aligned. If this is not possible due to equipment set-up, angles shall be no more than 10°.

- There are to be no program applications actively open on the desktop during testing (e.g., MS Word or the internet).
- The testing room is to be actively monitored either by a live proctor in the testing room or by video monitor:
 - a) If you are monitoring from the testing room
 - i.) You must visually check the room every 2-5 minutes and physically walk the testing room every 15-20 minutes.
 - b) If you are monitoring by video
 - i.) The video screen must be at your proctor station. When monitoring via video monitor, you will visually check activity every 2-5 minutes and actively walk through the session every 15-20 minutes.
 - c) If the proctor station is set up outside of the testing room and does not include a video monitoring system, you must physically walk through the testing room every 2-5 minutes.

Specific space requirements for a successful testing environment depend on several factors, including, but not limited to:

- a) Entry and exit of room
- b) Length and width of room
- c) Type of test room layout (U-shaped or Classroom)
- d) Location of network ports

Given the requirements, a reasonable planning assumption is 5 ft x 6 ft per testing workstation, with an additional 10 x 15 ft of space for the proctor, plus some additional space to allow the proctor to walk through the testing area. Here are some minimum space requirements for various size testing rooms:

- a) 45 to 50 testers = 2000 to 2200 sq. ft. room
- b) 35 to 45 testers = 1600 to 2000 sq. ft. room
- c) 31 to 35 testers = 1300 to 1600 sq. ft. room
- d) 20 to 30 testers = 1000 to 1250 sq. ft. room
- e) 5 to 10 testers = 500 to 750 sq. ft room

Additionally, there should be a separate area outside the testing room with room for a desk or table and a network jack, so that candidates can be checked in and given instructions without disrupting candidates already testing.

TECHNICAL INFRASTRUCTURE

Network Infrastructure

All test sites are responsible for meeting the technical infrastructure requirements and verifying that all of the computers designated to administer the TSA-SAB meet the systems requirements specifications. All test sites are responsible for successfully running at least one trial session of the Testing Center Equipment Check Battery on each of the eligible computers prior to live test administration.

The contractor maintains a list of allowable IP addresses to ensure test security, so the IP address used by the testing room should be allocated its own external IP address or address range. The testing room should have its own switched sub-network, with a minimum bandwidth of 10 Mbps. Each testing workstation will require its own port on the switch.

Testing Workstations

Regardless of where the computerized test is administered, all testing workstations must meet the following minimum requirements:

- PC based Computer
- 666 MHz Pentium or better
- Ethernet network card
- Operating Systems supported (ME, NT 4.0, Windows 2000 or higher)
- 256 MB of RAM is recommended
- 100 MB of Hard Drive space before launching test.
- 1024 x 768 screen resolution or higher, 16 million colors (24 bit) this is not optional and the test will not load if changed. Please check that LCD monitors can support the 24 bit color by reviewing your monitor specifications.
- 15", 17", or 19" video monitor, vertically aligned
- Machine compatible mouse and keyboard
- Internet Explorer 5.5 or higher
- The Microsoft Virtual Machine must be installed at the time of installation of Internet Explorer.
 - a) If the operating system is preloaded, the virtual machine can be installed from:
<http://www.pantesting.com/systemReqs.htm>
 - i.) Click on Download the Microsoft JVM.
 - ii.) Java must be enabled in the browser. Verify that it is not blocked under:
 - Tools>>Internet Options>>Security Tab>>Custom Level Button>>Microsoft VM/JavaPermissions Section>>Click Medium or Low Safety. Make sure the radio button to disable Java is not clicked.
 - iii.) Needs write privileges on the local "Application Data" directory for which ever user profile is being used. It could be global such as:

- With Windows ME/2000 (“c:\windows\Application Data”) and NT/2000/XP would use user profile “Application Data” directory.
- With Windows NT (“c:\winnt\profiles\USERNAME\Application Data”/ “c:\Documents and Settings\USERNAME\Application Data”)

iv.) Open HTTP port 443 outside to download test images and test data.

Proctor Workstations

There will need to be a separate proctor workstation for each testing room. The hardware requirements for this workstation are the same as for testing workstations. Proctors should have access to a printer where they can print out updates to the proctor’s manual and other documentation. The printer does not have to be in the testing area itself.

TSA Screener Assessment Battery Test Set Up and Scheduling

1. A Contractor needs to review and ensure they are able to meet the requirements (e.g., physical, security, computer system).
2. A number of IT tests need to be conducted on every test computer to ensure the TSA Screener Assessment Battery (SAB) will be administered in the standardized fashion. Each test computer will need to have the system requirements checked for compliance <http://www.pantesting.com/systemReqs.htm> , the "Java Applet Probe" run <https://tsatesting.net/probe.html> , and several "Practice Exams" run (attachment). If computers are connected to TSA’s network airports will also need to ensure the TSA lock down log in and password works on every test computer and only brings up the testing website (**User Id:** applicant-phase1-net (white package) applicant-phase1-tsa (red package) **Password:** Temporary1).
3. Once these tests are completed the IP address(s) of the testing location needs to be provided to pan via the SPP office to have them added as a test center.
4. Concurrently airport and contractor personnel can be scheduled to attend WebEx proctor training. Airports or contractors will need to coordinate with the SPP office regarding the names of the individuals who will be trained as proctors and what their availability is so it can be coordinated with pan. Proctor training takes 2 1/2 hours to complete and is mandatory for anyone who intends to administer the SAB. After training is complete, proctors will need to register online in order to be able to access the SAB testing system.
5. Airports or contractors will need to build their schedules using the **scheduling template below** and provide it to the SPP office to be uploaded into the system. We recommend at least 1 week lead time in order to fill all available seats at a testing location. The first time a schedule is submitted, the contractor will need to provide the address to the testing location along with directions and a contact phone number. Also, if any special instructions should be relayed to the candidate (e.g., "Candidates who successfully complete the computerized assessment will be required to stay for up to 2 1/2 hours to complete the next phase of the selection process.") those would need to be provided at that time for posting on the self-scheduler.

Scheduling Template

Event	Center ID	Reserved	Start Time	End Time	Number of Seats

6. Once the schedule is loaded candidates can either be scheduled to take the SAB by the Contractor staff or by using the web-based Self-Scheduler. Only those candidates who have applied and are eligible to continue in the selection process are able to schedule to take the SAB.

Practice Exam

Directions to run a Practice Exam TSA Screener Assessment Battery (SAB)

Note: Do not upload the answers when using Dummy SSN's for this Practice Exam.

1. Go to <https://tsauat.panpowered.com/testing>

2. Use one of the following SSN's for testing:

SSN	Candidate Name
000-00-0004	Tanya Practice
000-00-0005	Aarika R Practice
000-00-0006	Colby W Practice
000-00-0007	Daniel R. Practice
000-00-0008	William P. Practice

3. Once the test has downloaded, you should be looking at Part 1

4. Please press Alt + F12 to skip to the next section of the test (Part 2). Doing this will ensure that the test can completely download on to your machine. Part 2 can take up to 10 minutes to download depending on your connection speed.

5. Once Part 2 has completely downloaded, you can close all of your browsers.

6. **Important: Do not upload the answers when using Dummy SSN's for this Practice Exam.**

J.2 TSA's Credentialing Requirements For Screeners

The investigative requirements for all screeners (Federal and SPP) are implemented in segments. See SOW Paragraph C-7.5.3 for summary information.

Below are the steps for the pre-hire and post-hire investigation processes followed by the suitability factors used in evaluating the results of the investigations. TSA uses OPM's adjudicative standards outlined in its *Suitability Processing Handbook* in making final determinations. In addition, TSA has specific suitability guidelines for financial and falsification issues. These guidelines and all enhanced suitability standards are listed in this appendix.

In addition, TSA has the authority to perform annual criminal history and credit checks on all Contractors as part of the continuous evaluation program (TSA will fund, conduct, and adjudicate these checks). This effort was approved by the TSA Administrator in January 2005, and TSA Office of Security, Personnel Security Division (PSD) implemented this process in March 2005.

1.0 Background Investigation Process

The following processes may be performed in the order the Contractor finds most effective and cost efficient unless otherwise noted.

1.1 Pre-Hire

1. Schedule Pre-Hire Investigation

- a. The Contractor may select a Investigation Services Provider capable of obtaining the following information:
 - i. Criminal History Record (last 10 years)– search of Federal, county, and local law enforcement records using on-line searches of felony and misdemeanor records and at least two of the following:
 - Submitting written requests for law enforcement records when public record access is not allowed
 - Searching the Contractor's national criminal record database, and/or
 - Physically retrieving felony and/or misdemeanor records from Federal, county, and local courthouses in all locations where the subject has lived for the most recent ten years.
 - TSA Personnel Security Division Policy for recent drug use is any use of illegal drugs within the last 12 months from the signature date on the SF86 is disqualifying.
 - ii. Credit Reports – One report from each of three major consumer credit reporting agencies, for a total of three reports. Bad debt is defined as debt that is more than 180 days past due or which has been referred for collection or judgment.

2. Collect Electronic Fingerprints (from applicant/contractor site/other arrangements)

- a. Adjudication of fingerprint check results is required for both the pre-hire and the post-hire credentialing processes. Fingerprints may be transmitted to AAAE for processing at any time. However, it is recommended that only fingerprints for likely hires be submitted as there is a fee for each set of prints processed.
 - b. Contact the Contracting Officer for the current AAAE point of contact
3. Guidelines for Recording and Processing/Reviewing/Adjudicating Fingerprints:
- a. Establish account with AAAE for the purpose of: 1) transmitting fingerprints for the FBI fingerprint check, and 2) payment of associated processing fees
 - b. Establish account with TSA for access to the FPRD for the purpose of:
 - 1) transmitting fingerprints, and 2) acquiring access to the FPRD database for fingerprint adjudication:
 - Contractor designates its employee(s) needing access to the FPRD database and provides the information to the Airport COTR (including full name, e-mail address, and phone number) via e-mail. The Airport COTR forwards the information to the PMO COTR via e-mail, and the PMO COTR coordinates the information with TSA PSD and CIO.
 - Designated employee submits the electronic e-QIP SF86.
 - Contractor submits release forms and fingerprints for the designated employee(s) to TSA PSD for a preliminary background check
 - TSA PSD conducts a preliminary background check and sends an e-mail to the CIO point of contact and the PMO COTR to confirm the Contract employee(s) eligibility for access to the FPRD
 - CIO point of contact creates a login ID and password for FPRD access for the designated Contractor employee(s) and responds directly to the Contractor employee(s) with the respective information necessary for access to the system.
 - c. Acquire proper equipment and connectivity for fingerprint recording device(s)
 - d. Designate trained personnel to record fingerprints electronically
 - e. Record electronic fingerprints
 - f. Submit electronic fingerprints to AAAE in eft format (see flow chart that follows)
 - AAAE electronically transmits the fingerprints to TSA, and TSA then electronically transmits the fingerprints to the FBI for a criminal history check
 - The FBI transmits results from the fingerprint check to TSA typically within 1 to 3 business days
 - The TSA CIO point of contact posts the results of the FBI fingerprint check in the FPRD database
 - Designated Contractor employee(s) access the FPRD database to obtain results
 - g. Review/adjudicate the initial FBI fingerprint check results to make sure that the candidate meets all TSA suitability standards

- Each candidate meeting TSA suitability standards is permitted to continue with other portions of the assessment process; candidates not meeting TSA suitability standards per this check may not continue to be assessed
 - For those candidates meeting TSA suitability standards and other assessment standards, the Contractor must submit a roster of eligible applicants along with their corresponding security documents (Signature pages of e-QIP SF-86), Fair Credit Release (TSA 2201), and a copy of the criminal history information or statement of “no records” resulting from the FBI fingerprint check and printed directly from the FPRD to TSA PSD for the OPM/ANACI post-hire investigation process (See section 2.0 of this appendix for the list of documents that must be submitted)
 - The roster of eligible applicants provided to TSA PSD must contain, in addition to names and other identifying information, the fingerprint case number referenced in the FPRD for the purpose of the secondary OPM post-hire adjudication process
 - Fingerprint results that are over 120 days old must be resubmitted for processing
- h. Maintain proper records regarding the results of the fingerprint check for each candidate
4. Approximately 2% of the population does not produce “classifiable” fingerprints. For these candidates, TSA PSD can conduct an NCIC check after the second set of fingerprints has been submitted and deemed “unclassifiable”. The Contractor will not have direct access to NCIC, but rather TSA PSD will contact the Contractor with the results of the NCIC check as either “cleared” or “failed check”. The process is as follows:
- Contractor accesses FPRD database and notes a candidate’s fingerprint background check results are posted as “unclassifiable”
 - Contractor submits second set of electronic fingerprints (this must be a new set of prints taken) for the “unclassifiable” candidate to AAEE for reprocessing
 - Contractor accesses FPRD database and notes that the candidate’s second fingerprint check results are posted as “unclassifiable”
 - Contractor contacts TSA PSD via e-mail with the “unclassifiable” candidate’s identifying information including full name, social security number, gender, date of birth, and place of birth. Contractor notifies Airport COTR that the NCIC has been requested from TSA PSD
 - TSA PSD conducts an NCIC check and notifies Contractor via e-mail that the candidate is either “cleared” or that he/she has failed the check
 - Should the “unclassifiable” candidate be “cleared” through the NCIC check and pass all other portions of the assessment, then the Contractor may submit a copy of the “unclassifiable” posting from FPRD along with the candidate’s applicable security information to TSA PSD (see bullet number 6 below)
5. Provide TSA’s PSD with an Orientation Roster of candidates and their applicable security information, releases (e.g., medical, Fair Credit Reporting Act), and a copy of the criminal history information or statement of “no records” obtained and printed directly from the

FPRD (see list of documents in Section 2.0 of this appendix). Submit complete packages to the TSA PSD at the following address:

Transportation Security Administration
Office of Security, Personnel Security Division
Contractor Team
601 South 12th Street, East Tower, 8th Floor
Arlington, VA 22202

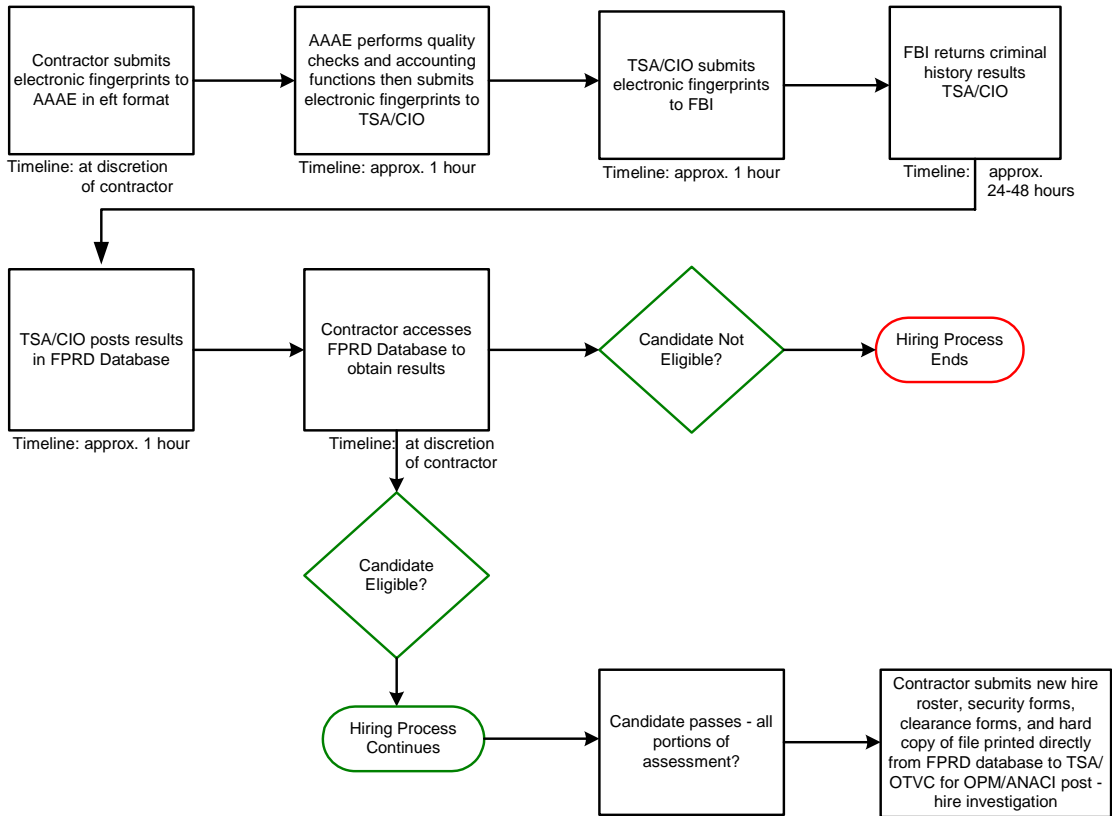
1.2 Post-Hire

1. Collect the electronic copy SF86 Form (Signature pages of e-QIP SF-86) and other security and release forms

- a. Review for completeness
- b. If the SF86 has been signed and released to the agency more than 120 days prior to the scheduled ANACI, have the candidate update the SF86
- c. SF86 Forms will be done electronically using e-QIP through the OPM Portal rather than in paper format. The e-QIP Electronic Filing Customer Service Unit (EFU) is available for assistance. E-mail is e-QIPcustomerservice@dhs.gov. Telephone is 571-227-2786 or 571-227-3039.

2. Provide PSD with a list via email of active and separated personnel each month in the format requested.

Electronic Fingerprint Transmittal Process For Contract Screener Candidates



2.0 Post-Hire Background Investigation Process Performed by TSA

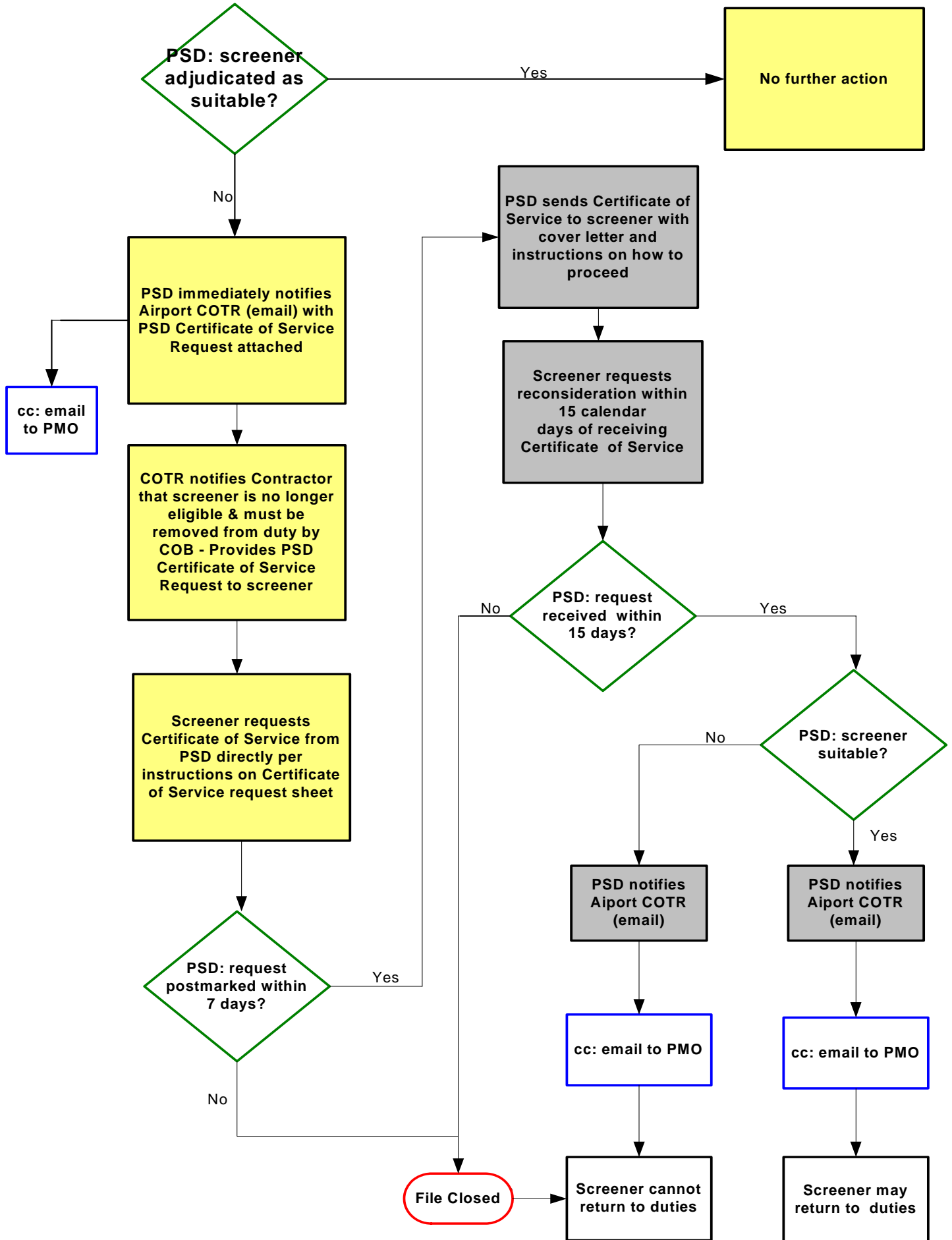
Though the Contractor will perform pre-hire credentialing during the assessment process, the post-hire OPM/ANACI background investigation will be performed by the TSA Personnel Security Division (PSD).

If any screener is found to be ineligible as a result of the OPM/ANACI post-hire background investigation, the Screening Contractor will be notified by TSA per the process described below (see next section on *Post-Hire Adjudication Procedures as Performed by TSA*).

3.0 Post-Hire Adjudication Procedures as Performed by TSA

The following diagram outlines the procedures that occur when a contract screener fails the TSA/OPM post-hire adjudication process. The form that follows (i.e., Office of Security, Personnel Security Division Certificate of Service Request Form) is the form the Contract Screener should use to request reconsideration.

TSA FAILED ADJUDICATION PROCESS FOR CONTRACT SCREENERS



4.0 TSA 28 Disqualifying Offenses -- 49 U.S.C. § 44936(b)(1)(B)

- 1) Forgery of certificates, false marking of aircraft, and other aircraft registration violation; *49 U.S.C. 46306.*
- 2) Interference with air navigation; *49 U.S.C. 46308.*
- 3) Improper transportation of a hazardous material; *49 U.S.C. 46312.*
- 4) Aircraft piracy; *49 U.S.C. 46502.*
- 5) Interference with flight crew members or flight attendants; *49 U.S.C. 46504.*
- 6) Commission of certain crimes aboard aircraft in flight; *49 U.S.C. 46506.*
- 7) Carrying a weapon or explosive aboard aircraft; *49 U.S.C. 46505.*
- 8) Conveying false information and threats; *49 U.S.C. 46507.*
- 9) Aircraft piracy outside the special aircraft jurisdiction of the United States; *49 U.S.C. 46503(b).*
- 10) Lighting violations involving transporting controlled substances; *49 U.S.C. 46315.*
- 11) Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements; *49 U.S.C. 46314.*
- 12) Destruction of an aircraft or aircraft facility; *49 U.S.C. 46312.*
- 13) Murder.
- 14) Assault with intent to murder.
- 15) Espionage.
- 16) Sedition.
- 17) Kidnapping or hostage taking.
- 18) Treason.
- 19) Rape or aggravated sexual abuse.
- 20) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon.
- 21) Extortion.
- 22) Armed or felony unarmed robbery.
- 23) Distribution of, or intent to distribute, a controlled substance.
- 24) Felony Arson.
- 25) Felony involving a threat.
- 26) Felony involving –
 - i. Willful destruction of property;
 - ii. Importation or manufacture of a controlled substance;

- iii. Burglary;
- iv. Theft;
- v. Dishonesty, fraud, or misrepresentation;
- vi. Possession or distribution of stolen property;
- vii. Aggravated assault;
- viii. Bribery; or
- ix. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year.

27) Violence at international airports; *18 U.S.C. 37*.

28) Conspiracy or attempt to commit any of the criminal acts listed in this paragraph.

5.0 TSA's Additional Standards for Security Screener Background Checks and Suitability Determinations

Effective October 9, 2003, the following disqualifying factors will be applied prospectively. These are in addition to the 28 Disqualifying Factors in *49U.S.C. § 44936(b)(1)(B)* and OPM's Suitability Guidelines.

1. Two convictions, whether felony or misdemeanor, within the past 5 years, and where one of those convictions is within the last 3 years and consists of one of the below listed disqualifying offenses. Regardless of the above, the applicant can have no convictions in the past year of any of the below-listed disqualifying offenses:
 - Destruction of property
 - Importation or manufacture of a controlled substance
 - Burglary
 - Theft
 - Dishonesty, fraud, or misrepresentation
 - Smuggling
 - Possession or distribution of stolen property
 - Battery and/or assault to include indecent assaults
 - Bribery
 - Being under the influence of a controlled substance
 - Extortion
 - Terrorism related offenses
 - Obstruction of justice
 - Racketeering

Note: A positive finding during prescreening will place the applicant in a "yellow" status. A "yellow" status indicates that the applicant will not be hired unless the issue is resolved in their favor, but they will be given the opportunity to provide information to demonstrate that they meet standards.

2. Incarceration during any period within the previous 5 years based on a felony conviction.
Note: *This standard is for **any** felony conviction, not just those listed by Congress.*
3. Any conviction, felony or misdemeanor, of a theft offense committed as an adult (age 21) – or a similar crime against property – within the past 5 years.

Effective July 26, 2004, the following disqualifying factors will be applied prospectively. These are in addition to the 28 Disqualifying Factors in *49U.S.C. § 44936(b)(1)(B)* and OPM's Suitability Guidelines.

1. Any convictions, felony or misdemeanor, of a theft offense related to money, property, or services—or a similar crime such as burglary, fraud, larceny, and possession and distribution of stolen property—within the past 15 years. These offense(s) must have been committed as an adult (age 18).
2. Any conviction, whether felony or misdemeanor within the past 10 years, from the list below or similar type factors:
 - Sexual or indecent assault or battery
 - Importation or manufacture of a controlled substance
 - Illegal possession and/or distribution of a controlled substance, including marijuana
 - Dishonesty, fraud, or misrepresentation
 - Smuggling
 - Bribery
 - Racketeering

These offense(s) must have been committed as an adult (age 18).

3. An arrest or conviction within the past 5 years for any offense, felony or misdemeanor, from the list below or similar type factors that brings into question the applicant's or employee's reliability, good judgment, respect for authority, and are incompatible with the level of trust and confidence security screeners are given by the traveling public:
 - Under the influence of a controlled substance
 - Illegal possession of drug paraphernalia
 - Destruction of property
 - Disorderly conduct
 - Resisting arrest
 - Obstruction of justice or emergency responders
 - Filing a false report
 - Threatening a public servant
 - Inciting to riot
 - Indecent exposure
 - Immoral acts, including prostitution and solicitation

These offense(s) must have been committed as an adult (age 18).

4. A pattern of criminal conduct as evidenced by arrest records for any similar type offenses, regardless of conviction, and consisting of 3 or more arrests within the past 15 years with the most recent arrest occurring in the last 5 years. The conduct must have a

nexus to the duties and responsibilities of the screener. These offense(s) must have been committed as an adult (age 18).

5. A pattern of domestic and/or child abuse, whether felony or misdemeanor or court sanctioned restraining orders, consisting of 3 or more arrests within the last 15 years, and where the most recent arrest occurred within the past 5 years. The offense(s) must have been committed as an adult (age 18).
6. A person identified on a current Federal, state, or local sex offender registry, regardless of when the arrest occurred, is barred from employment as a security screener for as long as they are listed in the current registry. The offense(s) must have been committed as an adult (age 18).
7. The issue and seriousness of a probation or parole violation is determined by the conduct leading to the original arrest and conviction. If the condition(s) of probation or parole established by the court is violated and result in an arrest, the adjudication standard applied will use the seriousness level of the original offense with the date of the arrest for the violation of probation or parole. As an example, the person is arrested in 1993 for Assault with a Deadly Weapon and is arrested for a probation/parole violation in 2002; the adjudication issue is "Disruptive or Violent Behavior", the level of seriousness is "Major", and the date in which the issue occurred (recency) is 2002. The offense(s) must have been committed as an adult (age 18).

Effective September 1, 2004, the following enhanced suitability standards outlined below will be applied prospectively to new applicants and current employees. These are in addition to the 28 Disqualifying Factors in *49U.S.C. § 44936(b)(1)(B)* and OPM's Suitability Guidelines.

1. Expanding look-back period from five years to 15 years for any felony or misdemeanor conviction related to money, property or services.
2. Expanding look-back period from five years to 10 years for any felony misdemeanor conviction related to sexual assault, drugs, or fraud.
3. Expanding criteria so that any conviction for any felony or misdemeanor conviction for crimes relating to reliability and good judgment (lesser crimes) within the last five years, as opposed to three or more within the last three years, is disqualifying.
4. Expanding criteria so that any conviction for any felony or misdemeanor for three or more for domestic or child abuse offenses within the last 15 years (one within the last five years), as opposed to three or more within the last five years, is disqualifying.
5. Candidates will be banned from employment with TSA for the duration of their listing in the sexual offender registry, regardless of the seriousness of the offense.
6. Probation or parole violations will be judged by the seriousness of underlying crime using date of violation, not date on which the underlying crime occurred.

6.0 Financial Standards

The standard for financial responsibility is based on credit history, disregard for debts, or abuse of fiduciary trust. Currently, TSA uses a standard of \$5,000 cumulative "bad debt." This

attachment provides further definition of this standard and describes processes related to the financial standard for both pre- and post-employment adjudications.

The standard for finding an applicant screener *ineligible based on financial responsibility* is based on:

1. Cumulative “bad debt” that exceeds \$5,000, or any amount of debt associated with a Federal and/or State tax lien, or any amount of back child support payments*
2. A history of not meeting financial obligations as evidenced through a bankruptcy with continuing debt being accumulated
3. Deceptive or illegal financial practices such as embezzlement, employee theft, check fraud, income tax evasion, expense account fraud, filing deceptive loan statements and other financial breaches of trust
4. Inability or unwillingness to satisfy debts
5. Unexplained affluence
6. Financial problems seemingly related to gambling, drug abuse or alcohol

*“Bad Debt” is defined as past due accounts consisting of the following:

- a) Accounts placed for collection
- b) Account assigned to attorney/collection agency
- c) Unpaid balance reported as loss by grantor
- d) Repossessions
- e) R9 rated accounts
- f) Court judgments not satisfied
- g) Foreclosures
- h) Debts not dismissed through bankruptcy

Acceptable offsets included in the consumer credit report, developed through investigative results or a Letter of Interrogatory (LOI), may include the following:

1. Debts included in bankruptcy
2. Participation in credit counseling service
3. Debt consolidation service
4. Evidence of disputed accounts
5. Bankruptcy discharge
6. Debts incurred as a result of a serious medical condition, including an immediate family member
7. Debts incurred as a result of period of unemployment with attempts to resolve once gainful employment obtained
8. Debts associated with divorce where ownership of the debt is alleged to belong solely to the spouse
9. Disputed debts where the creditor identifies and outstanding balance and the response indicates that it has been paid or is not a legitimate debt

10. Documentation from the creditor substantiating partial payment arrangements

A debt reported multiple times should be counted only once toward the cumulative amount of debt. As examples,

- an outstanding balance may be shown for the creditor, reported by a collection agency, and then by a court following judgment, or
- a debt may be sold to another creditor or collection agency.

7.0 Falsification Standards

OPM Standards indicate that “material, intentional false statement or deception or fraud in examination or appointment” is grounds for a finding of unsuitability. Accuracy in completing the SF-86 (or comparable form) or other forms during the application process is considered to fall into the above category. Following are the TSA definitions of “material” and “intentional” falsification:

“Material” will be defined as failing to list an arrest or conviction of any of the following items:

- Any of the 28 disqualifying offenses
- Any charges relating to the following crimes:
 - Destruction of property
 - Importation or manufacture of a controlled substance
 - Burglary
 - Theft
 - Dishonesty, fraud or misrepresentation
 - Smuggling
 - Possession or distribution of stolen property
 - Bribery
 - Battery and/or assault to include indecent assaults
 - Being under the influence or in possession of a controlled substance
 - Extortion
 - Terrorism related offenses
 - Obstruction of Justice
 - Racketeering
- Substantial and Major issues at outlined in OPM’s Issue Characterization Chart
- A compilation of minor issues which demonstrate a pattern of misconduct, a lack of integrity, or omission of information related to the position sought
- A deliberate attempt to withhold information or furnish false information that would have a material bearing on suitability or qualifications for employment.

A significant percentage of potential falsification issues relate to arrests. Frequently, these arrests did not require the applicant’s presence at a police station and then the arrests were dismissed due to a reluctance to prosecute. In these cases, there is often misunderstanding on whether an arrest actually occurred.

“Intentional” is defined as failing to list the item on an applicant’s SF-86 or other application document unless mitigating circumstances apply. Forgetting to list the item is not, in and of itself, a satisfactory mitigating circumstance. Mitigating circumstances can be as follows:

- The applicant has good reason to believe the arrest has been expunged
- The arrest occurred when the applicant was a minor
- The decision not to include the information was based on legal advice or from a TSA official which can be proved/confirmed
- The applicant was not arrested but was the subject of an incident report
- A reasonable conclusion can be drawn that the failure to disclose was due to an oversight and/or misunderstanding of the question
- The charges were dropped and it is reasonable that the subject thought he/she did not have to report the arrest

8.0 Interrogatory Letter

When necessary, an interrogatory letter will be used to obtain additional information from the subject. The additional information received from the subject will be used to resolve any of the mitigating circumstances that will result in a fair and accurate adjudication. The interrogatory letter will be used in the post-hire adjudication process, and a response is required within 15 calendar days after the Certificate of Service is delivered to the screener (reference section above entitled Post-Hire Ad).

J.3 OVERVIEW OF VALIDATION PRINCIPLES AND SELECTION PROCEDURES

For Informational Purposes Only

Excerpt from the *Principles for the Validation and Use of Employee Selection Procedures*

The essential principle in the evaluation of any selection procedure is that evidence be accumulated to support an inference of job relatedness. Selection procedures are demonstrated to be job-related when evidence supports the accuracy of inferences made from scores on, or evaluations derived from, those procedures with regard to some important aspect of work behavior (e.g., quality or quantity of job performance, performance in training, advancement, tenure, termination, or other organizationally pertinent behavior). Although this document focuses on individual performance, group and organizational performance may also be relevant criteria. Any claim of validity made for a selection procedure shall be documented with appropriate research evidence built on the principles discussed in this document. Promotional literature or testimonial statements should not be used as evidence of validity.

The *Principles* embraces the *Standards'* definition of validity as “the degree to which accumulated evidence and theory support specific interpretations of test scores entailed by proposed uses of a test” (AERA et al., 1999, p. 184). Validity is the most important consideration in developing and evaluating selection procedures. Because validation involves the accumulation of evidence to provide a sound scientific basis for the proposed score interpretations, it is the interpretations of these scores required by the proposed uses that are evaluated, not the selection procedure itself. The *Standards* notes that validation begins with “an explicit statement of the proposed interpretation of test scores, along with a rationale for the relevance of the interpretation to the proposed use. The proposed interpretation refers to the constructs or concepts the test is intended to measure” (AERA et al., 1999, p. 9). Examples of such constructs or concepts include arithmetic proficiency, managerial performance, ability to design a Web page, oral presentation skills, conscientiousness, and ability to trouble-shoot technical problems with equipment on an assembly line. A clear description of the construct or conceptual framework that delineates the knowledge, skills, abilities, processes, and characteristics to be assessed should be developed.

In the early 1950s, three different aspects of test validity were discussed— content, criterion related, and construct. Since that time, the conceptualization of validity evidence has undergone some modification, moving from three separate aspects of validity evidence to the current *Standards'* view of validity as a unitary concept with different sources of evidence contributing to an understanding of the inferences that can be drawn from a selection procedure. Nearly all information about a selection procedure, and inferences about the resulting scores, contributes to an understanding of its validity. Evidence concerning content relevance, criterion relatedness, and construct meaning is subsumed within this definition of validity. The validity of any inference can be determined through a variety of different strategies for gathering evidence. The *Standards* notes that while different strategies for gathering evidence may be used, the primary inference in employment contexts is that a score on a selection procedure predicts subsequent work behavior. Even when the validation strategy used does not involve empirical predictor-

criterion linkages, such as when a user relies on test content to provide validation evidence, there is still an implied link between the test score and a criterion. Therefore, even when different strategies are employed for gathering validation evidence, the inference to be supported is that scores on a selection procedure can be used to predict subsequent work behavior or outcomes.

Selection Procedures Defined:

Selection procedures refer to any procedure used singly or in combination to make a personnel decision including, but not limited to, paper-and-pencil tests, computer-administered tests, performance tests, work samples, inventories (e.g., personality, interest), projective techniques, polygraph examinations, individual assessments, assessment center evaluations, biographical data forms or scored application blanks, interviews, educational requirements, experience requirements, reference checks, background investigations, physical requirements (e.g., height or weight), physical ability tests, appraisals of job performance, computer-based test interpretations, and estimates of advancement potential. These selection procedures include methods of measurement that can be used to assess a variety of individual characteristics that underlie personnel decision-making. Personnel decisions are employment-related decisions to hire, train, place, certify, compensate, promote, terminate, transfer, and/or take other actions that affect employment status.

J.4 SPP HIRING PLAN TEMPLATE

The Screening Contractor is required to submit a four part hiring plan following the template below in order to thoroughly describe how it intends to meet the contract requirements in the areas of screener recruitment, assessment, and credentialing, and to articulate the schedule for which it intends for these events to occur.

Airport Identifier: ABC
Contractor: Screeners-R-Us
Contract #: 123-456-789

1.0 Recruitment Process

Per Section J-7.5.2, the Screening Contractor is required to perform its own recruitment of screener candidates. In this section, the Screening Contractor shall provide a detailed technical description of its screener recruitment mechanism that may include, but not limited to, the following information:

- How advertising for screener vacancies will be accomplished (i.e., newspaper ads, radio ads, on-line recruitment tools, multimedia, etc.)
- How screener candidates will apply for vacancies (i.e., hard copy applications, on-line applications, etc.)
- Who will conduct recruitment for the Screening Contractor
- How the Screening Contractor plans to target a qualified and diverse applicant pool
- How far in advance of assessment the Screening Contractor will conduct recruitment
- How screener candidates will receive communications regarding assessment schedules
- How the Screening Contractor plans to ensure that the most qualified candidates go forward through the assessment process in order to maximize eligible screener output post-assessment (i.e, pre-screening mechanisms, initial interviews, pre-testing, etc.)

2.0 Assessment Process

In this section, the Screening Contractor shall give a technical description of its assessment process per Section C.4.4 of the Statement of Work including, but not limited to, the following information:

- How the Screening Contractor will schedule screener assessments
- How the Screening Contractor will collect and track the data collected during screener assessments
- What data will be collected during screener assessments
- Where the screener assessments will be conducted
- Who will conduct the screener assessments
- What tests, measures, and evaluations will be conducted, and a chronology for the testing

3.0 Credentialing Process

In this section, the Screening Contractor shall provide a detailed technical description of the screener pre-hire credentialing process that it will perform during screener assessment. In providing this information, the Screening Contractor shall refer to the TSA suitability, financial, and falsification standards that are listed in Section C.4.5 of the Statement of Work. In addition, the pre-hire background investigation process is specifically detailed in Appendix 5 under the

section titled *Pre-Hire Background Investigation Process*. The Screening Contractor must provide information as to how it intends to carry out the required pre-hire criminal and credit checks as well as what guidance it intends to provide to screener candidates in properly filling out all security forms during assessment to prevent delays in the credentialing process.

4.0 Hiring Schedule

In this section, the Screening Contractor shall propose its initial/anticipated schedule for screener recruiting, assessing, credentialing, hiring, and training. The information provided in this section must be coordinated with the FSD and/or COTR and approved by the FSD prior to implementation. Any variations in the initial approved schedule that become necessary due to changes in local hiring needs shall be coordinated and approved by the FSD.

Proposed Assessment #1:

10/04/05 – 11/07/05 **Candidate Recruitment**

11/07/05 – 11/11/05 **Candidate Assessment**

- # Eligible Screeners Desired: 100
- # Full-time/ # Part-time Desired: 90/10
- # Males/ # Females Desired: 50/50

11/11/05 – 12/02/05 **Credentialing** (Preliminary fingerprint/background checks/credit checks performed during this period to determine initial suitability status of candidate)

12/05/05 – 12/16/05 **Initial Screener Training** (For first class of new screener hires, followed immediately by the written *TSA Screener Certification Test*)

12/19/05 – 01/06/06 **OJT** (Followed immediately by the *TSA Image Mastery Test*)

01/07/06 **Eligible Screeners Deployed**

Proposed Assessment #2:

03/06/06 – 04/03/06 **Candidate Recruitment**

04/03/06 – 04/07/06 **Candidate Assessment**

- # Eligible Screeners Desired: 100
- # Full-time/ # Part-time Desired: 90/10
- # Males/ # Females Desired: 50/50

04/10/06 – 04/28/06 **Credentialing** (Preliminary fingerprint/background checks/credit checks performed during this period to determine initial suitability status of candidate)

05/01/06 – 05/12/06 **Initial Screener Training** (For first class of new screener hires, followed immediately by the written *TSA Screener Certification Test*)

05/15/06 – 06/02/06 **OJT** (Followed immediately by the *TSA Image Mastery Test*)

06/03/06 **Eligible Screeners Deployed**

Concur: _____ Date: _____
(FSD and/or Airport COTR)

J.5 TRAINING PLAN TEMPLATE, COURSES AND REQUIREMENTS

TRAINING PLAN TEMPLATE

Training Situation

1. Screening Contractor:
2. Airport and Airport Code:
3. Category of airport (X I II III IV)
4. Explain the number of TSA approved instructors required; and the plan to qualify TAIs and to maintain TAI proficiency.
5. Provide name and telephone number for Contractor POC (counterpart to TSA training coordinator).

Initial Training

6. Describe classroom training and testing to be provided to newly hired screeners (include description of facilities).
7. Describe remediation for screeners who do not achieve minimum scores on tests.
8. Describe on-the-job training (include hours) to be provided to screeners upon completion of classroom training.
9. Describe general (non-mandatory) training available to screeners.
10. Describe any contractor-developed training (include hours) that is provided to new hired screeners.

Specialized Training

11. Describe specialized training such as supervisor training, lead screener training, professional development (include eligibility criteria).

Remedial Training

12. Describe how and when remedial training for screeners who fail a covert test, Screener

Training Exercise Assessment (STEA) or a screener who is noncompliant with procedure(s) will be conducted.

Recurrent Training

13. Describe recurrent training for screeners to include the anticipated frequency of training.

Training Administration

14. Describe documentation of all screeners training.

15. Describe how training material will be made available for training.

16. Provide contractor developed courses, length, and type (instructor-led classroom, individually paced web-based, blended).

Training Issues/Constraints

17. Describe issues/constraints to providing high quality training.

Basic Screener Training Courses			
Course Name	Class Hours	Course Components	Evaluation Components
Dual Function Screener (DFS) (Provided by TAI or Checkpoint plus Crossover provided by Contract Instructor)	65.5 (with EDS 80.0)	<ul style="list-style-type: none"> • Screener Overview • Checkpoint • Checked Baggage • EDS (Optional) 	<ul style="list-style-type: none"> • Job Knowledge Test • Image Interpretation Test • Checked Baggage Practical Demonstrations • EDS Practical Demonstration (optional)
New Hire Checkpoint (NH/Chkpt)	52.5	<ul style="list-style-type: none"> • Screener Overview • Checkpoint 	<ul style="list-style-type: none"> • Job Knowledge Test • Image Interpretation Test
New Hire Checked Baggage (NH/CB)	40.0 (with EDS 48.5)	<ul style="list-style-type: none"> • Screener Overview • Checked Baggage • EDS (Optional) 	<ul style="list-style-type: none"> • Job Knowledge Test • Checked Baggage Practical Demonstrations • EDS Practical Demonstration (optional)
Checked Baggage to Checkpoint Crossover	40	<ul style="list-style-type: none"> • Checkpoint 	<ul style="list-style-type: none"> • Job Knowledge Test • Image Interpretation Test
Checkpoint to Checked Baggage Crossover	12 (w/ EDS 26.5)	<ul style="list-style-type: none"> • Checked Baggage • EDS (Optional) 	<ul style="list-style-type: none"> • Job Knowledge Test • Checked Baggage Practical Demonstrations • EDS Practical Demonstration (optional)
ETD New Equipment Installation	8	<ul style="list-style-type: none"> • ETD 	<ul style="list-style-type: none"> • Job Knowledge Test • ETD Practical Demonstration
EDS New Equipment Installation	14.5	<ul style="list-style-type: none"> • EDS 	<ul style="list-style-type: none"> • Job Knowledge Test • EDS Practical Demonstration

Minimum OJT Hours	
Course/Equipment	OJT Hours
Dual Function Screener (DFS)	100
New Hire Checkpoint (NH/Chkpt)	65
New Hire Checked Baggage (NH/CB)	50 if certifying for NH/CB only
Baggage to Checkpoint Crossover	65
Checkpoint to Baggage Crossover	30
First ETD	10 (Operational)
Each Additional ETD	5
First EDS	15 (Operational)

Minimum OJT Hours	
Course/Equipment	OJT Hours
Each Additional EDS	10

Recurring Training Courses					
Course Name	Method of Delivery	Class Time (Minutes)	Course Components	Evaluation Components	Recurrence
Handheld Metal Detector & Pat-down	Video	45			
X-ray Operator	Video	30			
ETD & Physical Bag Search	Video	45			
Screening of Prosthetic Devices	Video	60			
Basic Supervisor Technical Training	WBT	90			
ETD & Physical Bag Search – Common Component	WBT	<ul style="list-style-type: none"> • 45 • 45 • 45 			
Handheld Metal Detector & Pat-down Procedures	WBT	90			
EDS Operator Common	WBT	<ul style="list-style-type: none"> • 45 • 45 • 45 • 45 			
Customer Focused Security	WBT	90			
Checkpoint & Checked Baggage Operational Differences	WBT	90			
Prohibited Items	WBT	90			
TIP Job Aids for Screeners	WBT	30			
Travel Sentry Locks	WBT	30			

Recurring Training Courses					
Course Name	Method of Delivery	Class Time (Minutes)	Course Components	Evaluation Components	Recurrence
Presentation					
Bloodborne Pathogens Awareness	WBT	45			
Ergonomic Solutions: Baggage Handling	WBT	60			
Heat Stress Awareness	WBT	60			
Effectively Screening Prosthetics	Video	60			
TSA Pledge to Travelers	WBT	30			
Excellence in Screener Performance Series: EDS Operator Common	Video or CD	45			
Excellence in Screener Performance Series: EDS Operator CTX 9000	Video or CD	45			

Advanced Screener Training Courses				
Course Name	Class Hours	Course Components	Evaluation Components	OJT
On-Screen Alarm Resolution Protocol (OSARP)	11 Hours	Listed Below	<ul style="list-style-type: none"> • Job Knowledge Test (Written Exam) • Operator Qualification Test (OQT) 	8 Hours
	6 hours	Classroom Instruction	<ul style="list-style-type: none"> • Job Knowledge Test (Written Exam) – 1 Hour 	
	2 Hours	Small Group Simulator Training		
	3 Hours	Individual Simulator Training	<ul style="list-style-type: none"> • Operator Qualification Test (OQT) – 1 Hour 40 Minutes 	
OSARP Testing	2 Hours 40 Minutes	Listed Below		
	1 Hour 40 Minutes	<ul style="list-style-type: none"> • Operator Qualification Test (OQT) – Given after completion of both Group and Individual Simulator Training 	<ul style="list-style-type: none"> • Screeners evaluate 50 images. (Obvious Threats, Suspect Threats, and Clear Images). Students are allowed 2 minutes per image. An optional 15 minute break is offered during the test. 	Remediation conducted in accordance with TSA policy
	1 Hour	<ul style="list-style-type: none"> • Job Knowledge Test (Written Exam) 	<ul style="list-style-type: none"> • Screeners are measured on their mastery of the classroom training material 	Remediation conducted in accordance with TSA policy
OJT Assessor Module	1 Hour	<ul style="list-style-type: none"> • OJT Assessor Module 	<ul style="list-style-type: none"> • Up to 10% of the airport's projected OSARP screener population is taught how to conduct and record OSARP OJT activities • OJT conducted in a live bag environment • Screeners certified in BASIC EDS for CTX 5500/2500 and 9000 may cross certify to conduct OSARP 	

			for both types of EDS during OSARP JUT provided at least 1 of the 9 OJT hours is conducted on the other EDS	
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TSA Approved Instructors Requirements

	<p>1. A new TAI qualifies for admittance into the TAI program if the FSD certifies that:</p> <ul style="list-style-type: none"> a) The candidate is a screening <u>subject matter expert</u> (a person highly knowledgeable in the content matter who is able to teach the subject to others, answer technical questions, clarify complex information, and act as a role model); b) The candidate has previous instructor experience in at least one of the following ways: <ul style="list-style-type: none"> • Has a minimum of 2 years of adult-learning classroom instruction experience; or, • Has an instructor certification from a recognized instructor-training program (e.g., ASTD, CTTI); or, • Has formal instructor training from a recognized source (military, Federal training program, college or trade school, private corporation); or c) Has a teaching certificate.
	<p><i>TAIs expected to teach the entire Dual Function Screener course must be a recognized subject matter expert for <u>both</u> passenger and baggage screening. If the TAI will only be expected to teach either passenger <u>or</u> baggage, s/he must be a screening subject matter expert in the applicable subject.</i></p>
	<p><i>Subject matter experts are considered highly knowledgeable in the content matter; and are able to teach the subject to others; answer technical questions; clarify complex information, and act as a role model. In most cases, to be considered a screening subject matter expert, the individual has been re-certified in a screener job or has been a Training Coordinator or Screener Manager who is highly familiar and experienced with screening operations and equipment. Please note, this new TAI program does not include having TAIs complete the actual course they will be teaching. Instead they will be provided a train-the-trainer course and must demonstrate competency to teach the content.</i></p>
	<p>2. If the qualifications above are met, the TSA Training Coordinator may complete the appointment process by following the steps in the How to nominate a TAI document.</p>

J.6 SCREENER UNIFORMS AND UNIFORM DIRECTIVES

The Contractor shall outfit its screener workforce in a manner consistent with the TSA Directives listed in Attachment J.6. Highlights are presented below.

New Hires:

Initial Garments Received: TSA provides each of its new hires with the following initial uniform set:

Garment	Qty	Garment	Qty
Long Sleeve Shirts	3	Tie	2
Short Sleeve Shirts	3	Shoulder Boards (rank)	2
Trousers	3	Sweater Vest	1
Black Leather Belt	1	Nameplate	1
Black Socks	3	Team Jacket	1

Contractors shall have flexibility to order a different mix of garments based on local circumstances and Contractor preference in coordination with the FSD.

Existing Screeners:

TSA provides the following new items to every existing screener in the country. Contractors shall have to option to adopt this same model, or may choose to add other items. For example, TSA is not providing any burgundy polo shirts or coveralls to baggage screeners. Contractors shall have the option to provide the burgundy shirts in place of some white shirts. TSA provides the following to its screeners:

Garment	Qty	Garment	Qty
Long Sleeve Shirts	3	Shoulder Boards (rank)	2
Short Sleeve Shirts	3	Sweater Vest	1
Trousers	2		

Special Requirements:

If individual screeners have special needs due to documented medical conditions, such as skin reactions to particular types of materials, the Contractors shall provide justification documentation to the FSD (or designee) for approval prior to deviating from the standard material used in screener uniforms.

Additionally, Federal screeners who are pregnant are issued: (3) L/S maternity shirts; (3) S/S maternity shirts; and (3) maternity pants. The Contractor shall present a doctors slip or note to the FSD (or designee) before the maternity uniforms can be ordered.

Finally, personal religious beliefs may require female screeners to wear skirts while on the job. The Contractor shall present a written statement to the FSD (or designee) requesting permission to wear a skirts for religious reasons.

Contractor Patches & Insignia Requirements:

Purpose

The purpose of this section is to delineate the requirements for patches and insignia affixed to contract screener uniforms worn during the performance of their assigned duties.

General Requirements

1. The Contractor shall submit proposed design(s) for all screener uniform patches and insignia to the Government for review and approval.
2. The Contractor shall submit both paper and electronic versions of the patches and insignia 5 days after contract award in order to facilitate a rapid review of the proposed items by the Government.
3. The patches and insignia shall not contain the following:
 - U.S. Transportation Security Administration (or abbreviations such as “TSA”)
 - U.S. Department of Homeland Security (or abbreviations such as “DHS”)
 - Logo of the U.S. Department of Homeland Security
 - Any inappropriate or objectionable words or images
4. Not later than ten (10) days after contract award, the Government shall provide written notice to the Contractor of its approval or rejection of the proposed Contractor design(s).
5. If rejected, the Government shall explain the reason(s) for rejection in writing. The Contractor shall then submit their proposed redesign(s) to the Government within five (5) business days of receiving the aforementioned notice from the Government.
6. Government-approved patches and insignia must be affixed to Contractor screener uniforms when they report for duty at the airport during the “Transition” phase.

Applicability

These requirements apply to all qualified private screening companies awarded under this RFP.

Control/Destruction of Uniforms

The Contractor shall control the acquisition, disbursement, and destruction of uniforms, patches, and insignia in accordance with the Contractor’s Uniform Control Plan (see Section F, “Deliveries or Performance”, and Section C.9.3 “Uniforms Control Plan”).

List of TSA Directives Pertaining to Uniforms

PMO-4000-1

Interim Guidance on Personal Property Accountability,
Management and Control

OD-400-25-1	Prohibition Against the Storage of Uniforms and Identification Media in Vehicles
PMB 03-02	Reporting Lost, Damaged and Destroyed TSA Personal Property
MD 200.55	Accountability, Management and Control of TSA Property in the Hands of a Contractor
MD 1100.73-2	Uniformed Employees Appearance and Responsibilities
PMB 04-07	New Update: PMO 4000-1 Table 1 Change 2, Accountable Property Categories (updates change 1)

J.7 WAGE DETERMINATION

(AIRPORT SPECIFIC)

J.8 SECURITY REQUIREMENTS

J.8.1 TSA General IT Security Clauses

Clause # 1. Protection of Sensitive Information.

The Contractor shall protect all DHS “sensitive information” to include TSA “sensitive security information (SSI)” to which the Contractor is granted physical or electronic access by adhering to the specific IT security requirements of this contract and the DHS and TSA security policies specified in the following directives:

- DHS MD4300.Pub, Volume I, Part A, Policy Guide for Sensitive Systems
- TSA MD 1400.3 Pub, Chapters 1-4, Information Technology Security Manual

Note: Where DHS subsequently appears, it will automatically equate to DHS/TSA, unless otherwise stated or obvious separation is required. Where sensitive information subsequently appears, it will refer as well to SSI. If the two policies conflict the stricter will apply.

Sources:

- (a) DHS MD11042, *Safeguarding Sensitive But Unclassified (For Official Use Only) Information, 11 May 04.*
- (b) For TSA, sensitive information includes what is known as SSI. SSI protection requirements are defined in the TSA document entitled, *Interim Sensitive Security Information (SSI) Policies and Procedures for Safeguarding and Control, 13 Nov 02.*

Clause #2. Information Technology Security Program

If performance of the contract requires that DHS data be stored or processed on Contractor-owned information systems, the Contractor shall establish and maintain an IT Security Program. This program shall, at a minimum, contain the following elements:

- (a) Handling of DHS sensitive information and IT resources to include media protection, access control, auditing, network security, and rules of behavior
- (b) Training and Awareness for Contractor personnel
- (c) Security Incident Reporting
- (d) Contingency Planning
- (e) Security Reviews
- (f) Contract Closeout Actions

Sources:

- DHS MD4300.Pub, Volume I, Part A, *Policy Guide for Sensitive Systems*, para 3.2, *Contractors and Outsourced Operations* (3rd, 4th, and 5th policy statements); para 4.1.4, *Training and Awareness* (1st policy statement); para 4.2.1 (a) (last policy statement)

- TSA MD1400.3 Pub, Chapter 3, Sections 1 – Personnel Security; 2 – Physical and Environmental Security; 6 – Privacy and Acceptable Use Agreement; 10 – Continuity of Operations Plan; 19 – Information Classification, Control and Disclosure; 23 – Security Awareness, Training & Education; and 25 – Incident Response.

Clause #2a. Handling of Sensitive Information and IT Resources

The Contractor shall protect DHS sensitive information and all government provided and contractor-owned IT systems used to store or process DHS sensitive information. The Contractor shall adhere to the following requirements for handling sensitive information:

- (a) Media Protection.** The Contractor shall ensure that all hardcopy and electronic media (including backup and removable media) that contain DHS sensitive information are appropriately marked and secured when not in use. Any sensitive information stored on media to be surplus, transferred to another individual, or returned to the manufacturer shall be purged from the media before disposal. Disposal shall be performed using DHS approved sanitization methods. The Contractor shall establish and implement procedures to ensure sensitive information cannot be accessed or stolen. These procedures shall address the handling and protection of paper and electronic outputs from systems (computers, printers, faxes, copiers) and the transportation and mailing of sensitive media. (See TSA 1400.3, Chapter 3, Section 19 – Information Classification, Control and Disclosure)
- (b) Access Control.** The Contractor shall control user access to DHS sensitive information based on positive user identification and authentication mechanisms. Access control measures employed shall provide protection from unauthorized alternation, loss, unavailability, or disclosure of information. The Contractor shall ensure its personnel are granted the most restrictive set of access privileges needed for performance of authorized tasks. The Contractor shall divide and separate duties and responsibilities of critical IT functions to different individuals so that no individual has all necessary authority or systems access privileges needed to disrupt or corrupt a critical process. (See TSA 1400.3, Chapter 4, Sections 2 – Network Access Control, and 3 – Remote Access)
- (c) Auditing.** The Contractor shall ensure that its contractor-owned IT systems used to store or process DHS sensitive information maintain an audit trail sufficient to reconstruct security relevant events. Audit trails shall include the identity of each person and device accessing or attempting to access the system, the time and date of the access and the log-off time, activities that might modify, bypass, or negate security safeguards, and security-relevant actions associated with processing. The Contractor shall periodically review audit logs and ensure that audit trails are protected from modification, authorized access, or destruction and are retained and regularly backed up. (See TSA 1400.3, Chapter 4, Sections 10 – Security Audit Trails)
- (d) Network Security.** The Contractor shall monitor its networks for security events and employ intrusion detection systems capable of detecting inappropriate, incorrect, or malicious activity. Any interconnections between contractor-owned IT systems that process or store DHS sensitive information and IT systems not controlled by DHS shall be established through controlled interfaces and documented through formal interconnection security agreements. The Contractor shall employ boundary protection

devices to enforce access control between networks, including Internet and extranet access. The Contractor shall ensure its email systems are secure, properly configured, and that network protection mechanisms implemented. The Contractor shall conduct periodic vulnerability assessments and tests on its IT systems containing DHS sensitive information to identify security vulnerabilities. (See TSA 1400.3, Chapter 4, Sections 5 – Wide Area Network (WAN) Security, and 6 – Local Area Network (LAN) Security)

- (e) **Rules of Behavior.** The Contractor shall develop and enforce Rules of Behavior for contractor-owned IT systems that process or store DHS sensitive information. (See TSA 1400.3, Chapter 3, Section 3 – Privacy and Acceptable Use Agreement)
- (f) The Contractor shall adhere to the policy and guidance contained in DHS MD4300.Pub, Volume II, Part A, *IT Security Program Handbook for Sensitive Systems* in the implementation of this clause; as well as the TSA MD 1400.3 Pub Information Technology Security Manual, in above cited Sections within Chapters 2-4.

Sources:

- DHS MD4300.Pub, Volume I, Part A, *Policy Guide for Sensitive Systems*, para 3.2, *Contractors and Outsourced Operations* (2nd and 3rd policy statements)
- TSA MD 1400.3 *Information Technology Security Manual*

CLAUSE #2b. Training and Awareness

- (a) The Contractor shall ensure that all contractor personnel (including subcontractor personnel) who are involved in the management, use, or operation of any IT systems that handle DHS sensitive information, receive annual training in security awareness, accepted security practices, and system rules of behavior.
- (b) The Contractor shall ensure that contractor personnel (including subcontractor personnel) with significant IT security responsibilities receive specialized annual training tailored to their specific security responsibilities.
- (c) The training and awareness conducted under this clause shall promote a consistent understanding of the principles and concepts of telecommunications and IT systems security as described in DHS MD4300.Pub, Volume II, Part A, *IT Security Program Handbook for Sensitive Systems*.
- (d) DHS training and awareness resources may be available for the Contractor's use in implementing the requirements of this clause. The COTR will inform the Contractor of any available DHS training resources.

Sources:

- DHS MD4300.Pub, Volume I, Part A, *Policy Guide for Sensitive Systems*, para 3.2, *Contractors and Outsourced Operations* (2nd and 3rd policy statements); para 4.1.4
- TSA 1400.3, *Information Technology Security Manual*, Chapter 3, Section 23 – Security Awareness, Training & Education)

CLAUSE #2c. Security Incident Reporting

The Contractor shall establish and maintain a computer incident response capability. The Contractor shall report computer security incidents in accordance with the guidance and procedures contained in DHS MD4300.Pub, Volume II, Part A, *IT Security Program Handbook for Sensitive Systems*; as well as the TSA MD 1400.3 Pub Information Technology Security Manual, Sections within Chapters 2-4.

Sources:

- DHS MD4300.Pub, Volume I, Part A, *Policy Guide for Sensitive Systems*, para 3.2, *Contractors and Outsourced Operations* (2nd and 3rd policy statements); para 4.10.1
- TSA 1400.3, *Information Technology Security Manual*, Chapter 3, Section 25 – Incident Response)

CLAUSE #2d. Contingency Planning

If performance of the contract requires that DHS data be stored or processed on Contractor-owned information systems, the Contractor shall develop and maintain contingency plans to be implemented in the event normal operations are disrupted. All contractor personnel involved with contingency planning efforts shall be identified and trained in the procedures and logistics needed to implement these plans. The Contractor shall conduct periodic tests to evaluate the effectiveness of these contingency plans. The plans shall at a minimum address emergency response, backup operations, and post-disaster recovery. Contingency planning efforts shall adhere to the guidance contained in DHS MD4300.Pub, Volume II, Part A, *IT Security Program Handbook for Sensitive Systems*; as well as the TSA MD 1400.3 Pub Information Technology Security Manual, Section cited in source below.

Sources:

- DHS MD4300.Pub, Volume I, Part A, *Policy Guide for Sensitive Systems*, para 3.2, *Contractors and Outsourced Operations* (2nd and 3rd policy statements); para 4.10.2
- TSA 1400.3, *Information Technology Security Manual*, Chapter 3, Section 10 – Continuity of Operations)

Clause #2e. Security Review and Reporting

- (a) The Contractor shall include security as an integral element in the management of this contract. The Contractor shall conduct reviews and report the status of the implementation and enforcement of the security requirements contained in this contract. Such reviews and reporting shall be conducted in accordance with the provisions of Section B (SOW) of this contract.
- (b) The government plans to conduct periodic reviews to ensure that the security requirements contained in this contract are being implemented and enforced. The Contractor shall afford DHS, including the Office of Inspector General and other government oversight organizations, access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases, and personnel used in the performance of this contract. Access shall be provided to the extent necessary for the government to carry out a program of inspection, investigation, and audit to safeguard

against threats and hazards to the integrity, availability, and confidentiality of DHS data or the function of computer systems operated on behalf of DHS, and to preserve evidence of computer crime.

Sources:

- DHS MD4300.Pub, Volume I, Part A, *Policy Guide for Sensitive Systems*, para 3.2, *Contractors and Outsourced Operations* (2nd and 3rd policy statements); para 3.9
- TSA MD 1400.3, *Information Technology Security Manual*, Chapter 2, Section 2 – Security Program Control and Review.

Clause #2f. Contract Closeout

At the expiration of this contract, the Contractor shall return all sensitive DHS information and IT resources provided during the life of this contract. The Contractor shall certify that all DHS information has been purged from any contractor-owned system used to store or process DHS information. Electronic media must be sanitized (overwritten or degaussed) in accordance with the sanitation guidance and procedures contained in DHS MD4300.Pub, Volume II, Part A, *IT Security Program Handbook for Sensitive Systems*.

Sources:

- DHS MD4300.Pub, Volume I, Part A, *Policy Guide for Sensitive Systems*, para 3.2, *Contractors and Outsourced Operations* (2nd and 3rd policy statements); para 4.3.3
- TSA MD 1400.3, *Information Technology Security Manual*, Chapter 3, Sections 5 – Accounts Activation and Deactivation and 19 – Information Classification, Control and Disclosure.

Clause # 3. Personnel Security

- (a) All Contractor personnel (including subcontractor personnel) must have favorably adjudicated background investigations commensurate with the sensitivity level of the position held before being granted access to DHS sensitive information.
- (b) The Contractor shall ensure all contractor personnel are properly submitted for appropriate clearances.
- (c) The Contractor shall ensure appropriate controls have been implemented to prevent contractor personnel from obtaining access to DHS sensitive information before a favorably adjudicated background investigation has been completed and appropriate clearances have been issued. At the option of the government, interim access may be granted pending completion of a pre-employment check. Final access may be granted only upon favorable completion of an appropriate background investigation based on the risk level assigned to this contract by the Contracting Officer.
- (d) The Contractor shall ensure its personnel have a validated need to access DHS sensitive information and are granted the most restrictive set of access privileges needed for performance of authorized tasks.

- (e) The Contractor shall ensure that its personnel comply with applicable Rules of Behavior for all DHS and contractor-owned IT systems to which its personnel have been granted access privileges.
- (f) The Contractor shall implement procedures to ensure that system access privileges are revoked for contractor personnel whose employment is terminated or who are reassigned to other duties and no longer require access to DHS sensitive information.
- (g) The Contractor shall conduct exit interviews to ensure that contractor personnel who no longer require access to DHS sensitive information understand their obligation not to discuss or disclose DHS sensitive information to which they were granted access under this contract.

Sources:

- DHS MD4300.Pub, Volume I, Part A, Policy Guide for Sensitive Systems, para 3.2, Contractors and Outsourced Operations (2nd and 3rd policy statements); para 4.1, 4.1.1, 4.1.2, 4.1.3, 4.1.5
- TSA MD 1400.3. Information Technology Security Manual, Chapter 3, Section 1 – Personnel Security
- DHS MD Number: 11050.1, Personnel Security Program, Attachment A.

Clause #4. Physical Security

The Contractor shall ensure that access to Contractor buildings, rooms, work areas and spaces, and structures that house DHS sensitive information or IT systems through which DHS sensitive information can be accessed, is limited to authorized personnel. The Contractor shall ensure that controls are implemented to deter, detect, monitor, restrict, and regulate access to controlled areas at all times. Controls shall be sufficient to safeguard IT assets and DHS sensitive information against loss, theft, destruction, accidental damage, hazardous conditions, fire, malicious actions, and natural disasters. Physical security controls shall be implemented in accordance with the policy and guidance contained in DHS MD4300.Pub, Volume II, Part A, *IT Security Program Handbook for Sensitive Systems*; as well as the TSA MD 1400.3 Pub Information Technology Security Manual, Sections within Chapters 2-4

Sources:

- DHS MD4300.Pub, Volume I, Part A, *Policy Guide for Sensitive Systems*, para 3.2, *Contractors and Outsourced Operations* (2nd and 3rd policy statements); para 4.2.1
- DHS MD11050.1, Physical Protection of Facilities and Real Property
- TSA 1400.3, Information Technology Security Manual, Chapter 3, Section 2 – Physical and Environmental Security

J.8.2 Sensitive Information Requirements

(a) Effort to be performed by this contract may require access and protection of sensitive information and data. The Contractor shall ensure that all appropriate security and protection

actions are taken, including providing cleared personnel and procedures, consistent with the TSA security requirements.

(b) The Contractor shall comply with the following TSA Management Directives and any updates, as applicable:

1. TSA Management Directive No. 2800.3, "Control of Secure Terminal Equipment (STE) Telephones.
2. TSA Management Directive No. 2800.31, "Control of Integrated Services Telephone (IST) Telephones."
3. TSA Management Directive No. 2800.5, "Foreign Travel Briefing and Contact Reporting Requirements."
4. TSA Management Directive No. 2800.8, "Information Security (INFOSEC) Program."

SENSITIVE UNCLASSIFIED INFORMATION (SUI) (TSA 3.14.5)(APR 2003)

(a) Sensitive information shall be restricted to specific contractors who:

- (1) have a need "to know" to perform contract tasks;
- (2) meet personnel suitability security requirements to access sensitive information; and
- (3) successfully complete a non-disclosure agreement (NDA).

(b) The contractor shall develop and implement procedures to ensure that sensitive information is handled in accordance with TSA requirements and at a minimum, will address:

- (1) steps to minimize risk of access by unauthorized persons during business and non-business hours to include storage capability;
- (2) procedures for safeguarding during electronic transmission (voice, data, fax) mailing or hand carrying;
- (3) procedures for protecting against co-mingling of information with general contractor data system/files;
- (4) procedures for marking documents with both the protective marking and the distribution limitation statement as needed;
- (5) procedures for the reproduction of subject material;
- (6) procedures for reporting unauthorized access; and
- (7) procedures for the destruction and/or sanitization of such material.

INFORMATION TECHNOLOGY SYSTEM ACCESS FOR CONTRACTORS

(DHS 3052.237-71)(NOV 2004)(DEVIATION)

(a) “Sensitive Information” means information that is:

- (1) Protected Critical Infrastructure Information (PCII) as described in the Critical Infrastructure Information Act of 2002, 6 U.S.C. sections 211-224; its implementing regulations, 6 CFR Part 29; or applicable PCII Procedures Manual; or
- (2) Sensitive Security Information (SSI), as described in 49 CFR Part 1520; or
- (3) Sensitive but Unclassified Information (SBU), which consists of any other unclassified information which:
 - (i) if lost, misused, modified, or accessed without authorization, could adversely affect the national interest, proprietary rights, the conduct of Federal programs, or individual privacy under 5 U.S.C. section 552a; and,
 - (ii) if provided by the Government to the contractor, is marked in such a way as to place a reasonable person on notice of its sensitive nature.

(b) “Information Technology Resources” include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drives, computer drives, network software, computer software, software programs, intranet sites, and internet sites.

(c) Contractor employees working on this contract must complete such forms, as may be necessary for security or other reasons, including the conduct of background investigations to determine suitability. Completed forms shall be submitted as directed by the Contracting Officer. Upon the Contracting Officer’s request, the Contractor’s employees shall be fingerprinted, or subject to other investigations as required. All contractor employees requiring recurring access to Government facilities or access to sensitive information or IT resources are required to have a favorably adjudicated background investigation prior to commencing work on this contract unless this requirement is waived under Departmental procedures.

(d) The Contracting Officer may require the contractor to prohibit individuals from working on the contract if the Government deems their initial or continued employment contrary to the public interest for any reason, including, but not limited to, carelessness, insubordination, incompetence, or security concerns.

(e) Work under this contract may involve access to sensitive information. Therefore, the Contractor shall not disclose, orally or in writing, any sensitive information to any person unless authorized in writing by the Contracting Officer. For those contractor employees authorized access to sensitive information, the Contractor shall ensure that these persons receive training concerning the protection and disclosure of sensitive information both during and after contract performance.

(f) Contractors shall identify in their proposals, the names and citizenship of all non-U.S. citizens proposed to work under the contract. Any additions or deletions of personnel who are non-U.S. citizens after contract award shall also be reported to the Contracting Officer.

(g) The Contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may have access to Government facilities, sensitive information, or resources.

(h) Before receiving access to IT resources under this contract, the individual must receive a security briefing, which the COTR will arrange, and complete any nondisclosure agreement furnished by DHS.

(i) The Contractor shall have access only to these areas of DHS Organizational Element (OE) information technology resources explicitly stated in this contract or approved by the COTR in writing as necessary for performance of the work under this contract. Any attempts by contractor personnel to gain access to any information technology resources not expressly authorized by the statement of work, other terms and conditions in this contract, or as approved in writing by the COTR, is strictly prohibited. In the event of violation of this provision, DHS will take appropriate actions with regard to the contract and the individual(s) involved.

(j) Contractor access to DHS networks from a remote location is a temporary privilege for mutual convenience while the contractor performs business for the DHS OE. It is not a right, a guarantee of access, a condition of the contract, nor is it Government Furnished Equipment (GFE).

(k) Contractor access will be terminated for unauthorized use. The contractor agrees to hold and save DHS harmless from any unauthorized use and agrees not to request additional time or money under the contract for any delays resulting from unauthorized use or access.

(l) Non-U.S. citizens shall not be authorized to access or assist in the development, operation, management or maintenance of Department IT systems under the contract, unless a waiver has been granted by the Head of the Organizational Element or designee, with the concurrence of the Office of Security and Department's CIO or designee. In order for a waiver to be granted:

- (i) The individual must be a legal permanent resident of the U.S. or a citizen of Ireland, Israel, The Republic of the Philippines, or any nation on the Allied Nations List maintained by the Department of State.
- (ii) All required security forms specified by the Government and any necessary background check must be satisfactorily completed.
- (iii) There must be a compelling reason for using this individual as opposed to a U.S. citizen.
- (iv) The waiver must be in the best interest of the Government.

MAJOR BREACH OF SAFETY OR SECURITY

(a) Safety is the freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment. Safety is essential to TSA and is a material part of this contract. TSA's safety priority is to protect: (1) the public; (2) the TSA workforce (including contractor employees working on TSA contracts); and (3) high-value equipment and property. A major breach of safety may constitute a breach of contract that entitles the Government to exercise any of its rights and remedies applicable to material parts of

this contract, including termination for default. A major breach of safety must be related directly to the work on the contract. A major breach of safety is an act or omission of the Contractor that consists of an accident, incident, or exposure resulting in a fatality or mission failure; or in damage to equipment or property equal to or greater than \$1 million; or in any "willful" or "repeat" violation cited by the Occupational Safety and Health Administration (OSHA) or by a state agency operating under an OSHA approved plan.

(b) Security is the condition of safeguarding against espionage, sabotage, crime (including computer crime), or attack. A major breach of security may constitute a breach of contract that entitles the Government to exercise any of its rights and remedies applicable to material parts of this contract, including termination for default. A major breach of security may occur on or off Government installations, but must be related directly to the work on the contract. A major breach of security is an act or omission by the Contractor that results in compromise of sensitive or classified information, illegal technology transfer, workplace violence resulting in criminal conviction, sabotage, compromise or denial of information technology services, equipment or property damage from vandalism greater than \$250,000, or theft greater than \$250,000.

(c) In the event of a major breach of safety or security, the Contractor shall report the breach to the Contracting Officer. If directed by the Contracting Officer, the Contractor shall conduct its own investigation and report the results to the Government. The Contractor shall cooperate with the Government investigation, if conducted.

(d) In addition to the above penalties, if this is an award fee contract, a major breach of safety or security will result in a zero (0) award fee determination.

WEB ACCESS TO SSI INFORMATION

Instructions to gain access to SPP Web Board and FedTeds Sensitive Security Information (SSI) documents

Each qualified contracting company that is responding to the Request for Proposal (RFP) may elect only three (3) representatives from their company to receive access to the Web Board and FedTeds.

The three (3) representatives must complete the following actions and provide the requested information to the contracting officer, Jenny Rieck, (571) 227-2022, TSA 701 S. 12th Street, Arlington, VA, 22202.

- Read the attached briefing on Sensitive Security Information.
- Read, sign and return the Non-Disclosure Agreement (original signature)
- Provide an email address
- Provide full name, first, middle and last with any suffix

- Provide last four of social security number (unless full is required)

Within 2 business days receipt of the requested information will be acknowledged and individual cleared for access. The individual will be notified and receive instructions when they have permission to access to gain access to the web board.

Enclosure 1 SSI Non-Disclosure Agreement

Forwarded under separate cover. Section C.8 will be posted on FedTeds for source selection purposes. SSI Information access policies and procedures can be found in Section J.8.

File Name:

SPP_RFP 2006 Development Document Section J.8 SSI Non-Disclosure Agreement 060106

Enclosure 2 SSI Briefing

Forwarded under separate cover. Section C.8 will be posted on FedTeds for source selection purposes. SSI Information access policies and procedures can be found in Section J.8.

File Name:

SPP_RFP 2006 Development Document Section J.8 SSI Brief 060106

J.9 VOLUNTARY ABANDONED PROPERTY (VAP)

VAP Procedures by Category

(1) Category 1: VAP Less than \$500 (excluding Hazardous Material)

- (a) Segregate into proper categories as identified in Disposal Guidance for Voluntarily Abandoned Property Prohibited Items (Attachment J.16).
- (b) Low value VAP (less than \$500) must be donated to the airport or destroyed. Donation *in lieu of destruction* is authorized by the airport *only*.
- (c) When property is offered and accepted by the State Agency for Surplus Property (SASP), a public airport, or another authorized public body, complete the Memorandum for Record (Attachment J.16) and retain the completed form in the VAP File.
- (d) If the SASP declines the donation offer, and no other authorized donees have been identified, the property may be disposed of via the National Disposal Contract, but this is to be viewed as a '*last result*' measure.
- (e) The Contractor is to complete a Certificate of Final Disposition (CFD) (Attachment J.16) and the original CFD is to be retained in the VAP File.

If the material is disposed of via the National Disposal Contract, the shipping documentation (e.g. hazardous waste manifest or bill of lading) may be used in lieu of the CFD.

- (f) Low value VAP may be reutilized by the Contractor with written permission from the FSD (or designee) *for purposes of training or mission work only*. In such cases, the Memorandum for Record, Itemization of Reutilized Voluntarily Abandoned Property (Attachment D) must be completed and retained in the VAP File.

(2) Category 2: VAP Greater than or Equal to \$500 (excluding Hazardous Material)

- (a) Complete a Standard Form 120 Report of Excess Personal Property.
- (b) Send a completed copy to the LAX Accountable Property Officer (APO) via email.
- (c) Retain a written record of the high value items in the VAP File.

(3) Category 3: Voluntarily Abandoned Hazardous Material

- (a) Segregate into proper categories as identified in the TSA Storage and

Handling Guidance for Voluntarily Abandoned Property at Airports (Attachment J.16). TSA Staff will perform weekly inspections. For more detailed guidance refer to the TSA Hazardous Materials Management Plan (HMMP). To receive a copy of the HMMP, contact TSA-Hazmat@dhs.gov.

- (b) Process final disposition of the VAP/HAZMAT material using the National Disposal Contract. For further guidance, contact TSA-Hazmat@dhs.gov.
- (c) The shipping documentation provided under the National Disposal Contract, may be used in lieu of the CFD. The original CFD or shipping documentation is to be retained in the VAP File.
- (d) All inquiries regarding this process should be sent via email to TSA-hazmat@dhs.gov.
- (e) The Contractor must complete a Biannual Review of the monthly VAP files to ensure items that are being collected and disposed are in compliance with the procedures set forth in this directive. Review must be submitted to the FSD, who will submit the review to the relevant DPMO for final approval. The PMO may also conduct a Review Audit at any time. The Biannual Review is to consist of, at a minimum, the monthly record submissions of the estimated weight of the VAP collected. The approved document, signed by the Contractor, FSD and DPMO, must be kept in the VAP File.

VAP Disposal Guidance for Prohibited Items

The items listed below are prohibited from entering the security checkpoint. This list is provided as guidance and not intended to be all inclusive but intended to assist the FSD's in making valid disposition decisions for prohibited items which are voluntarily abandoned to the TSA by passengers.

Items in Column A are also classified as HAZMAT once voluntarily abandoned by the owner, and need to be handled and processed in accordance with 41 C.F.R. §101-42, TSA Hazardous Materials Management Plan (HMMP) and applicable local, State and Federal laws. (Reference 49 C.F.R. § 175.10 for exceptions/allowable). For more information, email TSA-hazmat@dhs.gov.

Column A indicates items with HAZMAT potential.

Column B indicates potentially dangerous items- that must be disposed by, or coordinated with the local law enforcement official/agency or local Explosives Ordnance Disposal (EOD)/bomb squad. Column C indicates items appropriate for immediate destruction/disposal.

Column D indicates items appropriate for donation through State Agencies for Surplus Property (SASP) or other public bodies approved by the PMO.

Column A	Column B	Column C	Column D
Aerosols, excluding toiletries in limited amounts Chlorine for pools and spas Compressed gas cylinders Disabling chemicals or gases Fire extinguishers Fuels (including cooking fuels and any flammable liquids) Gasoline Gas torches Lighter fluids Liquid bleach Mace/Pepper spray Spillable batteries Spray paint Tear gas Turpentine and paint thinner Gun lighters Strike-anywhere matches	Automatic weapons BB guns Compressed air guns Firearms (to include parts and components) Flare pistols Pellet guns/Shot guns Replicas of firearms Revolvers/Rifles/Pistols Starter pistols* Ammunition Blasting caps/dynamite Fireworks Flares (any form) Gunpowder Hand grenades Plastic explosives Bio Hazards Radioactive materials	Billy clubs Blackjacks Box cutters* Brass knuckles Cattle prods Ice axe/ice pick* Knives (any length)* Kubatons Meat cleavers* Night sticks* Nunchakus Razor blades (not in a cartridge) Sabers/Swords* Spear guns Stun guns and shocking devices Straight razors Throwing stars Utility knives*	Axes/hatchets Baseball bats Bows and arrows Cricket bats Crow bars Drills (all types) Golf clubs Hammers Hockey sticks Lacrosse sticks Pool cues Saws (all types) Screwdrivers Ski poles Tools (various types) Wrenches and pliers Metal scissors (with pointed tips)

* Denotes additional items that may be donated to SASP or other public body in lieu of Abandonment and Destruction. All local, State and Federal laws apply.

VAP Forms

MEMORANDUM FOR RECORD

Subject: Donation of Lost and Unclaimed Personal Property in Lieu of Abandonment and Destruction to (Name of Public Body – i.e. State Agency for Surplus Property or Public Airport) Lost and unclaimed personal property is required to be held by the finding Agency for 30 days. Following the 30-day period, title vests in the Government and the TSA field activities may subsequently dispose of lost and unclaimed personal property when a TSA-designated authorized official determines that the cost of storing and handling the property pending its sale exceeds its sale value (or the property has no commercial value). (41 CFR. §§ 102-36.305, 102-36.320.) GSA regulations provide that public notice of the disposal is not required where it is uneconomical to do so, the property poses a health, safety or security risk, or its estimated original acquisition cost is less than \$500. Public notice is not given because property value is so little that its retention or advertising or sale is clearly not practical. (41 CFR. § 102-36.330.) Reference the TSA Management Directive No. 200.51, Attachment E – Official Determination for Lost or Unclaimed Personal Property.

TSA may donate such lost and unclaimed personal property in lieu of abandonment or destruction, without going through GSA, to a public body only. If you become aware of an interest in acquiring the property from an eligible nonprofit organization that is not a public body, you must contact the TSA Office of Property Management (tsaproperty.mgmt@dhs.gov) for further direction.

The property listed has no utilization or sales potential, nor any value for basic material content, and is being accounted for by weight. However, prior to final A/D action being accomplished, donation in lieu of A/D, to a public body, is authorized. 41 CFR § 102-36.320.

Estimated _____ line items and pounds being donated.

Disposition action is approved. I acknowledge receipt of this material.

FSD/Designee's Signature Date

Public Body Representative Date

*NOTE: Identify which State and the name of the Public Body receiving the donation.

Disposal Guidance for Voluntarily Abandoned Property (VAP) for Prohibited Items

The items listed below are prohibited from entering the security checkpoint. This list is provided as guidance and not intended to be all inclusive but intended to assist the FSDs in making valid disposition decisions for prohibited items which are voluntarily abandoned to the TSA by passengers.

Items in Column A are also classified as HAZMAT once voluntarily abandoned by the owner, and need to be handled and processed in accordance with 41 C.F.R. §101-42, TSA Hazardous Materials Management Plan (HMMP) and applicable local, State and Federal laws. (Reference 49 C.F.R. § 175.10 for exceptions/allowable). For more information, email TSA-hazmat@dhs.gov.

Column A indicates items with HAZMAT potential.

Column B indicates potentially dangerous items- that must be disposed by, or coordinated with the local law enforcement official/agency or local Explosives Ordnance Disposal (EOD)/bomb squad. Column C indicates items appropriate for immediate destruction/disposal.

Column D indicates items appropriate for donation through State Agencies for Surplus Property (SASP) or other public bodies approved by the PMO.

<u>Column A</u>	<u>Column B</u>	<u>Column C</u>	<u>Column D</u>
Aerosols, excluding toiletries in limited amounts Chlorine for pools and spas Compressed gas cylinders Disabling chemicals or gases Fire extinguishers Fuels (including cooking fuels and any flammable liquids) Gasoline Gas torches Lighter fluids Liquid bleach Mace/Pepper spray Spillable batteries Spray paint Tear gas Turpentine and paint thinner Gun lighters Strike-anywhere matches	Automatic weapons BB guns Compressed air guns Firearms (to include parts and components) Flare pistols Pellet guns/Shot guns Replicas of firearms Revolvers/Rifles/Pistols Starter pistols* Ammunition Blasting caps/dynamite Fireworks Flares (any form) Gunpowder Hand grenades Plastic explosives Bio Hazards Radioactive materials	Billy clubs Blackjacks Box cutters* Brass knuckles Cattle prods Ice axe/ice pick* Knives (any length)* Kubatons Meat cleavers* Night sticks* Nunchakus Razor blades (not in a cartridge) Sabers/Swords* Spear guns Stun guns and shocking devices Straight razors Throwing stars Utility knives*	Axes/hatchets Baseball bats Bows and arrows Cricket bats Crow bars Drills (all types) Golf clubs Hammers Hockey sticks Lacrosse sticks Pool cues Saws (all types) Screwdrivers Ski poles Tools (various types) Wrenches and pliers Metal scissors (with pointed tips)

* Denotes additional items that may be donated to SASP or other public body in lieu of Abandonment and Destruction. All local, State and Federal laws apply.

CERTIFICATE OF FINAL DISPOSTION

In accordance with the guidance provided in PMO 4000-1 Personal Property Accountability, Management and Control, the following actions have been taken to ensure proper disposal of the voluntarily abandoned personal property located at AIRPORT.

1. **DISPOSAL SERVICE CONTRACT:** The following material was disposed of via the National Disposal Contract:

Date _____

Hazardous Material _____ quantity (line items and pounds)

Voluntarily Abandoned Property _____ quantity (gallons/pounds)

2. **ABANDONMENT OR DESTRUCTION.** The following material has been abandoned or destroyed in the following manner and locations, as authorized by the Federal Management Regulations (41 C.F.R. 102-36.305) and TSA Office of Property Management guidance:

_____ quantity (Pounds of Voluntarily Abandoned Property)

Method of Destruction or Abandonment, to include Location:

SIGNATURE:

Contractor's Signature

DATE: _____

WITNESS SIGNATURE (For abandonment or Destruction)

I have witnessed the (Abandonment or Destruction) of the described property in the manner and on the date stated herein:

TSA Accountable Property Official's (APO) Signature

DATE: _____

J.10 TSA GOVERNMENT FURNISHED PROPERTY (GFP) MAINTENANCE REQUIREMENTS

(Refer to paragraphs C.9.1 and G.6 for additional information related to GFP.)

The Contractor shall use the following schedules for preventative maintenance (PM):

PREVENTATIVE MAINTENANCE SCHEDULE A

Thermo Electron EGIS II®

All Maintenance Tasks listed are defined by the Thermo Electron EGIS II Operators and Maintenance Manual unless otherwise identified.

SPP = Responsibility of the SPP Contractor

SMS = Responsibility of the TSA third-party equipment maintenance vendor

Maintenance Procedure	Periodicity and Responsibility						
	Shift	Daily	As Required	Monthly	Quarterly	Semi-Annually	Annually
Inspect/Replace the Standard Solution ¹	SPP						
Run a Performance Check	SPP			SMS			
Inspect/Clean/Replace the Fan Filters		SPP		SMS			
Inspect/Refill the Water Tank in the Hydrogen Gas Generator		SPP		SMS			
Inspect the Desiccant in the Hydrogen Gas Generator		SPP		SMS			
Inspect the Power LED in the Hydrogen Gas Generator		SPP		SMS			
Inspect the No-Hydrogen-Flow LED in the Hydrogen Gas Generator		SPP		SMS			
Inspect the Output Pressure Gauge on the Hydrogen Gas Generator ²		SPP		SMS			
Inspect the Change-Water LED in the Hydrogen Gas Generator		SPP		SMS			
Inspect the Ozone Air Dryer		SPP		SMS			

¹ “Explosives Trace Detection Routine Maintenance Notebook Thermo Detection EGIS II” Version 1.2 US Department of Transportation, Transportation Security Administration.

² “Explosives Trace Detection Routine Maintenance Notebook Thermo Detection EGIS II” Version 1.2 US Department of Transportation, Transportation Security Administration.

Maintenance Procedure	Periodicity and Responsibility						
	Shift	Daily	As Required	Monthly	Quarterly	Semi-Annually	Annually
Inspect the Ozone Scrubber		SPP		SMS			
Replace the Snout Filter		SPP					
Perform a Calibration			SMS	SMS			
Replace the Desiccant in the Hydrogen Gas Generator			SMS				
Replace the Ozone Air Dryer			SMS				
Replace the Ozone Scrubber			SMS				
Replace the Chemistry Module (Every 50,000 Samples)			SMS				
Clean All Dust and Dirt Inside EGIS II ³				SMS			
Verify Correct Alarms are Turned ON ⁴				SMS			
Record Sample Count ⁵				SMS			
Record Chemistry Module Count ⁶				SMS			
Verify Machine has Correct Date and Time ⁷				SMS			
Check Equipment Log Book ⁸				SMS			
Check Physical Condition of Machine ⁹				SMS			
Ensure EGIS II is in Operator Mode ¹⁰				SMS			
Change the Vacuum Pump Oil					SMS		
Replace the De-ionizing Bags in the Hydrogen Gas Generator						SMS	
Replace the Ozone Converter							SMS

³ General Cleaning

⁴ SMS Requirement

⁵ SMS Requirement

⁶ SMS Requirement

⁷ SMS Requirement

⁸ SMS Requirement

⁹ SMS Requirement

¹⁰ SMS Requirement

Maintenance Procedure	Periodicity and Responsibility						
	Shift	Daily	As Required	Monthly	Quarterly	Semi-Annually	Annually
Replace Mist Filter							SMS
Clean Dirt Trap							SMS

PREVENTATIVE MAINTENANCE SCHEDULE B

Smiths Detection IonScan 400A/B®

SPP = Responsibility of the SPP Contractor

SMS = Responsibility of the TSA third-party equipment maintenance vendor

All Maintenance Tasks listed are defined by the Smiths Detection IonScan Technical Manual unless otherwise identified.

Maintenance Procedure	Periodicity and Responsibility					
	As Required	Shift	Weekly	Monthly	Semi-Annually	Annually
Inspect/Replace (Refill--400A) Air Purification Unit (APU) or Drierite in Long Life Air Purification Unit (LLAPU)		SPP		SMS 11		
Inspect/Clean/Replace Cabinet Fan Filter ¹²		SPP		SMS		
Inspect/Clean Cooling Fan Filters		SPP		SMS		
Perform Successful Verification (Auto calibration if necessary)		SPP	SPP	SMS		
Clean Sampling Table and IonScan Machine		SPP	SPP	SMS		
Inspect/Clean Bronze Sintered Filters (2)			SPP	SMS		
Inspect/Clean Glass Inlet Liner			SPP	SMS		
Inspect/Clean Inlet Liner Gasket (Replace after removing 4 times) ¹³			SPP	SMS		

¹¹ Siemens will inspect the APU/LLAPU during their monthly PM activity and will replace Drierite as needed. The APU/LLAPU PM is primarily TSA's responsibility at each "Shift". Siemens will notify TSA HQ in cases where APU/LLAPU PM is not being performed.

¹² "Explosives Trace Detection Routine Maintenance Notebook Barringer IonScan 400B" Version 1.2 US Department of Transportation, Transportation Security Administration.

¹³ Smiths Detection Inlet Upgrade Instruction--TSA—Revision B January 10, 2005

Maintenance Procedure	Periodicity and Responsibility					
	As Required	Shift	Weekly	Monthly	Semi-Annually	Annually
Inspect/Clean Desorber Heater			SPP	SMS		
Inspect Exhaust Condenser Tube (Replaced by SMS as needed)			SPP	SMS		
Perform System Bakeout	SMS		SPP			
Inspect/Clean Repelling Grid				SMS		
Clean All Dust and Dirt Inside Ionscan ¹⁴				SMS		
Clean Exhaust Port				SMS		
Verify Correct Alarms are Turned ON ¹⁵				SMS		
Record Sample Count ¹⁶				SMS		
Verify Machine has Correct Date and Time ¹⁷				SMS		
Check Equipment Log Book ¹⁸				SMS		
Check Physical Condition of Machine ¹⁹				SMS		
Ensure IonScan is in Operator Mode ²⁰				SMS		
Perform Radiation Leak Test					SMS	
Replace Bronze Sintered Filters						SMS

¹⁴ General Cleaning
¹⁵ SMS Requirement
¹⁶ SMS Requirement
¹⁷ SMS Requirement
¹⁸ SMS Requirement
¹⁹ SMS Requirement
²⁰ SMS Requirement

Maintenance Procedure	Periodicity and Responsibility					
	As Required	Shift	Weekly	Monthly	Semi-Annually	Annually
Replace Reactant Chamber (Every 125,000 Samples)	SMS					

PREVENTATIVE MAINTENANCE SCHEDULE C

GE Ion Track ITEMISER 2[®]

SPP = Responsibility of the SPP Contractor

SMS = Responsibility of the TSA third-party equipment maintenance vendor

All Maintenance Tasks listed are defined by the GE Ion Track Itemiser 2 Users Manual unless otherwise identified.

Maintenance Procedure	Periodicity and Responsibility			
	Shift	Weekly	Monthly	Annually
Manual Calibration	SPP		SMS	
Check for Clean Plasmagram	SPP		SMS	
Inspect/Clean/Replace the Cooling Fan Filter	SPP		SMS	
Check for Contamination	SPP		SMS	
Inspect/Clean the Touch Screen/Front Surface ²¹	SPP		SMS	
Check for Any Indicated System Faults ²²	SPP		SMS	

²¹ “Explosives Trace Detection Routine Maintenance Notebook Ion Track Itemiser-W” Version 1.2 US Department of Transportation, Transportation Security Administration.

²² “Explosives Trace Detection Routine Maintenance Notebook Ion Track Itemiser-W” Version 1.2 US Department of Transportation, Transportation Security Administration.

Maintenance Procedure	Periodicity and Responsibility			
	Shift	Weekly	Monthly	Annually
Clean Desorber Unit		SPP	SMS	
Inspect/Clean/Replace Sample Filter		SPP	SMS	
Clean Sample Filter Air Line		SPP	SMS	
Clean Membrane		SPP		
Replace Dryer Material (2 Tubes)			SMS	
Inspect/Replace Explosive Dopant Material			SMS	
Replace the Membrane			SMS	
Clean All Dust and Dirt Inside Itemiser 2 ²³			SMS	
Verify Correct Alarms are Turned ON ²⁴			SMS	
Record Sample Count ²⁵			SMS	
Verify Machine has Correct Date and Time ²⁶			SMS	
Check Equipment Log Book ²⁷			SMS	
Check Physical Condition of Machine ²⁸			SMS	
Ensure Itemiser 2 is in Operator Mode ²⁹			SMS	

²³ General Cleaning

²⁴ SMS Requirement

²⁵ SMS Requirement

²⁶ SMS Requirement

²⁷ SMS Requirement

²⁸ SMS Requirement

²⁹ SMS Requirement

Maintenance Procedure	Periodicity and Responsibility			
	Shift	Weekly	Monthly	Annually
Replace Desorber Heat Sticker				SMS
Perform Radiation Leak Test				SMS

The Contractor shall also perform maintenance on the following equipment: **airport specific**

CEIA Walk Thru Metal Detector (WTMD)

The WTMD requires a daily operational test, and an additional calibration test. The daily operational test requires approximately 5 minutes. The calibration test, conducted every three months, requires approximately 15 minutes. The calibration test is performed by TSA Screening Managers.

RAPISCAN, L3 and HEIMANN X-ray Machine

The x-ray requires a daily operational test. This test requires 1-2 minutes.

GE/INVISION ETP EXPLOSIVE TRACE PORTAL

ETP requires daily operational test. This test requires 1 to 2 minutes.

The contractor will perform maintenance on any equipment installed for screening operations as needed.

J.11 SUGGESTED VENDORS FOR THE PURCHASING OF CONSUMABLES

Garrett Metal Detectors

Hand Wands

<http://www.garrett.com/security/sec-pro-han.asp>

Superwand #1165800

GE Ion Track

ETD Consumables

POC: Sandy Friede

(800) 433-5346

EP002500	Fuse, 220VAC 3.15A
EP002509	Fuse, 220VAC 6.3A
M0001140	Sample Traps
M0001142	E-Mode Calibration Traps
MP003214	Fan Filter
MP003223	Filter (with Washer, MP009556)
MP005810	Explosive Dopant
MP011008	O-Ring, .176ID
MP011016	O-Ring, #2-016
MP035019	Dryer Material (Molecular Sieve)
MP075000	Cotton Gloves
MP075001	Saturated Wipes
MP075002	Saturated Swabs
MP075003	Canned Air
PA005007	Membrane Kit
PA005033	Sample Collection Envelopes
PA005060	Thermal Printer Paper
PA005061	Mini-Maintenance Kit, Itemizer
PA005066	Cleaning Kit, Itemizer

PA005069	Maintenance Log Book
13037	Filter Cap Seal
MP004403	Fan Filter Assembly

Note: Several of the items listed singly above are included in the PA0066 and PA005061 kits. In most cases, it is more cost-efficient to purchase the items singly rather than the kits.

IT Solutions

Checkpoint tables, chairs, and mats

POC: Gene Stevens (301) 595-2060

E6447S5273BL Anti Fatigue Mat

E42959 Divestiture/Composure/GP Table 48”

E42900 Divestiture/Composure/GP Table 72”

Flexon 2149 Passenger Chair

E42236-6 X-Ray Operator Chair

Lavi Industries

Checkpoint and crowd management equipment and supplies

POC: Steven Greisman

(800) 624-6225 x150

Item	Description
3000WB	Beltrac® 3000 Post With Wrinkle Black Finish 7 Foot With Black Belt
3000DL/WB	Beltrac® 3000 Post Double -Line With Wrinkle Black Finish 7 Foot With Black Belts
921	Literature Holder
50-4501SA/SET	22” X 28” Directrac® With Curved Base, Including a Poster Holder Cartridge.
50-4580SA	22” X 28” Poster Holder Cartridge Only
925	Five Pockets Brochure Holder for Directrac®
3000GATE/1L	Access Control Post and Single Gate, With Spring Loaded Hinges.
3000GATE/1R	Access Control Post and Single Gate, With Spring Loaded Hinges.
3000GATE/2	Access Control 2 Posts and double Gats, With Spring Loaded Hinges.

Item	Description
GATE/1L	Single Gate Left, With Spring Loaded Hinges. (POST NOT INCLUDED)
GATE/1R	Single Gate Right, With Spring Loaded Hinges. (POST NOT INCLUDED)
50-1131V/MB	11" X 14" Vertical Sign Holder for Beltrac® Posts Including Clear Inserts
50-4546SA	8-1/2" x 11" QuickClip Sign Frame With Double Tape Mounting
80-5000/4	Non Metallic Barrier, 54" tall, Gray, with Clear Panel, 4'
80-5000/3	Non Metallic Barrier, 54" tall, Gray, with Clear Panel, 3'
80-5000/2	Non Metallic Barrier, 54" tall, Gray, with Clear Panel, 2'
80-50GATE/3	Floor mounted Latching Gate, 36" with 2 Posts, Clear Panel
50-3033/7	Privacy Booth, 7' Tall 7 Posts and 6 Panels
50-FP300/3/TSA/CL	36" X 50" Black Frame with Clear Polycarbonate Panel w/ Hinges
50-FP300/4/TSA/CL	48" X 50" Black Frame with Clear Polycarbonate Panel w/ Hinges
50-FP300/5/TSA/CL	60" X 50" Black Frame with Clear Polycarbonate Panel w/ Hinges
50-3005WB	5FT Black Post for use with Polycarbonate Panel
50-3004WB	4FT Black Post for use with Polycarbonate Panel
60-PB301	4' Privacy Booth Fabric Panel
60-PB302	5' Privacy Booth Fabric Panel
50-3006WB/TSA	66" Beltrac Post
50-FP300/3/TSA	36" x 50" Panel Black Sintra
50-FP300/4/TSA	48"x 50" Panel Black Sintra
50-FP300/5/TSA	60" x 50" Panel Black Sintra
80-910TSR	Single Line Replacement Mechanism with Black Belt

National Industries for the Blind

Gloves

www.jwod.com

Phone: 1-877-438-5963

Fax: 1-877-329-5963

Blue Nitrile Gloves

Vinyl Gloves

Rubbermaid

X-ray bins, Mats

- G3447S0023BL Anti-fatigue Mat
- G33349-G Large, Grey X-ray Bins
- G3155404 Wanding Station Mats with footprints
- E42939BKIM11 X-ray Operator chair

Smiths Detection

ETD/EDS Consumables

POC: Sheila Sayah
 (908) 222-9100

Item	Description
15883	Sample Swabs (less than 12)
5883-P	Sample Swabs (more than 12)
1809055-K	Charcoal Refill M400 2-Pack
1809055-P	Charcoal Refill M400 4-Pack
4809054-K	Drierite Refill M400 2-Pack
4809054-P	Drierite Refill M400 4-Pack
13977	Calibration Standard-Exp
2812602	Calibration Token
14020-A	LLAPU Refill w/ ind. Bottle
3814086	LLAPU Indicating Bottle
11223	Sample Ring
3812109	Swab Sampler -Wand
1815277	Swab Sampler Rubber Button
15038	Swab Sampler Velcro Hook
15037	Swab Sampler Disk

Item	Description
10527	Inlet Liner
15559	Inlet Liner Gasket
15030	Condenser Tube
6811333	Indicating Bottle
PRINTM400	Printer Station 400
PRINTM400B	Printer Station 400B
ERC38LB-UC	Printer Ribbon
197004	Printer Paper
10655	Fan Filter Kit
15175	O-Ring
15152	Filter Fan Assembly
11653	Failter Fan Assembly
13725	Sinterid Filter
15530	O-Ring
11654	Fan Filter
15992	Sponge
15991	Sponge
11017	Plug
11018	Plug
15176	Llapn Gasket
14061	Dririte Refill
15746	Charcoal Refill

Thermo Electron Corp

EGIS II Preventative maintenance Items

POC: David Geary

(978) 232-6056

Item	Description
41669500	Fan Filter
41203900	Printer Paper

41606601	Standard Solution
41341600	Air Dryer
412341500	Ozone Scrubber
4012990	Pump Oil
40578800	DI Bags (H2 Generator)
41341400	Ozone Converter
40067300	Oil Mist Filter
40572000	Dessicant (H2 Generator)
40319600	Q-Tips
40271900	Distilled Water
40318200	Replace Snout Filter
4150660	Sample Tickets

Trace Detection

Sample Swabs

POC: Paul Weber

(609) 844-7580

Smiths Ionscan 400B ETD Machine Sampler Swabs

J.12 SAFETY AND HEALTH – TSA CONTRACTS

TSA’s primary mission is to protect the Nation’s transportation system and ensure freedom of movement for people and commerce. Occupational safety in TSA’s workplaces is a priority and good business. Preventing workplace injuries and illnesses is essential to our ability to deliver a fully trained and ready workforce to tackle our mission.

(a) Safety is the absence of working conditions and behaviors that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment. TSA’s occupational safety and health priority is to protect: (1) the TSA workforce (including contractor employees working on TSA contracts), and (2) high-value equipment and property.

(b) The Contractor shall take all reasonable safety and occupational health measures in performing this contract. Occupational Safety and Health Administration (OSHA) standards are the minimum acceptable criteria for TSA workplaces. The Contractor shall comply with all Federal, State, and local laws applicable to safety and occupational health and with the safety and occupational health standards, specifications, reporting requirements, and any other relevant requirements of this contract.

(c) The Contractor shall take, or cause to be taken, any other safety, and occupational health measures the Contracting Officer may reasonably direct. To the extent that the Contractor may be entitled to an equitable adjustment for those measures under the terms and conditions of this contract, the equitable adjustment shall be determined pursuant to the procedures of the changes clause of this contract; provided, that no adjustment shall be made under this Safety and Health clause for any change for which an equitable adjustment is expressly provided under any other clause of the contract.

(d) The Contractor shall comply with **TSA Management Directive No. 2400.5, “Mishap Investigations, Reporting, and Record Keeping,”** and any updates to this directive.

The Contractor shall immediately notify and promptly report to the Contracting Officer or a designee any accident, incident, or exposure resulting in fatality, lost-time occupational injury, occupational disease, contamination of property beyond any stated acceptable limits set forth in the contract Schedule; or property loss of \$5,000 or more, or Close Call (a situation or occurrence with no injury, no damage or only minor damage (less than \$1,000) but possesses the potential to cause any type mishap, or any injury, damage, or negative mission impact) that may be of immediate interest to TSA, arising out of work performed under this contract. The Contractor is not required to include in any report an expression of opinion as to the fault or negligence of any employee.

In addition, **service contractors (excluding construction contracts) shall provide quarterly reports** with OSHA 300 Log information (29 CFR Part 1904) and accident/incident dollar losses as specified in the contract Schedule.

(e) The Contractor shall promptly investigate all safety hazards, work-related incidents, accidents, and near misses, to the extent necessary to determine their causes and furnish the Contracting Officer a report, in such form as the Contracting Officer may require, of the investigative findings and proposed or completed corrective actions.

(f) The Contractor shall encourage its employees to identify and report unsafe conditions and hazards to their supervisor/manager and to recommend better and safer ways to conduct operations.

(1) The Contracting Officer may notify the Contractor in writing of any noncompliance with this clause and specify corrective actions to be taken. When the Contracting Officer becomes aware of noncompliance that may pose a serious or imminent danger to safety and health of the public, the TSA workforce (including contractor employees working on TSA contracts), or high value mission critical equipment or property, the Contracting Officer shall notify the Contractor orally, with written confirmation. The Contractor shall promptly take and report any necessary corrective action.

(2) If the Contractor fails or refuses to institute prompt corrective action in accordance with subparagraph (f)(1) of this clause, the Contracting Officer may invoke the stop-work order clause in this contract or any other remedy available to the Government in the event of such failure or refusal.

(g) The Contractor (or subcontractor or supplier) shall insert the substance of this clause, including this paragraph (g) and any applicable Schedule provisions and clauses, with appropriate changes of designations of the parties, in all solicitations and subcontracts of every tier, when one or more of the following conditions exist:

(1) The work will be conducted completely or partly on premises owned or controlled by the Government.

(2) The work includes construction, alteration, or repair of facilities in excess of the simplified acquisition threshold.

(3) The work, regardless of place of performance, involves hazards that could endanger the public, the TSA workforce (including Contractor employees working on TSA contracts), or high value equipment or property, and the hazards are not adequately addressed by Occupational Safety and Health Administration (OSHA), Department of Homeland Security (DHS), or TSA directives.

(4) When the Contractor (or subcontractor or supplier) determines that the assessed risk and consequences of a failure to properly manage and control the hazard(s) warrants use of the clause.

(h) The Contractor (or subcontractor or supplier) may exclude the provisions of paragraph (g) from its solicitation(s) and subcontract(s) of every tier when it determines that the clause is not necessary because the application of the OSHA, DHS, or TSA directives constitute adequate safety and occupational health protection. When a determination is made to exclude the provisions of paragraph (g) from a solicitation and subcontract, the Contractor must notify and

provide the basis for the determination to the Contracting Officer. In subcontracts of every tier above the micro-purchase threshold for which paragraph (g) does not apply, the Contractor (or subcontractor or supplier) shall insert the substance of paragraphs (a), (b), (c), and (f) of this clause).

(i) Authorized Government representatives of the Contracting Officer shall have access to and the right to examine the sites or areas where work under this contract is being performed in order to determine the adequacy of the Contractor's safety and occupational health measures under this clause.

(j) The contractor shall continually update the safety and health plan when necessary. In particular, the Contractor shall furnish a list of all hazardous operations to be performed, and a list of other major or key operations required or planned in the performance of the contract, even though not deemed hazardous by the Contractor. TSA and the Contractor shall jointly decide which operations are to be considered hazardous, with TSA as the final authority. Before hazardous operations commence, the Contractor shall submit for TSA concurrence -

- (1) Written hazardous operating procedures for all hazardous operations; and/or
- (2) Qualification standards for personnel involved in hazardous operations.

J.13 ACRONYMS AND DEFINITIONS

ACRONYMS USED IN THE STATEMENT OF WORK

Acronym	Meaning
AA	Airport Authority
AAAE	American Association of Airport Executives
ANACI	Access National Agency Check and Inquiries
AQL	Acceptable Quality Level
ATSA	Aviation and Transportation Security Act
CBT	Computer-based Test
CFE	Contractor-furnished Equipment
CO	Contracting Officer
COTR	Contracting Officer's Technical Representative
CPO	Credentialing Program Office
CPS	Cooperative Personnel Services
DHS	Department of Homeland Security
DOT	Department of Transportation
EOD	Entry on Duty
FBI	Federal Bureau of Investigation
FDO	Fee Determining Official
FOC	Full Operational Capability
FPRD	Fingerprint Results Distribution
FSD	Federal Security Director
FTE	Full-time Equivalent
GFE	Government Furnished Equipment
GFI	Government Furnished Information
HR	Human Resources
LOI	Letter of Interrogatory
NDA	Non-Disclosure Agreement
OEM	Original Equipment Manufacturer
OJI	On-the-job Injury
OJT	On-the-job Training
OLC	On-line Learning Center
OMB	Office of Management and Budget

Acronym	Meaning
OPM	Office of Personnel Management
ORI	Origination Routing Issuance
PEB	Performance Evaluation Board
PCIP	Process Improvement Change Proposal
PMIS	Performance Management Information System
PMR	Performance Management Review
PP5	Private Screener Pilot Program
QASP	Quality Assurance Surveillance Plan
QCP	Quality Control Plan
SDR	Staffing Details Report
SON	Submitting Office Number
SOO	Statement of Objective
SOP	Standard Operating Procedure
SORT	Screener Objective Recognition Test
SOW	Statement of Work
SPP	Screening Partnership Program
SSI	Sensitive Security Information
TAI	TSA Approved Instructors
TC	Training Contract
TIP	Threat Image Projection
TSA	Transportation Security Administration
VPN	Virtual Private Network
WPT	Work Performance and Training

DEFINITIONS

Acceptable Quality Level (AOL): A performance level, as defined in the Quality Assurance and Surveillance Plan (QASP) as part of the RFP at which the Contractor must at least meet.

Airport Onsite Assessment: TSA will include an Airport Onsite Assessment in the RFP that captures airport specific data to be used by the Offeror in its proposal submission.

Airport Request for Proposal): TSA-issued RFP for a specific airport to Contractors to provide checkpoint and baggage screening services.

Award Fee Plan: An airport specific plan that identifies the process and criteria for awarding a monetary fee based on Contractor performance.

Explosive Trace Detection (ETD) Direct Costs: Costs associated with consumable supplies required to operate checkpoint and checked baggage security screening equipment.

Explosive Trace Detection (ETD) Indirect Costs: Costs associated with consumable supplies required to perform checkpoint and baggage security screening.

Full Operational Capability (FOC): Point in time when the Contractor assumes full operational capability and responsibility for contractually designated airport passenger and baggage security screening operations.

Government Equipment: Government-owned or leased facilities, equipment, materials, and information provided to the Contractor for use only in the connection with the BOA and task orders.

Kick Off Meeting: The meeting held within ten (10) days after ATO award that serves to formally introduce the Contractor to key TSA Headquarters, Field and Airport personnel and to provide the Contractor with the key materials to begin developing a screening workforce.

On-boarding: The screener new hire process that includes recruiting, assessing, and credentialing. Training is considered a separate process from On-boarding.

Passenger and Baggage Claims Plan: The Offeror's plan to receive, manage, and address passenger claims related to the security screening process and baggage handling, as described in Section C.10.2

Performance Management Information System (PMIS): The TSA web-based tool that supports performance and operational data collection and reporting.

Pre-Transition Phase: Phase from ATO award until the Contractor starts to provide onsite screening services at an airport.

Pre-Transition and Transition Project Plan: The Offeror's proposed project plan to execute the Pre-Transition and Transition phases based on the expected sequence of events identified by TSA.

Priority of First Employment: The private screening services Contractor shall give priority of first employment to federal employees who have been, or will be, adversely affected or separated as a result of privatization of screening services. The Contractor's Hiring Plan shall provide how they will demonstrate priority of first employment.

Process Improvement Change Proposals (PICP): The contractor's formal mechanism to promote innovation through the identification of advances in process and technology that will improve security effectiveness and cost efficiency.

Program Management Plan: The Offeror's processes and procedures to manage the total work effort associated with the ATO, as described in Section C.2.1.3

Quality Assurance and Surveillance Plan (QASP): The Government's surveillance oversight plan that ensures the Contractor is meeting ATSA requirements and complying with contract requirements. The QASP, which is included in the ATO, links program objectives to contract performance measures and defines AQL's.

Screening Contractor Quality Control Plan: The Offeror's plan to guide and document required management and quality control actions, including compliance with the QASP, as listed in Section C-7.1.1.3, to achieve the ATO specific results.

Screening Contractor Hiring Plan: The Offeror's plan to execute its Recruitment Process, Assessment Process, Credentialing Process, and Hiring Plan/Schedule.

SSI Management Plan: The Offeror's plan for the use and inventory of Sensitive Secure Information (SSI), as described in Section C.2.3.1.

Training Plan: The Offeror's plan to coordinate the delivery and logistics of screener training according to TSA training requirements.

Transition Phase: Phase from when the Contractor starts providing onsite screening services until the Contractor has assumed all security screening operations (full operational capability), i.e. the federal government is no longer providing security screening operations.

Uniforms Control Plan: The Offeror's plan to manage the inventory, custody, control, and disposition of screener uniforms in order to ensure that uniforms are accounted for at all times, as further described in Section C.9.3

J.14 SMALL BUSINESS SUBCONTRACTING PLAN

DEPARTMENT OF THE HOMELAND SECURITY/TRANSPORTATION SECURITY ADMINISTRATION SMALL, HUBZONE SMALL, SMALL DISADVANTAGED, WOMEN-OWNED SMALL, and VETERAN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN OUTLINE

The following outline meets the minimum requirements of the Small Business Subcontracting Plan. It is intended to be a guideline. It is not intended to replace any existing corporate plan which is more extensive. If assistance is needed to locate small business sources contact the TSA Small Business Deputy Program Manager, Anthony Bell at (571) 227-1410 email: anthony.bell@dhs.gov. Please note that TSA has goals of 40% for small business, 14.5% for small disadvantaged business, 5% for women-owned small business, 3% for HUBZone small business, and 3% for Service-Disabled Veteran-Owned small business, for fiscal year 2005. Although there is no statutory goal for Veteran-Owned Small Business (VOSB) concerns, a VOSB goal must be proposed and should represent the Offeror's effort to provide the maximum practicable subcontracting opportunities for VOSBs. For this procurement, TSA expects all proposed subcontracting plans to contain the above goals at a minimum. These percentages shall be expressed as percentages of the total available subcontracting dollars.

Identification Data:

Company Name: _____

Address: _____

Date Prepared: _____ Solicitation Number: _____

Item/Service: _____

Place of Performance: _____

1. TYPE OF PLAN: (Check only one).

___ INDIVIDUAL PLAN: *In this type of plan all elements are developed specifically for this contract and are applicable for the full term of this contract.*

___ MASTER PLAN: *In this type of plan, goals are developed for this contract; all other elements are standard. The master plan must be approved every three (3) years. Once incorporated into a contract with specific goals, it is valid for the life of the contract.*

___ COMMERCIAL PLAN: *This type of plan is used when the contractor sells products and services customarily used for non-government purposes. Plan/goals are negotiated with the initial agency on a company-wide basis rather than for individual contracts. The plan is effective only during year approved. The contractor must provide a copy of the*

initial agency approval, AND MUST SUBMIT AN ANNUAL SF 295 TO THE DEPARTMENT OF HOMELAND SECURITY (DHS) WITH A BREAKOUT OF SUBCONTRACTING PRORATED FOR DHS (WITH A BUREAU BREAKDOWN, IF POSSIBLE).

2. GOALS:

Separate dollar and percentage goals are required for using small business concerns, HUBZone small business concerns, small disadvantaged business concerns, women-owned small business concerns, veteran-owned small business concerns and service-disabled veteran-owned small business as subcontractors for the base year and each option year. (Please note that the goals for HUBZone small business, small disadvantaged business, women-owned small business, and veteran-owned small business and service-disabled veteran-owned small business are sub-sets of the small business goal).

- A. Estimated dollar value of all planned subcontracting, i.e., to all types of business concerns under this contract is:

FY_	FY_	FY_	FY_	FY_
<u>BASE</u>	<u>1ST OPTION</u>	<u>2ND OPTION</u>	<u>3RD OPTION</u>	<u>4TH OPTION*</u>
\$	\$	\$	\$	\$

- B. Estimated dollar value* and percentage of planned subcontracting to small business concerns is:

*(*This figure includes the amount in C., D., E. and F. below.)*

FY_	FY_	FY_	FY_	FY_
<u>BASE</u>	<u>1ST OPTION</u>	<u>2ND OPTION</u>	<u>3RD OPTION</u>	<u>4TH OPTION*</u>
\$	\$	\$	\$	\$
%	%	%	%	%

- C. Estimated dollar value and percentage of planned subcontracting to HUBZone small business concerns is:

FY_	FY_	FY_	FY_	FY_
<u>BASE</u>	<u>1ST OPTION</u>	<u>2ND OPTION</u>	<u>3RD OPTION</u>	<u>4TH OPTION*</u>
\$	\$	\$	\$	\$
%	%	%	%	%

- D. Estimated dollar value and percentage of planned subcontracting to small disadvantaged business concerns is:

FY_	FY_	FY_	FY_	FY_
<u>BASE</u>	<u>1ST OPTION</u>	<u>2ND OPTION</u>	<u>3RD OPTION</u>	<u>4TH OPTION*</u>
\$	\$	\$	\$	\$
%	%	%	%	%

E. Estimated dollar value and percentage of planned subcontracting to women-owned small business concerns is:

FY_	FY_	FY_	FY_	FY_
<u>BASE</u>	<u>1ST OPTION</u>	<u>2ND OPTION</u>	<u>3RD OPTION</u>	<u>4TH OPTION*</u>
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____ %	_____ %	_____ %	_____ %	_____ %

F. Estimated dollar value and percentage of planned subcontracting to veteran-owned small business concerns is:

FY_	FY_	FY_	FY_	FY_
<u>BASE</u>	<u>1ST OPTION</u>	<u>2ND OPTION</u>	<u>3RD OPTION</u>	<u>4TH OPTION*</u>
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____ %	_____ %	_____ %	_____ %	_____ %

G. Estimated dollar value and percentage of planned subcontracting to service disabled veteran-owned small business concerns is:

FY_	FY_	FY_	FY_	FY_
<u>BASE</u>	<u>1ST OPTION</u>	<u>2ND OPTION</u>	<u>3RD OPTION</u>	<u>4TH OPTION*</u>
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____ %	_____ %	_____ %	_____ %	_____ %

*IF ANY CONTRACT HAS MORE THAN FOUR OPTIONS, PLEASE ATTACH ADDITIONAL SHEETS SHOWING DOLLAR AMOUNTS AND PERCENTAGES.

H. Supplies and/or services to be subcontracted under this contract, business size (i.e., SB, HUB, SDB, WOB, VOSB and LB), and the estimated dollar expenditure, are: (Check all that apply).

SUPPLY/ NAME	COMPANY AMOUNT (if known)	DOLLAR SIZE	BUSINESS	SERVICE
				(SB,HUB,SDB,WOB,VOSB,LB)

(Attach additional sheets if necessary.)

I. Explain the methods used to develop the subcontracting goals for small, HUBZone small, small disadvantaged, women-owned small, and veteran-owned small business concerns. Explain how the product and service areas to be subcontracted were established, how the areas to be subcontracted to small, HUBZone small, small disadvantaged, women-owned small, and veteran-owned small businesses were determined, and how the capabilities of small, HUBZone small, small disadvantaged, women-owned small, and veteran-owned

small businesses were determined. Identify all source lists used in the determination process.

J. Indirect and overhead costs _____ HAVE BEEN
_____ HAVE NOT BEEN
included in the dollar and percentage subcontracting goals stated above. (Check one.)

K. If indirect and overhead costs HAVE BEEN included, explain the method used to determine the proportionate share of such costs to be allocated as subcontracts to small, HUBZone small, small disadvantaged, women-owned small, and veteran-owned small business concerns.

3. PLAN ADMINISTRATOR:

Information about the company employee who will administer the subcontracting program. Please provide the name, title, address, phone number, position within the corporate structure and the duties of that employee.

Name:

Title:

Address:

Telephone:

Fax:

Email Address:

Position:

Duties: Does the individual named above perform the following? (If NO is checked, please indicate who in the company performs those duties, or indicate why the duties are not performed in your company).

- A. Developing and promoting company/division policy statements that demonstrate the company's/division's support for awarding contracts and subcontracts to small, HUBZone small, small disadvantaged, women-owned small, and veteran-owned small business concerns
_____YES _____NO

- B. Developing and maintaining bidders' lists of small, HUBZone small, small disadvantaged, women-owned small, and veteran-owned small business concerns from all possible sources
_____YES _____NO

- C. Ensuring periodic rotation of potential subcontractors on bidders' lists
_____YES _____NO

- D. Assuring that small, HUBZone small, small disadvantaged, women-owned small, and veteran-owned small businesses are included on the bidders' list for every subcontract solicitation for products and services they are capable of providing
_____YES _____NO

- E. Ensuring that subcontract procurement "packages" are designed to permit the maximum possible participation of small, HUBZone small, small disadvantaged, women-owned small, and veteran-owned small businesses
_____YES _____NO

- F. Reviewing subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit small, HUBZone small, small disadvantaged, women-owned small, and veteran-owned small business participation
_____YES _____NO

- G. Ensuring that the subcontract bid proposal review board documents its reasons for not selecting any low bids submitted by small, HUBZone small, small disadvantaged, women-owned small, and veteran-owned small business concerns
_____YES _____NO

- H. Overseeing the establishment and maintenance of contract and subcontract award records
_____YES _____NO

- I. Attending or arranging for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
_____YES _____NO

- J. Directly or indirectly counseling small, HUBZone small, small disadvantaged, women-owned small, and veteran-owned small business concerns on subcontracting opportunities and how to prepare responsive bids to the company
_____ YES _____ NO
- K. Providing notice to subcontractors concerning penalties for misrepresentations of business status as small, HUBZone small, small disadvantaged, women-owned small, or veteran-owned small business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the contractor's subcontracting plan
_____ YES _____ NO
- L. Conducting or arranging training for purchasing personnel regarding the intent and impact of Public Law 95-907 on purchasing procedures
_____ YES _____ NO
- M. Developing and maintaining an incentive program for buyers which supports the subcontracting program
_____ YES _____ NO
- N. Monitoring the company's performance and making any adjustments necessary to achieve the subcontract plan goals
_____ YES _____ NO
- O. Preparing and submitting timely reports
_____ YES _____ NO
- P. Coordinating the company's activities during compliance reviews by Federal agencies
_____ YES _____ NO

4. EQUITABLE OPPORTUNITY

Description of the efforts your company will make to ensure that small, HUBZone small, small disadvantaged, women-owned small, and veteran-owned small business concerns will have an equitable opportunity to compete for subcontracts. (Check all that apply.)

- A. Outreach efforts to obtain sources:
 - ___ Contacting minority and small business trade associations
 - ___ Contacting business development organizations
 - ___ Attending small and minority business procurement conferences and trade fairs
 - ___ Requesting sources from the Small Business Administration's Small Business Dynamic Search (formerly ProNet)
- B. Internal efforts to guide and encourage purchasing personnel:

- Presenting workshops, seminars and training programs
- Establishing, maintaining and using small, HUBZone small, small disadvantaged women-owned small, and veteran-owned small business source lists, guides and other data for soliciting subcontracts
- Monitoring activities to evaluate compliance with the subcontracting plan

C. Additional efforts: (Please describe.)

5. CLAUSE INCLUSION AND FLOW DOWN

Company is required to include clause on "Utilization of Small Business Concerns", in all subcontracts that offer further subcontracting opportunities. Your company must require all subcontractors, except small business concerns, that receive subcontracts in excess of \$2,000,000 to adopt and comply with a plan similar to the "Small Business Subcontracting Plan."

Your company agrees that the clause will be included and that the plans will be reviewed against the minimum requirements for such plans. The acceptability of percentage goals for small, HUBZone small, small disadvantaged, women-owned small, and veteran-owned small business concerns must be determined on a case-by-case basis depending on the supplies and services involved, the availability of potential small, HUBZone small, small disadvantaged, women-owned small, and veteran-owned small subcontractors and prior experience. Once the plans are negotiated, approved, and implemented, the plans must be monitored through the submission of periodic reports, including Standard Form (SF) 294 and SF 295 reports.

6. REPORTING AND COOPERATION

Reporting will conducted in accordance with the Electronic Subcontracting Reporting System (eSRS). Please review <http://www.esrs.gov/> for information on eSRS.

7. RECORDKEEPING

A list of the types of records your company will maintain to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting plan. (Check all that apply.) (If NO is checked, please indicate why these types of records are not maintained).

- A. Small, HUBZone small, small disadvantaged, women-owned small, and veteran-owned small business concern source lists, guides, and other data identifying such vendors.
_____YES _____NO

- B. Organizations contacted for small, HUBZone small, small disadvantaged, women-owned small and veteran-owned small business sources.
_____YES _____NO

- C. On a contract-by-contract basis, records on all subcontract solicitations over \$100,000 which indicate for each solicitation (1) whether small business concerns were solicited, and if not, why not; (2) whether HUBZone small business concerns were solicited, and if not, why not; (3) whether small disadvantaged business concerns were solicited, and if not, why not; (4) whether women-owned small business concerns were solicited, (5) whether veteran-owned small business concerns were solicited, and if not, why not; and (6) reasons for the failure of solicited small, HUBZone small, small disadvantaged, and women-owned small, and veteran-owned small business concerns to receive the subcontract award.
_____YES _____NO

- D. Records to support other outreach efforts, e.g., contacts with minority and small business trade associations, attendance at small and minority business procurement conference and trade fairs.
_____YES _____NO

- E. Records to support internal activities to (1) guide and encourage purchasing personnel, e.g., workshops, seminars, training programs, incentive awards; and (2) monitor activities to evaluate compliance.
_____YES _____NO

- F. On a contract-by-contract basis, records to support subcontract award data including the name, address and business size and ownership status (SB, HUB, SDB, WOB, VOSB, etc.) of each subcontractor. (This item is not required for company or division-wide commercial plans.)
_____YES _____NO

- G. Other records to support your compliance with the subcontracting plan: (Please describe)

8. TIMELY PAYMENTS TO SUBCONTRACTORS

Company is required to establish and use procedures to ensure the timely payment of amounts due pursuant to the terms of your subcontracts with small business concerns, HUBZone small

This subcontracting plan was APPROVED by:

Signature:

Typed Name:

Title: Director, Office of Small Business Development (or designee)

Date:

This subcontracting plan was ACCEPTED by:

Signature:

Typed Name:

Title: Contracting Officer

Date:

J.15 GOVERNMENT FURNISHED EQUIPMENT (GFE) LIST (*AIRPORT SPECIFIC*)

For the purpose of proposal preparation, the offeror shall plan on the following items to be provided by the Government as GFE. This list will be updated after contract award.

GFE 2000	OFFICIAL NAME	MODEL NUMBER	SERIAL NUMBER	CURRENT LOCATION	ESTIMATED VALUE