

(b)(6)

Mike Directing these changes.
Has to come from above me.

From: Klusacek, Michael
Sent: Sunday, April 13, 2014 9:51 AM
To: Stevens, Raymond
Cc: (b)(6); Engelhardt, Jack; Engelhardt, Jack
Subject: RE: SWF MCOP Change - D. Pasieka

Change 3
Spec 2

Ray:

Please make the following changes to the SWF MCOP:

B. CONSUMABLE INVENTORY ISSUE/STORAGE - New AUM: TSM Anthony Duarte - TPO remains the same

C. ASSET INVENTORY - New AUM: TSM Anthony Duarte - TPO remains the same

D. GOVERNMENT VEHICLES AND FLEET CARD MANAGEMENT - New AUM: TSM Anthony Duarte - TPO remains the same

D. CHECKPOINT SCREENING - SPOT - New AUM: TSM Anthony Duarte - TPO (b)(6) (Remove (b)(6))
(b)(6)

Thanks

Mike Klusacek

From: Stevens, Raymond
Sent: Monday, April 07, 2014 2:22 PM
To: Klusacek, Michael
Subject: SWF MCOP Change - (b)(6)

Mike

Here are the MCOP's that you had assigned to Doreen & TPO; I also listed next Due Date.

The earliest any are due is the end of May, so there is plenty of time to decide on new AUM and/or TPO for remainder of FY14

I can make the changes easy once you decide on new AUM/TPO

Ray

**B. CONSUMABLE
INVENTORY
ISSUE/STORAGE**

Does the office maintain the appropriate level of consumable
1 inventory with applicable inventory records to maintain screening
operations?

(b)(6)

Medium 05/30/2014

C. ASSET INVENTORY

Are property custodian(s) (PC) and accountable property officer(s) (APO) designated in writing on
1 TSA Form 272-1, to manage and oversee the local property accountability and inventory program?
Have they been properly trained on their responsibilities to manage the program?

(b)(6)

Low COMPLETE

2	Does the office maintain accountable property records (APR) in the Sunflower, as well as local files containing copies of inventories, receipts, removal records, hand receipts, and other required documentation? Is capitalized, accountable or sensitive TSA property properly identified with a TSA barcode, and updated as needed?	(b)(6)	Medium	05/30/2014
3	Does the office maintain procedures to monitor the acquisition, storage, utilization, transfer, and disposal of property?		Low	COMPLETE
4	Has the office reported property, which was lost, damaged or stolen, during the inspection period? If yes, were reports of survey prepared and submitted in a timely manner? Are reports of survey properly maintained?		Medium	05/30/2014
5	After completion of the annual inventory, does the APO certify, sign, and retain a copy of TSA Form 270 with a complete list of all inventoried assets attached to the TSA Form 270?		Medium	05/30/2014
6	Does the APO conduct monthly reviews of TSA Form 294, Sensitive and Accountable Property Purchase Tracker with the purchase card holders to ensure accountable property purchased is recorded in Sunflower?		Medium	05/30/2014

D. GOVERNMENT VEHICLES AND FLEET CARD MANAGEMENT

	Is a local fleet manager and/or a vehicle custodian designated in writing on the TSA Form 2777? Does the Vehicle Custodian have proper access to the Fleet Payment.net, Sunflower?	(b)(6)	Low	COMPLETE
2	Do employees log GOV mileage and refueling in the log, using TSA Form 299 provided with each GOV?	(b)(6)	Medium	05/30/2014
3	Does the office maintain a maintenance schedule, adhere to it, and conduct monthly review of vehicle utilization and annual certification of usage?	(b)(6)	Low	COMPLETE
4	Does the office maintain fleet cards according to TSA policies and are the fleet card expenses certified electronically each month? Did all purchases over \$1,000 have the appropriate approvals prior to the purchase or repair being made?		Medium	05/30/2014
5	Were all accidents involving GOVs during the inspection period properly documented and reported to HQ on Form SF-91 and Form 209? If yes, was there proper approval of the repairs?		Low	COMPLETE
6	Does the office ensure vehicles are NOT used for home-to-work purposes, except for employees on official travel who have been authorized to take a vehicle home on their travel order, or those otherwise approved for home-to-work by DHS?		Medium	05/30/2014

D. CHECKPOINT SCREENING – SPOT

1	Are all appropriate notifications made per SPOT SOP when LEO involvement is necessary?	(b)(6)	Low	COMPLETE
2	Does the Behavior Detection and Analysis Transportation Security Manager (BDA-TSM) ensure all referral reports and LEO notification incident reports are created, reviewed for accuracy and completeness; and ensure that the data was entered and promoted into PHIS, PARIS and TISS within 24 hours of the event?	(b)(6)	High	06/27/2014

3	Did the FSD assign a TSA Behavior Detection and Analysis Coordinator (BDA Coordinator) to provide daily and general oversight of BDA/SPOT operations and the personnel assigned to BDA/SPOT duties and has that designee received and completed the specialized specific Basic SPOT training?	(b)(6)	Low COMPLETE
4	Has the BDA TSM allocation been filled and utilized to oversee and manage BDA/SPOT operations and has that BDA TSM successfully completed the program specific Basic SPOT training?	(b)(6)	Low COMPLETE
5	Did BDO/SPOT team members successfully complete SPOT training and certification program?	(b)(6)	Low COMPLETE
6	Are SPOT records maintained in a secure manner according to TSA policies and procedures?	(b)(6)	Medium 09/30/2014
7	Is all daily operation information being captured in the shift summary and/or BEAM?	(b)(6)	High 06/27/2014