

~~SENSITIVE SECURITY INFORMATION~~

BDA new SOP FAQ Conference Call 11/8/13 @ 1400

(b)(3):49 U.S.C. § 114(r)

**1.2 (not included in definitions)**

Define SPOT certified designee: ex. EBDO?

Any designee appointed by the STSM or above that is certified in SPOT

**2.2.B.2** BDOs may perform collateral duties provided that the BDOs maintain SPOT proficiency by conducting SPOT at least 24 cumulative hours every 14 days.

To be in line with the CBA, BDOs must perform 40 hours of SPOT per pay period. OSO COM to follow

**2.2.C STSM Certifications**

Eight hours total per PP or 16 hours total per PP?

At minimum STSMs must conduct 8 hours of SPOT / 8 hours of coaching and mentoring per pay period. 2014 EPMP will be updated to reflect these changes. 4 new required performance goals will be included.

**2.3.D** Has the TSOC reporting changed? If you use BDOs more than once in a 24 hour period, does TSOC have to be notified as long as it's not more than 20 minutes per occurrence?

TSOC reporting is no longer required. However, any time a BDO performs TDC for more than 20 minutes in any 24 hour time frame, it must be reported to [SPOT@DHS.gov](mailto:SPOT@DHS.gov) titled BDOs/airport code-Redirected to TDC

**3.2.A.1** BDOs must have a TSA-issued cell phone or working radio. Does this refer to individual BDOs or a BDO team?

With the current restraints on property such as phones and radios some airports may not have enough resources to ensure every BDO has this equipment.

Each BDO team must be equipped with a TSA issued cell phone or working radio

(b)(3):49 U.S.C. § 114(r)

WARNING: THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION FOR U.S. GOVERNMENT AGENCIES. PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.

~~SENSITIVE SECURITY INFORMATION~~

**3.6.A** If a passenger surrenders an item marked by an asterisk on the Prohibited Items List, to notify a checkpoint STSQ, STSM, and an LEO as described in Section 3.7.

If an asterisk item is surrendered to a BDO, they must notify the checkpoint STSQ & STSM. They will in turn take possession of the item and contact a LEO if required.

**3.6.2.A/B** Please clarify-This states that a wallet or purse "may" be searched however section 3.6.3 states that a BDO "must" search all assessable property.

This statement was included in this section to outline the only reasons a BDO may search a purse or wallet, not in response to non BDO related duties.

Is it correct that BDOs will now be required to notify IVCC anytime a potential fraudulent ID which could represent the referred individual is discovered?

No, BDOs should contact a LEO if a potential fraudulent ID has been discovered. BDOs should however contact IVCC if (b)(3):49 U.S.C. § 114(r)

**3.7. E.1 and 4** LEO intervention resolution procedures outline that individuals must be cleared to enter by the FSD or designee. Shouldn't it say FSD or SPOT Coordinator?

No, the only personnel permitted to clear a LEO referred passenger is the FSD or designee. It is up to the FSD to appoint a designee if he/she so chooses.

(b)(3):49 U.S.C. § 114(r)

**Chapter 4** references a "TSA official". What constitutes a "TSA Official" as this is not defined in the SOP?

The term has not been defined because it is not considered an official term. TSA official can refer to any TSA employee depending on what type of assistance they are requesting.

(b)(3):49 U.S.C. § 114(r)

WARNING: THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 16 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520. EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION, UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION FOR U.S. GOVERNMENT AGENCIES. PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.

~~SENSITIVE SECURITY INFORMATION~~

**4.2** Passenger screening canines (PSC) teams. Currently positive responses are considered a BDO Assist, is this now a referral? If so, how would we document in on a referral report or in PMIS? What sort of resolution can be sought if there are no behaviors observed?

We understand that this is not considered a SPOT Referral and does not require a Referral Report, OSO COM to follow

**4.2** How many BDOs are required to conduct PSC?

A team of 2 BDOs or 1 dedicated BDO with a team of 2 non PSC BDOs conducting SPOT within the vicinity

**5.1.A** Instructs BDOs to record PII in their notebooks.

BDO notebooks require SSI markings, when such markings are present SPII can be recorded in their notebooks

**5.1.B.4** Is it no longer permissible to use acronyms defined in the SPOT SOP on Referral Reports?

Acronyms may be used after it has been written out completely 1 time prior to the use of the acronym

**5.1.B.4** Is the "Resolution" now to be a complete narrative instead of a reasonable explanation as to why an individual was displaying the observed behaviors? If so could you provide examples of what is required? The current SPOT Training does not reflect this information.

Resolutions should include what transpired during the situation, include as much details as possible/relevant, and should resolve the situation rather than just specific behaviors

**5.1.C.1** States to complete an Incident Report for any situations involving an LEO; Does this also mean than Incident Report is required when an LEO is requested to respond to an unattended bag?

To clarify, incident reports should be completed for any situation requiring LEO notification outlined in 3.7 and when deemed necessary by local management. And/or significant/suspicious incidents

**General**

Which SPOT SOP will students attending SPOT Basic Training follow prior to the November 22, 2013 implementation date?

All new students from here on out will be trained on the new SOP.

What is the status with updating the Proficiency Evaluation Checklist, (PEC), so that it may be in line with SPOT SOP, Revision 3 for APR 2014?

The 2014 PEC is currently being updated and will be disseminated prior to January 1 2014, there has been substantial changes

(b)(3):49 U.S.C. § 114(r)

Since the behavior cues have been removed from the new SOP and redirected to the Behavior Indicator Reference Guide. Will the Behavior Indicator Reference Guide be updated soon?

All behaviors/indicators have been removed due to the current review process in OSC. All BDOs should continue to reference the Behavior Indicator Reference Guide until a new version is released.

WARNING: THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520. EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION, UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION FOR U.S. GOVERNMENT AGENCIES. PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.

~~SENSITIVE SECURITY INFORMATION~~

Guidance was released that if recording in BEAM, tracking movements is not a requirement, is this still accurate guidance or is it required with the new SOP to track movement in the BDO notebook?

Guidance has not been released to remove the requirement to track movement in the BDO notebook. All BDOs are required to track all material listed in the SOP in their designated notebooks.

Additional info on BEAM provided by Adam Altman- Phase 3 will begin Dec 4 2013, full rollout expected by Jan 20, 2014

What methods should the SPOT Coordinator use to track STSM certification hours?

SPOT Coordinators should develop local methods to track these hours. Examples can include BDO notebooks, tracking sheets, electronic

Q/A from the field

Is it considered coaching and mentoring when we are working with our team or should it be more like a PEC?

It should not be reflective of the PEC, more guidance will be provided

Can you please clarify the BDO playbook team, should we be responsible for signage or should the TSOs?

BDO managers should work closely with the Playbook Coordinators to determine what will work best for the planned plays for the day

(b)(3):49 U.S.C. § 114(r)

Can BDOs participate in collateral duties?

Yes, as long as they retain their proficiency as outlined in the CBA article 9

Can STSMs really use CCTV to evaluate BDOs?

STSMs can use CCTV to ensure program compliance but cannot use CCTV for any evaluation processes

Can BDOs participate in collateral duties?

Yes, as long as they retain their proficiency as outlined in the CBA article 9

Replay Information (b)(3):49 U.S.C. § 114(r)

WARNING: THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520. EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION, UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.