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U.S. Department of Homeland  
Security  
Office of Security Operations  
601 South 12th Street  
Arlington, VA 20598



Transportation  
Security  
Administration

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TO: Behavior Detection and Analysis (BDA) Transportation  
Security Managers

FROM: Sarah M. Tauber  
Branch Manager  
Behavior Detection and Analysis (BDA) Program

THROUGH: Stephanie Hull  
Program Analyst, Metrics & Analysis  
Behavior Detection and Analysis (BDA) Program

SUBJECT: Fiscal Year (FY)14 Behavior Detection Officer (BDO)  
Risk Based Staffing Allocation

**Purpose:**

This memo will provide field members information on the application of the FY14 BDO Risk Based Staffing Allocation, specifically as applied to Playbook operations, the National Training Team (NTT), and the Program Compliance Assessment (PCA).

**Background:**

In order to mitigate program inefficiencies resulting from the FY13 BDO Staffing Allocation Model and enhance risk mitigation, BDA has strengthened the BDO staffing allocation model to account for a more comprehensive set of risk and mitigation factors.

**Discussion:**

**Playbook**

The FY14 Model includes a new allocation methodology for Playbook operations, which takes into account the risk factors impacting areas where Playbook is performed and determines the number of BDO hours required to perform Playbook.

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The FY14 Model provides airports with a total BDO allocation as well as an airport specific Playbook allocation. The total BDO allocation includes the Playbook allocation. For example, if airport XYZ receives 14 total BDO's and receives a Playbook allocation of 3, then 11 BDO's will perform normal SPOT operations, while 3 BDO's will perform Playbook operations. This methodology varies from previous formulas in which 30% of existing BDO Full Time Equivalents (FTE) were required to conduct SPOT operations as part of Playbook.

Additionally, airports will be required to complete the Playbook *Airport Risk Evaluation (ARE) Tool* to determine the most risk-efficient BDO deployments while conducting Playbook operations. Airports that have not completed an ARE will not have BDO Playbook resources added to their FTE Compliance metric on Checkpoint Plays until an ARE has been completed and submitted to the Playbook Program Office. In the near future, BDA Coordinators and TSM's will receive an invitation to attend ARE training provided by the Playbook Program Office. Below is an example of how BDO hours will be scheduled in conjunction with the ARE.

*Airport XYZ has an FY14 Playbook allocation of 18.75% (3 of their total allocated 16 BDOs). On a pay period basis, when fully staffed this yields a hourly requirement of 243 hours (16 BDOs \* 80 Hours/PP = 1,280 hours \* 18.75% Playbook = 240 hours).*

*To calculate the distribution of BDO Playbook hours for the pay period, use the ARE Distribution percentage multiplied by the total required playbooks hours. An example is detailed below.*

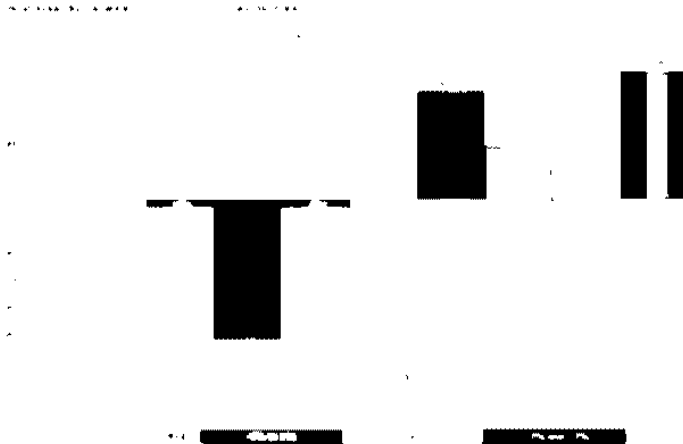
Area	ARE Distribution	Required Playbook Hours	BDO Distribution (in hours)
(b)(3); 49 U.S.C. § 114(r)			

The BDA Program Office will monitor each airport's Playbook BDO submissions for compliance with a standard *Airport Risk Evaluation Variance Report*. The *ARE Variance Report* will be available to airports in the Performance Information Management System (PIMS) SPOT Reports folder. Thresholds will be set to indicate the extent of variation from the target goal. Variation within 3% (+ or -) of the target goal will return a green indicator. Variation from -7% to -3% and 3% to 7% of the target goal will return a yellow indicator. Variation greater than 7% (+ or -) of the target goal will return a red indicator.

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*Below is an example of an airport's ARE Variance Report:*



*Program Compliance Assessment*

For FY14, the Program Compliance Assessment (PCA) team will be staffed by field members who have been nominated and endorsed by their respective airport management. After completion of a probationary period, which includes a minimum of 2 PCA deployments or 90 days, the BDA Program Office will make final team selections based on individual evaluations. At this time, airports will be notified of the final selections, as well as receive a half (.5) FTE for each position. Airports will receive instruction to charge 50% of the field members' time to their home airports; the other 50% will be charged to HQ when the PCA member will be performing work associated with the PCA program. More information will be provided prior to the onset of FY14.

*National Training Team*

Beginning FY14, Core NTT members previously selected by the BDA Program Office who have served on supporting training missions will not be back filled unless a member has moved onto another airport. Core NTT members must successfully pass the NTT Academy and a two-hour Quality Assurance (QA) review conducted by OTWE. Newly selected NTT candidates will be back filled no greater than by 4 months after successfully passing the NTT Academy; successful completion of Instructor Lead-On the Job Training (OJT) on the individual's first mission, to include a successful completion of a Practical Skills Demonstration (PSD); and successfully demonstrating proficiency in delivering training during the individual's second Refresher mission. Results will be provided to the BDA Program Office for final determination and FSDs will be notified of selections. More information will be provided prior to the onset of FY14.

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For questions, please contact the following individuals:

FY14 BDO Playbook	Stephanie Hull
FY14 NTT	Michael Silata
FY14 PCA	Dominique Tarpey



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