



Aviation Security Unit

SECURITY ADVISORY	ADVISORY NUMBER 16-02A
SUBJECT: TVP Escorting Procedures	DATE OF ISSUE: May 31, 2018
	ISSUING STATUS: <input type="checkbox"/> New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds

1.0 Background: Escorting procedures for Temporary Visitor Passes (TVPs) and Security Identification Display Area (SIDA) badge holders in both the SIDA/Secured and Sterile Areas (**Restricted Areas**) are critical components of perimeter security and Access Control (ACS) at Boston Logan International Airport (BOS). In accordance with the BOS's Airport Security Program (ASP), all TVP applicants are required to successfully pass a Criminal History Records Check prior to issuance of a TVP. Massport issues a TVP to visitors or new employees who have an operational need to temporarily access **the Restricted Area** of BOS while under escort by an authorized SIDA badge holder of a sponsor company.

2.0 Applicability: Airport Tenants, Aircraft Operators, Massport Employees, Contractors, Concessionaires, and Vendors must ensure that the prescribed protocols for TVPs are followed.

3.0 TVP Display: TVPs must be worn on the outermost garment below the neck and above the waist **at all times while entering or present in a Restricted Area**. TVPs may only be worn by the person whose name appears on the TVP. To enter an ACS door, the TVP holder must hold their TVP up to the camera prior to entering, while being escorted by a SIDA badge holder. This allows the person monitoring the surveillance camera system to verify that the individual is properly escorted and is not piggybacking.

4.0 Escorting Requirements: All SIDA badge holders and TVP holders must comply with the following escorting requirements:

- **Only Authorized SIDA badge holders with escorting privileges are allowed to escort an individual with a valid TVP. Expired TVPs are not authorized for use.**
- The escort must control, accompany, and monitor the individual being escorted at all times **while in the Restricted Area**. The escort must always be in a position to communicate with the TVP holder both visually and verbally **without any physical barriers between them. A TVP holder cannot be left alone at any time while in the Restricted Area, including when on break.**
- The TVP holder must have a valid government/state issued ID at all times while in the Restricted Area. If the TVP holder was issued a Work Authorization Card or a Resident Alien Card, that ID must also be in his or her possession while in the Restricted Area.
- The TVP holder must produce his or her identification upon the request by any representative of Massport, law enforcement or federal agency with jurisdiction (such as TSA).



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- A SIDA badge holder may escort a maximum of five TVP holders at a time.
- More than one company may escort the same TVP holder; however, in such an instance both the sponsor company listed on the TVP and the company providing the escort bears responsibility for the TVP holder. **Both escorts should communicate with each other to confirm the change in escort responsibilities.**
- If the escort loses sight of an individual being escorted, or the TVP Holder is not following all security rules and regulations, the escort must **immediately** contact the Massachusetts State Police at (617) 568-7300.

5.0 Insider Attacks: Detecting insider attacks is the responsibility of all badge holders and challenging is one of the airport's protective security measures. Proper escort procedures will thwart insider attacks perpetrated by individuals who impersonate employees and emergency responders to gain access to sensitive areas and insider information. Insider attacks perpetrated by individuals who employ tactics to gain access to Restricted Areas and other critical infrastructure are a persistent threat. These tactics include the use of official uniforms of airport employees and emergency responders, construction personnel protective equipment i.e. safety vests, hardhats, survey and data collection tools, and false credentials.

6.0 Duration: This Security Advisory remains in effect until further notice.

7.0 Compliance: These procedures are affirmative obligations for TVP and SIDA badge holders. **Failure to comply with the TVP Program and Massport regulations, including 740 CMR 30.08 and 30.17, may result in sanctions for the escort, the TVP holder, and/or the sponsoring, escorting company. Security violations issued to a badge holder for improperly escorting a TVP visitor may result in badge confiscation, suspension and/or revocation, and the denial of escort privileges in the future.**

Please contact the Aviation Security Unit with questions.

Thank you for your commitment to safety and security.



Massport Aviation Security
Badging and Violations Office
617-561-1706

Privacy Notice for TVP Applicants

49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004

The airport operator must provide the following privacy notice to all individuals in advance of or when collecting their Biographic Data for transmission to TSA:

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's Web site at www.tsa.gov.