



# Aviation Security Unit

<b>SECURITY ADVISORY</b>	ADVISORY NUMBER 16-02C
<b>SUBJECT:</b>  <b>TVP Escorting Procedures</b>	DATE OF ISSUE: October 21, 2019
	ISSUING STATUS: <input type="checkbox"/> New <input checked="" type="checkbox"/> Amends 16-02B <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 Area) are critical components of access control at Boston Logan International Airport (BOS). In accordance with 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 compliance with the prescribed protocols for TVPs.
- 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 Access Control System (ACS) door, the TVP holder must hold his TVP up to the camera prior to entering, while being escorted by a SIDA badge holder. This allows the person monitoring the 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:
- Each company must submit a list of their authorized escorts to [SAFEtraining@massport.com](mailto:SAFEtraining@massport.com).
  - 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 on their person 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.



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- The TVP holder must produce his or her identification upon request by any representative of Massport, law enforcement or federal agency with jurisdiction (such as TSA).
- A SIDA badge holder may escort a maximum of five TVP holders at one 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 accepts responsibility for the TVP holder. Both escorts should communicate with each other to confirm the change in escort responsibilities.

**5.0 Notification: The Massachusetts State Police must be immediately notified at (617) 568-7300 of the following:**

- **If the escort loses sight of an individual being escorted.**
- **A TVP Holder is not following all security rules and regulations.**
- **A TVP holder present in a Restricted Area who is not accompanied by an escort.**
- **A TVP holder present in a Restricted Area who is not properly displaying a valid TVP.**

**6.0 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.

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

**8.0 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 Department with questions.*

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**Thank you for your commitment to safety and security.**

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