

Transportation Worker Identification Credential (TWIC)

Navigation and Vessel Inspection Circular (NVIC) 03-07 Summary

AAPA Conference Call

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Commandant (CG-3PCP-2)



Transportation
Security
Administration

*U.S. Department of
Homeland Security*
**United States
Coast Guard**



Highlights of Presentation

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- Employee notification requirement
- Lost, stolen, damaged TWICs
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Who must get a TWIC?

- In addition to all USCG credentialed mariners and individuals who require unescorted access to secure areas, the NVIC addresses the fact that the following communities are expected to need frequent access to secure areas in the course of their employment and therefore need to obtain a TWIC:
 - Vessel crew (in addition to credentialed mariners)
 - Longshoremen
 - Drayage truckers
 - Facility employees
 - Truckers bringing cargo to a facility or picking up cargo at a facility
 - Surveyors
 - Agents
 - Chandlers
 - Port chaplains
 - Casual laborers
 - Other maritime professionals



Employee Notification Requirement

- Vessel/facility owners/operators are required to inform employees of their responsibility to possess a TWIC and what parts of the vessel/facility are secure areas, passenger access areas, employee access areas, and public access areas.
- Owners/operators are also encouraged, but not required, to provide the same information to contractors and other non-employees who access their property.
- Notification should assist employees in determining the following:
 - His/her responsibility to possess a TWIC;
 - If he/she will need unescorted access to a secure area;
 - What parts of the vessel/facility are secure, public, employee, or passenger access areas;
 - When compliance will begin in his/her COTP zone; and
 - Locations of enrollment centers where he/she can apply for his/her TWIC.



Lost, Stolen, or Damaged TWICs

- As soon as an individual realizes that their TWIC is lost, stolen, or damaged, he/she must contact the TWIC help desk at 1-800-DHS-TWIC.
- Individuals have up to 7 days of unescorted access as long as the following criteria are met:
 - Present another ID that meets requirements of 33 CFR 101.515
 - Owner/operator or CSO/VSO/FSO verifies that the individual had a valid TWIC and had previously been granted unescorted access to the secure areas of the vessel/facility;
 - The TWIC has been reported as lost/stolen/damaged to TSA; and
 - No other suspicious circumstances.
- Replacement TWIC will be made and sent to the enrollment center designated by the applicant for pick up.
- TSA will add the original TWIC to the hotlist.
- \$60 replacement fee.



Compliance dates

- Facilities
 - Compliance will be phased-in by COTP zone and announced in the Federal Register at least 90 days before coming into effect.
- OCS Facilities
 - September 25, 2008
- Vessels
 - September 25, 2008
- All USCG Credentialed Mariners (regardless if they require unescorted access to secure areas of MTSA regulated vessels, facilities or OCS facilities)
 - September 25, 2008



Using TWIC as a Visual Identity Badge

- The TWIC will be used as a visual identity badge or “flash pass”.
- Verification of the TWIC must include the following:
 - Match of the photo on the TWIC to the person presenting it;
 - Verification that the TWIC has not expired, based on the date printed on the face of the credential; and
 - A visual check of the security features present on the TWIC to ensure that the credential has not been forged or tampered with.
- The individual conducting the verification of the TWIC must possess a TWIC.
- The TWIC should be kept on the person or in a location where it can be retrieved with in a reasonable time (approximately 10 minutes).
- Must be presented when requested by owners/operators, security personnel, or authorized agency representatives.



Secure Area

- **A secure area is defined as “the area over which an owner/operator has implemented security measures for access control” to reduce the probability of a TSI.**
- Secure area and restricted area do not mean the same thing. Restricted area is already defined in 33 CFR 101 and maintains that meaning. The secure area is unique to the TWIC program, though the two areas do overlap.
- Facilities
 - entire area within the outer-most access control perimeter, with the exception of public access area.
- Vessels and OCS facilities,
 - entire vessel or OCS facility, with the exception of passenger or employee access areas for vessels.
- Passenger access area
 - defined area within a passenger vessel, ferry, or cruise ship secure area that is open to passengers (not a secure area).
- Employee access area
 - defined area within a passenger vessel or ferry secure area that is open to employees but not to passengers (not a secure area).



Secure Area – Redefinition

- Facilities with a significant non-maritime transportation portions
- Some restricted areas may be eligible for placement outside of the secure area, but the following restricted areas should always be included:
 - Shore areas immediately adjacent to each vessel moored at the facility;
 - Areas designated for loading, unloading or storage of cargo and stores; and
 - Areas containing cargo consisting of dangerous goods or hazardous substances, including certain dangerous cargoes.
- Redefinition of the secure area does not change the MTSA-regulated geographic area of the facility
- FSP amendments
 - Must be submitted to the COTP by September 4, 2007
 - Must include a new FSA report and justification detailing the reasons the portions of the facility have been included in the redefined secure area.



Escorting

- **“Escorting” means ensuring that the escorted individual is continuously accompanied while within a secure area in a manner sufficient to observe whether the escorted individual is engaged in activities other than those for which escorted access was granted.**
- This can be accomplished through monitoring or physical, side-by-side accompaniment.
- Secure areas that are also restricted areas
 - Side-by-side accompaniment.
- Secure areas that are not also restricted areas
 - Monitoring or side-by-side accompaniment
- All escorts must have a TWIC.



Escorting – continued

- Secure but non-restricted areas
 - 1 : 10 ratio
 - Monitoring
 - Must enable sufficient observation of the individual with a means to respond if they are observed to be engaging in unauthorized activities or in an unauthorized area.
 - CCTV can be used to meet this requirement as long as systems are monitored and would allow the operator to see in sufficient detail the criteria above.
- Secure areas that are also restricted areas
 - 1 : 5 ratio
- Special provisions for:
 - Enclosed Vehicles
 - Passengers in cruise ship embarkation area
 - Temporary shut downs at facilities



Adding TWIC into VSP/FSP

- The TWIC provisions DO NOT have to be incorporated into VSPs/FSPs at this time.
 - Must be incorporated at the next regularly scheduled submission, 5 years from the latest approval date of the plan.
- Visual representations of passenger and employee access areas
 - Must be included at the next VSP submittal, either renewal or amendment.
- Exception
 - Owners/operators who wish to redefine their secure area must submit an amendment to their FSP in order to have a secure area that is other than the entire facility.



Incorporating TWIC into security systems

- Existing electronic access control systems may be utilized
- Systems must ensure that individuals gaining unescorted access to secure areas possess a valid TWIC.
 - Existing card must be matched to TWIC
 - Random TWIC checks must be incorporated
 - TWIC must be kept on person or in close proximity



Knowledge requirements

- CSO/VSO/FSO
 - How TWIC applies to the vessel or facility
 - Secure/restricted area locations and requirements
 - Locations of and requirements for passenger and employee access areas, if applicable
 - Recognition of a valid TWIC in accordance with section 3.3a of this NVIC
 - Escorting requirements
 - Integration of the TWIC Program into existing access control systems
 - Resolution of violations (forged or tampered TWICs, security breaches)
 - New hire procedures
 - Access for those individuals who have reported lost, stolen, or damaged cards
 - Requirement to notify employees of the TWIC requirement and secure/public access/passenger access/employee access areas



Knowledge requirements - continued

- Company, vessel, or facility personnel with security duties
 - How TWIC applies to the vessel or facility
 - Recognition of a valid TWIC in accordance with section 3.3a of this NVIC
 - Secure/restricted area locations and requirements
 - Locations of, and requirements for, passenger and employee access areas, if applicable
 - Escorting requirements
 - Resolution of violations (forged or tampered TWICs, security breaches)
- All other company, vessel, or facility personnel
 - How TWIC applies to the vessel or facility
 - Recognition of a valid TWIC
 - Location of secure, restricted, and passenger/employee access areas, as applicable
 - Procedures for reporting lost, stolen, or damaged cards
 - Escorting procedures



New Hire Provision

- Allows newly hired direct employees to work while waiting for issuance of their TWIC, at the discretion of the owner/operator after permission from TSA/CG.
 - Direct Hires only
 - Not engaged in a waiver or appeal
 - Not for individuals with security as a primary duty
 - FSO, VSO, CSO
 - security guards, baggage screeners, persons making access control decisions
 - The individual must have applied for a TWIC by completing the enrollment process with TSA, including paying the user fee, and the owner/operator must have the individual sign a statement before they enter the new hire's information into Homeport.
- 3-day turn-around expected for approval
- 30-days "accompanied" access with additional 30-days if needed w/COTP approval



New Hires - Accompanied Access

- New hires do not need to be escorted as other non-TWIC holders do because they have undergone the name-based check. They need to be “accompanied” according to the following:
 - No more than 25% of the total vessel or facility work unit at any time.
 - All security measures for access control and monitoring from the currently approved security plan must be followed, with the additional TWIC requirements in the regulation.
 - Additional criteria for vessels:
 - Only available for vessels with total required crew not exceeding 10.
 - A new hire may be considered accompanied in their assigned work area and living areas.
 - New hires in restricted areas must be monitored.
 - Additional criteria for facilities:
 - Only available for work units of no more than 25 employees.
 - A new hire may be considered accompanied in their assigned work area and living areas as long as the above criteria are met. If the new hire is working in a restricted area, they must be monitored.
 - Owners/operators should consider issuing ID for new hires, though this is not required.



Merchant mariner access before Sep 25, 2008

- U.S. credentialed merchant mariners are not required to obtain a TWIC until September 25, 2008, however they are eligible for unescorted access with one of the following:
 - MMD;
 - CG License and valid photo identification; or
 - CG COR and valid photo identification.
- Eligible to escort non-TWIC holders subject to owner/operator approval.
- These are the only credentials that will be accepted in lieu of a TWIC for unescorted access as they incorporate a threat assessment. This was not intended for vessel personnel who do not have licenses or documents.



AMSC Members

- AMSC members who require access to SSI and:
 - Do not hold a TWIC;
 - Are not a credentialed Federal, state, or local official; or
 - Do not have a comparable threat assessment as determined by TSA,

...are required to undergo a name-based check at no cost to the individual.

- FMSC will enter the names of AMSC members who need the name-based check into Homeport by September 1, 2008.



Facilities participating in an ASP

- Requests to redefine secure areas
 - Commandant and Local COTP approval (on-site review) required.
 - September 4, 2007
 - One request for ASP amendment already under review



Enforcement

- CG spot checks with or without hand held biometric readers can include:
 - Identity Verification
 - Biometric match or photo comparison
 - TWIC Validity
 - Electronic comparison against hot list or check of printed expiration date;
 - TWIC Authenticity
 - Electronic check of digital certificate or physical observation of security features
- If an individual presents a TWIC that an owner/operator believes is fraudulent, he/she should:
 - Deny the individual unescorted access to secure areas;
 - Check another ID;
 - Call the COTP and inform them that you suspect a fraudulent TWIC.



TWIC Program Help Desks & Hotlines

- **TSA website** – WWW.TSA.GOV/TWIC
 - Enrollment information
 - Deployment Schedule (when finalized)

- **Enrollment Contractor** –
 - Phone - **866-DHS-TWIC**

- **USCG website** - HOMEPORT.USCG.MIL
 - Final Rulemaking
 - NVIC
 - FAQs

- **USCG Helpdesk** –
 - Phone - 877-687-2243 (**877-MTSA-AID**)
 - Email – USCG-TWIC-HELPDESK@USCG.MIL

