

Field Reference Guide for Aviation
Security for Airport or other Aviation
Facilities (AAF)

March 2006

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DOI Aviation Security Procedures for Airports or other Aviation Facilities (AAF)



BLM



FWS



BIA



NPS



USGS



BOR

Facilities Security Procedures Template (Including instructions)

For the purposes of this document the term “Aviation Airport Facility” (AAF) means any DOI owned or controlled real property that has been developed or improved for aircraft (landing and taking off) at which DOI owned or controlled aircraft are regularly or intermittently based.

Name and location address

(Original Completion Date)

(Date Last Revised)

General Information:

Purpose

This document was prepared to assist the bureaus of the Department of the Interior (DOI) to comply with the requirements for a DOI Aviation Security Plan (352 DM 10). The use of this document is intended to provide a standardized method of assessing the security of an Aviation Airport Facility (AAF) that is located on real property owned, or otherwise controlled by DOI.

The use of this document is location driven, not aircraft driven, and as such deals with the security of the facility where aircraft takeoff and landings are made, not with the security of the aircraft itself. The intent of the Aviation Security Plan is to provide an appropriate measure of security for DOI aircraft depending on the assessed threat. Security procedures and enhancements will vary depending on the individual facility location, type, frequency of operations, and types and size of aircraft operated from the AAF.

It is anticipated that this DOI Aviation Security Plan will cover the entire spectrum of required security procedures due to the wide variety of locations used by DOI. Some facilities that are located in urban areas near large populated areas may need to meet the highest security protocol. Other AAF sites are located within the vast wilderness prevalent in some DOI locations and will meet the national security threat preparedness with little or no additional security measures other than what is presently being used.

Matrices and check lists are provided to assist each unit with their assessment of their individual circumstance. Each bureau will be able to identify the appropriate levels of security planning needed by using this document.

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Section 1: Instructions and (AAF) Airport Characteristics Measurement Tool

Instructions

After reviewing the entire document the security evaluator should complete the following tasks for each AAF in their unit's inventory:

1. Determine your AAF threat score by circling the elements on the AAF Measurement Tool on page 5 that most closely describe your facility.
2. Review the suggested Security Enhancements that are contained in the excerpt from TSA publication A-001 on page 6.
3. If your facility has a score 0 -14 then fill out the contact list on page 7. Signage should meet your agencies requirements for access to hazardous areas. Insure relevant personnel have received departmental training developed by Aviation Management on community watch programs, positive ID and aircraft security. Completed AAF security assessment should be reviewed annually by local management and updated when necessary.
4. If your AAF has a score greater than 14 continue into the following section and develop a formal security plan.
 - If your facility has a score 15-24 then in addition to requirements 0-14, establish protocol for Law Enforcement Support and ensure that agency management is involved with security measures.
 - If your facility has a score 25-44 then addition to the requirements 0 - 24, physical barriers such as perimeter fencing , sensors and alarms as well as associated signage, night lighting systems, personnel and vehicle ID systems, and an active challenge procedures.
 - If your facility has a score greater than 44 then in addition to the requirements of 0 - 44 additional intrusion detection systems, real-time closed circuit television monitoring, additional night lighting and strengthened perimeter fencing.
5. Completed AAF security plans should be reviewed and endorsed annually by local management and appropriate agency law enforcement personnel and updated as necessary.

(AAF) Airport Characteristics Measurement Tool

1. First determine if your AAF is public or private use. 2. Then identify the characteristics of your AAF. 3. Circle the appropriate assessment and total the score at the bottom. 4. Proceed to the next page to determine your required level of security.

Security Characteristics	Assessment Scale	
	Public Use Airports/Heliports	Private Use Airports/Heliports
Location		
Within 30 nm of mass population areas ¹	5	3
Within 30 nm of a sensitive site ²	4	2
Falls within outer perimeter of Class B airspace	3	1
Falls within the boundaries of restricted airspace	3	1
Based Aircraft		
Greater than 101 based aircraft	3	1
26-100 based aircraft	2	-
11-25 based aircraft	1	-
10 or fewer based aircraft	-	-
Based aircraft over 12,500 lbs	3	1
Runways^{3,4}		
Runway length greater than 5001 feet	5	3
Runway length less than 5000 feet, Greater than 2001 Feet	4	2
Runway length 2000 feet or less	2	-
Asphalt or concrete runway	1	-
Operations		
Over 50,000 annual aircraft operations	4	2
Part 135 operations	3	1
Part 137 operations	3	1
Part 125 operations	3	1
Flight training	3	1
Flight training in aircraft over 12,500 lbs	4	2
Rental aircraft	4	2
Maintenance, Repair, and Overhaul facilities conducting long term storage of aircraft over 12,500 lbs	4	2
Total		

1. Mass population area - Area with a total metropolitan population of at least 100,000 people.
2. Sensitive sites - Areas which would be considered key assets or critical infrastructure of the United States. Sensitive sites can include certain military installations, nuclear and chemical plants, centers of government, monuments and iconic structures, and/or international ports.
3. Facilities with multiple runways should only consider the longest runway on the airport.
4. Airports at higher elevations may need longer runways to accommodate even the smallest of aircraft. It is not the intent of this document to assess points for a longer runway if it is unrealistic that the runway could be used for larger aircraft operations.

Suggested Airport Security Enhancements

Points/Suggested Guidelines (TSA Information Publication A-001, Security Guidelines for General Aviation Airports)			
>45	25-44	15-24	0-14
<ul style="list-style-type: none"> • Fencing (Section 3.3.3) • Hangars (Section 3.3.1) • CCTV (Section 3.4.5) • Intrusion Detection System (Section 3.4.6) 			
<ul style="list-style-type: none"> • Access Controls (Section 3.3.3) • Lighting System (Section 3.3.4) • Personnel ID system (Section 3.3.6) • Vehicle ID system (Section 3.3.6) • Challenge Procedures (Section 3.4.1) 			
<ul style="list-style-type: none"> • LEO Support (Section 3.4.4) • Security Committee (Section 3.4.3) • Transient Pilot Sign-In/Out Procedures (Section 3.1.4) 			
<ul style="list-style-type: none"> • Signs (Section 3.3.5) • Documented Security Procedures (Section 3.5.1) • Positive Passenger/Cargo/Baggage ID (Section 3.1.1) • All Aircraft Secured (Section 3.2) • Community Watch Program (Section 3.4.1) • Contact List (Section 3.5.3) 			
<p>At a <i>minimum</i> all DOI aircraft will utilize Dual Locks per the Departmental Manual and DOI Contract B2.2 Security of Aircraft and Equipment</p>			

Section 2:

Immediate Contact Information

- **Suspicious Activity:** CALL 911 or your Local/Agency Law Enforcement Officer (LEO) & 1-866-GA-SECUR (E) - 1-866-427-3287.
- **Current 24-hour contact information** for principle location/ facility personnel and local/regional response agencies.
- **If an aircraft is stolen contact the FBI IMMEDIATELY**
(see <http://aviation.blm.gov> then Aviation Security for FBI contact information and other Security resources online)

Primary Contact(s) for this location

Name:	Work Phone:	Cell:

Contact Information

Agency:	Phone:	Name:
Local Law Enforcement		
Agency Law Enforcement		
State Highway Patrol		
Fire		
FBI		
TSA-State		
FAA		
Location / Facility Security Personnel		

Section 3: Formal Security Plan, Disclosure Statement / Security Responsibilities

Distribution of these Security Procedures should be restricted to individuals with a legitimate need for access to them.

Identify the individual who has the responsibility for the development, upkeep and administration of the Aviation Security Procedures

Name:	Email:	Work Phone:

Section 4: General Information

1. Forward

Identify the AAF owner and the person(s) responsible for AAF activities (e.g. State, county, authority, and commission).

Owner:	Responsible Party (Manager, Commissioner, land owner, etc.):	Phone:

2. Introduction and Purpose

Provide a brief introduction that describes the purpose (what will it be used for) and the need (why was it created) for AAF security procedures.

3. Distribution

You should list all individuals and agencies that will receive copies of the Aviation Security Procedures.

Example:

- State / Local Police Department
- Fixed Base Operator
- Individual Tenants

Name	Title	Phone
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

4. Security levels and minimum security requirements for Federal facilities are detailed within [444 DM 1](#), *Physical Protection and Building Security*. As appropriate, DOI aviation facilities must comply with this part.

5. To further guarantee appropriate measures are in place to secure aircraft against theft and associated misuse, the Bureau Aviation Manager will ensure the TSA ACMT point scoring system is utilized to identify the TSA “Suggested Airport Security Enhancements” for each DOI aviation facility. Implementation guidance for the TSA “Suggested Airport Security Enhancements” can be found in Appendix C of TSA Information Publication A-001, [Security Guidelines for General Aviation Airports](#) and is provided on the next page.

6. Military or government agency cooperator aircraft under DOI operational control. Such cooperator aircraft shall adhere to their department-specific aircraft security policies.

- United States Forest Service Security Policy: [5709.16_50.doc](#) or http://fsweb.wo.fs.fed.us/directives/fsh/5709.16/5709.16_50.doc

6. Name and Location of this AAF or site.
- a. AAF Name
 - b. AAF Address
 - c. Normal Business / 24-hour Emergency / Fax Phone Number
 - d. Airport Identifier / AAF name
 - e. Proximity to nearest major city. List the city and provide a state location map as an attachment.
 - f. AAF Geographical Coordinates: latitude, longitude, elevation.

State :	Unit:	Activity (Fire, Wild horse, seeding etc):
Physical Location:		Airport/AAF Identifier or Lat/long:
Base/Aircraft Managers Name:	24 hour Phone contact #:	Email:
Fax:	Work Phone:	

7. AAF/site Activities

- Types of flight activities (e.g. Airtanker, Retardant State Police, Air Attack, other)
- Hours of operation
- Number of annual operations
- Number of based aircraft

Aircraft Based and Operating from this Location

N Number/ Registration Number of permanently based aircraft.	Type: Fixed Wing or Rotor Wing and Single Engine(SE) or Multi Engine (ME)	Mission: Fire, Recon, Survey etc.
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Hazardous Materials Stored Onsite

Name of Material:	Type (Corrosive, Flammable etc.):	Mission Use:
1.		
2.		
3.		
4.		
5.		
6.		

Securing Operations and Materials:

Petroleum products, fuels, chemicals, agricultural products, retardants, etc.
Activities:

8. AAF/site Description

- Size: List the size of the AAF or site in approximate acres or square miles.
- Runways, Taxiways, Ramps: Identify runways and their dimensions, taxiways, and ramp areas: Provide an AAF layout plan / diagram as an attachment.
- Buildings:
 - List the number and types of buildings (offices, hangars, maintenance shops).
 - List the primary tenants for each of the buildings.
- AAF Tenants:
 - List hours of operation
 - List primary and emergency contact information
- <http://www.airnav.com> provides a great deal of airport information and sometimes airport layouts.

Describe this aviation facility/location (attach map and/or layout):



9. Emergency Phone Numbers:

List all appropriate emergency contact numbers. Include point of contact names and office hours of operation as appropriate (e.g. FSD, alternate contacts).

- All Emergencies 911
- State Police (non-emergency)
- Local Police (non-emergency)
- Local Fire Department
- AAF Director (24 hour contact)
- AAF Facility Supervisor (pager)
- State / Local Aviation Official
- Federal Bureau of Investigation Local Field Office
- FAA Flight Standards District Office (FSDO)
- TSA Airport Watch Hot-Line 866-427-3287
- Local TSA Federal Security Director

See <http://aviation.blm.gov> for internet resources for the above.

- Suggested placard for the AAF

BE ON THE LOOK-OUT FOR:

- Aircraft with unusual or unauthorized modification;
- Persons loitering for extended periods in the vicinity of parked aircraft or in air operations areas;
- Pilots who appear to be under the control of other persons;
- Persons wishing to obtain aircraft without presenting proper credentials but do not have a corresponding level of aviation knowledge; or
- Anything that doesn't look right! (i.e. events or circumstances which do not fit the pattern of lawful normal activity at your AAF or location.)

Section 5: Definitions and Terms

It may be useful to include a list of frequently used terminology to enhance clarity within the document.

1. The term “aircraft operations area (AOA)” means the area within an aviation facility in which flight-capable aircraft are present for the purposes of loading or unloading of cargo or passengers, refueling, maintenance, parking, storage, etc.
2. For the purposes of this document the term “Aviation Airport Facility” (AAF) means any DOI owned or controlled real property that has been developed or improved for aircraft (landing and takeoff) at which DOI owned or controlled aircraft are regularly or intermittently based.
3. The term “control” is used in two contexts.
 - a. As it relates to aviation facilities, the term “control” refers to the condition existing when a DOI entity has authority to institute, modify or otherwise effect physical security changes at an aviation facility regardless of property ownership.
 - b. As it relates to aircraft, the term “control” shall mean “operational control” as defined in Federal Aviation Regulations Part 1.1: “Operational control with respect to a flight means the exercise of authority over initiating, conducting or terminating a flight.” This definition is independent of aircraft ownership.
4. The term “dual-lock method” means using a combination of two locking devices or methods to physically secure or disable a parked aircraft for the purpose of reducing the probability of aircraft theft and associated misuse by unauthorized personnel.
5. The term “risk assessment” is meant to refer to the result of a combined threat and vulnerability assessment. It can generally be characterized as an analysis of the probability of serious impact or damage resulting from a known or postulated threat successfully exploiting one or more vulnerabilities.
6. The term “Aircraft Movement Area” is meant to refer to that area where aircraft are maneuvered, taxied and parked for normal operations.

Section 6: Administration

1. AAF/site Operator: List who operates the AAF or site.
2. Individual responsible for AAF /site security

List the responsibilities of this individual. These duties may include:
Timely provision of evidence of security measure compliance as may be requested.

- Maintaining a complete and current list of all individuals with AAF access.
- Maintaining documentation of all training provided in accordance with any current AAF Security Procedures.
- Maintaining and updating the AAF Security Procedures to reflect the current state of conditions at the AAF.
- Timely distribution of the AAF Security Procedures or specific parts thereof, to appropriate persons or entities.
- Proper dissemination of all correspondence or other communications with AAF tenants and others on security related matters.
- Daily oversight of security provisions at the AAF and ensuring compliance with the Security Procedures.

Name:	Work Phone:	Cell:

Section 7: Aircraft Movement Area / Security Control

1. Aircraft Movement Area

Describe any area that may be used for landing, take-off, and surface maneuvering of aircraft including all intermediate unpaved sections of the airfield encompassed on the airport property. You should also include a map or diagram as an attachment.

2. Describe any perimeter barriers or access controls such as:

- Fencing
- Gates
- Access Control System
- AAF Locks
- Key Control System



Section 8: Airport /AAF Security Procedures

Describe any Airport/AAF Security Procedures such as:

- Aircraft security requirements
- Pedestrian/vehicle access
- Challenge procedures
- Reporting of suspicious behavior

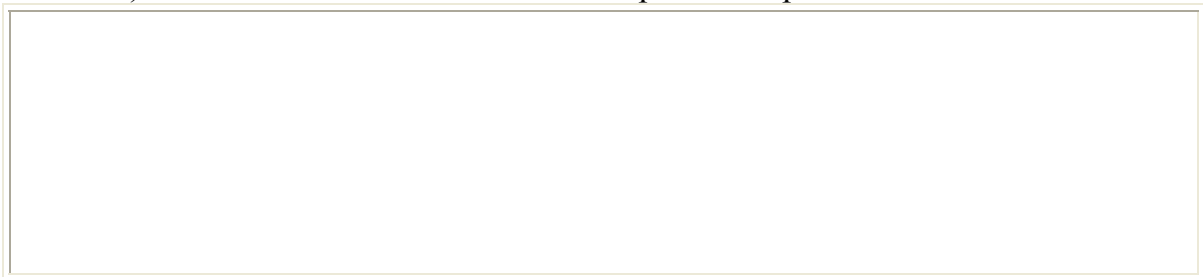


Section 9: Airport/AAF Emergency Grid Map

Airport/AAF operators may also wish to consider creating an emergency locator map. The map should identify all relevant areas of the Airport/AAF on a grid map such as:

- Runways
- Ramp areas
- Fence line
- Gates
- Automobile parking areas
- Hydrants
- Emergency shelters
- Buildings
- Hazardous materials sites

This map should be provided to emergency response personnel (fire, EMS, etc.) and law enforcement as well as Airport/AAF personnel.



Section 10: Identification of Airport/AAF Personnel

Describe any personnel identification methods/systems and the procedures for those that are currently in use. Such as:

- Airport/AAF-issued identification badge(s) or card(s)
- Identification Badge / Card application procedures
- Other acceptable forms of identification
- Accountability of lost/stolen identification badges / cards
- Temporary Airport/AAF identification badges / cards
- Uniforms which display logo or other identifiable markings

Section 11: Identification of Vehicles

Describe what methods/systems are used to identify authorized vehicles in the air operations area. The following are examples of methods to identify authorized vehicles:

- Special paint schemes or markings
- Decal in a specified location on the vehicle
 - Hang tags

Section 12: Law Enforcement

Describe any agreement(s) and responsibilities that the Airport/AAF owner/operator(s) may have with law enforcement agencies to provide support, traffic control, police patrols and any emergency responses. Include any written agreements as attachments to the AAF Security Procedures.

Also include any methods or systems used (e.g. radios, communications channels, etc.) to directly communicate with law enforcement personnel.

Section 13: Special Events

Describe any procedures that exist for special events such as:

- Air shows
- VIP Visits
- Events that result in unusual numbers of people on the AAF.

Section 14: Increased Security Threats

Describe how security measures are implemented in accordance with the raising and lowering of the Homeland Security Advisory System as described in this Information Publication in Section 3.5.2. See the [Security Guidelines for General Aviation Airports](#)

Section 15: Aviation Security Contingency Plans

Identify and describe all contingency plans and procedures established for security incidents such as:

- Bomb Threats (Bomb Threat Checklist is provided as an example)
- Civil Disturbances & Crowd Control
- Air Piracy (Hijacking) Actual or Attempted
- Suspicious/Unidentified Items

Bomb Threat Call Checklist *

Fill out completely, immediately after bomb threat

Exact wording of the threat:							
Questions to ask:							
When is the bomb going to explode?							
What kind of bomb is it?							
What will cause it to explode?							
Did you place the bomb?							
Why?							
What is your address?							
What is your name?							
Sex of caller		Age		Race		Length of call	
Caller's voice (circle all that apply):							
Calm	Laughing	Lisp	Disguised	Angry	Crying	Raspy	
Accent	Excited	Normal	Deep	Slow	Distinct	Ragged	
Slurred	Nasal	Soft	Loud	Stutter	Clearing Throat		
Deep Breathing		Cracking Voice		Other:			
If voice was familiar, whom did it sound like?							

Background Sounds (Circle all that apply):				
Street Noises	House Noises	Factory	Motor	Machinery
Long Distance	Voice	Office	Animal Noises	Clear
Music	Static	P.A. System	Other:	
Threat Language (circle all that apply):				
Well Spoken	Foul	Incoherent	Educated	Irrational
Message delivered by:	Recording	Threat maker		
Remarks:				
REPORT CALL IMMEDIATELY TO 911				
Person who received the call			Phone	
Position				

- Checklist from appendix G, page 37, [TSA Airport Security Guidelines](#).

FAA Advisory Circulars

FAA Advisory Circulars

The latest issuance of the following advisory circulars may be obtained from the Department of Transportation, Utilization and Storage Section, M-443.2, Washington, D.C. 20590: [Also see the FAA internet web site at www.faa.gov]

1. 00-2, Advisory Circular Checklist - Contains a listing of all current advisory circulars.
2. 107-1, Aviation Security-Airports - Provides guidance and recommendations for establishing and improving airport security.*
3. 108-1, Air Carrier Security. Provides information and guidance on the implementation of Airplane Operator Security.*
4. 109-1, Aviation Security Acceptance and Handling Procedures-Indirect Air Carrier Security. Provides guidance and information for use by indirect aircraft operators when accepting and handling property to be carried by aircraft operators or by the operator of any civil aircraft for transportation in air commerce.*
5. 129-3, Foreign Air Carrier Security. Provides information and guidance on the implementation foreign air carrier security.*
6. 150/5200-31A, Airport Emergency Plan
7. 150/5300-13, Airport Design
8. 150/5360-13, Planning and Design Guidelines for Airport Terminal Facilities. Furnishes guidance material for the planning and design of airport terminal buildings and related facilities.
9. 150/5370-10, Standards for Specifying Construction of Airports

US Government Regulations

The TSA issues and administers Transportation Security Regulations (TSRs), which are codified in Title 49 of the Code of Federal Regulations (CFR), Chapter XII, parts 1500 through 1699. Many TSRs are former rules of the Federal Aviation Administration (FAA) that were transferred to TSA when TSA assumed FAA's civil aviation security function on February 17, 2002. [All of these regulations can be found at <http://www.tsa.gov/> .

It should be clearly noted that these regulations pertain mainly to regulated entities and not typically to GA operators or facilities and are provided for reference and informational purposes only.

1. **49 CFR Part 1540** Civil Aviation Security: General Rules - This part contains rules that cover all segments of civil aviation security. It contains definitions that apply to Subchapter C, and it contains rules that apply to passengers, aviation employees, and other individuals and persons related to civil aviation security, including airport operators, aircraft operators, and foreign air carriers.
2. **49 CFR Part 1542** Airport Security - This Part requires airport operators to adopt and carry out a security program approved by TSA. It describes requirements for security programs, including establishing secured areas, air operations areas, security identification display areas, and access control systems. This Part also contains requirements for fingerprint based criminal history record checks of specified individuals. This part describes the requirements related to Security Directives issued to airport operators.
3. **49 CFR Part 1544** Aircraft Operator Security: Air Carriers and Commercial Operators - This Part applies to certain aircraft operators holding operating certificates for scheduled passenger operations, public charter passenger operations, private charter passenger operations, and other aircraft operators. This Part requires such operators to adopt and carry out a security program approved by TSA. It contains requirements for screening of passengers and property. This Part also describes requirements applicable to law enforcement officers flying armed aboard an aircraft, as well as requirements for fingerprint based criminal history record checks of specified individuals. This Part describes the requirements related to Security Directives issued to aircraft operators.
4. **49 CFR Part 1550** Aircraft Security under General Operating and Flight Rules - This part applies to the operation of aircraft for which there are no security requirements in other Parts of Chapter XII, including general aviation aircraft.
5. **DOI Departmental Manual**
http://elips.doi.gov/app_DM/index.cfm?fuseaction=home
Part 352: AVIATION SAFETY
Chapter 10: AIRCRAFT AND AVIATION FACILITY SECURITY (03/04/05)
Part 444: PHYSICAL PROTECTION AND BUILDING SECURITY