

APHIS AVIATION SECURITY PROGRAM

1. PURPOSE

- a. This Directive establishes the APHIS Aviation Security Program and provides guidance on operating procedures, responsibilities, and reporting requirements necessary to achieve an optimal degree of security for all APHIS aviation activities.
- b. The APHIS Aviation Security Program exists to mitigate loss, damage, or disruption of APHIS aviation activities necessary for support of the APHIS mission. Homeland Defense and Presidential Decision Directives have mandated that Federal agencies take specific, and in some cases, extraordinary measures to protect employees, property, assets, and research from internal and external threats, both foreign and domestic.

2. SCOPE

This Directive applies to any APHIS-owned, -leased, -chartered, -contracted, -rented, or -borrowed aircraft, and related aircraft services necessary for support of the APHIS mission, including, but not limited to, the following activities: agricultural aerial research and development, animal and plant disease eradication, and predator control.

3. AUTHORITIES/REFERENCES

- a. USDA Integrated Physical Security Standards and Procedures Handbook, Chapter 2, Aviation Security, dated 11/14/2003.
- b. USDA Departmental Regulation 5400-004, Aircraft Management, dated 3/28/1994.
- c. APHIS Directive 1650.1, APHIS National Security Program, dated 9/1/04.
- d. Interagency Committee for Aviation Policy, Guide for the Conduct of Aviation Resources Management Surveys, Physical Security Checklist, dated 1/12/2001.
- e. Department of Homeland Security (DHS) Advisory 03-019, Security Information for General Aviation Pilots/Airports, dated 5/1/2003.

- f. Transportation Security Administration (TSA), Security Guidelines for General Aviation Airports, Information Publication A-001, Version 1.0, dated 5/2004.
- g. Homeland Security Presidential Directive #9, Critical Infrastructure.

4. POLICY

- a. APHIS aviation employees will comply with all applicable Federal Aviation Administration (FAA), TSA, General Services Administration (GSA), USDA, and APHIS regulations and policies regarding aircraft security. APHIS employees will comply with the security requirements and regulations that govern that facility in addition to those contained in this Directive.
- b. It is APHIS policy that an overall risk assessment will be conducted at all locations where APHIS-owned, -leased, or -borrowed aircraft are based or transiting through, in order to assess security threats to employees and aircraft, including those from theft or unauthorized use.
- c. Risk assessments will be conducted or contracted for by members of the Marketing and Regulatory Programs Business Services (MRPBS), Employee Services Division (ESD), Security Branch, for aircraft operations based out of airports for extended periods of time. For aviation operations of a short duration or for aircraft in travel status, an APHIS flight crew member (who may be the only APHIS employee available) will conduct a risk assessment to ensure the safety and security of the APHIS aircraft. Applicable portions of the Physical Security Checklist contained in the Guide for the Conduct of Aviation Resources Management Surveys, dated 1/12/2001, will be used in the conduct of risk assessments. Risk assessment recommendations will be implemented as quickly as possible, and may vary considerably, depending upon the specific location where aircraft are based. The Physical Security Checklist can be obtained here: http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/ARMS_checklist_R2I-x2-p_0Z5RDZ-i34K-pR.doc See pages 36-41. The Checklist also is included with this Directive (see Attachment 1).
- d. The MRPBS, ESD, Security Branch, will provide APHIS aviation employees the security awareness training for aircraft that are operating in transit or travel status and for aircraft operations conducted out of airports that do not have security programs or nearby law-enforcement and emergency services.
- e. APHIS-owned, -leased, or -borrowed aircraft will be used for official purposes only in support of mission requirements and will carry only Government-authorized cargo and employees.
- f. Site-specific security measures will be developed and followed at all locations where APHIS-owned, -leased, or -borrowed aircraft are used, stored, or based.

5. PROCEDURES

a. General.

- (1) All APHIS employees and contractors will wear the APHIS-issued ID badge while at any facility or airport conducting official business. The badge will be worn in such a manner that it is visible at all times, unless activities in and around aircraft will be hampered or the safety of the employee or contractor will be impacted; in such cases, the badge will be worn as an armband or in a pocket and available for inspection at all times.
- (2) APHIS employees and contractors will comply with aircraft entry/access procedures in effect at each location, such as using approved entry control points when entering and exiting the ramp.
- (3) All employees and contractors will be observant that any unauthorized persons, equipment, or packages in or around aircraft are identified and action taken to mitigate any possible associated problems or issues.
- (4) All employees and contractors will be observant that all employees who work on the ramp or around the aircraft display proper identification and have proper authorization to be in and around aircraft.
- (5) The Pilot in Command (PIC) is responsible for the safety of the aircraft, its occupants, and cargo. If the pilot is a contract employee, the pilot will comply with the directions of APHIS officials responsible for the mission, except when in the pilot's judgment, such compliance will be a violation of applicable Federal, State, or contracting provisions.
- (6) The PIC may refuse the mission if it is believed that there is a high security or safety risk in performing the operation or if it is perceived that it may result in the loss of a life or property. In such cases, the pilot will immediately notify the APHIS official in charge of the respective mission.
- (7) Pilots should be briefed if an APHIS employee, contractor, or passenger is authorized to carry a weapon or explosive device in conjunction with duties to be performed while accomplishing the mission.
- (8) The PIC for each aviation mission will ensure that the aircraft to be flown is in an airworthy condition, that the aircraft is in condition for safe flight, that scheduled maintenance and repairs have been made, that complete inspections as required by the FAA have been performed, and that all pre-flight checks have been made, as appropriate.

- (9) Trip Kits will be required on all APHIS aviation missions for pilots and/or crew members so that checklists, maps, headsets, credit cards, and other mission essential items are not left in the aircraft. Trip Kits should be removed from aircraft that will be parked overnight.

b. Security Pre-flight Procedures.

- (1) Prior to engine start, the PIC (or authorized flight crew member) will do a visual walk-around of the aircraft and check doors, windows, and access panels to ensure that unauthorized entry has not been gained or attempted while the aircraft was unattended. If necessary, this walk-around can be made in conjunction with maintenance employees responsible for aircraft condition.

Anti-tampering tape, if utilized, will be checked prior to unlocking the aircraft.

- (2) The PIC (or authorized flight crew member) will complete a security check during the pre-flight to ensure that all control surfaces are free of movement, that security devices have been removed, and that there are no open access panels.
- (3) The PIC, a flight crew member, or an authorized aircraft maintenance individual responsible for aircraft condition, will conduct a separate pre-flight check to examine all accessible areas, such as landing gear/pods, tail section, cargo area, cargo contents, engine inlets and exhaust, or any other storage areas or places where a device or package could be easily concealed.
- (4) Use and possession of firearms on APHIS-owned, -leased, or -borrowed aircraft will be in accordance with all Federal, State, and local laws and regulations. Weapons on aircraft are prohibited unless authorization, directives, and/or mission requirements dictate that weapons, explosives, or other devices are authorized.

- c. Procedures for Securing the Aircraft. Proper securing of aircraft is essential to prevent the intentional misuse of aircraft. The procedures that follow are considered “security best practices” and not all of them may apply at each location where APHIS-owned, -leased, or -borrowed aircraft are used for official purposes. The results of the initial mandatory risk assessments will document when and where aviation-related security enhancements will be required.

Every facility is unique, and while some measures may be highly beneficial in one environment, it may be impossible to implement the same measure in another. Parking and storage procedures differ among aircraft and many manufacturers

recommend special parking techniques. It is important to follow those manufacturer's recommendations.

- (1) When selecting the tie down spot, choose an area away from runways, taxiways, and other areas where dust, debris, prop wash, jet exhaust, or other aircraft may cause a hazard.
- (2) Park aircraft away from other aircraft or structures so that the minimum clearance around the aircraft is equivalent to the longest dimension, plus 15 feet. Position the aircraft so that it is not ready for immediate takeoff, or so that ground crew will be required to position the aircraft for departure.
- (3) Pilots will not leave an airplane unattended while the engine(s) is/are running unless mission requirements dictate otherwise.
- (4) If the pilot is required to leave the aircraft unattended, the procedures listed below will be followed:
 - (a) Pilot(s) and/or flight crew member will remove mission-essential equipment.
 - (b) The aircraft ignition keys (if applicable) will be removed, flight control locks installed, and doors locked.
 - (c) Tie down chains will be used; steering pins will be installed on applicable aircraft; wheel chocks in place; and anti-tampering tape applied, if applicable, to all access points on the aircraft.
 - (d) Any specialized security devices for the make and model of a particular aircraft (throttle lock or wheel immobilizer, prop/tail locks) will be used. FAA approved "kill switches" may be installed between the battery and the starter, and used when the aircraft is to be left unattended.
 - (e) Aircraft will be parked in a secured hangar if possible. When a hangar is not available, aircraft will be parked so that adequate lighting is provided for security employees to identify activity around the aircraft.
 - (f) When available, aircraft will be parked where a Closed Circuit Television System (CCTV) is installed and interior and exterior lighting is good.

- (g) Aircraft will not be refueled before entering the aircraft hangar unless necessary for mission requirements, maintenance requirements, or as directed in the manufacturer's aircraft manual.
- (h) If an aircraft hangar has electrically powered access main doors for access to the ramp areas, a manual locking mechanism will be made available to secure the doors. This locking mechanism will have its own locking device that is accessible by authorized individuals only. All other access points, such as hangar entrance, exit doors, and windows, will have the capability of being monitored by security employees in the event an unauthorized entry is attempted. Recommended items are: door-open, window-open, and glass-breakage alarms, and closed circuit cameras.
- (i) All Hazardous Materials (HAZ-MAT), including chemicals and gas cylinders that are not installed in an aircraft, will be stored in an appropriate HAZ-MAT area.

All HAZ-MAT will be stored in a designated HAZ-MAT Storage Facility with appropriate security and safety measures in place for the type of material being stored. Full, partial, or empty gas cylinders that are not installed in an aircraft will be stored at the HAZ-MAT Storage Facility and secured in safety cages designated for the specific type cylinder.

- (j) Access to the aircraft and aircraft components will be controlled at all times, and keys to locking devices, aircraft doors and/or ignitions, and vehicles will be controlled. Key lock boxes will be used and accessed only by authorized employees.

6. RESPONSIBILITIES

- a. The APHIS Administrator will provide to Department and Congressional officials an explanation for program funding requests to implement any aviation-related security enhancements that Agency security specialists deem necessary. Agency security specialists will provide the Administrator with documentation that explains the Federal standards on which program funding requests are based.
- b. The Deputy Administrator, MRPBS, has responsibility for the overall management of the APHIS National Security Program which includes the Agency's Aviation Security Program.

- c. APHIS Program Deputy Administrators/Directors will:
- (1) Ensure that arrangements have been made with members of the MRPBS, ESD, Security Branch, to conduct an overall risk assessment at any program location where any APHIS-owned, -leased, or -borrowed aircraft are based, in order to assess security threats to employees and aircraft. Members of the MRPBS, ESD, Security Branch, can be contacted as follows:
 - (a) All offices in the Western Region and Building B, Ft. Collins, CO, call 970-494-7169.
 - (b) All offices in the Eastern Region and at the APHIS Eastern Regional Office in Raleigh, NC, call 301-734-5662.
 - (2) Ensure that security issues identified during formal risk assessments are appropriately addressed and that effective security measures are implemented.
- d. The Director, ESD, who oversees the Agency's security function, is responsible for the functional management and leadership of the APHIS Aviation Security Program, and will:
- (1) Ensure the development, issuance, and updating of aviation security policy and procedures.
 - (2) Coordinate with APHIS Program Deputy Administrators, Directors, and aviation employees, to conduct an overall risk assessment at any program location where APHIS-owned, -leased, or -borrowed aircraft are based.
- e. The MRPBS, ESD, Security Branch:
- (1) Coordinates with program aviation employees for all aviation-related security purchases, and implementation of aviation-related security measures within APHIS.
 - (2) Coordinates with program aviation employees to ensure that an overall risk assessment is completed at any program location where any APHIS-owned, -leased, or -borrowed aircraft are based.
 - (3) Provides the necessary training to APHIS pilots and/or crew members in security risk assessments at airports used for short duration projects and in transit stopovers.

- f. The APHIS Aviation Security Officer:
- (1) Provides aviation security awareness training to pilots, crew members, and ground support employees performing mission-related responsibilities with any APHIS-owned, -leased, or -borrowed aircraft.
 - (2) Coordinates with MRPBS, ESD, Security Branch, employees and program employees in the conduct of program risk assessments.
 - (3) Assists program aviation employees in implementing security countermeasures where deemed necessary.
 - (4) Coordinates with appropriate program employees to ensure APHIS ID Badging requirements have been implemented at all locations where APHIS-owned, -leased, or -borrowed aircraft are based or transiting through.
- g. Supervisors and Managers are responsible for:
- (1) Enforcing aviation-related security procedures outlined in this Directive and any facility policy or plan which is specific to their location or aircraft mission.
 - (2) Following up with appropriate security employees when aviation security discrepancies have been reported to them.
 - (3) Coordinating with the APHIS Aviation Security Officer to ensure corrective action is taken when an aviation risk assessment reveals deficiencies.
- h. All APHIS Employees and APHIS Contract Employees will:
- (1) Report to their immediate supervisor any security-related concerns they may have or any security discrepancies they may observe in their working environment.
 - (2) Limit access to working areas to authorized employees only.

7. REPORTING AVIATION SECURITY INCIDENTS

- a. Incidents involving theft or damage to an aircraft represent the most obvious type of incidents that must be reported. Reportable offenses include theft of, or damage to, any APHIS-owned, -leased, or -borrowed aircraft. Use APHIS Form 515-R, Incident Report, to file any aviation security-related incidents.

- b. Due to the potential of aircraft being used as a viable weapon, DHS has asked members of the general aviation community to report all unusual and suspicious activities. If APHIS aviation employees notice any persons, aircraft, or operations that do not fit the customary pattern at the location where any APHIS-owned, -leased, or -borrowed aircraft is based or is transiting through, it is important to remain extra vigilant and report to local law enforcement officials the following:
 - (1) Any aircraft in the vicinity that have unusual modifications.
 - (2) Persons loitering suspiciously in the vicinity of aircraft or air operations areas.
 - (3) Persons who appear to be under stress or under the control of others.
 - (4) Persons loading unusual or unauthorized payload onto an aircraft.

A Note of Caution: Caution should be exercised before an APHIS employee elects to call law enforcement officials about airport activities. Operations at specific airports may be completely legal, though without knowledge of the respective mission, some operations may appear suspicious. APHIS employees should verify with airport management employees before taking any action.
- c. In addition to reporting the above incidents to local law enforcement officials, report such activity to the TSA General Aviation Hotline at 866-GASECUR (866-427-3287).

8. INQUIRIES

- a. Direct inquiries regarding the APHIS Aviation Security Program to the offices listed in Section 6.c.(1) (a) and (b).
- b. This Directive is available on the internet at www.aphis.usda.gov/library
- c. Additional information pertaining to the APHIS National Security Program can be found at: http://www.aphis.usda.gov/mrpbs/safety_security_national.html

/s/

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Attachment