



**FEMA**

**Grant Programs Directorate  
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**MEMORANDUM FOR:** All State Administrative Agency Heads  
All State Administrative Agency Points of Contact  
All Urban Areas Security Initiative Points of Contact  
All State Homeland Security Directors  
All State Emergency Management Agency Directors  
All Eligible Regional Transit Agencies  
All Private Sector Transportation Security Partners  
All Public and Private Sector Port Security Partners

**FROM:** Elizabeth M. Harman  
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**SUBJECT:** Interim Guidance for Ports, Facilities and Vessels on  
Transportation Worker Identification Credential (TWIC) Projects  
Funded through the Port Security Grant Program (PSGP) and the  
Transit Security Grant Program (TSGP)

This Information Bulletin (IB) provides guidance to Port Security Grant Program (PSGP) and Transit Security Grant Program (TSGP) grantees and sub-grantees that have received funding for the installation and operation of TWIC readers, networks, and support systems in their port area(s), facility(ies), and vessel(s).

Collaboratively, the Federal Emergency Management Agency (FEMA), the United States Coast Guard (USCG), and the Transportation Security Administration (TSA) are issuing the following interim guidance.

TSA is pilot testing TWIC systems in a number of port locations throughout the country. This pilot program is expected to be complete in early 2011. It is estimated that the Final Rule specifying the use of TWIC qualified products and equipment—primarily TWIC card readers—will not be finalized prior to Calendar Year 2012.

A number of grantees and sub-grantees have PSGP and TSGP awards for the installation of TWIC readers, networks, support systems, and other related hardware. Based on the current estimate, the Final Rule will not be published in time for grantees to purchase equipment from a TWIC Qualified Products List prior to the expiration of availability of funds in accordance with 31 USC 1552.

To ensure successful completion of these projects and timely expenditure of grant funds, the following guidance is provided:

- When contracting for card readers, require that the TWIC readers are on the TSA Initial Capability Evaluation (ICE) list. The ICE list is posted on the TWIC section of TSA's public internet site at: [http://www.tsa.gov/assets/pdf/twic\\_ice\\_list.pdf](http://www.tsa.gov/assets/pdf/twic_ice_list.pdf). The ICE list is updated each time a reader is submitted for evaluation and satisfactorily demonstrates its ability to process TWIC card information correctly. It is strongly recommended that TWIC equipment purchasers develop an agreement with vendor(s) to ensure procured equipment will be upgradeable or exchangeable to meet the Final Rule specification when published. TWIC equipment purchasers are advised to conduct a suitability analysis for their facility prior to entering into an agreement with one or more vendors. Among the things the analysis should include are:
  - Compatibility with planned or legacy physical access control system
  - Ability of fixed readers to withstand environmental conditions anticipated if installed outdoors
  - Ability to view reader screen in bright or low light conditions if installed outdoors
- If a grantee requests to re-scope an existing award, all new projects must meet maritime security risk mitigation within the port area or the facility. Projects funded by re-scoping will not be eligible for additional grant funding. The re-scoping request must include a revised budget, a revised timeline of milestones for completion, justification for the changes requested and the Captain of the Port's (COTP) determination. Re-scoping projects may take several months and will include financial and Environmental Historical Preservation (EHP) reviews. Re-scoping will be approved at the Program Analyst's discretion with consideration for time available within the grant period of performance, Captain of the Port (COTP) determination, and applicability to PSGP priorities for the Fiscal Year of the award.

If you have additional questions, please contact your FEMA GPD Program Analyst.