

**U.S. CUSTOM AND BORDER PROTECTION
PORT OF HONOLULU
CUSTOM AIRPORT SECURITY PROGRAM
RFP No. EO1873-13**

ATTACHMENT E

Trade Information Notice 2007- 21 August 2007

Customs & Border Protection Airport Security Program



**U.S. Customs & Border Protection
Port of Honolulu**

Honolulu International Airport

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Customs & Border Protection Airport Security Program

This TIN supercedes TIN 2004-13 May 2004

Purpose

"These areas...are established for the purpose of prohibiting unauthorized entries or contact with persons or objects."
Title 19 Code of Federal Regulations, Section 122.181

Definitions

Air Commerce: Air commerce encompasses both passenger transport and air cargo.

CBP Secured Areas: All areas within the Honolulu International Airport jurisdiction, to include Hickam Air Base, which accommodate international air commerce. These include areas designated for the processing of passengers, crew, baggage, cargo, and effects arriving from, or departing to foreign countries. The CBP secured areas also include the aircraft deplaning, ramp and tarmac areas and other restricted areas designated by the Port Director.

CBP1: Persons with CBP1 seals primarily work with international travelers within CBP secured areas.

CBP2: Persons with CBP2 seals primarily work with equipment (planes, baggage, etc.) within CBP secured areas.

International Gate: Due to design limitations at Honolulu International Airport, arrival/departure gates service both domestic and international commerce. State DOT officials will temporarily set apart an international commerce gate from the less-restrictive domestic areas during international activity. Once crew or travelers destined for a foreign port are admitted to a holding area, that area is designated as an international departure gate. Airline personnel must prevent unauthorized entry and contact in the same manner as with international arrival gates and holding areas.

Federal Inspection Service (FIS) Area: The FIS Area consists of the CBP secured areas designated for Passport Control & Baggage Inspection. Also co-located within the FIS is Center for Disease Control (CDC). Entry into the FIS is limited and requires security door swipe access (see below for additional FIS access information).

Employers' Responsibility

"Employers operating in CBP airport security areas shall advise all employees of the provisions of the CBP regulations relative to those areas, require employees to familiarize themselves with those provisions and insure employee compliance.

Title 19 Code of Federal Regulations, Section 122.182(b)

...a failure of an employer to comply...will constitute a breach of the bond and may result in a claim for liquidated damages under the bond agreement."

Title 19 Code of Federal Regulations, Section 122.189

Standard Types of CBP Airport Security Area Seals

CBP 1 access seals are issued but not limited to:

- ◆ Airline employees whose employment requires substantial contact with international travelers in the international jet way areas, in the federal inspections services areas (FIS), or in international holding gates.
- ◆ Designated officials of the State of Hawaii Department of Transportation, Airports Division, State of Hawaii Visitor Information Program employees, designated U.S. State Department or State of Hawaii protocol officers.
- ◆ Porters whose duties require them to assist handicapped travelers or who assist travelers in removing their baggage from the CBP airport security area.

Persons holding CBP1 Seals may, in performance of their assigned duties, enter tarmac and ramp areas, but they may not perform duties associated with non-passenger processing functions.

CBP 2 access seals are issued but not limited to:

Personnel whose primary duties do not entail substantial contact with international travelers, including:

- ◆ Custodial and maintenance personnel, baggage handlers, security guards, mechanics, and caterers
- ◆ Telecommunications employees, electricians, construction workers, technicians, etc.
- ◆ Employees of retail and food and beverage outlets which cater to travelers in places within the CBP airport security area.

Persons who hold CBP 2 seals may, in performance of their assigned duties, enter CBP passenger processing areas, but they may not perform passenger processing functions.

Exceptions to Standard CBP Airport Security Area Seals

Temporary Access to CBP Secured Areas:

Escort Authority: Airport employers may on occasion have visitors that require short-term access into CBP secured areas for business purposes, e.g., specially trained maintenance engineers conducting inspections, management personnel conducting quality control surveys, etc. An airport employer may request CBP approval to allow an employee with a valid AOA badge and CBP seal to escort the visitor within the CBP secured areas. The properly badged employee must be with the visitor at all times.

The request will be addressed to U.S. Customs and Border Protection, attention: Port Director. The request must be made in writing and submitted 7 calendar days prior to the date being requested.

Request for escort authority shall include the following:

- ❖ Name, date of birth, and passport number of visitor to be escorted.
- ❖ Reason the visitor requires access into CBP secured areas.
- ❖ Specific dates the visitor will be within the CBP secured areas (up to 7 consecutive calendar days. Requests for escort authority for more than 7 days will be considered on a case-by-case basis).

Upon approval by the Port Director, the visitor will be accompanied by a properly badged employee and must also carry a copy of the approved letter on his/her person at all times while within the CBP secured areas.

Escort privileges are NOT granted for new employees who are awaiting Customs seal application approval.

Requirements for Obtaining CBP Secured Areas Access – Employee

Employees applying for CBP security access seals must apply in person and bring the following:

- ❖ **Proof of Work Eligibility in the U.S.** The Department of Homeland Security has tasked CBP to ensure all airport employees are legally authorized to hold employment within the U.S. The following documents are acceptable to prove work eligibility:
 - U.S. Citizen born in the U.S.:
 - U.S. passport, or
 - ORIGINAL U.S. birth certificate accompanied by a photo ID issued by a government agency (driver's license, State ID card, military ID, etc)
 - Legal document of name change, if different from birth certificate (e.g. marriage license)
 - U.S. Citizen Naturalized:
 - U.S. passport, or
 - ORIGINAL Certificate of Naturalization
 - Legal Permanent Resident (LPR):
 - Alien Registration Card (ARC or "green card")
 - Pacific Islander (Federated State of Micronesia)
 - Entered U.S. prior to 06/25/2004
 - I-94, and
 - Proof of FSM citizenship
 - Entered U.S. after 06/25/2004
 - Valid unexpired FSM passport, and
 - I-94
 - Pacific Islander (Marshall Islands)
 - Entered U.S. prior to 05/01/2004
 - I-94, and
 - Proof of MIS citizenship
 - Entered U.S. after 05/01/2004
 - Valid unexpired MIS passport, and
 - I-94
 - Non-Immigrant Worker
 - Valid unexpired passport, and
 - Valid visa authorizing employment
- ❖ **CBP Form 3078 (Application for Identification Card)**. Form 3078 must be completely filled prior to applying at the CBP Airport Security Program office.
- ❖ **Company letter**, requesting CBP security access. This request must be signed by an authorized signatory who will further be responsible to ensure all forms are properly and accurately completed.
- ❖ The employer must conduct a criminal history record check of the applicant. The background check will be attested by including the following statement:

"A background check has been performed to the extent allowable by law, including the applicant's references and employment history, for the preceding five years. To the best of my knowledge, the applicant meets the conditions of applicable Customs regulations governing access to the Customs airport security area."
- ❖ **Fingerprint Clearance letter** from the State of Hawaii AOA Badging office.

ALL PAPERWORK MUST BE FULLY COMPLETED PRIOR TO APPLYING AT THE CBP AIRPORT SECURITY OFFICE. INCOMPLETE, FOLDED OR MUTILATED PAPERWORK WILL NOT BE ACCEPTED.

Name Change: Should an employee have a legal name change, the employer must provide CBP Airport Security a letter stating the employee's previous name, new name, and date of birth. The employee must appear in person with this employer letter and a copy of the legal document that effected the name change.

Should an employer or company change its name, a letter to that effect must be provided to CBP Airport Security together with the corresponding change/addition to the bond policy.

Revocation: A seal may be revoked and the employer may be assessed liquidated damages when the employee violates conditions of the CBP Airport Security Program. In accordance with 19CFR122.187, specific grounds for revocation of a customs seal include, but are not limited to the following:

- ◆ Discovery that the CBP seal was obtained through fraud.
- ◆ The employee is convicted of a felony or of a misdemeanor involving theft, smuggling or any theft connected crime.
- ◆ The employee permits the CBP seal to be used by another person.
- ◆ The employee refuses to openly display or produce it to a CBP officer; refuses to obey any proper order from a CBP officer; or refuses to obey any CBP order, rule or regulation.
- ◆ The employee enters the CBP airport security area for purposes not related to official duties.

Records

Employers must retain records of background inquiries for one year following cessation of employment or reassignment to a position which does not require a CBP seal. These records must be made available to Customs for examination within 24 hours after the employer receives a telephonic or written request to make them available. Records of employees who hold current CBP seals must also be available for examination.

Quarterly Reports: In accordance with 19CFR122.184, each employer must submit to the port director during the first month of each calendar quarter a report setting forth a current list of all employees who have an approved CBP access seal. The quarterly report must list separately all additions to, and deletions from, the previous quarterly report. The reports will be reported for the following quarters and due as shown below:

Quarterly Report for:

- 1st Quarter (January, February, March)
- 2nd Quarter (April, May, June)
- 3rd Quarter (July, August, September)
- 4th Quarter (October, November, December)

Due no later than:

- last working day of April
- last working day of July
- last working day of October
- last working day of January

Deadlines for Correspondences and Notices

All correspondences and notices to CBP Airport Security must be originals, stamped received prior to the stated deadlines, and signed by authorized signatories. CBP, in our effort to support compliance to 19 CFR 122, will accept facsimiles copies only in emergency situations to avoid tardy notifications. However, the original notification must be received by the first working day after receipt of the faxed copy. If the original correspondence is not received by the first working day following receipt of the faxed copy, the official receipt date will be the date the original correspondence is eventually received and date stamped by CBP.

Surrender of CBP Access Seal: Surrender notices should be furnished promptly, but must be received by CBP Airport Security no later than 10 calendar days following the termination.

Loss or theft of CBP Access Seal/Change in CBP zone designation/Change in FIS requirement: Notification letters for these transactions must be received by CBP Airport Security no later than 5 calendar days following the

APPENDIX OF SAMPLE CORRESPONDENCES

- i. Requirements to obtain CBP seals – Employer
 1. Letter stating reason access required
 2. Letter designating authorized signatories

- ii. Requirements to obtain CBP seals – Employee
 1. CBP Form 3078
 2. Company letter requesting CBP access
 3. Fingerprint Clearance form

- iii. Request for Temporary CBP access

- iv. Notification to Surrender CBP access

- v. Notification of loss/stolen AOA badge

- vi. Request to change name

- vii. Quarterly Report

i.1 SAMPLE LETTER – EMPLOYER'S REASON FOR CBP ACCESS

DATE

U.S. Customs and Border Protection
Port Director
Attn: CBP Airport Security Office
300 Rodgers Blvd. #66
Honolulu, HI 96819

CBP Bond # _____

Our firm, _____, recently entered into a contract with the State of Hawaii, Dept. of Transportation. We will be inspecting all of the ceiling tiles throughout the airport, which includes offices designated as CBP security areas. The contract commences on September 1, 2007 and terminates on October 31, 2007.

This letter is to request CBP security access seals for our employees. One of our designees below will be contacting your CBP Airport Security office to request further information as to the specific requirements necessary for us to obtain CBP clearance. The following employees are designated as our local contact points:

<u>Primary Contact</u>	<u>Phone No.</u>	<u>Hawaii business address</u>
(Name)	Hawaii phone	must provide a <u>street</u> address

<u>Alternate Contact</u>	<u>Phone No.</u>	<u>Hawaii business address</u>
(Name)	Hawaii phone	must provide a <u>street</u> address

Please contact me at _____ should more information be required.

Sincerely,

Signature of Company Executive

Printed Name

Title

i.2 SAMPLE LETTER – AUTHORIZED SIGNATORIES

DATE

U.S. Customs and Border Protection
Port Director
Attn: CBP Airport Security Office
300 Rodgers Blvd. #66
Honolulu, HI 96819

The individuals listed below are authorized to conduct CBP Airport Security transactions on behalf of (name of company) :

Signature

Printed name of signatory
Job title

Signature

Printed name of signatory
Job title

In addition to being company signatories, these individuals shall be responsible to ensure company employees are aware of, and comply with CBP airport security regulations as stipulated in 19 CFR 122, Subpart S, and the CBP Trade Information Notice (TIN).

The CBP Airport Security office will be promptly notified of any change to our list of authorized signatories. Please call me at _____ should there be any questions.

Sincerely,

Signature of Company Executive

Printed Name
Title

DEPARTMENT OF HOMELAND SECURITY
Bureau of Customs and Border Protection
APPLICATION FOR IDENTIFICATION CARD

19 U.S.C. 66, 1551, 1555, 1565, 1624, 1641;
19 CFR 112.42, 118, 122.182, 146.6

OMB. No.
1651-0008
See back of form
for Paperwork
Reduction Act
Notice and
Privacy Act Notice

Please Type or Print

1. TYPE OF ACTIVITY REQUIRING IDENTIFICATION CARD						2. DATE OF THIS APPLICATION	
<input type="checkbox"/> Cartman/ Lighterman	<input type="checkbox"/> Broker's Employee	<input type="checkbox"/> ^{CBP} Security Area Identification	<input type="checkbox"/> Warehouse Officer or Employee	<input type="checkbox"/> Container Station Employee	<input type="checkbox"/> Foreign Trade Zone Employee	<input type="checkbox"/> CES Employee	
3. NAME (Last, First, & Middle)						4. SOCIAL SECURITY NUMBER	
5. LIST ANY OTHER NAMES YOU HAVE EVER BEEN KNOWN BY (Nicknames, aliases, etc.)						6. DATE OF BIRTH	
7. HOME ADDRESS (Number, Street, City, State, and ZIP Code)				8. NAME AND ADDRESS OF PRESENT EMPLOYER			
9. HOME PHONE NUMBER				10. BUSINESS PHONE NUMBER			
11. PLACE OF BIRTH (City, County, State, and Country)				12. HEIGHT	13. WEIGHT	14. COLOR HAIR	15. COLOR EYES
16. VISIBLE SCARS OR MARKS							
17. U.S. COAST GUARD PORT SECURITY CARD NUMBER				18. U.S. MERCHANT MARINE CARD NUMBER			
19. HAVE YOU EVER APPLIED FOR CARD IN ITEM 17 OR ITEM 18? <input type="checkbox"/> YES <input type="checkbox"/> NO (Skip Items 20 and 21)				20. HAS APPLICATION FOR EITHER CARD IN ITEM 17 OR 18 BEEN DENIED? <input type="checkbox"/> YES (If Yes, explain in Item 21) <input type="checkbox"/> NO (Skip Item 21)			
21. EXPLANATION OF APPLICATION DENIAL							
22. LIST ALL RESIDENCES DURING THE LAST 5 YEARS (List in reverse order, beginning with the present address)							
DATES		Number and Street	City	State			
From	To						
	PRESENT						
23. HAVE YOU EVER SERVED IN THE ARMED SERVICES OF THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO (Skip Items 24-28)				24. BRANCH OF SERVICE			
25. DATES OF SERVICE				26. SERIAL NUMBER		27. TYPE OF DISCHARGE	
28. IF DISCHARGE WAS OTHER THAN HONORABLE, EXPLAIN IN FULL DETAIL							
29. HAVE YOU EVER APPLIED FOR AN IDENTIFICATION CARD WITH THE BUREAU OF CUSTOMS AND BORDER PROTECTION?						<input type="checkbox"/> YES (If Yes, explain details) <input type="checkbox"/> NO	

30. PREVIOUS EMPLOYMENT -- LIST IN CHRONOLOGICAL ORDER, GIVING EARLIEST EMPLOYMENT FIRST (Last 10 Years)

DATES		EMPLOYER NAME AND ADDRESS	OCCUPATION
From	To		

31. HAVE YOU EVER BEEN CONVICTED OF ANY CRIME OR OFFENSE (Other than traffic violations, you may exclude any items which occurred before your 16th birthday) IN THIS COUNTRY OR ELSEWHERE? YES (If YES, explain in Item 32.) NO

32. EXPLANATION OF ALL CONVICTIONS (Federal, State, Military, or Foreign)

Date	Place	Charge	Court	Final Disposition

33. DO YOU NOW USE OR HAVE YOU EVER USED NARCOTIC DRUGS? YES (If YES, explain below) NO

34. ATTACH PHOTOGRAPH HERE

35. CERTIFICATION *I certify that all of the statements made in this Application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.* SIGNATURE **X** DATE

Paperwork Reduction Act Notice: The Paperwork Reduction Act says we must tell you why we are collecting this information, how we will use it, and whether you have to give it to us. We ask for this information to carry out the Bureau of Customs and Border Protection laws of the United States. This form is used by licensed cartmen or lightermen or their employees as an application to apply for a CBP identification card and is required to obtain or retain a benefit. The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper depending on individual circumstances. The valid OMB Control Number for this Information Collection is 1651-0008.

Pursuant to the requirements of Public law 93-579 (Privacy Act of 1974), notice is hereby given that the authority to collect information on Form CBP-3078 is 5 U.S.C. 301, Reorganization Plan No. 1 of 1950; 19 U.S.C. 1551, 1565, 1624, 1641; 19 CFR 112.42. The principal purpose for collecting the information is to enable the CBP to conduct a background investigation and thereby determine whether the applicant meets the criteria required for the issuance of an identification card. The information collected and contained in the applicant's file may be provided to those employees of the CBP who have a need for the records in the performance of their duties. The information may also be used, when deemed appropriate, in a proceeding to revoke or suspend the identification card. Disclosure of all information requested on Form CBP-3078 is voluntary; however, failure to disclose some or all of this information may result in the CBP's inability to conduct the required background investigation.

ii.2 SAMPLE LETTER – REQUESTING CBP ACCESS FOR NEW EMPLOYEE

DATE

U.S. Customs and Border Protection
Port Director
Attn: CBP Airport Security Office
300 Rodgers Blvd. #66
Honolulu, HI 96819

Employer CBP Bond #:

A CBP ___ security access seal is requested for:

Name:
DOB:
Sex:
SSN:

Job Title:
Detailed Job Description:

FIS swipe access required: ___ Yes ___ No

A background check has been performed to the extent allowable by law, including the applicant's references and employment history for the preceding ten years. To the best of my knowledge, the applicant meets the conditions necessary to perform functions associated with employment in the CBP airport secured areas.

Signature of Authorized Signatory

Printed Name
Title

The above signatory has reviewed all of the applicant's documents and attests that they are accurate and complete. We understand CBP will turn away any applicant with incomplete or inaccurate documents.

LINDA LINGLE
GOVERNOR



BARRY FUKUNAGA
INTERIM DIRECTOR

Deputy Directors
FRANCIS PAUL KEENO
BRIAN H. SEKIGUCHI
BRENNON T. MORIOKA

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION - OAHU DISTRICT
HONOLULU INTERNATIONAL AIRPORT
300 RODGERS BOULEVARD, #12
HONOLULU, HAWAII 96819-1830

IN REPLY REFER TO:

AIR-OSM

2007

TO: DISTRICT CUSTOMS DIRECTOR, HONOLULU DISTRICT
300 Rodgers Boulevard, #66
Honolulu, Hawaii 96819

FROM: Joseph Guyton
Security Manager

SUBJECT: FINGERPRINT CLEARANCE

_____ has an Air Operations Area badge to gain access
to the Security Identification Display Area.

This individual has been fingerprinted on _____ and the State of Hawaii,
DOT, I.D. Office has the results on file.

If you have any questions, please call Annette White at (808) 836-6427.

Athena Caluya

Annette White

Doreen Souza

Rachell Yadao

Doreen Kahinu

iii SAMPLE LETTER - REQUESTING TEMPORARY CBP ACCESS

DATE

U.S. Customs and Border Protection
Port Director
Attn: CBP Airport Security Office
300 Rodgers Blvd. #66
Honolulu, HI 96819

(Name of Company) would like to request temporary access into the CBP secured areas for the following individual(s):

Name:
Job Title:
DOB:
Passport No:
Reason access required:

Date(s) access required:

Please contact _____ at _____ should you require additional information. Should this request be granted, please call _____ at _____ or fax an approved copy of this request to (facsimile number).

We understand that our visitor must be escorted at all times by one of our properly badged (CBP access seal) employees and must also have on his person, a copy of this approved request.

Signature of Authorized Signatory

Printed Name
Title

iv SAMPLE LETTER – NOTIFICATION TO SURRENDER CBP ACCESS

DATE

U.S. Customs and Border Protection
Port Director
Attn: CBP Airport Security Office
300 Rodgers Blvd. #66
Honolulu, HI 96819

The following employee(s) no longer require access into CBP airport secured areas:

NAME DOB AOA BADGE NO. EFFECTIVE SURRENDER DATE

ALPHABETICALLY BY LAST NAME

AOA badge returned: _____

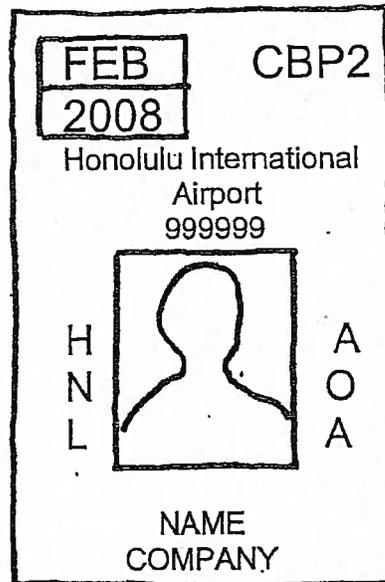
In the process of retrieving AOA badge (will be turned in as soon as we retrieve): _____

Signature of Authorized Signatory

Printed Name

Title

Attach copy of badge =====>
Being surrendered



v SAMPLE LETTER – NOTIFICATION OF LOSS/STOLEN AOA BADGE

DATE

U.S. Customs and Border Protection
Port Director
Attn: CBP Airport Security Office
300 Rodgers Blvd. #66
Honolulu, HI 96819

The following employee reported the lost of his/her AOA badge with embossed CBP seal (*or the theft of his/her AOA badge with embossed CBP seal*):

<u>NAME</u>	<u>AOA BADGE NO.</u>	<u>ACTUAL DATE OF LOSS (<i>or theft</i>)</u>	<u>SHERIFF'S RPT #</u>
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Please authorize the AOA office to issue a replacement CBP ___ seal. Should you require more information, please call _____ at _____.

Signature of Authorized Signatory

Printed Name
Title

vi SAMPLE LETTER – REQUEST TO CHANGE EMPLOYEE'S NAME

DATE

U.S. Customs and Border Protection
Port Director
Attn: CBP Airport Security Office
300 Rodgers Blvd. #66
Honolulu, HI 96819

The following employee has recently undergone a legal name change. Please re-issue a CBP ___ seal in his/her new name.

FORMER NAME

NEW NAME

He/She has been instructed to bring the original legal document effecting the name change. Should you require more information, please call _____ at _____.

Signature of Authorized Signatory

Printed Name

Title

