

PORT OF PENSACOLA TWIC ESCORTING POLICY

In accordance with 33 CFR 101.514, effective December 30, 2008, all persons requiring unescorted access to restricted access areas of the Port of Pensacola (POP) facilities must possess a Transportation Worker Identification Credential (TWIC). A TWIC must be obtained via the procedures established by TSA in 49 CFR Part 1572.

Persons seeking access to POP facilities who do not possess a TWIC may only enter POP facilities with a POP approved TWIC escort as a side-by-side companion. Each approved TWIC escort will be allowed to escort a maximum of five (5) individuals at any one time.

Persons who are granted escort privileges must possess a valid TWIC and a valid POP escorting credential and must be sponsored by their employers to serve as TWIC escorts within POP restricted access areas. Such persons must be direct full-time employees of the employer submitting the nomination, and may not be nominated by more than one employer.

The employer must submit the application for escort privileges on forms supplied by the Port and the sponsoring employer must agree to accept all responsibilities for sponsored employees meeting the requirements of TWIC related to restricted access areas and agree to accept any fine or liability imposed upon POP by the U.S. Coast Guard, or other federal entities, for failure of such employees to fulfill those responsibilities.

TWIC escorting privileges are granted at the sole discretion of the Port, for a period determined by and at the sole discretion of the Port, and the Port reserves the right to deny granting escorting privileges or to suspend, revoke or deny renewal of escorting privileges previously granted, as follows:

- (1) Submittal by an employer or nominated applicant of false or misleading information
- (2) Failure to adhere to the policies, rules and regulations of the Port or other applicable federal, state or local laws and regulations, including, but not limited to
 - Any attempt to gain entrance to the Port's facilities, or restricted areas within its facilities, through fraud or deception
 - Any attempt to bypass established entry points
 - Use or attempted use of a credential issued to anyone other than the approved TWIC escort, or loaning of an approved TWIC escort credential to another person
 - Failure to perform escorting duties in the manner prescribed in this policy
- (3) Submittal by an approved TWIC escort of false or misleading information or refusing to cooperate in a security-related investigation
- (4) Conviction of an approved TWIC escort of any offense for which he or she would have initially been denied approval in accordance with the policies of the Port
- (5) Failure to present a TWIC upon request or loss of TWIC privileges, or
- (6) An employer no longer meets the criteria under which its eligibility was initially established or an approved TWIC escort leaves the employment of the company for which escorting privileges were approved.

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The following employers are eligible to apply for TWIC escorting privileges:

- Tenants leasing land, buildings or office space within the boundaries of POP restricted access areas;
- Steamship agents who are licensed by POP;
- Companies who are licensed by POP to provide transportation services for such POP licensed steamship agents or tenants;
- Companies who have been licensed by POP to provide guard services;
- Regulated public utilities providing services to the Port or tenants leasing land or buildings within the boundaries of POP restricted access areas;
- POP employees designated by the Port, and
- POP Security as described in POP Terminal Tariff item number 200b;
- Other companies to which the Port approves TWIC Escorting privileges.

Each sponsoring tenant, licensed steamship agent, licensed transportation company, licensed guard service or public utility may nominate a maximum of five (5) direct full-time employees for TWIC escort privileges. Requests for additional nominations by eligible sponsoring employers will be considered on a case-by-case basis.

No person may act as an escort until such person has been approved by the Port and has met the training requirements listed in 33 CFR 105.215, (Security training for all other vessel/facility/OCS facility personnel). Specifically, escorts must have knowledge of POP escorting procedures, and the procedures and contingency plans determined by the Port if an escorted individual is engaged in activities other than those for which escorted access was granted.

Approved TWIC escorts may escort a maximum of five (5) persons who do not possess required POP credentials and must receive permission to enter port property at the appropriate access point and apply for visitor's access credentials for escorted persons at the Port's Main Gate. Such escorted persons must be logged into the custody of the approved TWIC escort by Port Security upon arrival and logged out by Port Security upon departure from restricted access areas.

Approved TWIC escorts must possess a working cellular telephone while engaged in escorting duties in restricted access areas and must immediately report loss of side-by-side contact with escorted individuals, or any suspicious activity engaged in by such escorted individuals, to POP Port Security Officers at 850-436-5075. The approved TWIC escort will not be relieved of custody and responsibility for escorted persons until such persons have been properly released from his or her custody by Port Security Officers.

Requests to visit with ship's officers or crew should be referred first to the Ship's Agent and then to the Port Security Gate in the event that the agent cannot accommodate the request, such persons must be escorted side-by-side from a designated access point to the vessel and from the vessel to a designated access point by an approved TWIC escort.

Crew members, who wish to disembark from the vessel while at berth, must be escorted side-by-side from the vessel to a designated access point or from a designated access point to the vessel by an approved TWIC escort.

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The TWIC escort requirements do not apply to mariners working immediately adjacent to the vessels they are employed aboard while in the conduct of normal operations in support of the vessel (e.g. attach shore ties, perform maintenance, read load lines, load stores, etc.). Such mariners will be permitted limited access to the area immediately adjacent to their vessels without escort.

The following definitions explain terms used in this policy:

Possess means to have physical custody of a credential and to present the credential for inspection when seeking access to restricted access areas.

Restricted access area means any area located within the boundaries of POP regulated facilities which the Port has designated as a restricted area and has posted signage identifying such areas as restricted areas.

Authorized access point or designated access control facility means a designated entrance/exit location, manned by POP Security Officers, through which access to POP facilities is normally gained.

Approved TWIC escort means an individual holding a valid TWIC and a valid POP escorting credential who has been approved by the Port to escort non-TWIC holders on POP premises.

Escorting means ensuring that the escorted individual is continuously accompanied while within POP facilities in a manner sufficient to observe whether the escorted individual is engaged in activities other than those for which escorted access was granted.

ISSUED: December 10 2008
EFFECTIVE: December 30, 2008