



**Transportation  
Security  
Administration**

*U.S. Department of  
Homeland Security*  
**United States  
Coast Guard**



# **TWIC Enrollment Port Brief**

**Prepared for  
U.S. Coast Guard, Captains of the Ports, Port Authorities, Union Leaders & Employers**

**June 6, 2007  
Presented by: Lockheed Martin and Deloitte Consulting LLP**



# AGENDA

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## Introductions

- Lockheed Martin, Deloitte Consulting LLP

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## Program Field Organization

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## Our Mission

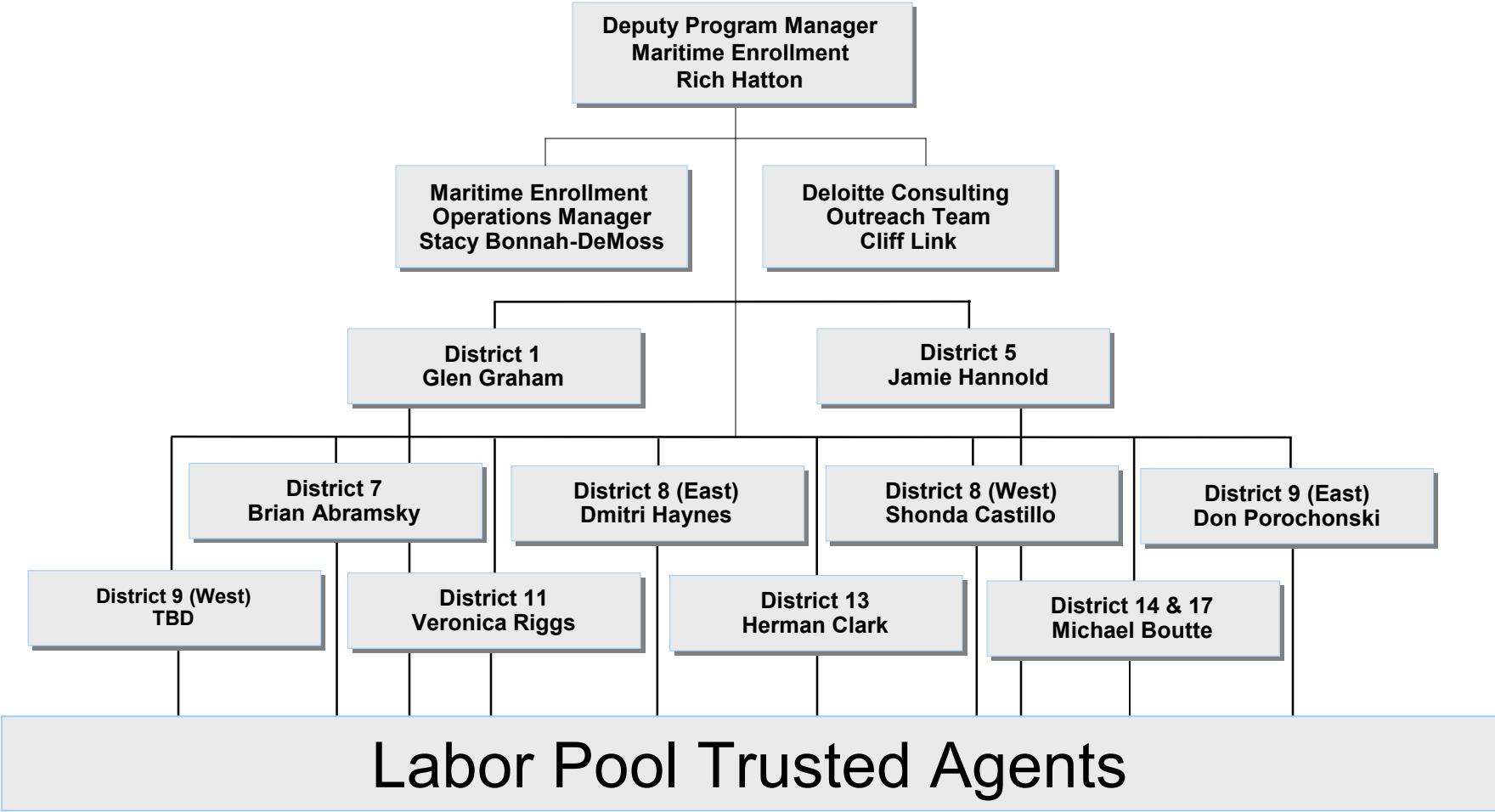
- Outreach and Communications
- Identify and Secure Enrollment Facilities
- Enroll TWIC Applicants and Deliver TWICs

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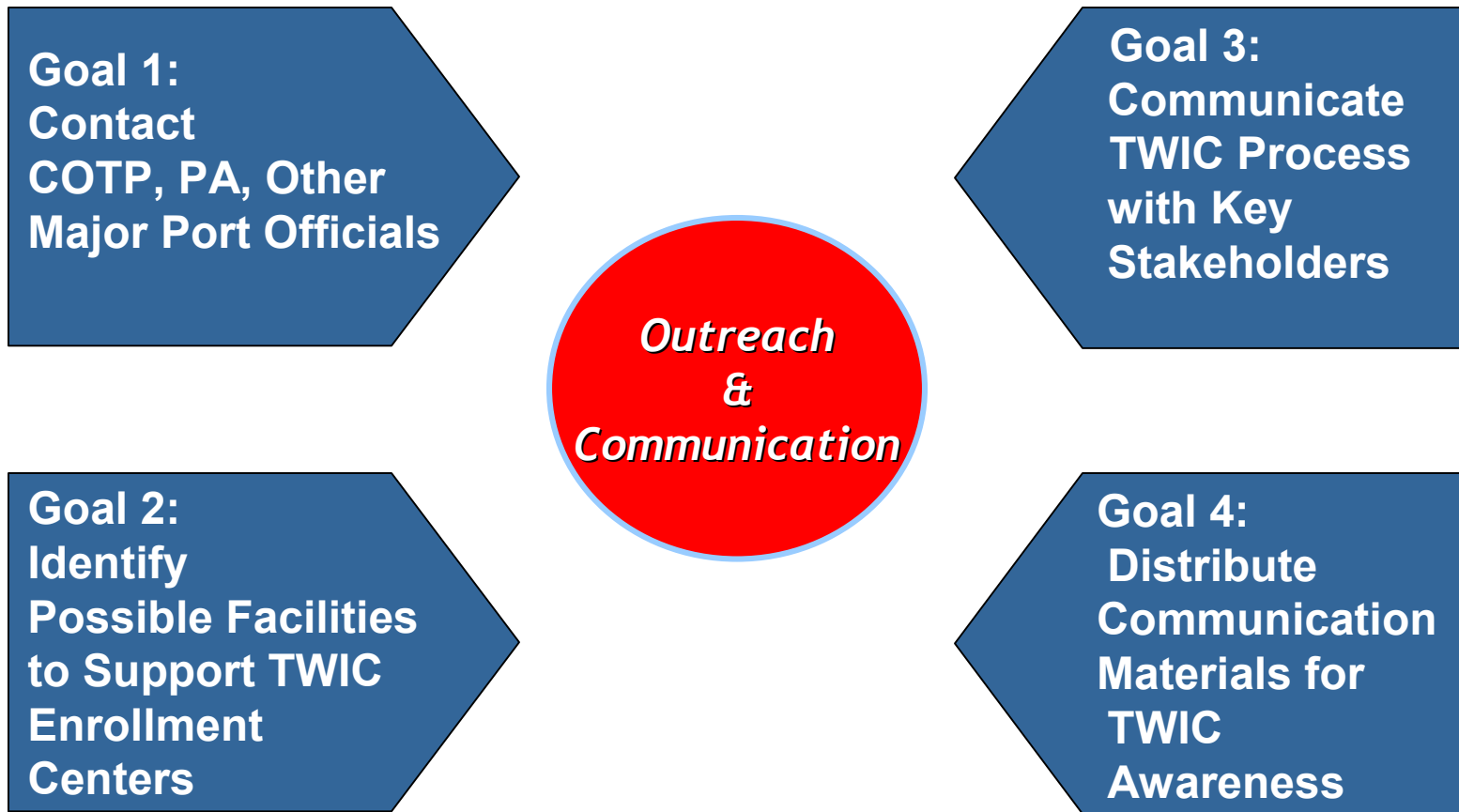
## Deployment Approach

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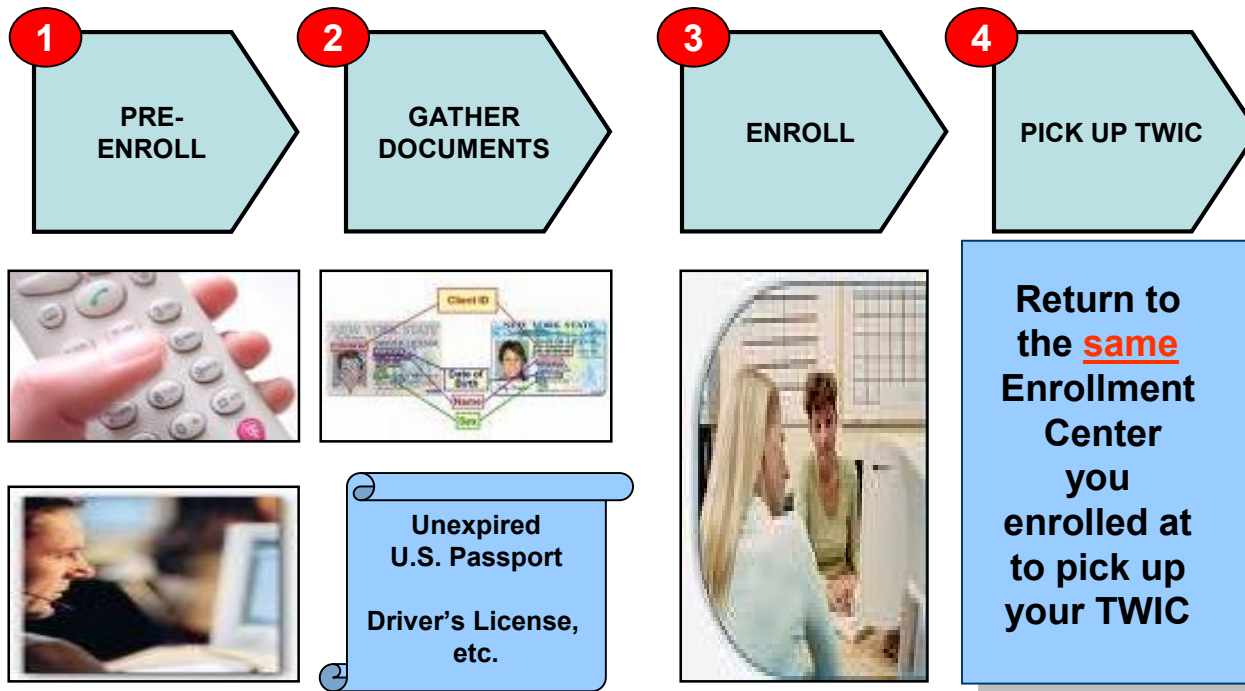
# LOCKHEED MARTIN TWIC FIELD ORGANIZATION



# OUTREACH & COMMUNICATION



# HIGH LEVEL ENROLLMENT PROCESS



# PRE-ENROLLMENT

## Pre-Enrollment Options

- Web Site
  - [www.tsa.gov/twic](http://www.tsa.gov/twic)
- Call Center
  - **1- 866-DHS-TWIC**  
**1- 866-347- 8942**
- Pre-enrollment capability at larger sites



## **PRE-ENROLLMENT (continued)**

### **By Pre-enrolling you will:**

- Receive an appointment time and avoid lines at the Enrollment Center
- Provide your personal information ahead of time and in a secure manner
- Save about five minutes at Enrollment Center
- No payment until you enroll at the Enrollment Center
- The following information will be needed:
  - Name, DOB, Address, Contact information
  - Employment information
  - Current and Previous Mailing Addresses
  - Height, Weight, Hair and Eye Color
  - City, State, Country of Birth
  - Alien Registration Number (If Applicable)
  - CDL and State of Application of any HME held
  - Passport Number (Optional)
  - Social Security Number (Optional)

# REQUIRED DOCUMENTATION

At the Enrollment Center applicants **must** provide the appropriate documents in order to verify their identity.

## List A (Any 1 of list below)

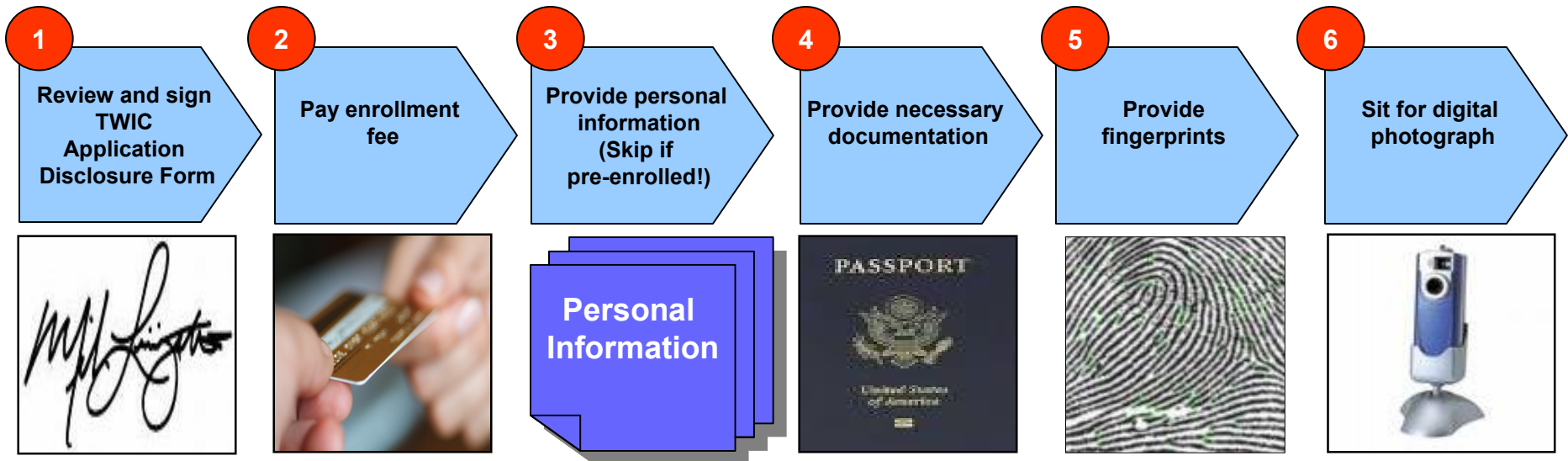
- Unexpired U.S. Passport
- Unexpired Permanent Resident Card or Unexpired Alien Registration Receipt Card with photograph
- Unexpired Foreign Passport with one of the following:
  - ❖ I-551 Stamp;
  - ❖ Attached INS Form I-94 indicating unexpired employment authorization;
  - ❖ Unexpired Employment Authorization Document (I-766);
  - ❖ Unexpired Employment Authorization Card (INS-688B);**OR** with one of the following  
Unexpired Visas: E-1, E-2, E-3, H-1B, H-1B1, L-1, O-1, TN, M-1, C-1/D
- FAST (Free and Secure Trade) Card
- Merchant Mariner Document (MMD)

Or

## List B (Need two and one must be a government-issued photo ID)

- U.S. Certificate of Citizenship (N-560, 561)
- U.S. Certificate of Naturalization (N-550 or 570)
- Driver's license or ID card issued by a State or outlying possession of the United States
- Original or certified copy of birth certificate issued by a State, county, municipal authority, or outlying possession of the United States bearing an official seal
- Voter's Registration Card
- U.S. Consular Report of Birth Abroad
- U.S. Military ID or U.S. Retired Military ID
- Military Dependent's Card
- Expired U.S. Passport
- Native American Tribal Document
- U.S. Social Security Card
- U.S. Citizen Card I-197
- U.S. Military Discharge Papers DD-214
- Department of Transportation (DOT) Medical Card
- Civil Marriage Certificate
- MML (Merchant Mariner License) bearing an official raised seal, or a certified copy

# AT THE ENROLLMENT CENTER



- **Cost:**
  - A TWIC costs \$137.25 or
  - Current MMD, MML, HME or FAST card holders \$105.25
- **Payment:**
  - Credit Card (Visa, MasterCard)
  - Money Order
  - Certified Check
  - Employers/Organizations paying for employees may choose to pay by Corporate Check, or may issue “pre-paid” debit cards to employees
- **No Cash or Personal checks will be accepted**
- **Estimated time: 10 minutes (if pre-enrolled)**

# DISCLOSURE AGREEMENT

- All TWIC applicants will be required to sign a Disclosure Agreement Form
- Applicant must disclose prior military service
- Applicant must disclose known applicable disqualifying offenses
- Applicant consents to background check and security threat assessment
- Applicant certifies immigration status
- Applicant acknowledges obligation to notify TSA if convicted of a disqualifying offense
- Applicant certifies that all information is accurate and provides signature

# PERMANENT DISQUALIFYING OFFENSES

As identified in section 1572.103 of the final rule (“unlimited look back”):

1. Espionage or conspiracy to commit espionage
2. Sedition or conspiracy to commit sedition
3. Treason or conspiracy to commit treason
4. A federal crime of terrorism (18 U.S.C. 2332(g)) or comparable State law
5. A crime involving a TSI (transportation security incident). Note: A transportation security incident is a security incident resulting in a significant loss of life, environmental damage, transportation system disruption, or economic disruption in a particular area. The term "economic disruption" does not include a work stoppage or other employee-related action not related to terrorism and resulting from an employer-employee dispute.
6. Improper transportation of a hazardous material under 49 U.S.C. 5124 or a comparable state law
7. Unlawful possession, use, sale, distribution, manufacture, purchase...or dealing in an explosive or explosive device
8. Murder
9. Threat or maliciously conveying false information knowing the same to be false, concerning the deliverance, placement, or detonation of an explosive or other lethal device in or against a place of public use, a state or government facility, a public transportation system, or an infrastructure facility
10. Certain RICO (Racketeer influenced and Corrupt Organizations) Act violations where one of the predicate acts consists of one of the permanently disqualifying crimes
11. Attempt to commit the crimes in items (1)-(4)
12. Conspiracy or attempt to commit the crimes in items (5)-(10)
13. Convictions for (1)-(4) are not eligible for a waiver.

# INTERIM DISQUALIFYING OFFENSES

Conviction within 7 years, or release from incarceration within 5 years of application, and indictments or wants/warrants associated with the crimes listed below until released:

- Unlawful possession, use, sale, manufacture, purchase, distribution...or dealing in a firearm or other weapon
- Extortion
- Dishonesty, fraud, or misrepresentation, including identity fraud and money laundering (except welfare fraud and passing bad checks)
- Bribery
- Smuggling
- Immigration violations
- Distribution, possession w/ intent to distribute, or importation of a controlled substance
- Arson
- Kidnapping or hostage taking
- Rape or aggravated sexual abuse
- Assault with intent to kill
- Robbery
- Fraudulent entry into a seaport
- Lesser violations of the RICO (Racketeer Influenced and Corrupt Organizations) Act
- Conspiracy or attempt to commit crimes listed on this page

## AFTER INITIAL APPLICATION

- Applicants will be notified by phone or email when their TWIC is ready.
- Applicants must return to TWIC Enrollment Center to pick up their TWIC.
- If an applicant receives a notice that they have been disqualified, they will also receive information that clarifies the appeal and waiver process.
- In the event of disqualification, the applicant **will** be notified. If TSA has reliable information concerning an imminent threat posed by an applicant, the employer, facility, vessel owner, or COTP **may** be notified. On the TWIC Application Disclosure Form, the applicant certifies the following statement in writing:  
***“I acknowledge that if the Transportation Security Administration determines that I pose a security threat, my employer, as listed on this application, may be notified....”***
- Applicants are encouraged to reapply if their initial disqualifying offense is no longer applicable. Applicants will need to understand the nature of the initial disqualification and the corresponding look-back periods of 5 or 7 years if applicable. Reapplying can occur as long as there are no secondary disqualifying events.
- Individuals are required to notify TSA if they are convicted of a disqualifying offense (once they are a TWIC holder) or no longer meet the immigration standards.

## PICK UP YOUR TWIC

- Return to the **same** Enrollment Center you enrolled at
- Pick up and activate your TWIC
- Don't forget your PIN
- That's it! Estimated time: 5 minutes
- Note: Mobile Enrollment Center applicants will be required to pick up TWIC at nearest Fixed Enrollment Center unless previously negotiated with local Lockheed Martin Field Coordinator

# ENROLLMENT CENTERS

Approximately 130 Enrollment Centers will be located throughout the U.S. and its territories

## Port Location

Anchorage, AK  
Juneau, AK  
Nikishka, AK  
Valdez, AK  
Mobile, AL  
Guntersville, AL  
Helena, AR  
Samoa, AS  
Long Beach, CA  
Los Angeles, CA  
Oakland, CA  
Richmond, CA  
San Diego, CA  
San Francisco, CA  
Stockton, CA  
Port Hueneme, CA  
Bridgeport, CT  
New Haven, CT  
New London, CT  
Wilmington, DE  
New Castle, DE  
Jacksonville, FL  
Miami, FL  
Port Everglades, FL  
Tampa, FL

## Port Location

Palm Beach, FL  
Panama City, FL  
Pensacola, FL  
Port St. Joe, FL  
Port Canaveral, FL  
Port Manatee, FL  
Savannah, GA  
Brunswick, GA  
Guam, GU  
Honolulu, HI  
Hilo, HI  
Kahului, Maui, HI  
Chicago, IL  
Burns Harbor, IN  
Indiana Harbor, IN  
Gary, IN  
Mt. Vernon, IN  
Louisville, KY  
Baton Rouge, LA  
Lake Charles, LA  
New Orleans, LA  
Plaquemines, LA  
Morgan City LA  
Boston, MA  
Fall River MA

## Port Location

Baltimore, MD  
Portland, ME  
Detroit, MI  
Muskegon, MI  
Calcite, MI  
Escanaba, MI  
Marine City, MI  
Port Dolomite, MI  
Port Inland, MI  
St. Claire, MI  
Stoneport, MI  
Minneapolis, MN  
Duluth-Superior, MN  
Two Harbors, MN  
Kansas City MO  
St. Paul MO  
St. Louis, MO  
Vicksburg, MS  
Gulfport, MS  
Pascagoula, MS  
Biloxi, MS  
Greenville MS  
Morehead City, NC  
Portsmouth, NH  
New York/  
New Jersey, NJ

## Port Location

Buffalo, NY  
Port Jefferson, LI, NY  
Cleveland, OH  
Ashtabula, OH  
Conneaut, OH  
Lorain, OH  
Marblehead, OH  
Toledo, OH  
Cincinnati, OH  
Fairport Harbor, OH  
Sandusky, OH  
Tulsa, OK  
Portland, OR  
Coos Bay, OR  
Philadelphia, PA  
Pittsburgh, PA  
Chester, PA  
Penn Manor, PA  
Marcus Hook, PA  
Ponce, PR  
San Juan, PR  
Providence, RI  
Charleston, SC  
Memphis, TN  
Nashville, TN

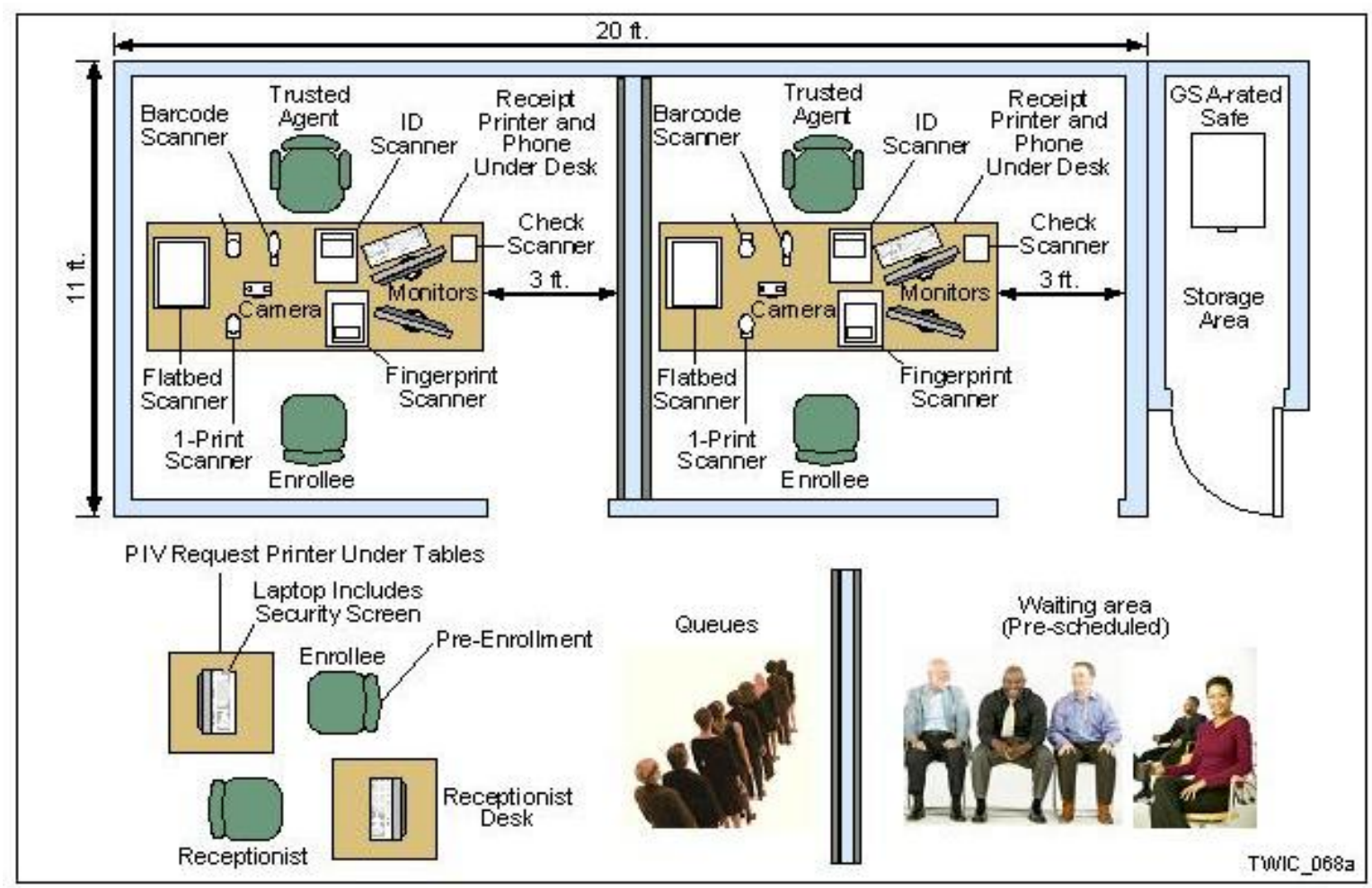
## Port Location

Chattanooga, TN  
Beaumont, TX  
Brownsville, TX  
Corpus Christi, TX  
Houston, TX  
Port Arthur, TX  
Texas City, TX  
Victoria, TX  
Freeport, TX  
Galveston, TX  
Matagorda, TX  
Norfolk, VA  
Newport News, VA  
St. Thomas, VI  
St. Croix, VI  
Seattle, WA  
Tacoma, WA  
Anacortes, WA  
Everett, WA  
Kalama, WA  
Longview, WA  
Vancouver, WA  
Milwaukee, WI  
Green Bay, WI  
Huntington, WV

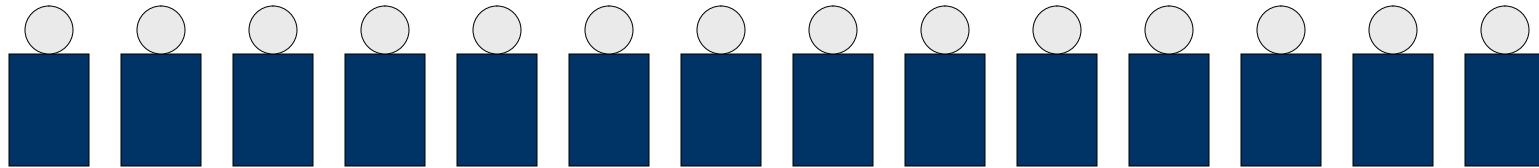
# ENROLLMENT CENTER TYPES

- **Port Stakeholders are encouraged to immediately nominate potential “Fixed” Enrollment Center locations.**
- **Fixed Enrollment Center Characteristics**
  - Longer term duration (months to years), will possibly remain as an enrollment center through sustainment period (after initial “ramp up” enrollment period).
  - Acts as hub for enrollment in port/ sector.
  - Accessible to all port workers, regardless of employer or job function.
- **Employers and unions are encouraged to request services of “mobile” enrollment stations to facilitate quick enrollment with minimal time away from workplace.**
- **Mobile Enrollment Center Characteristics**
  - Temporary basis, designed to allow for efficient enrollment of employees/members.
  - Deployed from fixed center to large employers or unions upon request and approval.
  - May be open to an employer to accommodate solely their employees and/or members or all port workers.
  - No additional cost to requesting organization.
  - Prefer internet access, phone line, in private conference room/office.
  - Availability of mobile centers dependent on demand. Requesting organizations will be contacted by Lockheed Martin team prior to port enrollment start date.

# TYPICAL ENROLLMENT CENTER LAYOUT



# ENROLLMENT CENTER STAFFING



## Trusted Agents (TAs) & TA Supervisors

- Identification of Candidates recruited locally 2 months prior (when possible)
- 5 Weeks for Vetting (when possible)
- One Week On-Site Training
- Enrollment centers will be set up 1 week before enrollment start date
- Threat Assessment/Background Check is more rigorous as TAs are subjected to be vetted as contract employees in addition to being TWIC'd.

# FORMAL NOTIFICATION PROTOCOL

- **USCG Notify COTPs of Enrollment Schedule**
- **LM Team Will Contact each site to communicate enrollment details, obtain facility nominations, secure facilities, set up enrollment stations, and commence enrollments.**
- **Public Notification via Federal Register and [www.tsa.gov/twic](http://www.tsa.gov/twic)**

# CONCLUSION

**The TWIC Team is committed to the successful deployment of the program throughout the maritime transportation sector.**

**We need your commitment to make the TWIC program a success!**

**Please forward the following to [alinderman@deloitte.com](mailto:alinderman@deloitte.com):**

- Nominations for TWIC Enrollment Centers (Fixed or Mobile)**
- Key Points of Contact (POCs) for Coast Guard, Port Authorities, Employers and Unions operating at port (to facilitate mass communications)**
- Feedback on issues, obstacles, and overall activity**

## **CONTACT INFORMATION**

### ***Deloitte Consulting LLP:***

- Teri Helenese (thelenese@deloitte.com) 703-862-1226
- Andy Linderman (alinderman@deloitte.com) 202-997-6327

### ***Transportation Security Administration:***

- 1-866-DHS-TWIC (866-347-8942)
- credentialing@dhs.gov