

### Slide 19: Activity – Pat-down



#### Activity: Pat-down Drill

**Purpose:** To perform a Pat-down for the first time

**Duration:** 10 minutes

**Materials:** Gloves.

#### Instructor Actions:

1. Have participants wear gloves, remove footwear, and divest items as required in the actual procedure.
2. Have participants line up in two lines across the room, facing a same gender partner. If a participant does not have a same gender partner, one or more instructors shall pair up with the participant(s).
3. Explain that one side of the line will perform the pat-down procedure on their partner as the instructor describes each step of the procedure.
  - Tell participants that they are not expected to perform the procedure perfectly. This activity is to get the first Pat-down “out of the way” and to practice the order of coverage. There will be more opportunity for practice.
4. In 5 minutes or less, list the areas to be patted down for the at-down, in the correct order.
5. Ensure they are performing each step on their partner in time with the instructions.
6. Once the first “round” of Pat-downs is complete, ask participants to switch roles. Guide the next group through the steps of the pat-down procedure.
7. Request that participants remain divested.
8. When complete, ask participants to return to their seats.
9. Debrief the activity by telling the participants they will gain a level of comfort with the procedure as they perform it several more times in the classroom, in the labs, and during On the Job Training (OJT).



**Instructor Note:** This activity is not the time for correction or perfection in procedural performance. The purpose is to give the participant a basic comfort level in performing the Pat-down.

**Transition:** Now let’s discuss some of the circumstances that involve modifications to the pat-down procedures we just practiced.

**Slide 20: Opposite Gender Screening**

**Instructor Action:** Review the following key points:

- In some rare instances, it may be necessary to conduct opposite gender screening.
- Airports may conduct opposite gender screening under extraordinary circumstances (for example, staffing shortage emergencies) only when authorized according to TSA Standard Operating Procedures (SOP) and approved by the Federal Security Director (FSD).



**Slide 21: Step Forward Method Stance**

**Instructor Actions:**

- Review the following key points:
  - For individuals wearing skirts, dresses or robes, the Step Forward Method Stance is used to assist with searching their legs.
  - If an individual's skirt is loose or has an elastic waistband, ask the individual to hold on to the waistband.
  - The Pat-down is to be conducted in the same order of coverage specified in the SOP.



(b)(3):49 U.S.C. § 114(r)



Demonstrate Step Forward Method Stance on another instructor wearing a sarong while explaining the procedure.

- Position the individual in the Step Forward Method Stance by advising them to:
  - Place feet shoulder-width apart
  - Take one step forward and angle the leading foot outward
  - The size of the step may vary with each individual
  - Make sure the stance will allow searching from the top of the inner thigh
  - (b)(3):49 U.S.C. § 114(r)
- After searching one leg, ask the individual to:
  - Step back
  - Then step forward with the other leg out, angling the leading foot outward
  - Pat-down the leg, (b)(3):49 U.S.C. §

**Instructor Note:** Use another instructor (of the same gender), to ensure all participants are able to view the demonstration.

Emphasize that it is necessary to pay attention to the procedures for both males and females.

**Slide 22: Suspicious Area Resolution**

**Instructor Actions:**

- Review the following key points:
  - If the TSO determines there is an item concealed on the individual's body, ask the individual if there is anything placed in the area of suspicion.
  - If the TSO is unable to decide whether an area on the individual's body is hiding an item, the TSO must ask the individual if an item has been placed in that area and if he or she is able to remove it.
  - If the individual removes an item that is not prohibited, search the area again. Continue the Pat-down.



Ask the following question:

- **Why is it important to search the suspicious area again after the item was removed?**

*Answer: To make sure that there is nothing else hidden in the area besides the item that was divested.*

### Slide 23: Suspicious Area Resolution

#### Instructor Actions:

- Review the following key point:
  - Notify the STSO if the individual refuses to remove the item or if the removal of the item does not clear the area.



Facilitate a brief discussion using the following questions:

- **What should you do with items that are divested during the Pat-down?**

*Answer: Divested property that is not prohibited must be screened either through x-ray examination or physical inspection.*

- **What do you think you should do if you think an individual transferred an item to different pocket during the Pat-down?**

*Answer: A TSO must patdown an area again if they believe an item was transferred*

- **How do we stay mission-focused when an alarm or anomaly item is located in a sensitive area?**

*Answers will vary, and should include:*

- *Resolve all alarms. If a passenger or item alarms, the TSO should be alarmed*
- *An individual with evil intentions would want to make a TSO uncomfortable with resolution, in the hope that the TSO would avoid the resolution*
- *The responsibility is to resolve alarms not to clear passengers*
- *Use critical thinking*
- *When in doubt, call the STSO, and use your network of resources*

**Slide 24: Suspected Improvised Explosive Device (IED) Component Discovery**

**Instructor Actions:**

- Review the following key point:
  - Individuals may be carrying IED components on their body.
  - TSOs must maintain constant vigilance for non-prohibited items that have characteristics of IED components that can be incrementally assembled.



Ask the following question:

- **What are some examples of items that might have characteristics of IED components?**

(b)(3):49 U.S.C. § 114(r)

- Review the following key point:
  - If a firearm or IED is suspected, immediately notify the STSO. The TSO is not to ask the individual to remove the suspected firearm or IED.



Ask the following question:

- **What are the procedures for the disposition of an asterisk prohibited item found during the screening of individuals, except firearms or IEDs?**

*Answer: Immediately notify the STSO, and:*

- *Ask the individual to surrender the prohibited item.*
- *If the individual relinquishes the item, dispose of the item following local procedures.*
- *If the individual does not relinquish the item, do not attempt to physically take the object away from the individual. Advise the STSO.*

**Slide 25: STSO Notifications**

**Instructor Action:** Review the following key points:

- Notify the STSO if an individual:
  - Becomes irate, unruly, or engages in any other behavior that prevents the TSO from conducting the Pat-down search
  - Departs the screening checkpoint before completing the screening process
  - Requests to speak to an STSO
  - Requests a private screening (if not already in a private screening area)
  - Has a suspicious area that cannot be satisfactorily cleared
  - Has an actual or possible asterisk prohibited item that is discovered
- You must also notify an STSO if:
  - The ETD machine alarms during the TSO's ETD screening of his or her gloved hands
  - Suspected IED or firearm components are discovered on an individual's person



## Slide 26: Activity – Pat-downs



### Activity: Pat-downs

**Purpose:** To gain practice in conducting a Pat-down

**Duration:** 1 hour, 15 minutes

(b)(3):49 U.S.C. § 114(r)



### Instructor Actions:

1. Have participants form groups of 2 to 3 and practice the Pat-down, suspicious area resolution, and the Step Forward Method.
2. Participants can use any of the hidden items listed to hide on their person during the Pat-down.
3. When time is up, ask participants to return to their seats.



Debrief participants by asking the following questions:

- **Which procedures of the pat-down were challenging for you?**

*Answers will vary.*

- **Have you come up with a way that will help you remember the procedures for the pat-down?**

*Answers will vary.*

- **Why is it important to communicate effectively and remain vigilant during a Pat-down?**

*Answers will vary, but may include:*

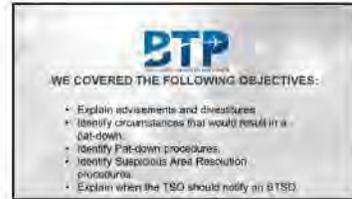
- *This procedure is most likely the final screening an individual will receive before being allowed to enter the sterile area and board an aircraft.*
- *The procedure must be complete in order to make sure there are no items missed.*
- *Effective communication is essential to gaining compliance from the individual.*

**Transition:** There will be other opportunities to practice these searches during labs. Let's review what we have learned.

**Slide 27: Lesson Conclusion**

**Instructor Actions:**

- Review the following:
  - We covered the following objectives:
    - Explain advisements and divestitures.
    - Identify circumstances that would result in a Pat-down.
    - Identify pat-down procedures.
    - Identify Suspicious Area Resolution procedures.
    - Explain when the TSO should notify an STSO.



You may use the questions below to ensure objectives have been met:

- **What are some ways we model the pat-down procedure for individuals?**

*Answers will vary, but may include that we:*

- *Use our hands to show how we will be patting them down*
- *Show them how we want them to stand with their hands to the side palms up*
- *Provide hands-off demonstration for sensitive areas and upper inner thigh procedures*

- **If an area on the body is unclothed, how do we ensure that area is clear?**

*Answer: Areas of the body that are unclothed should be (b)(3):49 do not touch bare skin.*

- **What challenges will you encounter when conducting the pat-down procedures at the screening checkpoint?**

*Answers will vary, but should include:*

- (b)(3):49 U.S.C. § 114(r)
- [Redacted]
- [Redacted]
- [Redacted]

- **What should the TSO do if he or she discovers an item with possible IED components?**

*Answer: Notify an STSO if you discover suspected IED components on the individual.*

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- **What resources can you use at the screening checkpoint to overcome any of these challenges?**

*Answers will vary, but should include:*

- *Follow the procedures listed in the Screening Checkpoint SOP*
- *Refer to the Screening Checkpoint SOP for clarification*
- *Engage your network*

- **What questions do you have regarding the pat-down lesson?**

*Provide participants with the appropriate answers.*

- Hold a question in the Parking Lot if the answer will be covered in a later lesson. Be sure to remove each question from the Parking Lot when it is answered.



# Transportation Security Officer (TSO) Basic Training Program (BTP)

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Instructor Guide (IG) | Advanced Imaging Technology (AIT)

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**Purpose:**

To perform AIT procedures to include: describing the operation of the AIT machine and its limitations, explaining AIT advisements and divestitures, identifying AIT procedures and AIT alarm resolution procedures, and explaining when the AIT Operators should notify a Supervisory Transportation Security Officer

**Lesson Time:**

2 hours, 45 minutes total  
2 hours, 20 minutes for instruction  
25 minutes for activity

**Structure:**

This IG contains copies of the presentation slides, the corresponding information related to the presentation slide, icons, Review or Tie-in, Overview, Motivation, Objectives (ROMO), Transitions, Instructor Notes, Instructor Actions, key points, questions, and answers.

- ROMO – includes examples of how to transition between lessons; these can be read verbatim or used for guidance
- Transition – includes examples of how to transition between topics; these can be read verbatim or used for guidance
- Instructor Note – includes notes for the instructor that are for awareness or further information
- Instructor Action – includes actions the instructor must take

**Instructor Materials**

- Gloves

**Participant Materials**

- Gloves

Icon	Description	Icon	Description
	Identifies where activities take place during the lesson		Identifies where the instructor should ask a question
	Identifies where discussions led by the instructor take place during the lesson		Identifies where video segments are used during the lesson
	Identifies click-based animation		Identifies where the instructor will perform a demonstration
	Identifies materials for the participant to reference for more or specific information		Identifies where the instructor should use the SMART Board during the lesson (if available)
	Identifies where the instructor should use an already-created chart or where discussion points should be captured on a chart		

**Slide 1: ROMO**

**Instructor Action:** Review the following:

- ROMO: You have learned how to perform a Pat-down of individuals; however that is not the primary method of screening individuals. In this lesson, we will learn how to conduct screening of individuals using Advanced Imaging Technology (AIT). AIT is the primary method for screening individuals, and can detect non-metallic as well as metallic items on an individual. This capability makes AIT screening the front line of defense in keeping dangerous prohibited items, concealed on a person, such as Improvised Explosive Devices (IED) out of the sterile area and off of airplanes.
  - Terminal Learning Objective (TLO): Perform AIT procedures.
  - Enabling Learning Objectives (ELO):
    - Describe the operation of the AIT machine.
    - Explain AIT advisements and divestitures.
    - Identify procedures that mitigate the AIT machine’s limitations.
    - Identify AIT screening procedures.
    - Identify AIT alarm resolution procedures.
    - Explain when the Screening Operator (SO) should notify an STSO.



**Slide 2: Introduction**

**Instructor Action:** Review the following key points:

- The AIT is a machine that detects both metallic and non-metallic threats hidden on an individual.
- AIT is the primary method for standard screening of individuals.



Ask the following question:

- **How many of you do not have AITs at your airports?**

*Answers may vary.*

*State the following:*

- *Some airports do not have AIT. In this case, the primary standard screening of individuals is the Walk-through Metal Detector (WTMD).*
  - *If your configuration does not include AIT, you will learn this during on-the-job training.*

### Slide 3: Millimeter Wave Technology

**Instructor Action:** Review the following key points:

- The AIT uses millimeter wave technology.
- Millimeter wave technology uses non-ionizing radio frequency energy in the millimeter wave spectrum.
- The radio waves are emitted by the AIT machine and reflected back from the body or other objects on the body to be analyzed.
- The radio waves do not penetrate the skin or body tissues.
- It uses Automatic Threat Recognition (ATR) software



### Slide 4: Millimeter Wave Technology – Safety

**Instructor Action:** Review the following key points:

- Humans and all surrounding objects generate millimeter wave energy, and people are exposed to it every single day.
- In comparison, the radio frequency energy projected by the L3 AIT unit is 1/10,000<sup>th</sup> of a cell phone transmission.
- The technology meets all known United States and international standards.
- The systems are safe for TSOs and members of the public who are pregnant or have pacemakers or other medical devices.



### Slide 5: How It Works – Scanning

**Instructor Action:** Review the following key points:

- The AIT consists of one cylindrical module that uses millimeter wave technology to scan the individual as follows:
  - The individual stands in the unit in the proper stance without moving
  - The Screening Operator (SO) initiates the scan
  - The unit's two antenna arrays rotate around the body at high speed
  - The unit performs alarm detection automatically on the individual being scanned and upon completion displays scan results
    - An alarm is an area that is identified by a bounding box (es) on the AIT.



**Slide 6: System Components**

**Instructor Action:** Review the following key points:

- The AIT unit has two primary components:
  - Scanner: larger unit itself in which the individual steps in to be scanned
  - System monitor



**Slide 7: System Monitor**

**Instructor Action:** Review the following key points:

- The system monitor is the primary way in which the TSO will interact with the AIT.
- It is a touch screen used to control various functions.
- The system monitor is used to perform the following key functions:
  - Log in and log out of the unit
  - Calibrate (determination of the accuracy of an instrument, usually by measurement of its variation from a standard, to ascertain necessary correction factors.) the unit
  - Initiate scan
  - View scan results
  - View alarm locations
  - Clear scan results
  - View pending results notification
  - Rescan individuals
- If an alarm is present, the avatar image will display a bounding box around the alarm.



**Slide 8: Initiate Scan**

**Instructor Action:** Review the following key points:

- A scan is initiated from the system monitor using the appropriate gender-specific button:
  - Blue = Male “Scan” button
  - Pink = Female “Scan” button
- The male and female scans each incorporate a unique algorithm to detect alarms.



- The detection algorithms incorporate information extracted from a variety of male and female figures representing a cross section of body shapes and sizes. Gender-specific screening detection improves accuracy.

**Slide 9: Privacy**

**Instructor Action:** Review the following key points:

- The AIT uses an avatar to display detection of metallic and non-metallic potential threats.
- This helps to protect the privacy of individuals being screened as the image of the actual individual is never used.
- Some individuals may have concerns about who sees the images.
  - The system only generates a generic avatar image; these are not pictures of the actual individual.
  - No matter how tall, short, large or small the individual is, the avatars always look the same.



Ask participants the following question:

- **If an individual approaches you concerned about the radiation emitted from the AIT, how would you advise them?**

*Answer: The radio waves emitted from this machine do not penetrate the body or skin tissues.*

**Slide 10: AIT Limitations**

**Instructor Action:** Review the following key points:

- There are some limitations to the way the AIT functions.

- (b)(3):49 U.S.C. § 114(r)

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**Instructor Note:** TSOs make up for these limitations through standard operating procedures that will be discussed later in this lesson.

(b)(3);49 U.S.C. § 114(r)

Slide 11: AIT – Models

**Instructor Action:** Review the following key points:

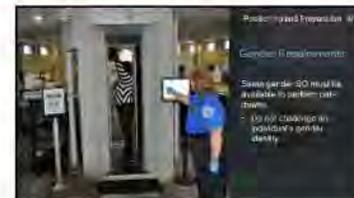
- TSA has two types of AITs, the L3 ProVision SC-100 or AIT-1 and the L-3 ProVision 2 with Advanced Threat Resolution or AIT-2. AIT-2s are about one foot shorter than the L-3 ProVision® AIT-1, which allows them to be placed in airports and lanes with lower ceilings.
- While there are no differences in the screening procedures when operating the AIT-1 versus the AIT-2 machine, there are some equipment differences. More information will be provided to you later in this lesson highlighting the differences among the machines



Slide 12: Gender Requirements

**Instructor Action:** Review the following key points:

- Due to same gender pat-down requirements, it is necessary for a Pat-down to be conducted by an SO of the same gender as the individual presents himself/herself to be.
- Do not challenge an individual's gender or an individual's gender identity.



Slide 13: DO – Role

**Instructor Action:** Review the following key points:

- When present, the Divestiture Officer (DO) is the first point of contact, after Travel Document Checker (TDC), for individuals entering the screening checkpoint.
- The role of the DO is to:
  - Monitor and manage the AIT/WTMD lane
  - Instruct individuals on what to divest
  - Direct individuals who opt out of the AIT to a Dynamic TSO



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- Direct individuals who are not eligible for AIT screening to the WTMD

### Slide 14: SO Responsibilities

**Instructor Action:** Review the following key points:

- The SOs' responsibilities include:
  - Operating the AIT unit, including conducting calibrations
  - Observing individuals for signs of non-divested property
  - Informing individuals of the appropriate AIT stance
  - Reviewing scan results
  - Conducting visual and physical inspections
  - Resolving alarms
  - Maintaining positive control of the individual until all required screening is complete or the individual is handed off for additional screening
  - Notifying the Dynamic TSO, Lead Transportation Security Officer (LTSO) or Supervisory Transportation Security Officer (STSO) when an individual requires additional screening



### Slide 15: Supporting Roles

**Instructor Action:** Review the following key points:

- In addition to a DO, when present, the following screening checkpoint personnel play a supporting role in AIT screening operations.
  - WTMD TSO:
    - Aids the DO in monitoring and managing the AIT queue
    - Conducts WTMD screening of individuals
  - The Dynamic TSO conducts additional screening.
  - The LTSO or STSO:
    - Assists the TSO in resolving alarms not clearable by the TSO, ETD alarms and Possible Threats.



**Transition:** Now that we know the roles and responsibilities associated with operating the AIT, let's discuss who will be screened by this technology.

### Slide 16: Eligible Individuals

**Instructor Action:** Review the following key point:

- Individuals who can stand and walk unassisted for the duration of the screening process and assume and hold the AIT stance for five to seven seconds.



### Slide 17: Ineligible Individuals

**Instructor Action:** Review the following key points:

- Individuals ineligible for AIT screening, include individuals:
  - Who cannot stand or walk unassisted and hold the AIT stance for five to seven seconds, including individuals who need a mobility device such as a cane or crutch to maintain the AIT stance.
  - Who are accompanying and providing assistance to others who are unable to stand unassisted or hold the AIT stance for the required time.
  - With animals
  - Carrying young children
- Individuals ineligible for AIT screening must be directed for WTMD screening and Explosive Trace Detection (ETD) of Hands.
- If the individual is unable to go through or declines WTMD screening, conduct a Pat-down.



### Slide 18: Opt-Out Advisement

**Instructor Actions:**

- Review the following key points:
  - AIT screening is voluntary.
  - If an individual opts out of AIT screening, the DO must:
    - Advise that a pat-down, which will cover sensitive areas, is necessary to ensure the same level of screening.
    - Confirm which procedure the individual prefers.



**Instructor Note:** The advisement on this slide may be used as an example of how to advise opt outs. It does not have to be said verbatim.

- If the individual decides to undergo AIT screening, after hearing the advisement, allow him/her to do so.
- If the individual still wishes to opt out of AIT screening, conduct a Pat-down.



Ask participants the following question:

- **What makes someone an opt-out individual?**

*Answer: An opt-out individual is an individual who is eligible, but decides to undergo a Pat-down instead of AIT screening.*

### Slide 19: Opt-outs

#### Instructor Actions:

- Review the following key points:
  - If an eligible individual opts out of AIT screening:
    - The individual must be positively handed off to a Dynamic TSO.
    - The Dynamic TSO of the same gender as the individual must conduct a Pat-down.
    - A Pat-down is the only approved screening procedure authorized to be conducted as an alternative to AIT screening.



Facilitate a brief discussion using the following questions:

- **What is the last step in a Pat-down?**

*Answer: An ETD of Gloves must be performed.*

- **If an individual who is carrying an animal does not wish to be screened by the AIT due to privacy concerns, what is the process?**

*Answer: An individual carrying an animal is not eligible for AIT screening and should be referred for WTMD screening and an ETD of Hands.*

### Slide 20: Control and Transfer

#### Instructor Action: Review the following key points:

- Individuals handed off to a Dynamic TSO must not be directed through the WTMD.
  - The Dynamic TSO must direct these individuals through the Americans with



Disabilities Act (ADA) gate or other screening checkpoint access points other than the WTMD.

- They must be physically separated from cleared individuals and all accessible property to prevent the passing of prohibited items.
- If physical separation is not possible, a TSO must be assigned to monitor and control the individual's access to cleared individuals and accessible property.
  - If an individual referred for additional screening has unsupervised contact, where a prohibited item could have been passed between individuals and accessible property before additional screening, the cleared individual or accessible property must be rescreened

### Slide 21: Advisements and Divestitures

**Instructor Action:** Review the following key point:

- Remind participants that it is important to provide information describing AIT technology and addressing concerns related to safety and privacy when requested by the individual



### Slide 22: Divestiture

**Instructor Action:** Review the following key points:

- Advise individuals to divest items that may cause AIT alarms and require additional screening. These items include:
  - All items from pockets
  - Small electronics such as pagers, cell phones, and cameras
  - Footwear
  - Do not require individuals to remove wallets or belts
  - Do not ask individuals to remove jewelry; however, bulky necklaces or necklaces with large pendants that could cause an alarm may be recommended to divest



**Instructor Note:** Although passengers are not required to remove belts, TSOs should remain vigilant. If they see a very thick belt or a large belt buckle, they can recommend removal.

### Slide 23: Divestiture Exceptions – Other

**Instructor Action:** Review the following key points:

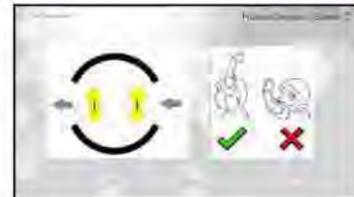
- If requested, the DO should allow individuals to hold the following items in their hands during AIT screening: wallets, boarding passes, money, credit cards, bulky jewelry.
- Items that are held in the individual's hand must be visually and physically cleared by the SO.
  - If such items cannot be cleared by (b)(3):49 U.S.C. § they must be referred to the Dynamic TSO for x-ray screening.
- If not concealed or covered by clothing, (b)(3):49 U.S.C. § 114(r)  
(b)(3):49 U.S.C. § 114(r)



### Slide 24: Process Overview – Stance

**Instructor Actions:**

- Review the following key points:
  - The SO must:
    - Instruct the individual to enter the AIT and stand directly on the footprints, with arms positioned above the head and elbows bent.
    - Press the male (blue) or female (pink) button, according to the gender the individual presents himself/herself to be.
  - The SO works in tandem with the DO in assessing individuals as they approach the AIT unit, advising on divestiture, and directing individuals into the correct stance for AIT Screening.
  - The following directions may be used to help advise individuals on the proper stance:
- Display the following click-based animation:
  -  Enter the AIT unit
    - Turn 90 degrees to the right
    - Stand with feet shoulder-width apart
  -  Stretch arms to shoulder height
    - Face palms forward
    - Raise hands, bending at elbow, to just above the head



- A decal affixed to the inside of the unit also provides instructions on attaining the proper stance.



Perform the following demonstration:

1. One instructor demonstrates an improper AIT stance, while another instructor provides direction on correcting the improper stance.
  - Say to the class: Correcting an improper stance takes very little time, and improves the efficiency of the machine tremendously and could mean the difference between finding or not finding a prohibited item or not.
2. Next, demonstrate the AIT stance and have the participants stand and demonstrate the stance as well.
  - Advise participants that arms must be held high enough with the hands almost touching. (b)(3):49 U.S.C. § 114(r)

**Slide 25: Completion of Scan**

**Instructor Action:** Review the following key points:

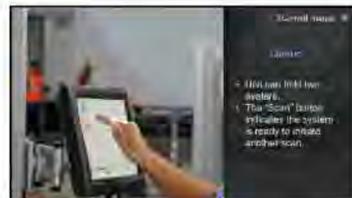
- Upon completion of the scan, the SO must:
  - Direct the individual to exit the AIT
  - Maintain positive control of the individual until the AIT monitor shows the results of the scan
  - While one SO is either waiting for the AIT scan results to appear on the monitor or conducting a Pat-down, the other SO may direct another individual into the AIT and scan that individual.
  - Conduct a Pat-down of alarm areas or refer individuals to a Dynamic TSO to resolve alarm areas. (b)(3):49 U.S.C. § 114(r)



**Slide 26: Scanned Images**

**Instructor Action:** Review the following key points:

- The unit can hold two avatar image results at a time.
- Another individual may be scanned in the AIT while the system monitor continues to display the results of the current scan.
- The presence of the “Scan” buttons on the left side of the system monitor indicates that another scan can be initiated.



**Transition:** Now that we know who will be screened by this technology, let's discuss how to power up and calibrate this technology.

### Slide 27: General System Operation

**Instructor Action:** Review the following key points:

- Follow the steps listed below to prepare the AIT unit for initiating scans.
  1. Turn on machine and log in.
  2. Accept disclaimer.
  3. Clear backlogged messages.
  4. Conduct one motor calibration.
  5. Conduct one clutter calibration consisting of four movements.
  6. Perform operational test.



### Slide 28: Start System

**Instructor Action:** Review the following key points:

- Follow these steps to power up the AIT:
  1. Turn on machine via a rocker switch.
  2. Log in with user name and password.
  3. Accept disclaimer.
  4. Clear backlogged messages.



### Slide 29: Motor Calibration

**Instructor Action:** Review the following key points:

- Motor calibration, completed only during power-up, serves to locate the home position of the arrays.
  - The arrays will make one slow speed scan followed by one high speed scan back to the home position.
  - Motor calibration ensures that the system is working correctly.
- The steps to run a motor calibration include the following:
  1. Ensure that any error messages are cleared by pressing the "Reset" button.
  2. Clear everyone and everything from the ramp and in the unit.



- The SO must ensure that no objects or individuals are inside or leaning against the unit.
  - While the machine is calibrating, objects can cause vibrations and can effect detection quality.
  - Anyone standing on the ramp or leaning on the scanning unit might create vibrations that may be detected by the machine and throw off the calibration.
3. Select "Calibrate" to begin.
- Messages will display across the bottom of the screen in a yellow banner ("Motor Calibration Started" and "Finding Motion").

**Transition:** Once the motor calibration is complete, you will conduct the clutter calibration.

### Slide 30: Clutter Calibration

#### Instructor Actions:

- Review the following key points:
  - Clutter calibration serves to improve image quality.
  - During clutter calibration, arrays move quickly four times, pausing between each movement.
  - The four movements are considered one clutter calibration.
  - A total of four clutter calibration movements must be performed during power-up procedures.
  - One Clutter calibration is also:
    - Required:
      - Every 30 minutes
      - When the "Calibrate" button flashes yellow
      - During power-up
    - Recommended:
      - As often as possible
      - During periods of low throughput



Facilitate a brief discussion using the following questions:

- **What is the difference between a motor calibration and a clutter calibration?**

*Answer: Motor calibrations serve to locate the home position of the arrays. Clutter calibrations serve to improve image quality.*

- **How many calibrations are conducted during power-up procedures?**

*Answer: One motor calibration and one clutter calibration consisting of four movements.*

**Transition:** Now that you have learned how the machine works, you are going to learn how to run operational tests on the two types of AIT: AIT-1 and AIT-2.

### Slide 31: Activity – Knowledge Check



#### **Activity:** Knowledge Check

**Purpose:** To review previously introduced AIT information

**Duration:** 10 minutes

**Materials:** None



**Instructor Actions:** Ask the following questions:



If an individual walks up to the AIT unassisted and says he or she does not want to use the AIT, what is the TSO's response?

*Answer: The individual will be referred for a Pat-down.*



How often is a clutter calibration conducted?

*Answer: Every 30 minutes*



How many avatar image results can the unit hold at a time?

*Answer: Two*



If an individual walks up with a baby, is this person eligible for AIT screening?

*Answer: No, this individual is ineligible for AIT screening.*



How long must an individual hold the AIT stance?

*Answer: 5-7 seconds*



Which button on the left side of the system monitor indicates that another scan can be initiated?

*Answer: The SCAN button*



If an individual who is carrying an animal does not wish to be screened by the AIT, what is the screening process?

*Answer: An individual carrying an animal is not eligible for AIT screening and should be referred for WTMD screening and an ETD of Hands.*



What is the screening procedure for an individual who opts out of the AIT?

*Answer: Those individuals who opt-out of AIT screening will undergo a Pat-down.*



What kinds of threats does the AIT detect?

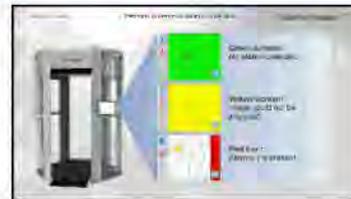
*Answer: Both metallic and non-metallic threats hidden on an individual*

**Transition:** Now, let's talk about some of the scanned images and screens you will see on the system monitor.

**Slide 32: Scanned Images**

**Instructor Action:** Review the following key points:

- After the scan, the system monitor displays color-coded results.
  - Green screen marked "OK": No alarms detected
  - Yellow screen marked "!": Unable to complete a scan or analyze
  - Red bar on the right side of the screen: Alarms detected



**Slide 33: AIT-2 Additional Screen**

**Instructor Action:** Review the following key points:

- The AIT-2 also has an orange screen to indicate Scanner Malfunctions.
- If this screen appears, discontinue use and notify STSO.



**Slide 34: No Alarms**

**Instructor Action:** Review the following key points:

- Green screen marked “OK” or “Clear”: No alarms detected
  - (b)(3):49 U.S.C. § 114(r)
  - Individual may be allowed to enter the sterile area if additional screening is not required.



**Slide 35: Unable to Scan**

**Instructor Actions:**

- Review the following key points:
  - Yellow screen marked “!” or “Unable to Process Image” : Unable to complete a scan or analyze
  - Inform the individual that the scan cannot be analyzed, then offer the rescan opportunity
    - If the individual agrees, he or she should be rescanned
    - If the individual declines the rescan, he or she must undergo a Pat-down



Ask the following question:

- **What is the resolution for an individual who opts out of AIT screening?**

*Answer: The individual receives a Pat-down, which includes an ETD of Gloves.*

**Slide 36: Alarms Detected**

**Instructor Actions:**



Ask the following question:

- **What is an alarm?**

*Answer: An area that is identified by bounding boxes on the AIT.*



- Review the following key points:
  - Examine the following when the system monitor displays an avatar, indicating that alarms have been detected:

- Bounding boxes:
  - Designate the location of alarms
  - May contain multiple alarms
  - May appear on either the front or back view of the avatar, or both
- Color-coded center line:
  - (b)(3):49 U.S.C. § 114(r)
  - (b)(3):49 U.S.C. § 114(r)
  - Indicates which gender-specific “Scan” button was selected to initiate the scan.
  - Color of the center line and the “Clear” button corresponds to the color of the “Scan” button



Ask the following question:

- **What color will the line be to indicate the female “Scan” button was pressed?  
A male scan?**

*Answers include:*

- *Pink = female*
- *Blue = male*

### Slide 37: Alarms Detected

#### Instructor Actions:

- Review the following key points:
  - Color-coded “Clear” or “Next” button:
    - Indicates which gender-specific “Scan” button was selected to initiate the scan
    - Clears the results of the scan
    - Removes the avatar image from the screen if an alarm has been detected
    - Does NOT clear the individual
    - Displays the results of the next individual in the queue
    - The color-coded “Clear” or “Next” button is present on all AIT scan result screens. The color-coded center line is only present if alarms have been detected.
  - The Front/Back Indicators indicate which view is the front of the individual and which is the back.
  - (b)(3):49 U.S.C. § 114(r)



**Instructor Note:** AIT-1 shows the “Clear” button. AIT-2 shows the “Next” button. The alarm images for the rest of the presentation will alternate between AIT-1 and AIT-2 views.



Ask the following question:

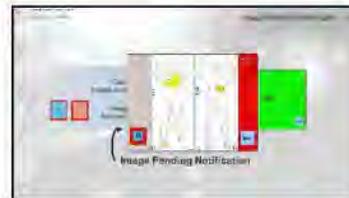
- **What is the importance of selecting the proper gender-specific “Scan” button?**

*Answer: The male and female scans each incorporate a unique algorithm to detect alarms. Selecting the incorrect “Scan” button may cause false alarms.*

### Slide 38: Image Pending Notification

#### Instructor Actions:

- Review the following key points:
  - Select the appropriate “Scan” button to initiate another scan.
  - The system monitor will display a box on the bottom left side of the screen to indicate that an avatar image result is pending in the queue.
  - The image pending notifications coincide with the color-coded scan result screens and include information pertaining to gender and scan results.



- The color-coded scan result of the scan that is currently on the screen does not always necessarily match the color-coded scan result of the image pending. There may be two different scan results on the screen at a time, one for the current scan and one for image pending.
- Display the following click-based animations and read the language provided next to each mouse icon:
  -  In this case, the current scan shows a male and indicates that alarms are detected. The image pending shows a female with no alarms detected.
  -  In this instance, the current scan shows no alarms detected on a male, while the image pending indicates that the scan is of a female and the image could not be analyzed.
  -  Here, the current scan is of a male and the image could not be analyzed. The image pending shows a female and alarms are present.

### Slide 39: Rescan Opportunities

#### Instructor Actions:

- Review the following key points:
  - Rescans are only offered if an:
    - Individual's image could not be analyzed
    - SO inadvertently presses the wrong gender scan button
  - Rescan opportunity must be presented to the individual as an offer and not an order.



Ask the following question:

- **What will you do if the individual declines the offer of a rescan?**

*Answer: Refer the individual for a Pat-down*

**Slide 40: Rescans**

**Instructor Action:** Review the following key points:

- Prior to initiating a rescan, clear the results screen of the individual being rescanned.
- A rescan is initiated from the system monitor by pressing the appropriate “Scan” button again.
  - The message at the top of the monitor indicates when another scan can be taken
- Check to see whether or not an individual is in the scanner.
  - If yes, inform the individual that the scan cannot be analyzed, then offer the rescan opportunity.
  - If no, this may be an indication of an empty scan.



**Slide 41: AIT Alarm Resolution**

**Instructor Action:** Review the following key points:

- Clear the previous avatar image from the screen.
  - The SO must determine the appropriate additional screening requirements and resolve every alarm.
- Upon completion of the scan, the SO must:
  - Direct the individual to exit the AIT
  - Observe the monitor for scan results
  - Advise the individual that a pat-down is required
  - Conduct an inspection of items held during screening and those not divested
  - Conduct alarm resolution of threat areas or refer individuals to a Dynamic TSO for resolution and additional screening:
  - Pat down the alarm area **(b)(3);49 U.S.C. § 114(r)**
  - If the TSO feels the presence of an item, ask the individual to divest
    - If individual divests items, search area again to ensure there are no other items
    - Conduct X-ray Screening or physically inspect divested items.
    - If the individual does not divest items or the individual alarms after divesting and going through the AIT, notify the STSO
- After the SO has reviewed the avatar and determined the appropriate additional screening requirements and location of alarms, he or she may clear the avatar image



from the AIT monitor prior to resolving any alarms or may leave the avatar image on the AIT monitor until screening of that individual is complete.

- If the alarm cannot be resolved by a Pat-down, notify an STSO.

### Slide 42: Alarm – Identify It

**Instructor Action:** Review the following key points:

- Identify all alarms:
  - Look at the avatar image results and determine number and location of alarms.
  - The AIT will display bounding boxes projected onto an avatar image if alarms exist.
  - Items such as watches, bracelets, earrings, necklaces, and similar items that are not concealed or covered by clothing, can be visually cleared.



### Slide 43: Alarm – Resolve It

**Instructor Action:** Review the following key points:

- Resolve it:
  - Resolve all alarms.
  - If the number of alarms would impact efficiency, the SO may refer the individual to the Dynamic Officer to resolve the alarms.
  - The SO must maintain positive control of the individual until all required screening is complete or the individual is handed off to a Dynamic TSO.
  - It is the SOs responsibility to ensure the individual completes all required screening.
  - While one SO is waiting either for the AIT scan results to appear on the AIT system monitor or is conducting a Pat-down, the other SO may direct another individual into the AIT unit and initiate a scan of that individual.



**Slide 44: AIT Alarm Resolution – Non-Sensitive Areas**

**Instructor Actions:**

- Review the following key points:
  - The SO must:
    - Advise the individual that a pat-down is required.
    - Conduct a pat-down based on the location of the alarm.
    - (b)(3):49 U.S.C. § 114(r)



**Instructor Note:** When the individual comes out of the AIT, the avatar image corresponds to the position of the individual. For example, alarm on the left side of the individual will appear on the left side of the avatar.



Demonstrate the pat-down procedure for AIT Alarm Resolution in a non-sensitive area.

- Be sure to include preparation, positioning, and advisements and divestitures.
- Pat down the area (b)(3):49 U.S.C. § 114(r)
- Do not provide instructor comments to participants during the demonstration.
- Provide only the verbiage used at the checkpoint between the TSO and the individual.

**Slide 45: AIT Alarm Resolution – Non-Groin Sensitive Areas**

**Instructor Actions:**

- Review the following key points:
  - The non-groin sensitive areas are:
    - Female breasts and buttocks
    - Male buttocks
  - If alarms exist on a sensitive area that (b)(3):49 U.S.C. § 114(r)
  - The SO must conduct a pat-down of the alarm area or areas (b)(3):49 U.S.C. § 114(r)
  - Advise the individual of the need to touch the sensitive area of the body, and that the back of the hand will be used.
  - Use a hands-off demonstration of the sensitive area search procedures.
  - Ask the individual if they would prefer a private screening.
  - (b)(3):49 U.S.C. § 114(r)
  - Explain that an ETD of Hands is when the TSO uses a swab on an individual's hands to determine if there are any explosives.



Demonstrate ETD of Hands:



Demonstrate the pat-down procedure for AIT Alarm Resolution in a non-groin sensitive area.

- Be sure to include preparation, positioning, advisements and divestitures, and an ETD of Hands and ETD of Gloves.

- Pat down the area (b)(3):49 U.S.C. § 114(r)
- Do not provide instructor comments to participants during the demonstration. Provide only the verbiage used at the checkpoint between the TSO and the individual.

Slide 46: AIT Alarm Resolution – Groin Area

Instructor Actions:

- Review the following key points:
  - If the alarm is placed on (b)(3):49 (b)(3):4 the groin, the SO must first:
    - Advise the individual that a pat-down of the sensitive area is required, and that the back of the hand will be used.
    - Use a hands-off demonstration of the sensitive area search procedures.
    - Offer to conduct the screening in a private screening area.
  - Conduct a pat-down based on the location of the alarm.
  - Ask the individual to assume a stance where his/her feet are positioned wider than shoulder width apart.



(b)(3):49 U.S.C. § 114(r)



Demonstrate the pat-down procedure for AIT Alarm Resolution in a groin area.

- Be sure to include preparation, positioning, advisements and divestitures, (b)(3) (b)(3):49 U.S.C. § 114(r)
- Pat down the area (b)(3):49 U.S.C. § 114(r)
- Do not provide instructor comments to participants during the demonstration. Provide only the verbiage used at the checkpoint between the TSO and the individual.

Slide 47: AIT Alarm Resolution – Low Hanging Pants

Instructor Actions:

- Review the following key points:

- If the alarm is placed on (b)(3):49 (b)(3):4 the groin, the SO must first:
  - Advise the individual that a pat-down of the sensitive area is required, and that the back of the hand will be used.
  - Use a hands-off demonstration of the sensitive area search procedures.
  - Offer to conduct the screening in a private screening area.
- If the individual is wearing low-hanging pants, conduct the pat-down based on the location of the alarm as follows:
  - Ask the individual to assume a stance where his/her feet are positioned wider than shoulder width apart.
  - Ask the individual to grasp his or her pant loops or pleats and raise their pants as high as possible to remove slack in groin area.
  - (b)(3):49 U.S.C. § 114(r)
  - 
  - Ask the individual to release his or her grasp once screening is complete.



(b)(3):49 U.S.C. § 114(r) Demonstrate the pat-down procedure for AIT Alarm Resolution in a groin area of individual with low hanging pants.

- Be sure to include preparation, positioning, advisements and divestitures, and an (b)(3):49 U.S.C. § 114(r)
- If the alarm is located on (b)(3):49 U.S.C. § the groin:
  - The individual must assume a stance wider than his or her shoulders.
  - Conduct a pat-down of the alarm area (b)(3):49 U.S.C. § 114(r) (b)(3):49
- Ask individuals with low hanging pants to grasp his or her pleats or belt loops and raise their pants as high as possible to remove slack in the groin area during screening.

- Do not provide instructor comments to participants during the demonstration. Provide only the verbiage used at the checkpoint between the TSO and the individual.

### Slide 48: Alarms Located on the Head

#### Instructor Actions:

- Review the following key points:
  - All non-form fitting headwear requires additional screening.
  - Non-form fitting headwear is headwear that is bulky enough to provide space under it to potentially hide a prohibited item.
  - The SO may refer individuals to a Dynamic TSO for additional screening of headwear.
  - A pat-down for an alarm placed on the head is not required if the head area can (b)(3).49 (b)(3). In accordance with the Screening Checkpoint SOP.



**Instructor Note:** More information on this topic will be presented in the Additional Screening of Individuals lesson.



Ask the following question:

- **How should the SO proceed if the individual is wearing non-form fitting headwear?**

*Answer: The SO must advise the individual that the headwear requires additional screening.*

**Slide 49: Alarm Resolution Review**

**Instructor Actions:**

- Review the following key points:
  - Since the AIT does not adjust avatar bounding box placement to an individual's specific size, shape, or height, the TSO must use additional critical thinking skills to translate the system-displayed alarm to the individual's physical attributes prior to conducting the search.



Facilitate a brief discussion using the following questions:

- **Why do you think it is important to use the correct gender button when screening individuals?**

*Answer: The AIT system uses a specific gender-based algorithm to determine what part of the human body is. If the wrong button is used parts of the human body could show as an alarm.*

- (b)(3):49 U.S.C. § 114(r)

- **What procedures would be required for a groin alarm?**

*Answers must include:*

- *Advise an individual of additional screening.*
- *Use a hands-off demonstration of the sensitive area search procedures.*
- *Offer a private screening.*

- (b)(3):49 U.S.C. § 114(r)

- **How could the resolution procedure change based on the physical attribute of the individual?**

*Answers should include:*

- *The TSO will need to use critical thinking skills to determine if the alarm is near a non-groin sensitive area or actually covers a sensitive area on that particular individual.*
- *The AIT can determine the height of an individual. The ATR estimates the passenger height and key body landmarks to accurately place the alarm indicator boxes. Using known reference points, the system vertically scales down the height of the passenger.*

- **Since the AIT algorithm accounts for the individual's gender, if the wrong gender scan button is used, the SO may ask the individual if he or she is willing to be rescanned. If the individual refuses the rescan opportunity, what action must be taken in order to complete the screening?**

*Answer: If the individual declines, he or she must undergo a Pat-down in accordance with the Screening Checkpoint SOP.*

- **Remember earlier in the lesson when we discussed the limitations of the equipment? How do standard operating procedures make up for those limitations?**

*Answers:*

- **(b)(3):49 U.S.C. § 114(r)** *TSOs need to use their situational awareness and observe the entire person, thoroughly apply the Pat-down as directed by the procedures, and leverage your chain of command for those things that go beyond your authority when you have an articulable belief.*
- *The AIT cannot tell the difference between a wallet and an explosive threat: You as the TSO need to play your role to resolve the alarm.*
- *Passenger movement or incorrect stance can affect the image: The stance is critical for the AIT to work to its greatest capacity. This is why your role in ensuring the stance is correct each and every time is critical.*

- **(b)(3):49 U.S.C. § 114(r)**

Slide 50: Review

Instructor Actions:



Ask the following questions:

- **What are the three AIT alarm areas?**

Answers:

- Non-sensitive area
- Sensitive area
- Sensitive area groin

- **What is the alarm resolution for the Non-sensitive area?**

Answer: Clear with a pat-down (b)(3):49 U.S.C. § 114(r)

- **What is the alarm resolution for the Sensitive area?**

Answers:

- Clear with pat-down (b)(3):49 U.S.C. § 114(r)
- (b)(3):49 U.S.C. § 114(r)

- **What is the alarm resolution for the Sensitive area groin?**

Answers:

- Conduct a pat-down of the:

(b)(3):49 U.S.C. § 114(r)

- (b)(3):49 U.S.C. § 114(r)



- **What are the three individual eligibility categories for the AIT?**

*Answers:*

- *Eligible*
- *Ineligible*
- *Opt-out*

- **How is each category screened?**

*Answers:*

- *Eligible: Screened by AIT*
- *Ineligible: Screened by WTMD and ETD of Hands*
- *Opt-out: Pat-down*



Facilitate a brief discussion using the following questions:

- **Why is divesting important for AIT Screening?**

*Answer: Divesting reduces the number of items that may appear as alarms, thereby improving overall throughput while reducing the need to perform a Pat-down.*

- **How would the AIT unit indicate movement or improper stance?**

*Answer: It will display a yellow screen with "!" or numerous alarms located on and off the image.*

- **What are key questions to ask yourself when determining alarm resolution?**

*Answers will vary, but should include:*

- *Male or female scan?*
- *Groin alarm?*
- *Number and location of alarms?*
  - *Front or back of the body?*
- *Alarm on or near a sensitive area?*
- *Appropriate resolution?*

- **After motor calibration is complete “Motor Recalibrated” displays across the bottom of the screen in a red banner. Pressing which button clears this message?**

*Answer: The SO must select the “Reset” button to clear the message.*

**Slide 51: Activity – Alarm Resolution Practice**



**Activity: Alarm Resolution Practice**

**Purpose:** To provide an opportunity for the participants to familiarize themselves with the alarm resolution procedures for the AIT unit

**Duration:** 30 minutes

**Materials:** Gloves

**Instructor Actions:**

1. Tell participants to observe the system monitor scan results provided on the following slides.
2. Ask the following questions per slide:
  - Male or female scan?
  - Groin alarm?
  - Number and location of alarms?
  - Alarm on or near a sensitive area?
  - Appropriate resolution?
3. Ensure that participants provide the following information when providing responses:
  - The number of alarms
  - The area or areas as indicated by the alarms
  - The resolution procedure
4. Provide the resolution procedures or demonstrate the procedures, depending on the instructions associated with the image.
5. For examples #2 - #10 the instructor must ask for two volunteers to demonstrate the resolution procedures. (Some slides will require gender-specific volunteers.)
6. Have one volunteer take on the role of the SO and the other take on the role of the scanned individual.
7. Observe that the volunteer pats down the area where the alarms are present and the (b)(3):49 U.S.C. § 114(r) (except at sensitive areas).
8. Ensure the volunteer (b)(3):49 U.S.C. § 114(r)  
(b)(3):49 U.S.C. § 114(r)  
(b)(3):4
9. During and after each demonstration, provide feedback as necessary.



### Slide 52: Alarm Resolution: Practice #1

#### Instructor Actions:



Demonstrate how to conduct an alarm resolution based on the slide image.

- When seeing alarms on a screen, ask yourself certain questions:
  - Male or female scan?
  - Groin alarm?
  - Number and location? If so, is the alarm on or near a sensitive area?

*Answer:*

- *Male scan*
- *Non-groin area*
- *One alarm, front of body, upper left leg*
- *No*



**Instructor Note:** The first resolution exercise is done by the instructor but for the remaining demonstrations ask for volunteers to demonstrate the resolution procedures.



Facilitate a brief discussion using the following questions:

- **What is the resolution procedure?**

*Answer: The SO conducts a pat-down of the area covered by the alarm (b)(3)(4) (b)(3)(49 U.S.C. § 114(r))*

### Slide 53: Alarm Resolution: Practice #2

#### Instructor Actions:



Facilitate a brief discussion using the following questions:

- **Male or female scan? Groin alarm? Number and location? If so, is the alarm on or near a sensitive area?**

*Answer:*

- *Male scan*
- *Non-groin area*
- *Three alarms, front upper right leg, and front and back of lower left leg*
- *No*



– **What is the resolution procedure?**

*Answer: The SO conducts a pat-down of the areas to include three inches around each alarm.*



Have 1-2 participants demonstrate the alarm resolution based on the slide image. Ensure they wear gloves.

- Emphasize the “left at line” memory jogger regardless of whether the participant performs the pat-down correctly or not.

### Slide 54: Alarm Resolution: Practice #3

#### Instructor Actions:



Facilitate a brief discussion using the following questions:

- **Male or female scan? Groin alarm? Number and location? If so, is the alarm on or near a sensitive area?**

*Answer:*

- *Male scan*
- *Non-groin area*
- *Five alarms, right forearm, front and back of the torso, and front and back of the left lower leg*
- *No*

- **What is the resolution procedure?**

*Answer: The SO conducts a pat-down of the areas (b)(3):49 U.S.C. § 114(r) (b)(3):49 If the number of alarms would impact efficiency, the SO may refer the individual to the Dynamic TSO to resolve the alarms.*

- **What if the person was wearing a watch?**

*Answer: Pat down wrist if clothed, and (b)(3):49 U.S.C. §*



Have 1-2 participants demonstrate the alarm resolution based on the slide image.



**Slide 55: Alarm Resolution: Practice #4**

**Instructor Actions:**



Facilitate a brief discussion using the following questions:

- **Male or female scan? Groin alarm? Number and location? If so, is the alarm on or near a sensitive area?**

*Answer:*

- *Female scan*
- *Non-groin area*
- *One alarm, front torso just below a sensitive area*
- *Affecting a sensitive area*

- **What is the resolution procedure?**

*Answer: The SO conducts a pat-down of the area covered by the alarm. (b)(3)-*

*(b)(3):49 U.S.C. § 114(r)*

*(b)(3):49 U.S.C. § 114(r) Have 1-2 participants demonstrate the alarm resolution based on the slide image.*



Have 1-2 participants demonstrate the alarm resolution based on the slide image.

**Slide 56: Alarm Resolution: Practice #5**

**Instructor Actions:**



Facilitate a brief discussion using the following questions:

- **Male or female scan? Groin alarm? Number and location? If so, is the alarm on or near a sensitive area?**

*Answer:*

- *Female scan*
- *Non-groin*
- *One alarm, front sensitive area*
- *On a sensitive area*

- **What is the resolution procedure?**

*Answer: The SO conducts a pat-down of only the part of the sensitive area covered by the alarm*

*(b)(3)-49 U.S.C. § 114(r)*



Have 1-2 participants demonstrate the alarm resolution based on the slide image.



**Slide 57: Alarm Resolution: Practice #6**

**Instructor Actions:**



Facilitate a brief discussion using the following questions:

- **Male or female scan? Number and location? If so, is the alarm on or near a sensitive area?**

*Answer:*

- *Male scan*
- *One alarm*
- *Yes*

- **What is the resolution procedure?**

*Answer:*

- *Ask the individual to assume a stance wider than his or her shoulders*



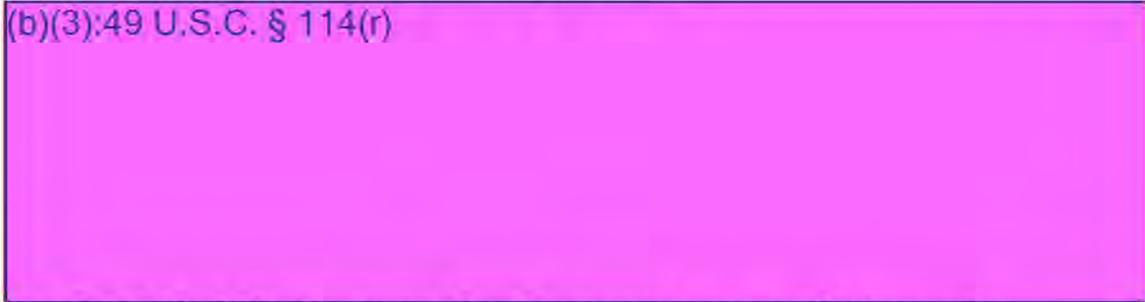
(b)(3):49 U.S.C. § 114(r)



- **What is the resolution procedure if this individual is wearing low hanging pants and the alarm is located in the groin where the button or snap is located?**

Answers must include:

- Ask the individual to assume a stance where his/her feet are positioned wider than shoulder width apart.
- Ask the individual to grasp his or her pant loops or pleats and raise their pants as high as possible to remove slack in groin area.



(b)(3):49 U.S.C. § 114(r)

- Ask the individual to release his or her grasp once screening is complete.
- (b)(3):49 U.S.C. § 114(r)



Have 1-2 participants demonstrate the alarm resolution based on the slide image.

**Slide 58: Alarm Resolution: Practice #7**

**Instructor Actions:**

- Tell participants this image is a female who was scanned as a male.



Facilitate a brief discussion using the following questions:

- **What is the resolution procedure?**

*Answer: The SO offers one rescan. If the individual declines a rescan, a Pat-down will be conducted.*



Have 1-2 participants demonstrate the alarm resolution based on the slide image.

**Slide 59: Alarm Resolution: Practice #8**

**Instructor Actions:**

- Tell participants this image shows movement or an improper stance.



Facilitate a brief discussion using the following questions:

- **What is the resolution procedure?**

*Answer: Conduct a pat-down of all alarmed areas.*



Have 1-2 participants demonstrate the alarm resolution based on the slide image.



**Slide 60: Alarm Resolution: Practice #9**

**Instructor Actions:**



Facilitate a brief discussion using the following questions:

- **Male or female scan? Number and location? Is the alarm on or near a sensitive area?**

*Answer:*

- *Female scan*
- *Three alarms, groin area, front of the right arm and back of the left arm*
- *Yes*

- **What is the resolution procedure?**

*Answers must include:*

- *For the non-sensitive areas conduct a pat-down of the alarm area, (b)(3):49 U.S.C. § 114(r)*

- *Conduct a pat-down of the groin*

- *(b)(3):49 U.S.C. § 114(r)*

- 



(b)(3):49 U.S.C. § 114(r)

- (b)(3):49 U.S.C. § 114(r)



Have 1-2 participants demonstrate the alarm resolution based on the slide image.

### Slide 61: Alarm Resolution: Practice #10

#### Instructor Action:



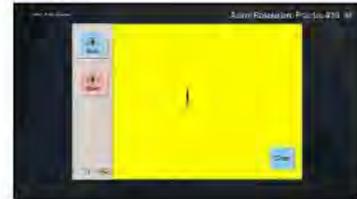
Facilitate a brief discussion using the following questions:

- **What are some reasons you might see this screen?**

*Answer: Image could not be analyzed, possibly because the individual may have moved, or a scan was initiated with no one inside the AIT.*

- **What is the resolution procedure?**

*Answer: The SO offers one rescan. If the individual declines a rescan, a Pat-down will be conducted.*



### Slide 62: Alarm Resolution: Practice #11

#### Instructor Action:



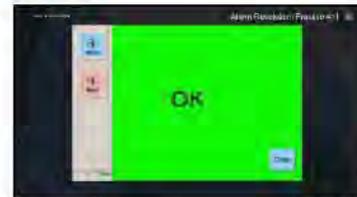
Facilitate a brief discussion using the following questions:

- **What does this screen indicate?**

*Answer: No alarms present*

- **What is the resolution procedure?**

*Answer: (b)(3):49 U.S.C. § 114(r)*



**Transition:** In this activity, you had the opportunity to familiarize yourself with the alarm resolution procedures for the AIT unit. Let's recap what we have learned.



Facilitate a discussion using the following questions to the participants who observed the alarm resolution procedure:

- **What do you think they did well in this activity?**

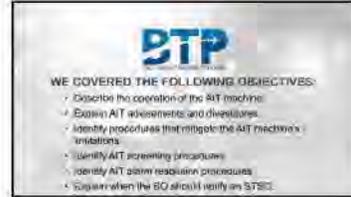
*Answers may vary.*

- **Is there anything that you would do differently?**
  - *Answers may vary.*

**Slide 63: Lesson Conclusion**

**Instructor Actions:**

- Review the following:
  - We covered the following objectives:
    - Describe the operation of the AIT machine.
    - Explain AIT advisements and divestitures.
    - Identify procedures that mitigate the AIT machine's limitations.
    - Identify AIT screening procedures.
    - Identify AIT alarm resolution procedures.
    - Explain when the SO should notify an STSO.



You may use the questions below to ensure objectives have been met :

- **Why is it important to use the correct gender button when scanning?**

*Answers will vary, but may include that the machine uses different algorithms to scan individuals based on gender so you might get a false reading.*

- **What are some examples of responses TSOs can give to individuals who are concerned about the safety and privacy of the AIT process?**

*Answers may vary, but may include:*

- *"This system detects objects by bouncing radio waves off the skin."*
- *"The radio frequency energy projected is 1/10,000<sup>th</sup> of a cell phone transmission."*
- *"The technology meets all known United States and international standards."*
- *"The systems are safe for TSOs and members of the public who are pregnant or have pacemakers or other medical devices."*

- **When should you notify a supervisor?**

*Answers will vary, but may include:*

- *When you believe that the machine is not operating correctly*
- *An orange screen appears on the monitor*
- *When an individual opts out of AIT Screening and refuses alternate screening*

- **What questions do you have regarding the AIT lesson?**  
*Provide participants with the appropriate answers.*
  
- Hold a question in the Parking Lot if the answer will be covered in a later lesson. Be sure to remove each question from the Parking Lot when it is answered.

Universal Pat-Down (UPD) Checklist			
Instructor Name	Participant Name	Date/Time	Location
<b>Instructions</b> Participant is to complete all tasks of the UPD. Mark whether or not each task is performed correctly and record notes to assist with providing feedback.			

Steps	Performed Correctly?	Notes
<b>Conduct UPD</b>		
Greets the individual.		
Wears TSA-issued nitrile gloves prior to starting the UPD		
Provide advisements. 1. Advise the individual: a. To maintain visual sight of their accessible property. b. Of the need to conduct a search. c. Of the need to touch sensitive areas of the body and when the front or back of the back of the hand will be used. 2. Provide the individual a hands-off demonstration of the sensitive area and upper inner thigh search procedures. 3. Ask the individual if he/she:		

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Steps	Performed Correctly?	Notes
<ul style="list-style-type: none"><li>a. Would prefer a private screening. If yes, move to a private screening area and maintain control over the individual and his/her screened accessible property.</li><li>b. Can stand unassisted for approximately 4 minutes. If they cannot, do not require the individual to stand for the Pat-down and follow the appropriate procedure in Screening of Individuals with Disabilities and Medical Conditions.</li><li>c. Has any areas of his/her body that are sensitive or painful to the touch. If yes, use the lightest pressure to ensure no prohibited items are present.</li></ul>		
<b>Pat-down Positioning</b> <ul style="list-style-type: none"><li>1. Advise the individual to stand with feet slightly wider than shoulder-width apart and arms outstretched with palms facing forward.</li><li>2. Begin a Pat-down by standing behind the individual.</li></ul>		
<b>Search the Head</b> <ul style="list-style-type: none"><li>1. (b)(3):49 U.S.C. § 114(r)</li><li>2. Some hairstyles and form-fitting headwear may conceal prohibited items. If it is unclear during (b)(3):49 whether the individual's head is free of hidden prohibited items, conduct a Pat-down of the head.</li></ul>		

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Steps	Performed Correctly?	Notes
<p>d. Advise the individual of the need to conduct a Pat-down of the head.</p> <p>e. (b)(3):49 U.S.C. § 114(r)</p>		
<p><b>Search the Back of the Collar</b></p> <ol style="list-style-type: none"> <li>1. Advise the individual of the search of the collar.</li> <li>2. (b)(3):49 U.S.C. § 114(r)</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>		
<p><b>Search the Arm/Underarm</b></p> <p>For unclothed portions of the arms and underarms:</p> <ol style="list-style-type: none"> <li>1. (b)(3): inspect hands and unclothed arms and underarms.</li> <li>2. (b)(3):49 U.S.C. § inspect items worn on arms, wrists, and hands.</li> </ol> <p>For clothed portions of the arms and underarms:</p> <ol style="list-style-type: none"> <li>1. Advise the individual of the search of the arms.</li> <li>2. (b)(3):49 U.S.C. § 114(r)</li> </ol>		

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Steps	Performed Correctly?	Notes
3. (b)(3):49 U.S.C. § 114(r) 4.		
<b>Search the Back</b> 1. Advise the individual of search of the back. 2. (b)(3):49 U.S.C. § 114(r) 3.		
<b>Search the Sides of the Torso</b> 1. Advise the individual of the search of the sides 2. (b)(3):49 U.S.C. § 114(r) 3.		
<b>Search the Back of the Waistline</b> 1. Advise the individual of the search of the waistline. 2. (b)(3):49 U.S.C. § 114(r) 3.		

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Steps	Performed Correctly?	Notes
<p>(b)(3):49 U.S.C. § 114(r)</p>		
<p><b>Search the Buttocks</b></p> <ol style="list-style-type: none"><li>1. Advise the individual of the search of the buttocks and that the back of the hand will be used.</li><li>2. (b)(3):49 U.S.C. § 114(r)</li></ol>		

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Steps	Performed Correctly?	Notes
3. (b)(3):49 U.S.C. § 114(r)  4.		
<b>Search the Back of the Legs</b>  1. Advise the individual of the search of the search of the legs. 2. (b)(3):49 U.S.C. § 114(r)  3.  4.  5.		

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Steps	Performed Correctly?	Notes
6. (b)(3):49 U.S.C. § 114(r) 7. 8.		
<b>Re-Position to the Front of the Individual</b> 1. Move to the front of the individual.		
<b>Search the Front of the Collar</b> 1. Advise the individual of the search of the front of the collar. 2. Complete the search of the collar, if not previously completed.		
<b>Search the Sides of the Torso</b> 1. Advise the individual of the need to search the sides of the torso from the front. 2. Advise the individual to raise arms outstretched with palms facing upward if the individuals arms are in a lowered position. 3. (b)(3):49 U.S.C. § 114(r) 4.		

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Steps	Performed Correctly?	Notes
<p><b>Search the Front of the Torso</b></p> <ol style="list-style-type: none"><li>1. Advise the individual of the search of the front torso.</li><li>2. (b)(3):49 U.S.C. § 114(r)</li><li>3.</li><li>4.</li></ol>		

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Steps	Performed Correctly?	Notes
<p>(b)(3):49 U.S.C. § 114(r)</p> <p>h. Advise the individual they may lower their arms.</p>		
<p><b>Search the Front of the Waistline</b></p> <ol style="list-style-type: none"> <li>1. Advise the individual of the search of the front of the waistline.</li> <li>2. Complete the search of the waistline, using procedures described for the Back of the Waistline.</li> </ol>		
<p><b>Search the Groin Area</b></p> <ol style="list-style-type: none"> <li>1. Advise the individual of the search of the groin area.</li> <li>2. Ask individuals with low hanging pants to grasp their pleats or belt loops and raise their pants as high as possible to remove slack in the groin area during screening.</li> <li>3. (b)(3):49 U.S.C. § 114(r)</li> </ol>		

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Steps	Performed Correctly?	Notes
<p>(b)(3):49 U.S.C. § 114(r)</p>		
<p><b>Search the Front of the Legs</b></p> <ol style="list-style-type: none"><li>1. Advise the individual of the search of the front of the legs.</li><li>2. (b)(3):49 U.S.C. § 114(r)</li><li>3.</li></ol>		

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Steps	Performed Correctly?	Notes
<p><b>Search the Feet</b></p> <p>1. Advise the individual of the search of the feet.</p> <div data-bbox="243 407 1031 797" style="background-color: #FF00FF; padding: 5px;">(b)(3):49 U.S.C. § 114(r)</div> <p><b>Important note:</b> Individuals who state their footwear cannot be removed (to include orthopedic shoes) must be screened as follows:</p> <p>1. Advise the individual of the inspection process before conducting screening of the footwear.</p> <p>2. <div data-bbox="285 997 1031 1062" style="background-color: #FF00FF; padding: 2px;">(b)(3):49 U.S.C. § 114(r)</div></p> <p>3. <div data-bbox="285 1062 1031 1117" style="background-color: #FF00FF; padding: 2px;"></div></p>		
<b>Conduct ETD</b>		
<div data-bbox="201 1166 443 1219" style="background-color: #FF00FF; padding: 2px;">(b)(3):49</div> <div data-bbox="243 1230 1031 1393" style="background-color: #FF00FF; padding: 5px;">(b)(3):49 U.S.C. § 114(r)</div>		

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Steps	Performed Correctly?	Notes
<p>(b)(3):49 U.S.C. § 114(r)</p>		
<p><b>ETD of Gloves or Hands Alarm Resolution</b></p> <p>1. Notify an STSO for him/her to a Pat-down is conducted</p> <p>If a Pat-down ETD of Gloves or Hands Alarm Resolution has already been conducted</p>		

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Steps	Performed Correctly?	Notes
<p>2. Escort the individual and his/her accessible property to a private screening area</p> <p>3. Ensure the TSO who initially conducted the Pat-down is present for the additional screening</p> <p>4. The additional screening must be conducted by an STSO or LTSO or TSO when designated by the FSD under a waiver form the TSA Regional Director.</p> <p>5. Conduct a second Pat-down with the following modifications:</p> <p>(b)(3):49 U.S.C. § 114(r)</p>		
<p><b>ETD of Gloves or Hands Unresolved Alarm Resolution</b></p> <p>1. Request TSS-E and/or LEO assistance in clearing the ETD alarm</p> <p>2. Notify the FSD or FSD designee. If the LEO is notified, the individual and accessible property must not be allowed into the sterile area until the FSD/FSD designee reviews the LEO's actions and authorizes the individual to enter the sterile area.</p>		

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Steps	Performed Correctly?	Notes
3. An incident report and entry into the Airport Information Management System is completed. 4. Ensure that the incident report contains the following information: <ul style="list-style-type: none"> <li>a. Location</li> <li>b. Date and time</li> <li>c. Name of the Officer conducting the second Pat-down</li> <li>d. Reason for conducting the second Pat-down</li> </ul> <b>Important note:</b> A full incident report is only required if screening results in the discovery of a prohibited item or LEO involvement.		
<b>(Conclusion) Re-unite Individual with Property</b>		

Steps	Performed Correctly?	Notes
<b>Conduct UPD for Individuals with Disabilities</b>		
Greet the individual.		
Wears TSA-issued nitrile gloves prior to starting the Pat-down.		
<p>Provide advisements.</p> <ol style="list-style-type: none"> <li>1. Advise the individual:               <ol style="list-style-type: none"> <li>a. To maintain visual sight of their accessible property.</li> <li>b. Of the need to conduct a search.</li> <li>c. Of the need to touch sensitive areas of the body and when the front or back of the back of the hand will be used.</li> </ol> </li> <li>2. Provide the individual a hands-off demonstration of the sensitive area and upper inner thigh search procedures.</li> <li>3. Ask the individual if he/she:               <ol style="list-style-type: none"> <li>a. Would prefer a private screening. If yes, move to a private screening area and maintain control over the individual and his/her screened accessible property.</li> <li>b. Can stand unassisted for approximately 4 minutes. If they cannot, do not require the individual to stand for the PAT-DOWN and follow the appropriate procedure in Screening of Individuals with Disabilities and Medical Conditions.</li> </ol> </li> </ol>		

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Steps	Performed Correctly?	Notes
c. Has any areas of his/her body that are sensitive or painful to the touch. If yes, use the lightest pressure to ensure no prohibited items are present.		
<b>Pat-down Positioning</b> <b>Individuals with Disabilities Important Note:</b> Assess the individual disability and medical condition to modify the Pat-down positioning procedure. <ol style="list-style-type: none"><li>1. Advise the individual to stand with feet slightly wider than shoulder-width apart and arms outstretched with palms facing forward.</li><li>2. If the individual cannot stand, seat the individual in a chair and advise him/her to raise arms with palms facing forward.</li><li>3. Begin a Pat-down by standing behind the individual.</li></ol>		
<b>Search the Head</b> <ol style="list-style-type: none"><li>1. (b)(3):49 U.S.C. § head for prohibited items.</li><li>2. Some hairstyles and form-fitting headwear may conceal prohibited items. If it is unclear during (b)(3):49 whether the individual's head is free of hidden prohibited items, conduct a Pat-down of the head.<ol style="list-style-type: none"><li>a. Advise the individual of the need to conduct a Pat-down of the head.</li><li>b. (b)(3):49 U.S.C. § 114(r)</li></ol></li></ol>		

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Steps	Performed Correctly?	Notes
<p><b>Search the Back of the Collar</b></p> <ol style="list-style-type: none"> <li>1. Advise the individual of the search of the collar.</li> <li>2. (b)(3):49 U.S.C. § 114(r)</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>		
<p><b>Search the Arm/Underarm</b></p> <p><b>Individuals with Disabilities Important Note:</b> When screening requires lifting or raising clothing and/or displaying a covered medical device, offer a disposable paper drape and a private screening. Do not require the individual to remove clothing.</p> <p>For unclothed portions of the arms and underarms:</p> <ol style="list-style-type: none"> <li>1. (b)(3): inspect hands and unclothed arms and underarms.</li> <li>2. (b)(3):49 U.S.C. § inspect items worn on arms, wrists, and hands.</li> </ol> <p>For clothed portions of the arms and underarms:</p> <ol style="list-style-type: none"> <li>1. Advise the individual of the search of the arms.</li> <li>2. (b)(3):49 U.S.C. § 114(r)</li> </ol>		

Steps	Performed Correctly?	Notes
3. (b)(3):49 U.S.C. § 114(r) 4.		
<b>Search the Back</b> 1. Advise the individual of search of the back. 2. (b)(3):49 U.S.C. § 114(r) 3.		
<b>Search the Sides of the Torso</b> 1. Advise the individual of the search of the sides. 2. (b)(3):49 U.S.C. § 114(r) 3. Advise the individual that he/she may lower his/her arms.		
<b>Search the Back of the Waistline</b> <b>Individuals with Disabilities Important Note:</b> When screening requires lifting or raising clothing and/or displaying a covered medical device, offer a disposable paper drape and a private screening. Do not require the individual to remove clothing. 1. Advise the individual of the search of the waistline.		

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Steps	Performed Correctly?	Notes
(b)(3):49 U.S.C. § 114(r)		
<b>Search the Buttocks</b> <b>Individuals with Disabilities Important Note:</b> When screening requires lifting or raising clothing and/or displaying a covered medical device, offer a disposable		

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Steps	Performed Correctly?	Notes
<p>paper drape and a private screening. Do not require the individual to remove clothing.</p> <ol style="list-style-type: none"><li>1. Advise the individual of the search of the buttocks and that the back of the hand will be used.</li><li>2. If an individual is wearing loose or baggy pants, ask him/her to grasp his/her pleats or belt loops and raise the pants as high as possible. If the individual cannot raise his/her pants without help, ask the individual for permission before helping to raise the pants.</li></ol> <p>(b)(3):49 U.S.C. § 114(r)</p>		
<p><b>Search the Back of the Legs</b></p> <ol style="list-style-type: none"><li>1. Advise the individual of the search of the search of the legs.</li><li>2. If an individual is wearing loose or baggy pants, ask him/her to grasp his/her pleats or belt loops and raise the pants as high as possible. If the individual cannot raise his/her pants without help, ask the individual for permission before helping to raise the pants.</li><li>3. (b)(3):49 U.S.C. § 114(r)</li></ol>		

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Steps	Performed Correctly?	Notes
(b)(3); 49 U.S.C. § 114(r)		
<p><b>Re-Position to the Front of the Individual</b></p> <ol style="list-style-type: none"> <li>1. Move to the front of the individual.</li> </ol>		
<p><b>Search the Front of the Collar</b></p> <ol style="list-style-type: none"> <li>1. Advise the individual of the search of the front of the collar.</li> <li>2. Complete the search of the collar, if not previously completed.</li> </ol>		

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Steps	Performed Correctly?	Notes
<p><b>Search the Sides of the Torso</b></p> <ol style="list-style-type: none"><li>1. Advise the individual of the need to search the sides of the torso from the front.</li><li>2. Advise the individual to raise arms outstretched with palms facing upward if the individuals arms are in a lowered position.</li></ol> <p>(b)(3);49 U.S.C. § 114(r)</p>		
<p><b>Search the Front of the Torso</b></p> <ol style="list-style-type: none"><li>1. Advise the individual of the search of the front torso.</li></ol> <p>(b)(3);49 U.S.C. § 114(r)</p>		

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Steps	Performed Correctly?	Notes
<div style="border: 1px solid red; background-color: #FF00FF; padding: 5px; margin-bottom: 5px;"> <p>(b)(3):49 U.S.C. § 114(r)</p> </div> <p>h. Advise the individual they may lower their arms.</p>		
<p><b>Search the Front of the Waistline</b></p> <ol style="list-style-type: none"> <li>1. Advise the individual of the search of the front of the waistline.</li> <li>2. Complete the search of the waistline, using procedures described for the Back of the Waistline.</li> </ol>		

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Steps	Performed Correctly?	Notes
<p><b>Search the Groin Area</b></p> <p><b>Individuals with Disabilities Important Note:</b> When screening requires lifting or raising clothing and/or displaying a covered medical device, offer a disposable paper drape and a private screening. Do not require the individual to remove clothing.</p> <ol style="list-style-type: none"><li>1. Advise the individual of the search of the groin area.</li><li>2. Ask individuals with low hanging pants to grasp their pleats or belt loops and raise their pants as high as possible to remove slack in the groin area during screening.</li></ol> <p>(b)(3):49 U.S.C. § 114(r)</p> 		

Steps	Performed Correctly?	Notes
<p><b>Search the Front of the Legs</b></p> <ol style="list-style-type: none"><li>1. Advise the individual of the search of the front of the legs.</li><li>2. Complete the search of the legs, using procedures described for the back of the legs.</li></ol> <p>(b)(3):49 U.S.C. § 114(r)</p>		
<p><b>Search the Feet</b></p> <p><b>Individuals with Disabilities Important Note:</b> When screening requires lifting or raising clothing and/or displaying a covered medical device, offer a disposable paper</p> <ol style="list-style-type: none"><li>1. Advise the individual of the search of the feet.</li></ol> <p>(b)(3):49 U.S.C. § 114(r)</p>		

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Steps	Performed Correctly?	Notes
<p>(b)(3):49 U.S.C. § 114(r)</p> <p><b>Important note:</b> Individuals who state their footwear cannot be removed (to include orthopedic shoes) must be screened as follows:</p> <ol style="list-style-type: none"><li>1. Advise the individual of the inspection process before conducting screening of the footwear</li></ol> <p>(b)(3):49 U.S.C. § 114(r)</p>		
<b>Conduct ETD</b>		
<p>(b)(3):49 U.S.C. § 114(r)</p>		

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Steps	Performed Correctly?	Notes
(b)(3):49 U.S.C. § 114(r)		
<p>(b)(3):49 [redacted] or Hands Alarm Resolution</p> <ol style="list-style-type: none"><li>1. Notify an STSO for him/her to a Pat-down is conducted</li></ol> <p>If a Pat-down (b)(3):49 [redacted] or Hands Alarm Resolution has already been conducted</p> <ol style="list-style-type: none"><li>1. Escort the individual and his/her accessible property to a private screening area</li><li>2. Ensure the TSO who initially conducted the Pat-down is present for the additional screening</li><li>3. The additional screening must be conducted by an STSO or LTSO or TSO when designated by the FSD under a waiver form the TSA Regional Director.</li><li>4. Conduct a second Pat-down with the following modifications:</li></ol>		

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Steps	Performed Correctly?	Notes
(b)(3):49 U.S.C. § 114(r)		
<b>(b)(3):49 or Hands Unresolved Alarm Resolution</b>  <ol style="list-style-type: none"><li>1. Request TSS-E and/or LEO assistance in clearing the ETD alarm</li><li>2. Notify the FSD or FSD designee. If the LEO is notified, the individual and accessible property must not be allowed into the sterile area until the FSD/FSD designee reviews the LEO's actions and authorizes the individual to enter the sterile area.</li><li>3. An incident report and entry into the Airport Information Management System is completed.</li><li>4. Ensure that the incident report contains the following information:<ol style="list-style-type: none"><li>a. Location</li><li>b. Date and time</li><li>c. Name of the Officer conducting the second Pat-down</li><li>d. Reason for conducting the second Pat-down</li></ol></li></ol>		

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Steps	Performed Correctly?	Notes
<b>Important note:</b> A full incident report is only required if screening results in the discovery of a prohibited item or LEO involvement.		
<b>(Conclusion) Re-unite Individual with Property</b>		



# Transportation Security Administration

## L3 ProVision® Advanced Imaging Technology (AIT)

Version 2.0

### Lesson: Screening Process

## Participant Guide

Version 2.0

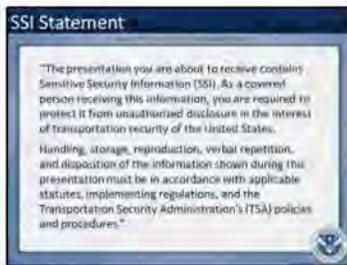
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**Slide 1: Course Overview**



This course is designed to provide participants with the knowledge, skills, and abilities to function as L-3 Pro Vision® Advanced Imaging Technology (AIT) Transportation Security Officers (TSO) at the screening checkpoint.

**Slide 2: SSI Statement**



Ask a volunteer to read this statement aloud.

**Slide 3: Introduction**



During this lesson, we will discuss the overall AIT-1 screening process at the screening checkpoint, as well as review the TSO roles that support AIT-1 screening.

**Slide 4: Objectives**



- By the end of this lesson, participants should be able to:
- Identify the roles and responsibilities of support personnel at AIT-1 screening checkpoints
  - Explain the purpose and importance of divesting for AIT-1 screening
  - Explain the AIT-1 screening process and technology

**Slide 5: Roles and Responsibilities**

AIT-1 operations at screening checkpoints utilize the following positions:

- A Divestiture Officer (DO)
- Two Screening Operators (SO)

Due to same gender pat-down requirements, a male SO and a female SO are required for alarm resolution.

Each of these roles performs vital functions that contribute to the overall success of AIT-1 screening. We will discuss the functions of each associated role.

**Slide 6: DO Responsibilities**

The DO responsibilities include:

- Communicating divestiture and eligibility requirements
- Monitoring and managing the AIT-1 and the Walk-through Metal Detector (WTMD) queue
- If requested, providing information describing ATR technology and addressing concerns related to safety and privacy
- Directing individuals for alternate screening
- Notifying a Supervisory Transportation Security Officer (STSO) when an individual opts out of AIT-1 screening and refuses alternate screening.

**Slide 7: SO Responsibilities**

The SO responsibilities include:

- Operating the AIT-1, including conducting calibrations
- Observing for signs on non-divestiture
- Informing individuals of the appropriate AIT stance
- Reviewing scan results
- (b)(3):49 U.S.C. § 114(r)
- Resolving alarms
- Maintaining positive control of the individual until all required screening is complete or the individual is handed off for additional screening
- Notifying the Dynamic TSO, Lead Transportation Security Officer (LTSO) or STSO when an individual requires additional screening

**Slide 8: Supporting Roles**



The following screening checkpoint personnel play a supporting role in AIT-1 operations.

The WTMD TSO:

- Aids the DO in monitoring and managing the AIT with ATR queue
- Conducts WTMD screening of individuals

The Dynamic TSO conducts additional screening to resolve alarms:

- Pat-down of non-sensitive areas
- Pat-down of non-groin sensitive areas (to include ETD of Hands and ETD of Gloves)
- Pat-down of groin sensitive areas (to include ETD of Hands and ETD of Gloves)

The STSO:

- Verifies the AIT-1 unit is operational and all maintenance, calibration, and operational checks are performed prior to operation

**Slide 9: AIT-1 Process Overview - DO**



The DO role is critical to the success of the AIT with ATR process. The DO is the first point of contact with individuals entering the screening checkpoint.

The DO must engage the individual and:

- Assess eligibility
- Provide advisements
- Encourage divestiture
- Direct for proper screening

Individuals not eligible for AIT-1 screening must undergo WTMD and ETD of Hands screening. If the individual declines WTMD, he or she must receive a Pat-down.

Eligible individuals choosing not to undergo AIT-1 screening must receive a Pat-down.

**Slide 10: Exempt from AIT-1 Screening**



Individuals eligible for expedited screening:

- Are not required to undergo AIT-1 screening
- Must be directed to the WTMD for screening
- May request to undergo AIT-1 screening

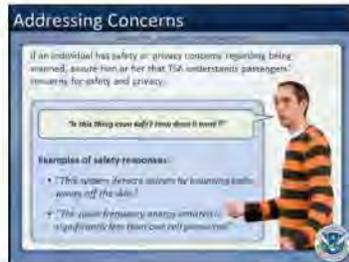
If individuals eligible for expedited screening opt into AIT-1 Screening, they are not required to remove footwear, headwear, or light outer garments. This includes suit jackets, cardigans, and thin hooded sweatshirts.

**Slide 11: Assess Eligibility**



The DO is responsible for assessing the capabilities of individuals in the queue to consider for AIT with ATR screening.

**Slide 12: Addressing Concerns**



If an individual has safety or privacy concerns regarding being scanned, assure him or her that TSA understands passengers' concerns for safety and privacy.

Examples of safety responses:

- *"This system detects objects by bouncing radio waves off the skin."*
- *"The radio frequency energy projected is 1/10,000th of a cell phone transmission."*
- *The technology meets all known United States and international standards.*
- *The systems are safe for TSOs and members of the public who are pregnant or have pacemakers or other medical devices*

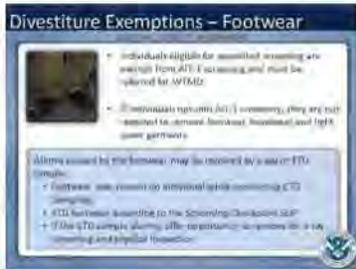
**Slide 13: Opt-Out Advisement**



AIT-1 screening is optional and individuals may decline to being screened with AIT-1 technology.

If an individual is inclined to opt out of AIT-1 screening, the DO must advise the individual of his or her alternate screening option.

**Slide 14: Divestiture Exemptions - Footwear**



During AIT-1 screening operations, individuals eligible for expedited screening are exempt from the requirement to undergo AIT-1 screening and must be referred for WTMD screening.

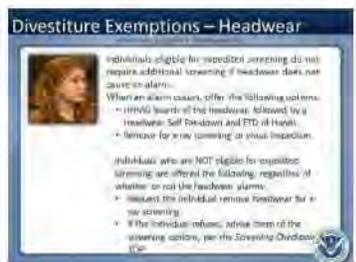
These individuals may opt-into AIT-1 screening and are not required to remove footwear, headwear, and light outer garments prior to entering the AIT-1 unit.

Alarms caused by footwear may be resolved by removing footwear for x-ray screening or by conducting an ETD sample of the footwear.

- Footwear may remain on the individual while conducting the ETD sample.
- ETD Footwear according to the *Screening Checkpoint SOP*.
- If the ETD sample alarms, offer the opportunity to remove the individual's footwear for x-ray screening and physical inspection.

Individuals who are exempt from removing footwear for AIT-1 screening must undergo additional screening of footwear only if an alarm appears on the footwear in the scan results.

**Slide 15: Divestiture Exceptions - Headwear**



For individuals eligible for expedited screening:

If an individual wearing headwear does not cause an alarm, additional screening of the headwear is not required.

When an alarm appears on the headwear, offer the following options:

- Complete an HHMD Search of the headwear. Ask the individual to conduct a Headwear Self Pat-down followed by an ETD of Hands. **If the HHMD alarms, a**

Headwear Self Pat-down is not authorized. Follow Headwear HHMD Alarm Resolution Procedures.

- Remove for x-ray screening of (b)(3):49 If no prohibited items are present, the headwear is clear

For individuals NOT eligible for expedited screening:

Non form-fitting headwear requires additional screening regardless if an alarm appears or not.

- Request individuals to remove headwear for x-ray screening as directed in the *Screening Checkpoint SOP*.
- If the individual refuses to remove the headwear, advise the individual of the screening options, per the *Screening Checkpoint SOP*.

A Headwear Self Pat-down is not an option for individuals who have not undergone metal detection screening.

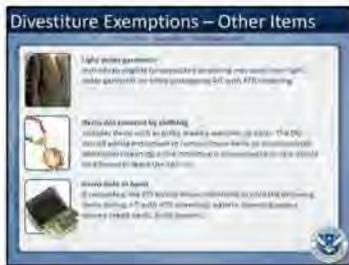
Refer individuals who choose not to remove headwear during AIT-1 screening for additional screening.

**Slide 16: Divestiture Exceptions - Medical devices**



(b)(3):49 U.S.C. § 114(r)  
 (b)(3):49 Remain vigilant as certain individuals may be in possession of medical devices which must undergo additional screening.

**Slide 17: Divestiture Exemptions - Other Items**



The DO must also be mindful of the following divestiture exemptions for AIT-1 screening:

- Individuals eligible for expedited screening may keep their light outer garments on
- If an individual is concerned about valuable items not covered by clothing including bulky jewelry, watches, or belts he or she should be allowed to leave the item on. Nonetheless, the DO should advise individuals to remove these items to avoid possible additional screening.
- If requested, the DO should allow individuals to hold the following items during AIT-1 screening; wallets, boarding passes, money, credit cards, and bulky jewelry.

Items that are not covered by clothing or held in the individual's hand may be visually cleared by the SO.

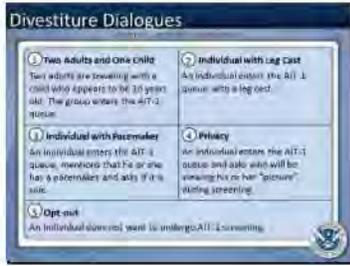
**Slide 18: Directing Individuals**



The DO must direct individuals based on the following:

- Ineligible individuals must be directed for WTMD and (b)(3):49 U.S.C. §
- Opt-out individuals must be directed for a Pat-down
- Eligible individuals must be directed to AIT-1 screening

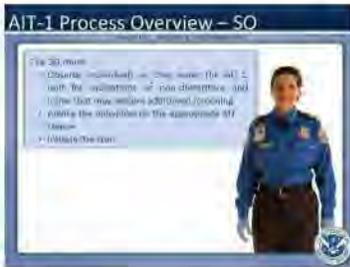
**Slide 19: Activity: Divestiture Dialogues**



**Activity: Divestiture Dialogues**

**Purpose:** To provide participants with an opportunity to practice advisement dialogues

**Slide 20: AIT-1 Process Overview – SO**



The SO must:

- Observe individuals as they enter the AIT-1 unit for indications of non-divestiture and items that may require additional screening
- Advise the individual on the appropriate AIT stance
- Initiate the scan

SOs work in tandem with the DO in assessing individuals as they approach the AIT-1 unit, advising on divestiture requirements, and directing individuals into the correct pose for AIT-1 screening.

**Slide 21: Positioning and Preparation**



The SO must direct the individual into the AIT unit and into the appropriate stance:

- Enter the AIT-1 unit
- Place feet on footprints
- Stretch arms to shoulder height
- Face palms forward
- Raise hands, bending at elbow, to just above the head

A decal affixed to the inside of the unit also provides instructions on attaining the proper stance.

**Slide 22: AIT-1 Process Overview - SO**



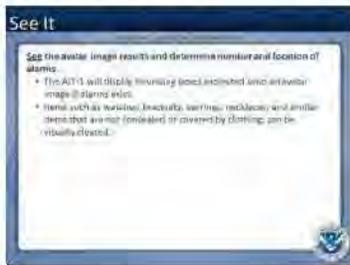
Upon completion of the scan, the SO must:

- Direct the individual to exit the AIT-1
- Observe the monitor for scan results
- When applicable, inform the individual of the need to rescan
- Conduct an inspection of items held during screening and those not divested
- Conduct alarm resolution of threat areas or refer individuals to a Dynamic TSO for resolution and additional screening

During this process the SO must also practice "See it, clear it, resolve it."

In specific cases individuals are eligible for a rescan. The SO should offer these individuals the opportunity to rescan. If the individual declines, he or she is considered an opt-out individual.

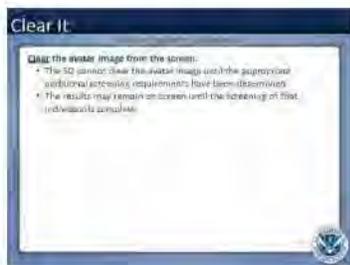
**Slide 23: See It**



See the avatar image results and determine number and location of alarms.

- The AIT-1 will display bounding boxes projected onto an avatar image if alarms exist.
- Items such as watches, bracelets, earrings, necklaces, and similar items that are not concealed or covered by clothing, can (b)(3):49

**Slide 24: Clear It**



Clear the avatar image from the screen.

- The SO cannot clear the avatar image until the appropriate additional screening requirements have been determined
- The results may remain on screen until the screening of that individual is complete

Exceptions about clearing the avatar image prior to resolution may apply depending on the situation and airport configuration.

**Slide 25: Resolve It**

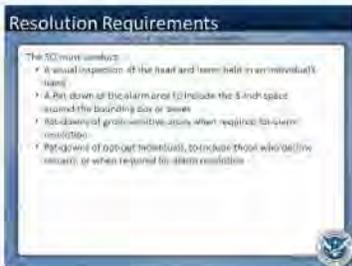


Resolve all alarms

- The SO must maintain positive control of the individual until all required screening is complete or the individual is handed off to a Dynamic TSO
- It is the SO's responsibility to ensure the individual completes all required screening

While one SO is waiting either for the AIT-1 scan results to appear on the AIT-1 system monitor or is conducting a pat-down, the other SO may direct another individual into the AIT-1 unit and initiate a scan of that individual.

**Slide 26: Resolution Requirements**

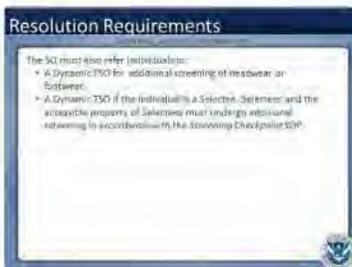


The SO must conduct:

- A visual inspection of the head and items held in an individual's hand, if applicable.
- A Pat-down of the alarm area (b)(3):49 U.S.C. § 114(r)
- Pat-down the groin sensitive area when required for alarm resolution.
- An entire Pat-down on an opt-out individual, to include those who decline rescans, or when required for alarm resolution.

During periods of low throughput, the SO should perform the entire pat down, if he or she is the same gender as the individual being screened. Otherwise, refer the individual to the Dynamic TSO.

**Slide 27: Resolution Requirements**



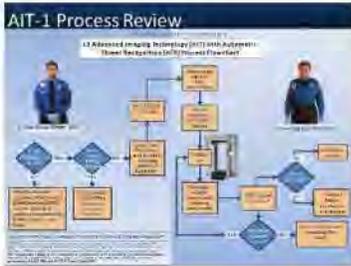
The SO must also refer individuals to:

- A Dynamic TSO for additional screening of headwear or footwear
- A Dynamic TSO if the individual is a Selectee. Selectees and the accessible property of Selectees must undergo additional screening in accordance with the *Screening Checkpoint SOP*.

Selectees or individuals referred for additional screening that are not eligible for AIT-1 screening must be screened in accordance with the *Screening Checkpoint SOP*.

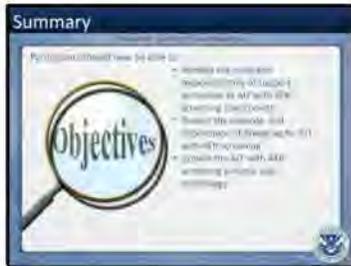
For Selectees, (b)(3):49 U.S.C. § 114(r)  
(b)(3):49 U.S.C.

**Slide 28: AIT-1 Process Review**



Refer to the *AIT Process Flowchart Handout*. This flowchart is adapted from the *Screening Checkpoint SOP: AIT Process Flowchart*.

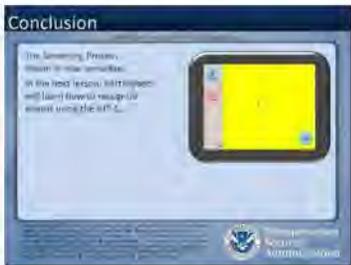
**Slide 29: Summary**



Participants should be able to:

- Identify the roles and responsibilities of support personnel at AIT-1 screening checkpoints
- Explain the purpose and importance of divesting for AIT-1 screening
- Explain the AIT-1 screening process and technology

**Slide 30: Conclusion**



The Screening Process lesson is now complete.

In the next lesson, participants will learn how to recognize alarms using the AIT-1.



# Transportation Security Administration

L3 ProVision® Advanced Imaging Technology  
(AIT)

Version 2.0

**Lesson: Alarm Resolution**

Participant Guide

Version 2.0

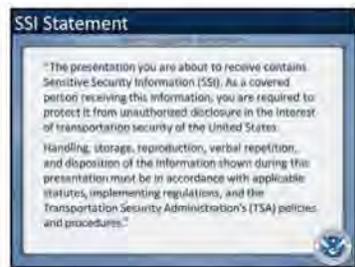
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**Slide 1: Introduction**



Welcome to the Alarm Resolution lesson for the L3 Advanced Imaging Technology (AIT).

**Slide 2: SSI Statement**



Have a volunteer read this slide aloud.

**Slide 3: Overview**



This lesson focuses on the procedures for resolving possible threats identified by an L3 AIT-1.

**Slide 4: Objectives**



By the end of this lesson, participants should be able to:

- Identify procedures for alarm resolution
- Identify alarm resolution exceptions
- Demonstrate pat-downs conducted for AIT-1 alarm resolution

**Slide 5: AIT-1 Scan Results**

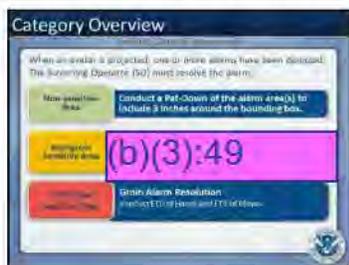
After the L3 AIT-1 completes the image scan, the results are displayed on the Operator Control Panel (OCP).

Determine the appropriate screening procedure based on the information presented by the unit prior to clearing the image.

If the system monitor displays:

1. Green screen: CLEAR (there is nothing to make the system alarm)
  - (b)(3):49 the individual and ensure that he or she does not require additional screening, i.e. wallet held in hand.
  - Individual may be allowed to enter the sterile area if additional screening is not required.
2. Yellow screen - UNABLE TO PROCESS IMAGE
  - No person detected, or there is an image issue
  - Individual should be informed and offered the opportunity to be rescanned, if applicable. If the individual:
    - Agrees, he or she should be rescanned
    - Declines the rescan, he or she is referred for a Pat-down per the current Checkpoint SOP
3. Red bar: Indicates an alarm
  - Alarm must be resolved
  - Screening Operator (SO) reviews the front and back avatar images on the OCP and determines the appropriate resolution procedures based on the area identified by a yellow box on the OCP display.

An avatar is only displayed if there is an alarm. However, the SO must remain vigilant and look for signs of non-divestiture even when there is no alarm.

**Slide 6: Category Overview**

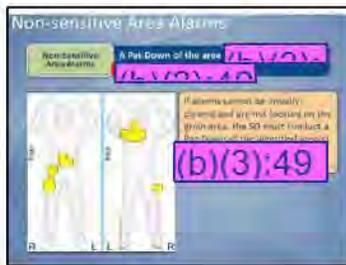
When an avatar is projected, one or more anomalies have been detected. The locations of all anomalies are designated with yellow bounding boxes. The SO must assume that a Possible Threat exists, and follow the procedures below:

- Non-sensitive area
  - Conduct a Pat-Down of the alarm area(s) (b)(3):49 (b)(3):49 U.S.C. § 114(r)

- Non-groin sensitive area
  - Conduct a Pat-Down of the alarm area, (b)(3):49 U.S.C. § 114(r)
- Groin area
  - Perform a Pat-Down of the groin area as described later in this lesson.

Items such as watches, bracelets, earrings, necklaces and similar items that are not concealed or covered by clothing can be visually cleared.

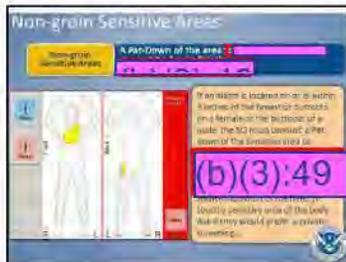
### Slide 7: Non-sensitive Area Alarm



If alarms exist that cannot be (b)(3):49 U.S.C. § 114(r) and are not located on a sensitive area, the SO must conduct a Pat-Down of the identified area(s) (b)(3):49 U.S.C. § 114(r)

- Advise the individual that a pat-down is required.
- 3 inches is the length of your PIV badge. Include all areas around the alarm area.

### Slide 8: Non-groin Sensitive Areas



The non-groin sensitive areas:

- The breast and buttocks on a female
- The buttocks on a male

If an alarm is located on (b)(3):49 U.S.C. § 114(r) a non-groin sensitive area, conduct a Pat-Down of the alarm area(s) (b)(3):49 U.S.C. § 114(r) and provide the sensitive area advisement:

- Advise the individual that a sensitive area of the body is going to require addition screening, that there is a need to touch the sensitive area and that the back of the hand will be used.
- Use a hands-off demonstration when describing the screening of the breast and/or buttocks and the upper inner thigh area to the individual.
- Ask if the individual would prefer a private screening.
- When screening the buttocks, (b)(3):49 U.S.C. § 114(r)
- Ask individuals with low hanging pants to grasp their pleats or belt loops and raise the pants as high as

possible to remove slack in the groin area during screening.

- Ask individuals wearing a skirt or dress to adopt the Step Forward Method.
- If an alarm is unable to be resolved; contact an STSO.

(b)(3):49 U.S.C. § 114(r)

**Slide 9: Groin Area**



Groin alarm resolution procedures:

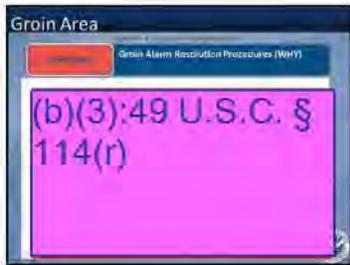
If an area indicated is on (b)(3):49 U.S.C. § the groin, the SO must:

- Advise the individual that a Pat-Down is required.
- Advise the individual that a sensitive area of the body is going to require additional screening, there is a need to touch the sensitive area, and that the back of the hand will be used.
- Use a hands-off demonstration when describing the screening.
- Ask if the individual would prefer a private screening.
- Ask the individual to assume a stance where their feet are positioned wider than their shoulders during screening.
- Ask individuals with low hanging pants to grasp their pleats or belt loops and raise the pants as high as possible to remove slack in the groin area during screening.
- Beginning behind the individual:
  1. Ask the individual to assume a stance where his/her feet are positioned wider than his/her shoulders.

(b)(3):49 U.S.C. § 114(r)



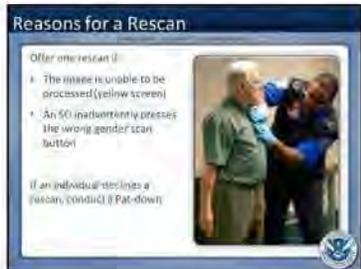
**Slide 10: Groin Alarm Resolution Procedures (WHY)**



The enhanced procedures occur at the AIT and focus on overall groin detection.

- (b)(3):49 U.S.C. § 114(r)
- Stay focused and DO NOT offer recommendations to the individual
- Resolve the ALARM not the individual
- Follow the SOP and escalate when necessary
- The resolution procedures have been aligned across genders and passenger vetting status on both Standard and Pre✓® lanes.

**Slide 11: Reasons for a Rescan**

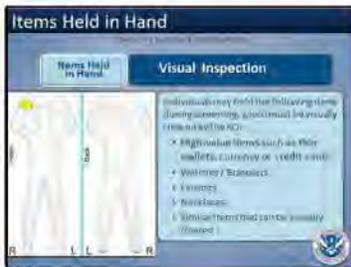


Offer one rescan if:

- Unable to process image (yellow screen with "!")
- An SO inadvertently presses the wrong gender scan button

If the individual declines a rescan, conduct a Pat-Down

**Slide 12: Items Held in Hand**



Resolve any AIT alarms before screening items held in the individual's hands.

Visually and physically inspect the items for (b)(3):49 and prohibited items.

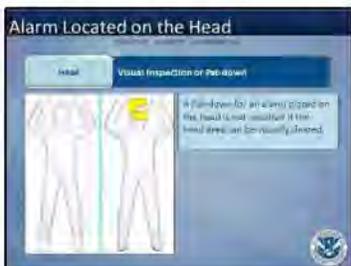
Individuals may hold the following items during screening, which must be visually cleared by the SO:

- High-value items such as thin wallets, currency or credit cards
- Watches/Bracelets
- Earrings
- Necklaces
- Similar items that can be visually cleared

Allow the individual to lift his/her sleeve to enable inspection of watches, bracelets, and similar items on wrists.

If the SO has an articulable belief that a prohibited item is concealed on or in an individual's property, such items may be submitted for x-ray screening.

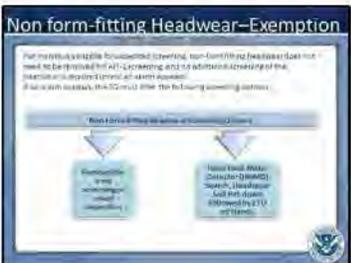
**Slide 13: Alarm on the Head**



A Pat-Down for an alarm on the head is not required if the head area can be (b)(3):49 in accordance with the *Screening Checkpoint SOP*.

The SO must advise the individual of the non-form fitting headwear screening options, per the *Screening Checkpoint SOP*. Non-form fitting headwear requires additional screening as described in the SOP whether or not there is an alarm on the head.

**Slide 14: Non-form Fitting Headwear**



**Prior to Screening**

Advise the individual that you need to conduct additional screening of the headwear.

Individuals eligible for expedited screening are not required to remove headwear for AIT-1 or WTMD

- Offer to conduct the screening in a private screening area.
- Ask if the individual is willing to remove the headwear and submit it for additional screening.
  - Yes: Conduct removable headwear screening.
  - No: Conduct non-removable headwear screening.

If there is an alarm on the head, the SO must offer the following screening options:

- Complete a Hand-held Metal Detector (HHMD) search of the headwear. If the HHMD does not alarm, ask the individual to conduct a Headwear Self Pat-Down (b)(3):49 U.S.C. § 114(r)
- Remove for x-ray screening or (b)(3):49 . If no prohibited items are present, the headwear is clear.
- Additional screening of non-form fitting headwear for expedited individuals is not required unless the machine alarms and identifies an area on the head

**Slide 15: Alarm Located on Footwear**

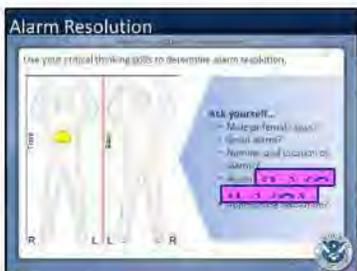


Individuals eligible for expedited screening, and individuals who are unable to remove their footwear for medical reasons may undergo AIT-1 screening without removing footwear.

Alarms caused by footwear may be resolved by removing the footwear for x-ray screening or by conducting an ETD sample of the footwear. Footwear can remain on the individual during ETD of the footwear.

If the ETD sample alarms, offer the opportunity to remove the individual's footwear for x-ray screening and physical inspection.

**Slide 16: Alarm Resolution**



Use your critical thinking skills to determine alarm resolution.

Ask yourself the following questions:

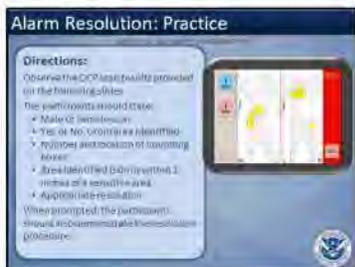
- Male or female scan?
- Groin area identified?
- Number and location of bounding boxes?
- Front or back of body?
- Is the alarm (b)(3):49 U.S.C. § 114(r)

Appropriate resolution?

- Pat-Down
- Non-Groin Alarm Resolution

↓ (b)(3):49

**Slide 17: Alarm Resolution Practice**



**Activity:** Alarm Resolution Practice

**Purpose:** To provide an opportunity for the participants to familiarize themselves with the alarm resolution procedures for the AIT-1.

**Slide 18: Alarm Resolution: Practice #1**



Use your critical thinking skills to determine anomaly resolution.

Ask yourself the following questions:

- Male or female scan?
- Groin alarm?
- Number and location of alarms?
- Is the area identified on (b)(3):49 U.S.C. a sensitive area?

**Slide 19: Alarm Resolution: Practice #2**



Ask yourself the following questions:

- Male or female scan?
- Groin alarm?
- Number and location of alarms?
- Is the area identified on (b)(3):49 U.S.C. a sensitive area?

**Slide 20: Alarm Resolution: Practice #3**



Ask yourself the following questions:

- Male or female scan?
- Groin alarm?
- Number and location of alarms?
- Is the area identified on (b)(3):49 U.S.C. a sensitive area?

**Slide 21: Alarm Resolution: Practice #4**



- Male or female scan?
- Groin alarm?
- Number and location of alarms?
- Is the area identified on (b)(3):49 U.S.C. a sensitive area?

**Slide 22: Alarm Resolution: Practice #5**



- Male or female scan?
- Groin alarm?
- Number and location of alarms?
- Is the area identified on (b)(3):49 U.S.C. a sensitive area?

**Slide 23: Alarm Resolution: Practice #6**



- Male or female scan?
- Groin alarm?
- Number and location of alarms?
- Is the area identified on (b)(3):49 U.S.C. a sensitive area?

**Slide 24: Alarm Resolution: Practice #7**



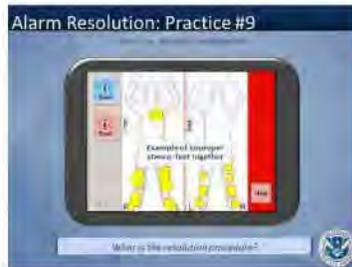
What is the resolution procedure?

**Slide 25: Alarm Resolution: Practice #8**



What is the resolution procedure?

**Slide 26: Alarm Resolution: Practice #9**



What is the resolution procedure?

**Slide 27: Alarm Resolution: Practice #10**



Male or female scan? Groin anomaly? Number and location?  
Is the anomaly on or near a sensitive area?

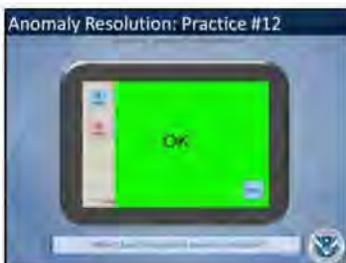
What is the resolution procedure?

**Slide 28: Alarm Resolution: Practice #11**



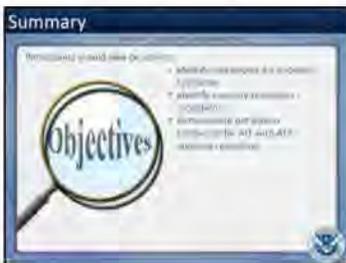
What does this indicate?

**Slide 29: Alarm Resolution: Practice #12**



What does this indicate?

**Slide 30: Summary**



Participants should now be able to:

- Identify procedures for anomaly resolution
- Identify anomaly resolution exceptions
- Demonstrate pat-downs conducted for ATR anomaly resolution

# L-3 ProVision®: Advanced Imaging Technology (AIT-1) Lesson: Screening Process Instructor Guide

**Purpose:** To provide participants with the knowledge, skills, and abilities to function as AIT Transportation Security Officers (TSO) at the screening checkpoint.

**Lesson Time:** 1 hour

Instructor Materials	Participant Materials
1. Laptop	1. Participant Guide (PG)
2. Projector, Screen	2. Pen or Pencil
3. Instructor Guide (IG)	3. Markers
4. Easel Pad, Easel	4. Access to the <i>Screening Checkpoint SOP</i>
5. Markers	5. <i>AIT-1 Process Flowchart Handout</i>
6. Current <i>Screening Checkpoint SOPs</i> , as applicable	
7. <i>AIT-1 Process Flowchart Handout</i>	

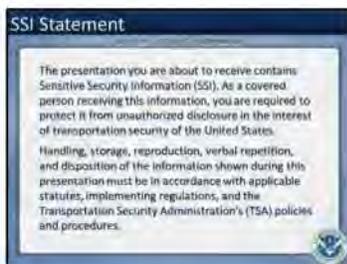
Icon	Description
	<b>Facilitated Discussion</b> identifies when discussions led by the instructor take place during the course.
	<b>Question Mark</b> identifies when the instructor should ask a question.
	<b>Activity</b> identifies an opportunity for participants to review and practice concepts and scenarios.

**Slide 1: Course Overview**



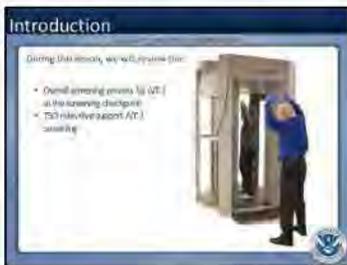
This course is designed to provide participants with the knowledge, skills, and abilities to function as an L-3 ProVision® Advanced Imaging Technology (AIT-1) Transportation Security Officers (TSO) at the screening checkpoint.

**Slide 2: SSI Statement**



**Instructor Note:** Remind participants that this lesson is SSI.

**Slide 3: Introduction**



During this lesson, we will discuss the overall AIT-1 screening process at the screening checkpoint, as well as, review the TSO roles that support AIT-1 screening.

**Slide 4: Objectives**



By the end of this lesson, participants should be able to:

- Identify the roles and responsibilities of support personnel at AIT-1 screening checkpoints
- Explain the purpose and importance of divesting for AIT-1 screening
- Explain the AIT-1 screening process and technology

**Slide 5: Roles and Responsibilities**



AIT-1 operations at screening checkpoints utilize the following positions:

- A Divestiture Officer (DO)
- Two Screening Operators (SO)

Due to same gender pat-down requirements, a male SO and a female SO are required for alarm resolution.

Each of these roles performs vital functions that contribute to the overall success of AIT-1 screening. We will discuss the functions of each associated role.

**Slide 6: DO Responsibilities**



The DO responsibilities include:

- Communicating divestiture and eligibility requirements
- Monitoring and managing the AIT-1 and the Walk-through Metal Detector (WTMD) queue
- If requested, providing information describing the technology and addressing concerns related to safety and privacy
- Directing individuals for alternate screening
- Notifying a Supervisory Transportation Security Officer (STSO) when an individual opts out of AIT-1 screening and refuses alternate screening

Slide 7: SO Responsibilities



The SO responsibilities include:

- Operating the AIT-1, including conducting calibrations
- Observing for signs of non-divestiture
- Informing individuals of the appropriate AIT stance
- Reviewing scan results
- Conducting visual and physical inspections
- Resolving alarms
- Maintaining positive control of the individual until all required screening is complete or the individual is handed off for additional screening
- Notifying the Dynamic TSO, Lead Transportation Security Officer (LTSO) or STSO when an individual requires additional screening

Slide 8: Supporting Roles



The following screening checkpoint personnel play a supporting role in AIT-1 operations.

The WTMD TSO:

- Aids the DO in monitoring and managing the AIT-1 queue
- Conducts WTMD screening of individuals

The Dynamic TSO conducts additional screening to resolve alarms:

- Pat-down of Non Sensitive areas
- Pat-down of Non Groin Sensitive areas (b)(3):49 U.S.C. §
- Pat-down of Groin Sensitive areas (b)(3):49 U.S.C. §

The STSO:

- Verifies the AIT-1 unit is operational and all maintenance, calibration, and operational checks are performed prior to operation

**Slide 9: AIT-1 Process Overview – DO**



The DO role is critical to the success of the AIT-1 process. The DO is the first point of contact with individuals entering the screening checkpoint.

The DO must engage the individual and:

- Assess eligibility
- Provide advisements
- Encourage divestiture
- Direct for proper screening

Individuals not eligible for AIT-1 screening must undergo WTMD and ETD of Hands screening. If the individual declines WTMD, he or she must receive a Pat-down.

Eligible individuals choosing not to undergo AIT-1 screening must receive a Pat-down.

**Slide 10: Exempt from AIT-1 Screening**



Individuals eligible for expedited screening:

- Are not required to undergo AIT-1 screening
- Must be directed to the WTMD for screening
- May request to undergo AIT-1 screening

If individuals eligible for expedited screening opt into AIT-1 screening, they are not required to remove footwear, headwear, or light outer garments. This includes suit jackets, cardigans and thin hooded sweatshirts.

**Slide 11: Assess Eligibility**

**Instructor Note:** Direct the participants' attention to the screen and hold a discussion concerning the eligibility of the individuals pictured.

**Answer Key:**

1. Ineligible – holding toddler and animal
2. May be eligible if they can stand unassisted; if unable to achieve stance, both individuals are ineligible
3. Eligible, but must opt-in for AIT-1 screening due to eligibility for expedited screening.
4. Eligible, but must opt-in for AIT-1 screening due to eligibility for expedited screening.

The DO is responsible for assessing the capabilities of individuals in the queue to consider for AIT-1 screening.



**Ask:** What criteria must be met for an individual to be eligible for AIT-1 screening?

**Answer:** An individual is eligible if he or she can hold still in the AIT stance for five to seven seconds and stand still unassisted for the duration of the screening process.

**Facilitated Discussion**

Discuss eligibility requirements for AIT-1 screening for the individuals pictured on slide.



**Ask:** Are any individuals eligible for AIT-1 screening exempt from the requirement to remove footwear, head wear, or light outer garments? If so, who?

**Answer:** Yes, the following individuals eligible for expedited screening do not have to remove their footwear, headwear, or light outer garments if they opt-in for AIT-1 screening:

- U.S. military personnel in uniform, with a valid military ID card
- Flight Crewmembers in uniform, with a valid ID
- Aircraft operator and airport employees who have been issued valid SIDA or sterile area ID media and are not traveling on an aircraft
- TSA Pre✓™ individuals identified at TSA standard lanes as described in the TDC SOP. The DO or TSO conducting WTMD duties must verify the individual's TSA Pre✓™ status.
- Individuals who appear 75 years of age or older
- Children who appear 12 years of age or younger and accompanying adults
- FAA Safety Inspector with 110A credentials

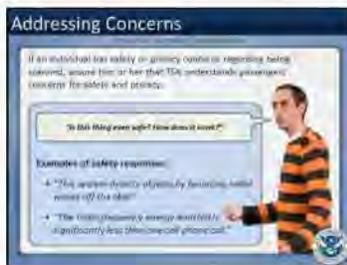


**Ask:** Other than what we have already discussed, are there any other reasons an individual would be ineligible for AIT-1 screening?

**Answer:** Ineligible individuals also include those who:

- Require a mobility device such as a cane or crutch in order to maintain the AIT stance.
- Are carrying or connected to oxygen.
- Are with an animal(s)

### Slide 12: Addressing Concerns



**Instructor Note:** Remind participants that it is the DOs responsibility to provide information describing AIT-1 technology and addressing concerns related to safety and privacy when requested by the individual.

If an individual has safety or privacy concerns regarding being scanned, assure him or her that TSA understands passengers' concerns for safety and privacy.

Examples of safety responses:

- *"This system detects objects by bouncing radio waves off the skin."*
- *"The radio frequency energy projected is 1/10,000th of a cell phone transmission."*
- *The technology meets all known United States and international standards.*
- *The systems are safe for TSOs and members of the public who are pregnant or have pacemakers or other medical devices*



**Ask:** An individual in the AIT-1 queue comes up to you and states – "Who looks at these images? I'm not very comfortable with this, I heard that they are very revealing."

**Answer:** Answers may vary, but should be similar to the following sample statement, "TSA has taken steps to protect your privacy – the machine displays generic avatars instead of actual images."



**Ask:** Why is it important to provide information regarding the safety and privacy of AIT-1 technology?

**Answer:** Answers may vary, but should include that if individuals feel uncomfortable being screened with AIT-1 technology they are more likely to opt-out.

**Slide 13: Opt-Out Advisement**

**Instructor Notes:** Direct the participants' attention to the screen and encourage them to fill in the blanks.

**Instructor Notes:**

- If time allows, ask participants to form groups of two and take two to three minutes to practice stating this opt-out advisement.
- Inform participants that they will also practice the opt-out advisement during the airport lab at the end of the training program.

AIT-1 screening is optional and individuals may decline to being screened with AIT-1 technology.

If an individual is inclined to opt out of AIT-1 screening, the DO must advise the individual of his or her alternate screening option.

**Facilitated Discussion**

Discuss the opt-out advisement with the participants to achieve the correct statement:

Advise the individual that *"A PAT-DOWN, which will cover sensitive areas, is necessary to ensure the same level of screening. Which would you prefer?"*

Confirm which procedure the individual prefers.

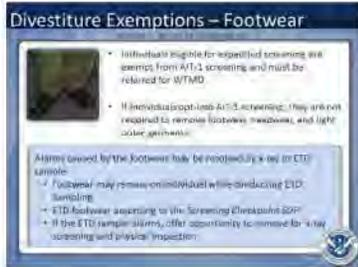
- If the individual decides to undergo AIT SCREENING after hearing the advisement, allow him/her to do so.
- If the individual still wishes to opt-out of AIT SCREENING, conduct a PAT-DOWN.



**Ask:** What criteria must be met which allows an individual to opt-out?

**Answer:** An opt-out individual is an individual who is eligible and not otherwise exempt, but does not want to undergo AIT-1 screening.

**Slide 14: Divestiture Exemptions – Footwear**



During AIT-1 screening operations, individuals eligible for expedited screening are exempt from the requirement to AIT-1 screening and must be referred for WTMD screening.

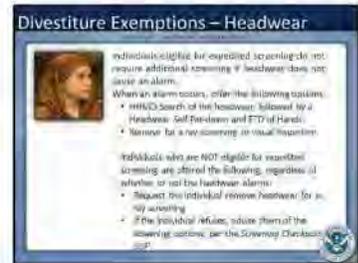
These individuals may opt-into AIT-1 screening and are not required to remove footwear, headwear, and light outer garments prior to entering the AIT-1 unit.

Alarms caused by footwear may be resolved by removing footwear for x-ray screening or by conducting an ETD sample of the footwear.

- Footwear may remain on the individual while conducting the ETD sample.
- ETD Footwear according to the procedures for ETD of Footwear screening in the *Screening Checkpoint SOP*.
- If the ETD sample alarms, offer the opportunity to remove the individual’s footwear for x-ray screening and physical inspection.

Individuals who are exempt from removing footwear for AIT-1 screening must undergo additional screening of footwear only if an alarm appears on the footwear in the scan results.

**Slide 15: Divestiture Exceptions – Headwear**



For individuals eligible for expedited screening:

If an individual wearing headwear does not cause an alarm, additional screening of the headwear is not required.

When an alarm appears on the headwear, offer the following options:

- Complete an HHMD Search of the headwear. Ask the individual to conduct a Headwear Self Pat-down (b)(3):49 U.S.C. § 114(r)
- Remove for x-ray screening or (b)(3):49 If no prohibited items are present, the headwear is clear.

For individuals not eligible for expedited screening:

Non form-fitting headwear requires additional screening regardless of whether or not an alarm appears.

- Request individuals to remove headwear for x-ray screening as directed in the *Screening Checkpoint SOP*.

- If the individual refuses to remove the headwear, advise the individual of the screening options, per the *Screening Checkpoint SOP*.

A Headwear Self Pat-down is not an option for individuals who have not undergone metal detection screening.

Refer individuals who choose not to remove headwear during AIT-1 screening for additional screening.

**Slide 16: Divestiture Exceptions – Medical devices**



(b)(3):49 U.S.C. § 114(r)  
 (b)(3):49 Remain vigilant as certain individuals may be in possession of medical devices which must undergo additional screening.



**Facilitated Discussion**

**Instructor Note:**

- If an individual is ineligible, do not request divestiture of oxygen tanks (unless the individual is not connected to tank).

Briefly discuss divestiture exceptions for medical devices. Use the following questions to prompt discussion:

- Does it cause the individual to be ineligible for AIT-1 screening?
- Can it be removed to avoid additional screening?
  - Do not request divestiture of the following:
    - o Insulin pumps
    - o Hearing aids
    - o Ostomy bags
    - o Dressings
    - o Pacemakers
    - o Prosthetic devices
    - o Casts
    - o Support Appliances
  - Request removal, if possible, to avoid additional screening of support braces

Never request a person to display, or empty a colostomy, drainage, or urine bag. Acknowledge and review medical documentation (if offered) to better understand a person's condition in order to facilitate the screening process.

Must remove crutches and canes and submit them for additional screening to be eligible.

**Slide 17: Divestiture Exceptions - Other Items**



The DO must also be mindful of the following divestiture exemptions for AIT-1 screening:

- If an individual is concerned about valuable items not covered by clothing including bulky jewelry, watches, or belts he or she should be allowed to leave the item on. Nonetheless, the DO should advise individuals to remove these items to avoid possible additional screening.
- If requested, the DO should allow individuals to hold the following items during AIT-1 screening: thin wallets, boarding passes, money, credit cards, bulky jewelry.

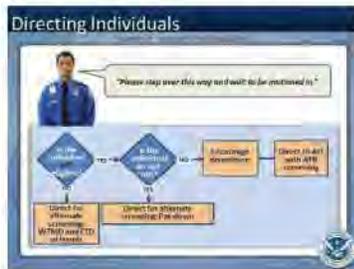
Items that are not covered by clothing or held in the individual's hand may be (b)(3):49 by the SO.



**Ask:** Should the DO request divestiture of items such as bulky jewelry, glasses, or headbands? Why or why not?

**Answer:** No, the DO should not request divestiture of these items. They will most likely not cause an alarm requiring additional screening.

## Slide 18: Directing Individuals



The DO must direct individuals based on the following:

- Ineligible individuals must be directed for WTMD and (b)(3):49 screening
- Opt-out individuals must be directed for a Pat-down
- Eligible individuals must be directed to AIT-1 screening



### Facilitated Discussion

Directing individuals to the appropriate screening.



**Ask:** What is the statement the DO provides to opt out individuals?

**Answer:** Advise the individual that *“A PAT-DOWN, which will cover sensitive areas, is necessary to ensure the same level of screening. Which would you prefer?”*



**Ask:** What if an individual is ineligible for AIT-1 screening and WTMD screening?

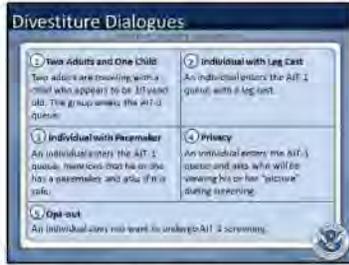
**Answer:** The individuals must undergo a Pat-down.



**Ask:** A child who appears 12 years of age or younger approaches the AIT-1. How should the DO proceed? Why?

**Answer:** The DO should direct the child for WTMD screening, unless AIT-1 screening is requested. A child who appears 12 years of age or younger must opt in to AIT-1 screening.

**Slide 19: Activity: Divestiture Dialogues**



**Activity: Divestiture Dialogues**

**Purpose:** To provide participants with an opportunity to practice advisement dialogues

**Duration:** 15 minutes

**Materials:** Pen, sheet of paper

**Directions:**

- Divide participants evenly into five groups. Assign each group one of the scenarios on the slide.
- Explain that groups will have five minutes to discuss the scenario and create an appropriate dialogue between the DO and the individual described in the scenario.
- Allow the groups to work for five minutes, and then reconvene the class.
- Each group should present their dialog to the class.
- Debrief the activity.

**Instructor Note:** The size and number of groups can be adjusted based on actual class size. Ensure participants understand that they will need to add additional details to their scenarios. The scenarios given are designed to be a starting point for their discussions.

**Activity: Divestiture Dialogues Answer Key**

**Directions:** The instructor should use the following information as guidelines for providing feedback to the participants.

**Scenario #1 – Two Adults and One Child**

The child appears to be 10 years of age and is therefore not required to undergo AIT-1 screening. Do not advise the individuals of this exemption. Simply direct the child and the accompanying parent or guardian for WTMD screening. If they request AIT-1 screening, allow them to do so. Do not separate the child from the parent or guardian.

**Scenario #2 – Individual with Leg Cast**

Ask the individual if he or she is able to hold the proper AIT stance unassisted for five to seven seconds. If he or she is able to, the DO should refer the individual for AIT-1 screening. If not, refer the individual for additional screening for individuals with disabilities per the *Screening Checkpoint SOP*.

**Scenario #3 – Individual with Pacemaker**

The DO should inform the individual that the AIT-1 unit is safe for individuals with pacemakers. (If he or she is still uncomfortable, the TSO may mention that unlike the WTMD, the AIT-1 unit produces no magnetic field which might affect the pacemaker's functionality.)

**Scenario #4 – Privacy**

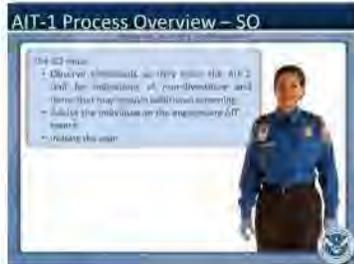
The DO should explain that this unit has AIT-1 installed which means it does not produce an image of the individual. The unit has software that automatically analyzes the scan. It then shows alarms on an avatar.

**Scenario #5 – Opt-out**

First, provide the opt-out advisement to the adult:

Advise the individual that *"A PAT-DOWN, which will cover sensitive areas, is necessary to ensure the same level of screening. Which would you prefer?"*

If the individual still declines AIT-1 screening, direct him or her to a Dynamic TSO for a Pat-down.

**Slide 20: AIT-1 Process Overview**

The SO must:

- Observe individuals as they enter the AIT-1 unit for indications of non-divestiture and items that may require additional screening
- Advise the individual on the appropriate AIT stance
- Initiate the scan

SOs work in tandem with the DO in assessing individuals as they approach the AIT-1 unit, advising on divestiture requirements, and directing individuals into the correct pose for AIT-1 screening.

**Slide 21: Positioning and Preparation**

The SO must direct the individual into the AIT-1 unit and into the appropriate stance:

- Enter the AIT-1 unit
- Place feet on footprints
- Stretch arms to shoulder height
- Face palms forward
- Raise hands, bending at elbow, to just above the head

**Instructor Note:** Due to the installation configuration, individuals may have to turn to the left or to the right to properly place feet on the footprints. Ensure that all participants are positioned correctly. Advise participants that arms must be held high enough with the hands almost touching. (b)(3); (b)(3); 49 U.S.C. § (b)(3); resulting in increased numbers of pat-downs due to false alarms.

**Facilitated Discussion**

Demonstrate the AIT stance and have the participants stand and demonstrate the stance. Afterwards lead a discussion about the importance of individuals attaining the proper AIT stance during screening.



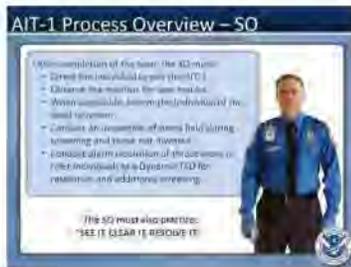
**Ask:** How does the proper stance impact AIT-1 screening?

**Answer:** Proper positioning and stance is vital to ensuring the AIT-1 unit's ability to accurately detect alarms. An improper stance can affect the algorithm used by the unit to detect alarms and result in unnecessary pat-downs.



**Ask:** What if the individual is wearing non-form fitting headwear? How should the hands be positioned then?

**Answer:** Ask the individual to position his or her hands as close as possible to the required stance: face palms forward, raise hands, bend at elbows, position at just above the head.

**Slide 22: AIT-1 Process Overview - SO**

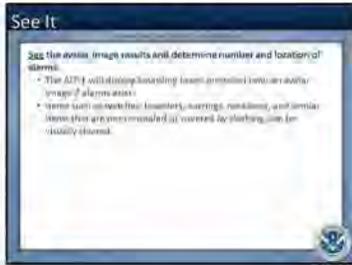
Upon completion of the scan, the SO must:

- Direct the individual to exit the AIT-1
- Observe the monitor for scan results
- When applicable, inform the individual of the need to rescan
- Conduct an inspection of items held during screening and those not divested
- Conduct alarm resolution of threat areas or refer individuals to a Dynamic TSO for resolution and additional screening

During this process the SO must also practice "See it, clear it, resolve it."

In specific cases individuals are eligible for a rescan. The SO should offer these individuals the opportunity to rescan. If the individual declines, he or she is considered an opt-out individual.

**Slide 23: See It**



See the avatar image results and determine number and location of alarms.

- The AIT-1 will display bounding boxes projected onto an avatar image if alarms exist.
- Items such as watches, bracelets, earrings, necklaces, and similar items that are not concealed or covered by clothing, can be visually cleared.



**Ask:** What kinds of items would undergo a visual inspection?

**Answer:** Items that would undergo a visual inspection include items held in the individual's hand, or those not covered by clothing such as bulky pendants or watches.



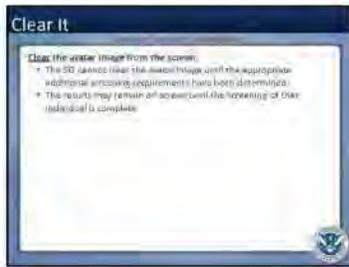
**Ask:** If the SO has an articulable belief that an individual may be concealing a prohibited item after conducting the visual inspection, how should the SO proceed?

**Answer:** Answers will vary, but should include that the SO may:

- Use his or her professional experience and judgment to determine whether, when, and how to initiate additional, approved screening procedures as described in the *Screening Checkpoint SOP*.
- Apply situational awareness and critical thinking skills to identify alarms.
- Engage the individual in a non-threatening conversation to resolve any suspicions.
- If an articulable belief persists, notify the STSO.

The SO can go above and beyond the (b)(3):49 of items held in each individual's hands.

**Slide 24: Clear It**



Clear the avatar image from the screen.

- The SO cannot clear the avatar image until the appropriate additional screening requirements have been determined
- The results may remain on screen until the screening of that individual is complete

Exceptions about clearing the avatar image prior to resolution may apply depending on the situation and airport configuration.

**Slide 25: Resolve It**

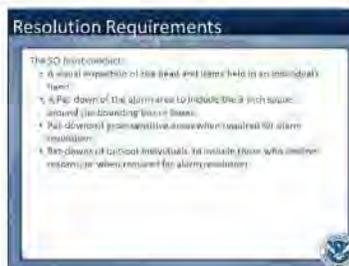


Resolve all alarms

- The SO must maintain positive control of the individual until all required screening is complete or the individual is handed off to a Dynamic TSO
- It is the SOs responsibility to ensure the individual completes all required screening

While one SO is waiting either for the AIT-1 scan results to appear on the AIT-1 Operator Control Panel (OCP) or is conducting a pat-down, the other SO may direct another individual into the AIT-1 unit and initiate a scan of that individual.

**Slide 26: Resolution Requirements**

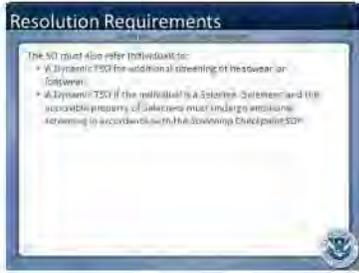


The SO must conduct a/an:

- (b)(3):49 of the head and items held in an individual's hand, if applicable.
- Pat-down of the alarm area (b)(3):49 U.S.C. § (b)(3):49 U.S.C. § 114(r)
- Pat-down the groin sensitive area when required for alarm resolution.
- Pat-down on an opt-out individual, to include those who decline rescans, or when required for alarm resolution.

During periods of low throughput, the SO should perform the pat down if he or she is the same gender as the individual being screened. Otherwise, refer the individual to the Dynamic TSO, per the *Screening Checkpoint SOP*.

**Slide 27: Resolution Requirements**



The SO must also refer individuals to:

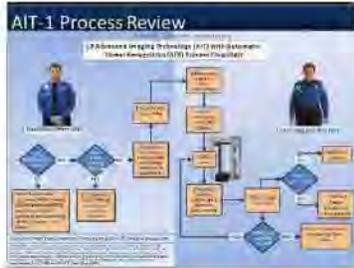
- A Dynamic TSO for additional screening of headwear or footwear
- A Dynamic TSO if the individual is a Selectee. Selectees and the accessible property of Selectees must undergo additional screening in accordance with the *Screening Checkpoint SOP*.

Selectees or individuals referred for additional screening that are not eligible for AIT-1 screening must be screened in accordance with the *Screening Checkpoint SOP*.

For Selectees, (b)(3):49 U.S.C. § 114(r)  
(b)(3):49 U.S.C.

Individuals referred for additional screening must also include those referred by a Behavior Detection Officer (BDO), a Travel Document Checker (TDC), or a TSA representative as a result of ID verification.

**Slide 28: AIT-1 Process Review**



**Instructor Note:** Ask participants to refer to the *AIT-1 Process Flowchart Handout* located in the *Handouts* section.

Refer to the *AIT-1 Process Flowchart Handout*.

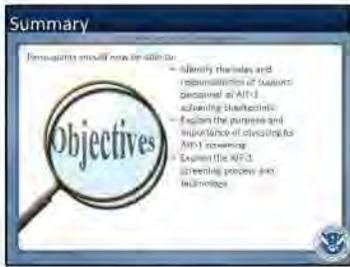


**Facilitated Discussion**

Briefly discuss the process as depicted on the handout. Key points to emphasize are:

- The DO determines eligibility for AIT-1 screening and advises individuals of divestment requirements
- Ineligible individuals are directed to non-AIT screening
- Individuals wearing non-form fitting headwear are advised of non-form fitting headwear screening alternatives
- Individuals directed to the WTMD are not considered opt-outs
- Individuals are directed into the AIT-1 unit and are asked to stand in the appropriate stance
- The SO initiates a gender-specific scan
- Individuals are directed to exit the AIT-1 unit and are positively controlled
- The SO reviews results on the AIT-1 OCP
- Offer rescan if needed
- If the individual declines the rescan, he or she must undergo the same screening as an opt-out individual

**Slide 29: Summary**



**Instructor Note:** Summarize the learning objectives for the course through a series of open-ended questions and additional explanations.

Participants should be able to:

- Identify the roles and responsibilities of support personnel at AIT-1 screening checkpoints
- Explain the purpose and importance of divesting for AIT-1 screening
- Explain the AIT-1 screening process and technology



**Ask:** Why is divesting important for AIT-1 screening?

**Answer:** Divesting reduces the number of un-divested items that may appear as alarms, thereby improving overall throughput while reducing the need to perform pat-downs.



**Ask:** What are the roles and responsibilities of the SO?

**Answer:**

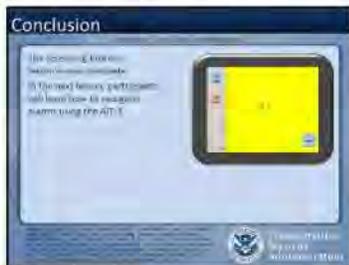
- Operating the AIT-1, including conducting calibrations
- Observing for signs on non-divestiture
- Informing individuals of the appropriate AIT stance
- Reviewing scan results
- Conducting visual and physical inspections
- Resolving alarms
- Maintaining positive control of the individual until all required screening is complete or the individual is handed off for additional screening
- Notifying the Dynamic TSO, LTSO or STSO when an individual requires additional screening



**Ask:** Who provides the opt-out statement to individuals that decline to undergo AIT screening?

**Answer:** DO

**Slide 30: Conclusion**



The Screening Process lesson is now complete.

In the next lesson, participants will learn how to recognize alarms using the AIT-1.

# L-3 ProVision®: Advanced Imaging Technology (AIT-1) Lesson: Alarm Resolution Instructor Guide

**Purpose:** To provide participants with the knowledge, skills, and abilities to function as AIT-1 Transportation Security Officers (TSO) at the screening checkpoint

**Lesson Time:** 1 hour 30 minutes

Instructor Materials	Participant Materials
1. Laptop	1. Participant Guide (PG)
2. Projector, Screen	2. Pen or Pencil
3. Instructor Guide (IG)	3. Markers
4. Easel Pad and Easel	4. Access to the <i>Screening Checkpoint SOPs</i>
5. Markers	
6. Transportation Security Administration (TSA)-issued Gloves in Various Sizes	
7. Current <i>Screening Checkpoint SOPs</i> , as applicable	

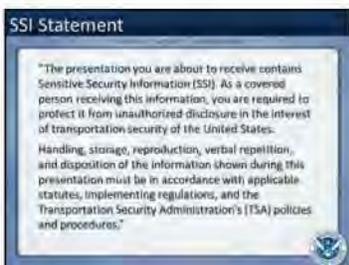
Icon	Description
	<b>Facilitated Discussion</b> identifies when discussions led by the instructor take place during the course.
	<b>Activity</b> identifies where an activity takes place during the course.
	<b>Question Mark</b> identifies when the instructor should ask a question.

## Slide 1: Introduction



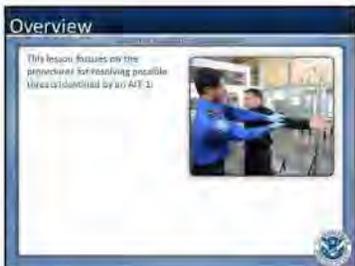
Welcome to the Alarm Resolution lesson.

### Slide 2: SSI Statement



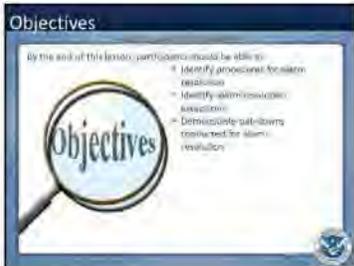
**Instructor Note:** Remind participants that this lesson is SSI.

### Slide 3: Overview



This lesson focuses on the procedures for resolving alarms identified by the AIT-1.

### Slide 4: Objectives



By the end of this lesson, participants should be able to:

- Identify procedures for alarm resolution
- Identify alarm resolution exceptions
- Demonstrate Pat-Downs conducted for AIT-1 alarm resolution

### Slide 5: AIT-1 Scan Results



After the AIT-1 completes the image scan, the results are displayed on the Operator Control Panel (OCP).

Determine the appropriate screening procedure based on the information presented by the unit prior to clearing the image.

If the OCP displays:

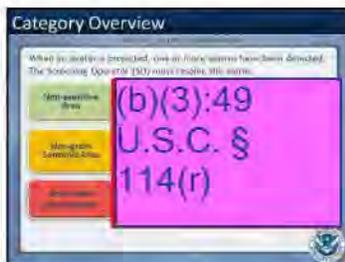
**Teaching Point:** Point out that with a green screen and no alarm the SO still needs to visually inspect the individual and ensure that he or she completes the remainder of the screening process, as required.

- Green Screen: CLEAR (there is nothing to make the system alarm)
- (b)(3):49 the individual and ensure that he or she does not require additional screening, i.e. wallet held in hand.
  - Individual may be allowed to enter the sterile area if additional screening is not required.
- Yellow Screen: UNABLE TO PROCESS IMAGE
  - No person detected, or there is an image issue.
  - Individual should be informed and offered the opportunity to be rescanned, if applicable. If the individual:
    - Agrees, he or she should be rescanned.
    - Declines the rescan, he or she is referred for a Pat-Down per the current *Screening Checkpoint SOP*.

- Red Bar: Indicates an Alarm
  - Alarm must be resolved.
  - Screening Operator (SO) reviews the front and back avatar images on the OCP and determines the appropriate resolution procedures based on the area identified by a Yellow box on the OCP display.

An avatar is only displayed if there is an alarm. However, the SO must remain vigilant and look for signs of non-divestiture even when there is no alarm.

### Slide 6: Category Overview



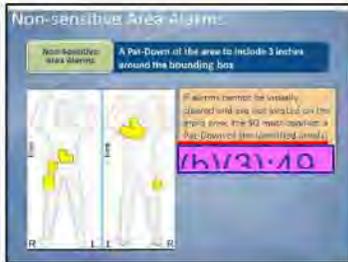
**Instructor Note:** Refer participants to the onscreen graphic and ask a volunteer to read each one of the Possible Threat categories.

When an avatar is projected, one or more alarms have been detected. The area identified due to the alarm is designated with a yellow bounding boxes. The SO must resolve the alarm, follow the procedures below:

- Non-sensitive area
  - Conduct a Pat-Down of the alarm area(s) (b)(3):49 U.S.C. § 114(r)
- Non-groin sensitive area
  - Conduct a Pat-Down of the alarm area, (b)(3):49 U.S.C. § 114(r)
- Groin area
  - Perform a Pat-Down of the groin area as described later in this lesson.

Items such as watches, bracelets, earrings, necklaces and similar items that are not concealed or covered by clothing can be visually cleared.

### Slide 7: Non-sensitive Area Alarm



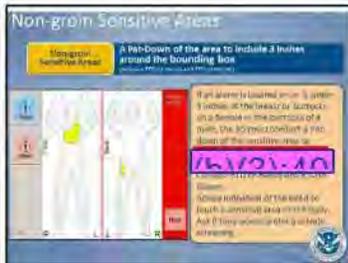
If alarms exist that cannot be visually cleared and are not located on a sensitive area, the SO must conduct a Pat-Down of the identified area(s) (b)(3):49 U.S.C. §

(b)(3):49

- Advise the individual that a pat-down is required.

▪ (b)(3):49 U.S.C. § 114(r)

### Slide 8: Non-groin Sensitive Areas



The non-groin sensitive areas:

- The breast and buttocks on a female
- The buttocks on a male

If an alarm is located on (b)(3):49 U.S.C. § a non-groin sensitive area(s), conduct a Pat-Down of the alarm area(s)

(b)(3):49 U.S.C. § 114(r) and provide the sensitive area advisement:

- Advise the individual that a sensitive area of the body is going to require additional screening, that there is a need to touch the sensitive area and that the back of the hand will be used.
- Use a hands-off demonstration when describing the screening of the breast and/or buttocks and the upper inner thigh area to the individual.
- Ask if the individual would prefer a private screening.
- When screening the buttocks, (b)(3):49 U.S.C. § (b)(3):49 U.S.C. § 114(r)

- Ask individual with low hanging pants to grasp their pleats or belt loops and raise the pants as high as possible to remove slack in the groin area during screening.
- Ask individual's wearing a skirt or dress to adopt the Step Forward Method.
- If an Alarm is unable to be resolved; contact an STSO.
- (b)(3):49 U.S.C. § 114(r)
- 

### Slide 9: Groin Area



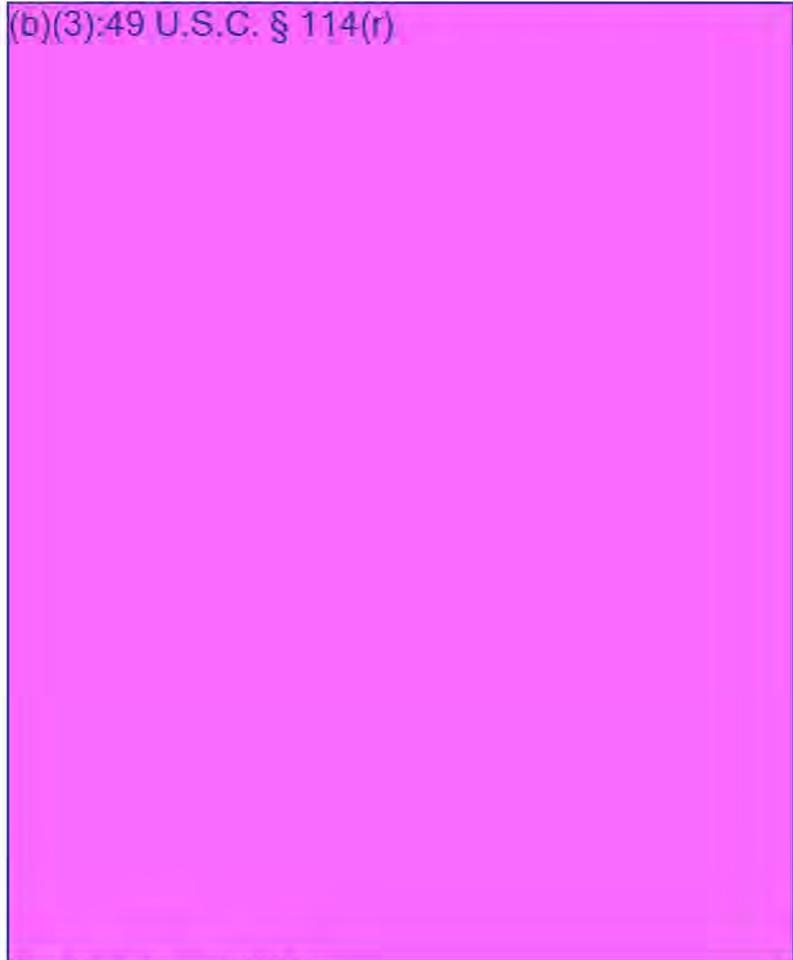
**Instructor Note:** The stance should be the same when conducting a Pat-down of the front and/or the back.

Groin alarm resolution procedures:

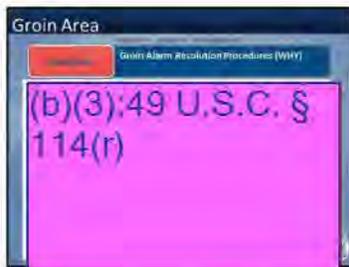
If the area indicated is on (b)(3):49 U.S.C. § the groin, the Screening officer must:

- Advise individual that a Pat-Down is required.
- Advise the individual that a sensitive area of the body is going to require additional screening, there is a need to touch the sensitive area, and that the back of the hand will be used.
- Use a hands-off demonstration when describing the screening.
- Ask if the individual would prefer a private screening.
- Ask the individual to assume a stance where their feet are positioned wider than their shoulders during screening.
- Ask individual with low hanging pants to grasp their pleats or belts loops and raise the pants as high as possible to remove slack in the groin area during screening.
- Beginning behind the individual:

(b)(3):49 U.S.C. § 114(r)



**Slide 10: Groin Alarm Resolution Procedures (WHY)**



- The enhanced procedures occur at the AIT and focus on overall groin detection.
- (b)(3):49 U.S.C. § 114(r)
- Stay focused and DO NOT offer recommendations to the individual
- Resolve the ALARM not the individual
- Follow the SOP and escalate when necessary

- The resolution procedures have been aligned across genders and passenger vetting status on both Standard and Pre✓® lanes.



**Ask:** If an articulable belief exists that the individual may be concealing a prohibited item, how should the Dynamic TSO determine when and how to initiate additional screening?

**Answer:** The Dynamic TSO should:

- Use their professional experience and judgment to determine whether, when, and how to initiate additional, approved screening procedures as described in the *Screening Checkpoint SOP*.
- Apply situational awareness and critical thinking skills to identify the possible threat through engaging the individual in a non-threatening conversation to resolve any areas of concern.
- Request assistance from his network, following the chain of command.

**Notify the STSO if an articulable belief persists.**

**Slide 11: Reasons for a Rescan**

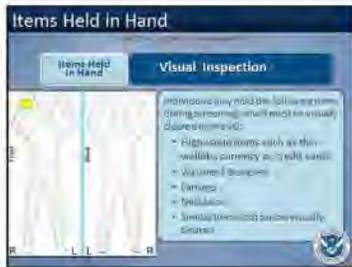


Offer one rescan if:

- Unable to process image (yellow screen with “!”)
- An SO presses the wrong gender scan button

If the individual declines a rescan, conduct a Pat-Down.

**Slide 12: Items Held in Hand**



Resolve any AIT alarms before screening items held in the individual's hands.

Visually and physically inspect items for (b)(3):49 and prohibited items.

- Individuals may hold the following items during screening, which must be visually cleared by the SO:
  - High-value items such as thin wallets, currency or credit cards
  - Watches/Bracelets
  - Earrings
  - Necklaces
  - Similar items that can be (b)(3):49
- Allow the individual to lift his/her sleeve to enable inspection of watches, bracelets, and similar items on wrists.

If the SO has an articulable belief that a prohibited item is concealed on or in an individuals property, such items may be submitted for x-ray screening.

**Slide 13: Alarm on the Head**



A Pat-Down for an alarm on the head is not required if the head area can be visually cleared in accordance with the Screening Checkpoint SOP.

The SO must advise the individual of the non-form fitting headwear screening options, per the Screening Checkpoint SOP. Non-form fitting headwear requires additional screening as described in the SOP whether or not there is an alarm on the head.

**Instructor Note:**  
This refers to a Standard passenger. Expedited passengers will be discussed on the next slide.

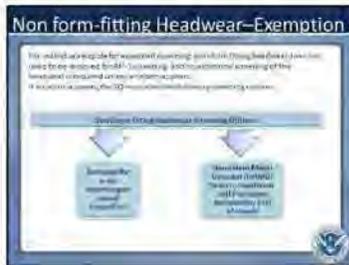


**Ask:** How should the SO proceed if the individual is wearing non-form fitting headwear?

**Answer:** The SO must advise the individual of the non-form fitting headwear screening options, per the Screening

*Checkpoint SOP.* Non form-fitting headwear requires additional screening as described in the SOP whether or not there is an alarm on the head.

### Slide 14: Non-Form Fitting Headwear



#### Prior to Screening

- Advise the individual that you need to conduct additional screening of the headwear.

Individuals eligible for expedited screening are not required to remove headwear for AIT-1 or WTMD.

- 
- Offer to conduct the screening in a private screening area.
- Ask if the individual is willing to remove the headwear and submit it for additional screening.
  - Yes: Conduct REMOVABLE HEADWEAR SCREENING.
  - No: Conduct NON-REMOVABLE HEADWEAR SCREENING.

If there is an alarm on the head, the SO must offer the following screening options:

- Complete a Hand-held Metal Detector (HHMD) search of the headwear. If the HHMD does not alarm, ask the individual to conduct a Head wear Self Pat-Down (b)(3):49 U.S.C. § 114(r)
- Remove for x-ray screening or visual inspection. If no prohibited items are present, the headwear is clear.
- Additional screening of non-form fitting headwear for (b)(3):49 U.S.C. § 114(r) (b)(3):49 and identifies an area on the head

### Slide 15: Alarm Located on Footwear



Individuals eligible for expedited screening, and individuals who are unable to remove their footwear for medical reasons may undergo AIT-1 screening without removing footwear.

Alarms caused by footwear may be resolved by removing the footwear for x-ray screening or by conducting an ETD sample of the footwear. Footwear can remain on the individual during ETD of the footwear.

Individuals eligible for expedited screening, and individuals who are unable to remove their footwear for medical reasons may undergo AIT-1 screening without removing footwear.

Alarms caused by footwear may be resolved by removing the footwear for x-ray screening or by conducting an ETD sample of the footwear. Footwear can remain on the individual during ETD of the footwear.

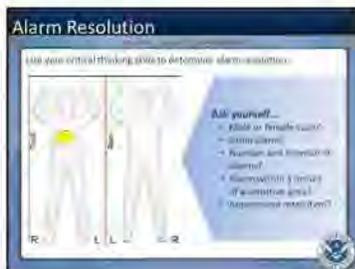
If the ETD sample alarms, offer the opportunity to remove the individual's footwear for x-ray screening and physical inspection.



**Ask:** How should the SO proceed if the ETD sample from headwear or footwear alarms and the individual refuses the opportunity to remove that item?

**Answer:** Per the *Screening Checkpoint SOP*. If the alarm still cannot be resolved, deny entry into the sterile area and notify an STSO.

### Slide 16: Alarm Resolution



Use your critical thinking skills to determine alarm resolution.

Ask yourself the following questions:

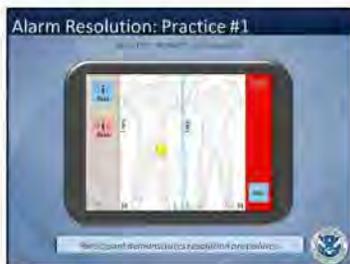
- Male or female scan?
- Groin area identified?
- Number and location of bounding boxes?
- Front or back of body?



**Instructor Note:** Ensure that gloves are available for the activity.

1. Observe the OCP scan results provided on the following slides.
2. Provide the resolution procedures or demonstrate the procedures, depending on the instructions associated with the image.
3. For each example the instructor will ask:
  - Male or female scan?
  - Groin alarm?
  - Number and location of bounding boxes?
  - (b)(3):49 U.S.C. § 114(r)
  - Appropriate resolution?
4. Ensure that participants provide the following information when providing responses:
  - The number of bounding boxes
  - The area or areas indicated
  - The resolution procedure
5. For examples that require a demonstration the instructor will:
  - Solicit the help of two volunteers. (Some slides will require gender-specific volunteers.)
6. Have one volunteer take on the role of the SO and the other take on the role of the scanned individual.
7. Observe that the volunteer pats down the area where the alarms are present (b)(3):49 U.S.C. § 114(r)  
(b)(3):
8. At the end of each example, instructors should offer effective feedback, both positive and developmental.

**Slide 19: Alarm Resolution: Practice #1**



**Instructor Note:** Could the (b)(3):49 U.S.C. § in this example include a sensitive area depending on the individual?

**?** **Ask:** Male or female scan?  
Groin area identified?  
Number and location?  
Is the area identified on (b)(3):49 U.S.C. a sensitive area?

**Answer:**

- Male scan
- No, Non-groin area
- One bounding box, front of body, upper left leg
- No

**?** **Ask:** What is the resolution procedure?

**Answer:** The SO conducts a pat-down of the area identified (b)(3):49 U.S.C. § 114(r)

**Slide 20: Alarm Resolution: Practice #2**



**?** **Ask:** Male or female scan?  
Groin area identified?  
Number and location?  
Is the area identified on (b)(3):49 U.S.C. a sensitive area?

**Answer:**

- Male scan
- Non-groin area
- Three bounding boxes: front lower right leg, front lower left leg, and back of lower left leg
- No

**?** **Ask:** What is the resolution procedure?

**Answer:** The SO can try to (b)(3):49 areas not covered by clothing or footwear. Alarms caused by footwear may be resolved by removing the footwear for x-ray screening or by conducting an ETD sample of the footwear. The footwear can remain on the individual. If the ETD sample alarms, offer the opportunity to remove the individual's footwear for x-ray screening and physical inspection.

**Slide 21: Alarm Resolution: Practice #3**



**Ask:** Male or female scan?  
Groin area identified?  
Number and location?  
Is the area identified on (b)(3):49 U.S.C. a sensitive area?

**Answer:**

- Male scan
- No, Non-groin areas
- Five bounding boxes, right forearm, front torso, buttocks (sensitive area), and front and back of the left lower leg
- Yes, on the buttocks (sensitive area)



**Ask:** What is the resolution procedure?

**Answer:** The SO conducts a Pat-Down of the alarm areas (b)(3):49 U.S.C. § 114(r)



**Ask:** Would the resolution procedure be different if the individual is eligible for expedited screening? If so, how?

**Answer:** No. AIT alarm resolution procedures are the same regardless of a travelers status.

Visually clear items such as watches, bracelets, earrings, necklaces, and other similar items that are not concealed or covered by clothing.

**Slide 22: Alarm Resolution: Practice #4**



**Instructor Note:** Solicit the help of two female volunteers.



**Ask:** Male or female scan?

Groin area identified?

Number and location?

Is the area identified on (b)(3):49 U.S.C. § 114(r) a sensitive area?

**Answer:**

- Female scan
- No, Non-groin areas
- One bounding box, front torso just below a sensitive area
- Yes, (b)(3):49 U.S.C. § 114(r)



**Ask:** What is the resolution procedure?

**Answer:** The SO conducts a pat-down of the sensitive area covered by the bounding box (b)(3):49 U.S.C. § 114(r) (b)(3):49 U.S.C. § 114(r) (b)(3):49 U.S.C. § 114(r)



**Ask:** Would the resolution procedure be different if the individual is eligible for expedited screening? If so, how?

**Answer:** No. AIT alarm resolution procedures are the same regardless of a travelers' status. (b)(3):49 U.S.C. § 114(r) items that are not concealed or covered by clothing.

**Slide 23: Alarm Resolution: Practice #5**



**Instructor Note:** Solicit the help of two female volunteers.



**Ask:** Male or female scan?

Groin area identified?

Number and location?

Is the area identified on (b)(3):49 U.S.C. § 114(r) a sensitive area?

**Answer:**

- Female scan
- No
- One bounding box, front non-groin sensitive area (breast)
- Yes, on a sensitive area (breast)



**Ask:** What is the resolution procedure?

**Answer:** The SO conducts a pat-down of the sensitive area (b)(3):49 U.S.C. § 114(r)

**Slide 24: Alarm Resolution: Practice #6**



**Ask:** Male or female scan?

Groin area identified?

Number and location?

Is the area identified on (b)(3):49 U.S.C. a sensitive area?

**Answer:**

- Female scan
- Yes, Groin area identified
- One bounding box, back sensitive area (buttock)
- Yes, the buttocks, and the saddle/groin area

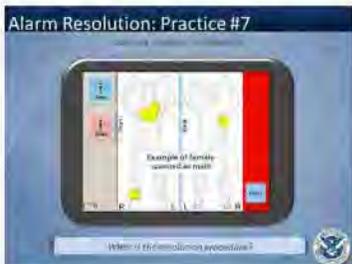
**Instructor Note:** Pay attention to the answer to the second and fourth questions "Groin area Identified", and "Is the area identified on (b)(3):49 U.S.C. a sensitive area". The saddle is considered part of the groin area and the saddle is (b)(3):49 U.S.C. (b)(3):49



**Ask:** What is the resolution procedure?

**Answer:** Conduct a Pat-down of the identified area to (b)(3):49 U.S.C. § 114(r)

**Slide 25: Alarm Resolution: Practice #7**



**Ask:** What is the resolution procedure?

**Answer:** The SO must offer the individual a rescan.

**Slide 26: Alarm Resolution: Practice #8**



**Ask:** What is the resolution procedure?

**Answer:** The SO must clear the head and footwear according to screening options, per the *Screening Checkpoint SOP*, conduct a Pat-down (b)(3):49 U.S.C. § 114(r)

(b)(3):49 U.S.C. § 114(r)

(b)(3):

**Instructor Note:** Revisit Alarm on the head, visual inspection or Pat-down, and Footwear Screening Options Screening Checkpoint SOP. Would ensuring the individual doesn't move have avoided the need for a Pat-down?

**Slide 27: Alarm Resolution: Practice #9**



**Ask:** What is the resolution procedure?

**Answer:** The SO must conduct a Pat-down of each identified area (b)(3):49 U.S.C. § 114(r)

(b)(3):49

**Instructor Note:** Ensuring proper stance of the individual may have avoided the need for the SO to conduct a Pat-down.

Not all individuals scanned with their feet together will produce the same number of alarms. A yellow screen may also be displayed.

**Slide 28: Alarm Resolution: Practice #10**



**Ask:** Male or female scan?

Groin area identified?

Number and location?

Is the area identified on (b)(3):49 U.S.C. a sensitive area?

**Answer:**

- Female scan
- Yes, Groin area identified
- Three bounding boxes, groin area, front of the right arm and back of the left arm



**Ask:** What is the resolution procedure?

**Answer:** Conduct a Pat-down of each identified area to

(b)(3):49 U.S.C. § 114(r)

**Slide 29: Alarm Resolution: Practice #11**



**Ask:** What does this screen indicate?

**Answer:** Image could not be analyzed.



**Ask:** What is the correct procedure?

**Answer:** The unit is either unable to complete a scan or analyze an image. The SO must offer a rescan.



**Ask:** Does the individual have to do a rescan?

**Answer:** No.



**Ask:** If the individual declines the rescan what must the SO do?

**Answer:** Conduct a Pat-Down.

**Slide 30: Alarm Resolution: Practice #12**



**Ask:** What does this screen indicate?

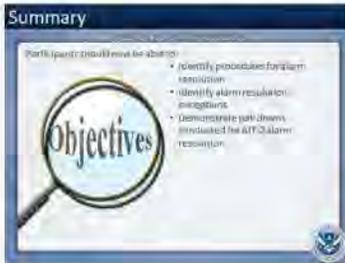
**Answer:** Male scanned, No alarm.



**Ask:** What is the correct procedure?

**Answer:** (b)(3):49 the individual and ensure that he or she completes the remainder of the screening process, as required.

### Slide 31: Summary



Participants should now be able to:

- Identify procedures for alarm resolution
- Identify alarm resolution exceptions
- Demonstrate pat-downs conducted for AIT-1 alarm resolution



**Ask:** How would the AIT-1 unit indicate movement or improper stance?

**Answer:** It will display a yellow screen or numerous bounding boxes located on and off the image.



**Ask:** How is that resolved?

**Answer:** If the OCP displays a yellow screen, offer the individual a rescans. If the OCP displays numerous bounding boxes located on and off the avatar image, the individual must be referred for a Pat-Down. The SO must conduct a pat-down.



**Ask:** What are key questions to ask yourself when determining alarm resolution?

**Answer:** Responses will vary but should include:

- Male or female scan?
- Groin alarm?
- Number and location of bounding boxes?
  - Front or back of the body?

- Area identified is on (b)(3):49 (b)(3):4 a sensitive area?
- Appropriate resolution?
  - Offer re-scan
  - Pat-Down
  - Visually cleared
  - Hand-off to Dynamic TSO, if additional screening is required.

### Slide 32: Conclusion



Congratulations! You have now completed the L-3 ProVision® AIT-1 lecture portion of the course.



**Ask:** Do you have any questions about what was covered before we conclude and continue to the lab?

**Answer:** Answer any questions participants may have.

# Divestiture Exemptions – Headwear

~~SENSITIVE SECURITY INFORMATION~~



Individuals eligible for expedited screening do not require additional screening if headwear does not cause an alarm.

When an alarm occurs, offer the following options:

- HHMD Search of the headwear, followed by a Headwear Self Pat-down (b)(3):49 U.S.C. § 114(r)
- Remove for x-ray screening or (b)(3):49 U.S.C. § 114(r)

Individuals who are NOT eligible for expedited screening are offered the following, regardless of whether or not the headwear alarms:

- Request the individual remove headwear for x-ray screening
- If the individual refuses, advise them of the screening options, per the *Screening Checkpoint SOP*



# Resolution Requirements

~~SENSITIVE SECURITY INFORMATION~~

The SO must conduct:

- A (b)(3):49 U.S.C. § 114(r) of the head and items held in an individual's hand
- A Pat-down of the alarm area (b)(3):49 U.S.C. § 114(r)  
(b)(3):49 U.S.C. § 114(r)
- Pat-downs of groin sensitive areas when required for alarm resolution
- Pat-downs of opt-out individuals, to include those who decline rescans, or when required for alarm resolution

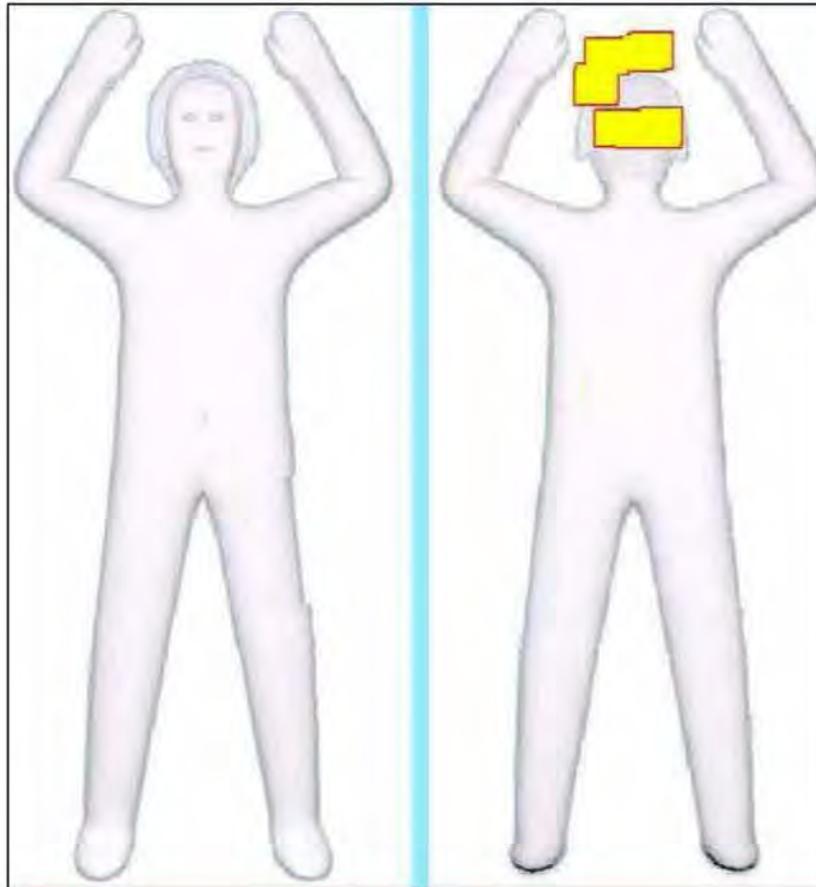


# Alarm Located on the Head

~~SENSITIVE SECURITY INFORMATION~~

Head

(b)(3):49 U.S.C. § 114(r) or Pat-down



A Pat-down for an alarm placed on the head is not required if the head area can be (b)(3):49 U.S.C. § 114(r).

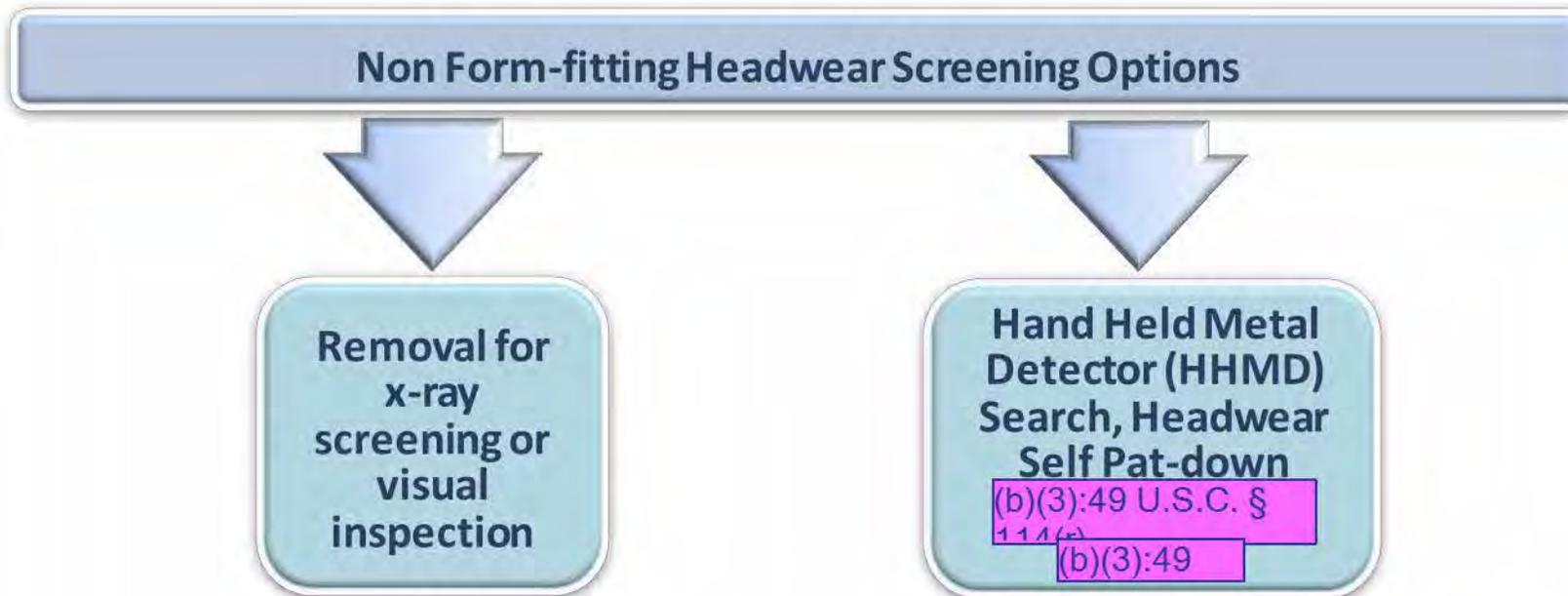


# Non form-fitting Headwear–Exemption

~~SENSITIVE SECURITY INFORMATION~~

For individuals eligible for expedited screening, non-form fitting headwear does not need to be removed for AIT-1 screening, and no additional screening of the headwear is required unless an alarm appears.

If an alarm appears, the SO must offer the following screening options:



# Hand-Held Metal Detector Procedures

## Procedure:

### 1. Positioning and Preparation

- Conduct same gender screening only (except at airports under extraordinary circumstances such as staffing shortage emergencies).
- Wait until a designated HHMD search location is available in the HHMD search area.
- Take control of the individual and escort him/her to the HHMD search area.
- Request the individual identify his/her accessible property on the x-ray belt.
- Carry all of the individual's property to the HHMD search area.
- If possible, position the individual so that his/her items remain in his/her sight.
- Do not permit the individual access to his/her accessible property until the HHMD search is complete and the individual is cleared.
- Wear required TSA-issued gloves.

### 2. Assessments and Advise

- Advise the individual of the necessity to conduct the HHMD search.
- Advise the individual that upon completion of the HHMD search, a pat-down search of his/her body will be required.
  - This advisement is not required if the individual has a metal implant. (Unless the individual is wearing bulky clothing)
- Advise the individual to divest all removable metal items from his/her person (including belts that contain metal, except for belts holding a prosthetic device onto a person's body) and send to x-ray.
  - Small items divested such as loose change, paper clips, hair clips and belts may be physically inspected instead of being x-rayed.
- Have the individual remove outer layer garments, headwear may remain on. However, a pat-down of non-formfitting headwear may be conducted upon conclusion of the HHMD search if NOT already conducted by the WTMD TSO.
- After the individual has divested all removable metallic items, ask the individual if there is anything on his/her person that may cause the HHMD to alarm (such as a metal implant).

*Information gained from the observation of the WTMD Alarm Zone Lights may not be incorporated into the HHMD search process.*

*"Sir/Ma'am, I need to conduct further screening."*

*"Sir/Ma'am, when I have completed the metal detector search, I will also be conducting a limited pat-down of your body."*

*"Please place any metal objects into this container."*

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## Procedure:

- Advise the individual that if the HHMD alarms, it may be necessary to pat-down the area to determine the cause of the alarm.
  - Demonstrate the HHMD alarm to the individual.
- Have the individual sit down in preparation for wand of his/her feet.

### 3. Test the HHMD

- Pass the HHMD two inches over a metal object (such as a TSO's watch).
- If the HHMD appears to be low on batteries or not working correctly, notify an STSO and do not use the HHMD.

### 4. Hand-Wand Foot Area

- Have the individual raise one foot at a time, hand-wand the foot area.

(b)(3):49 U.S.C. § 114(r)

- If the individual is wearing footwear, conduct ETD Sampling of Footwear.
- Perform a (b)(3):49 if the individual is barefoot.

### 5. Hand-Wand Body Outline

- Ask the individual to stand with his/her feet shoulder width apart and his/her arms outstretched with palms facing upward.
- Stand behind the individual.

(b)(3):49 U.S.C. § 114(r)

### 6. Hand-Wand Back of Body

(b)(3):49 U.S.C. § 114(r)

*Provide assistance if requested or needed by the individual.*

*"Please stand facing your property with your feet shoulder width apart, arms outstretched and palms facing up."*

**Procedure:**

**7. Hand-Wand Front of Body**

(b)(3):49 U.S.C. § 114(r)

(b)(3):49  
U.S.C. §  
114(r)

**8. Bulk Item Pat-Down**

- When required, conduct a Bulk Item Pat-Down of the individual's arms, sides, abdomen, back and legs (clothed areas only).
  - Ensure the individual is positioned with his/her arms outstretched.

*Areas of the body that are not clothed, covered by formfitting clothing or have already received a limited pat-down for resolution of an HHMD alarm need not be subjected to the Bulk Item Pat-Down search.*

(b)(3):49 U.S.C. § 114(r)

*"Sir/Ma'am, please lower your arms".*

*In instances where patting down both hips simultaneously is difficult or uncomfortable, pat-down one leg at a time starting with the hip to the ankle, then pat-down the leg until all areas have been covered.*

**9. Headwear**

- If the individual is wearing non-formfitting headwear that does not alarm, offer private screening.
- Conduct a Limited Pat-Down of the headwear.
  - Offer the individual the opportunity to sit or remain standing during the additional screening of the headwear.

## Procedure:

- If the individual declines the Limited Pat-Down, conduct a Headwear Self Pat-Down
  - Direct the individual to press down all areas of his/her headwear.
  - After the individual has conducted a Headwear Self Pat-down, (b)(3):49 U.S.C. § 114(r)
  - If the ETD sample alarms, offer x-ray examination of the headwear. If the individual declines, (b)(3):49 U.S.C. § 114(r) Offer the individual the opportunity to remove his/her headwear in a private screening area.

### 10. (b)(3):49 the Individual and Perform Limited Pat-Down

- If the TSO notices garments that fit or drape in an irregular manner, (b)(3):49 U.S.C. § 114(r)
- Conduct a limited pat-down search of the suspicious areas if the TSO feels the individual's clothing displays these characteristics.
- Areas of the body that have already received a limited pat-down need not be subjected to a pat-down search again.
- Be vigilant for the presence of non-prohibited items that exhibit characteristics of IED components.

### 11. Alarm Resolution Procedures

- DRIP**
  - **Divest** – Have the individual remove any metal that may be causing the alarm (such as coins or keys). If the item is prohibited, maintain control of the item and make suggestions for disposal/resolution or notify an STSO.
  - **Re-wand** – Re-wand the area where the alarm occurred even if nothing was divested. If there is no alarm, then the area is cleared and the TSO may continue with the screening process.
  - **Inform** – If the area alarms again or the metal cannot be removed (such as the underwire of bra), inform the individual

"Sir/Ma'am, the fit of your clothing does not allow me to clear you. I will need to conduct a pat-down of the following areas: \_\_\_."

"Sir/Ma'am, the outline of your body contains an unusual contour that will require a pat-down."

"Please divest anything that may be causing this alarm."

## Procedure:

- of the need to pat-down the area.
- **Pat-down** – Conduct a limited pat-down search of the area to ensure there are no prohibited items.
- If the alarm cannot be resolved using this procedure, notify an STSO.
- If the TSO believes the source of the alarm can be easily cleared by pat-down (such as jeans rivets or watch), the TSO may omit the “Divest, Rewand and Inform” steps and proceed to the pat-down of the area that alarmed.
- If it becomes necessary to pat-down a sensitive body area to resolve an alarm, a private screening must be offered prior to the pat-down search.

*“Sir/ma’am, I need pat-down a sensitive area, would you like a private screening.”*

### 12. Non-Standard HHMD Searches

- Skirts, robes or long garments (Step Forward)
  - Complete the entire HHMD search, **(b)(3):49 U.S.C.**
  - Stand in front of the individual, have him/her step forward with their foot angled out

**(b)(3):49 U.S.C. § 114(r)**

*Step Forward Method:*  
*Do not:*

- Place HHMD inside garment
- Touch the individual
- Have clothes lifted to expose areas individual deems sensitive
- Wand exposed skin

- Authorized cup
  - Conduct an HHMD search of the cup before beginning the HHMD search of the individual
  - Ask the individual to remove metallic items from the hand holding the cup if necessary
  - **(b)(3):49 U.S.C. § 114(r)**
  - Have the individual safely place the cup aside before beginning HHMD screening
  - If the cup alarms, notify the STSO
- Individuals carrying an infant/small child
  - Wand or pat-down the child first, then the adult
  - After the child is cleared, the adult can put the child down or continue holding him/her

*Only individuals exempt from the liquid, gel, and aerosol limits, such as Flight crewmembers in uniform, are authorized to bring cups through the checkpoint.*

**Procedure:** Alarms in the belt buckle area

If the individual has not removed his/her belt:

- Ask the individual to remove his/her belt
  - (b)(3):49 U.S.C. § 114(r)
- Re-wand area
- If no alarm, then the area is clear
- If the individual is not able to remove his/her belt, ask the individual to open the buckle
- (b)(3):49 U.S.C. §
- Ask the individual to hold both ends away from their waistline
- Re-wand area
- If no alarm, then the area is clear
- If it alarms, ask the individual to turn the waistband forward
- (b)(3):49 U.S.C. § 114(r)
- 

If the belt was previously removed and the area alarms:

- Ask the individual to turn his/her waistband forward

• (b)(3):49 U.S.C. § 114(r)

 Headwear alarm

- Headwear alarms must be cleared following the standard HHMD alarm resolution process
- If a pat-down does not clear the alarm, the headwear must be removed
- (b)(3):49 U.S.C. § 114(r) or x-ray headwear once removed
- If the individual has thick or elaborately styled hair, conduct a visual inspection and a limited pat-down of the head area
- Upon completion of HHMD alarm resolution procedures, the TSO may direct that the individual reprocess through the WTMD to verify that all WTMD alarms have been cleared. HHMD alarms are resolved if the individual clears the WTMD during reprocessing

*Offer private screening for removal of headwear (regardless of the type of headwear).*

*After completing the HHMD and Bulk Item Pat-down the TSO must inspect the boarding pass of the individual unless a positive hand-off of a selectee occurred*

## Procedure:

### 13. STSO Notification

- Suspend HHMD screening and notify an STSO when:
  - An individual becomes irate or unruly
  - An individual departs the area prior to completing the screening process
  - An individual requests to speak to an STSO
  - The HHMD displays signs of malfunctioning
  - An individual requests a private screening
  - An HHMD alarm cannot be satisfactorily resolved
  - An actual or possible prohibited item is discovered
  - In any other circumstance that prevents the TSO from properly performing the screening function





## Transportation Security Administration

### Instructor Guide – Lesson Plan New Hire Training Program – Full Body Pat-Down

**Objective:** To provide a Transportation Security Officer (TSO) at the screening checkpoint location with a knowledge base concerning Full Body Pat-Down (FBPD) and an opportunity to perform an FBPD.

**Length:** 2.5 Hours

**Participants:** Maximum recommended class size of 24, with an instructor/participant ratio of 1:8.

**Instructional Methods:** PowerPoint, lecture, group exercise, demonstration, discussion

**Classroom Requirements:** Room should be configured in a classroom style. Participants should have enough space to stand and be able to practice FBPD techniques in groups of two (three if you have an odd number of males or females).

**Instructor Equipment:** Instructor Guide, PowerPoint presentation, laptop, projector, screen, Handouts (*FBPD Procedure Sheet and Opposite Gender Pat-Down Job Aid*), and gloves

**Participant Equipment:** Participant Guides, pen/pencil

**Structure:** The following lesson plan is set up into two columns. Column one contains copies of the PowerPoint slides. Column two contains the corresponding information related to the slide. The information is in an outline form. The intent of the format is to provide instructor guidance; it should not be read verbatim. This section will also include any notes and/or warnings that the instructor may need to emphasize.

**Practical Labs:** The instructor will demonstrate procedures and have participants observe before practicing. The instructor will facilitate each lab to ensure that all participants have an opportunity to observe and practice each procedure.



(slide 1)

## Full Body Pat-Down

All individuals are required to be screened prior to entering the sterile area.

In this lesson, participants will learn the proper terminology and techniques used in pat-down procedures designed to ensure that individuals do not possess prohibited items.



(slide 2)

## Lesson Objectives

At the end of this lesson, participants will be able to:

- State the four types of pat-down searches
- Describe the initial positioning and preparation for a Full Body Pat-Down (FBPD) search
- Describe the assessments and advisements associated with an FBPD
- Identify FBPD techniques and order of coverage
- Demonstrate FBPD procedures
- Explain suspicious area resolution procedures
- State when to employ Supervisory Transportation Security Officer (STSO) notification



(slide 3)

## Types of Pat-Down Searches

There are four types of pat-down searches:

- Limited Pat-Down
- Limited Pat-Down of Torso
- Bulk Item Pat-Down
- Full Body Pat-Down



(slide 4)

## Limited Pat-Down Search

Limited Pat-Down searches:

- Consist of physically touching specific areas of an individual's body to determine that the area is free of any prohibited items
- Are most commonly conducted to resolve Hand-Held Metal Detector (HHMD) alarms



(slide 5)

### Limited Pat-Down of Torso Search

Limited Pat-Down of Torso searches:

- Consist of physically touching the clothed portion of an individual's torso and upper leg areas to determine if that area is free of any prohibited items
- Conducted by the Walk-Through Metal Detector (WTMD) TSO on a random basis for individuals clearing the WTMD



(slide 6)

### Bulk Item Pat-Down Search

Bulk Item Pat-Down searches:

- Consist of physically touching certain areas of the individual's body to aid in the detection of bulky, nonmetallic prohibited items
- Are applied to individuals selected for additional screening

**Note:** Techniques taught here will be used to conduct the Bulk Item Pat-Down search. Bulk Item Pat-Down procedures will be taught during the HHMD lesson.



(slide 7)

### Full Body Pat-Down

Any individual may request an FBPD instead of metal detection screening. An FBPD is a voluntary option available to individuals who choose not to:

- Go through the WTMD
- Be screened by the HHMD

Transportation Security Officers (TSO) must honor such requests without questioning the individual's reason for making the request.



(slide 8)

### Full Body Pat-Down

Common reasons an individual requests an FBPD include:

- Use of a wheelchair
- Pacemaker
- Pregnancy



(slide 9)

### Instructor Demonstration

The instructor will demonstrate the following:

- Positioning and preparation
- Assessments and advisements
- FBPD procedure

**Note:** Demonstrate the entire FBPD procedure. Using another instructor or a volunteer participant (of the same gender), perform the procedure as if screening a passenger who does not have any unresolved or suspicious areas. Do not provide instructor comments to participants during this demonstration. Provide only the verbiage used at the checkpoint between the TSO and the passenger.

**Note:** Make sure to wear gloves and provide greeting and advisements.



(slide 10)

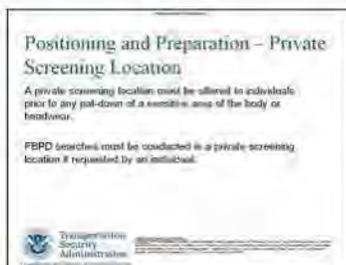
### Positioning and Preparation – Same Gender Screening

All FBPD searches must be conducted by TSOs of the same gender as the individual being screened. An individual's gender is what he/she presents himself/herself to be.

Airports may conduct opposite gender screening under extraordinary circumstances.

All passengers must be informed prior to entering the WTMD. During opposite gender screening a Lead Transportation Security Officer (LTSO)/STSO should be present.

**Note:** Inform the participants that limited staffing at an airport may require opposite gender screening.



(slide 11)

### Positioning and Preparation – Private Screening Location

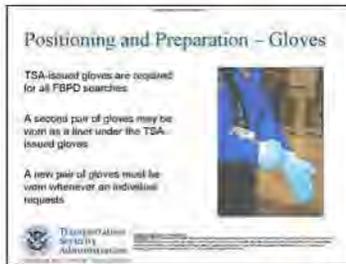
A private screening location must be offered to an individual prior to any headwear or sensitive area pat-down.

FBPD searches must be conducted in a private screening location if requested by an individual.

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Version 1.0



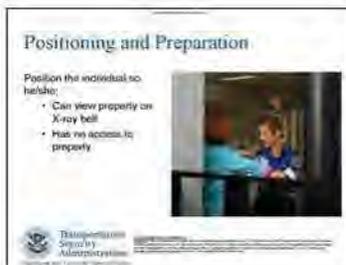
(slide 12)

### Positioning and Preparation – Gloves

TSA-issued gloves are required for all FBPD searches. A second pair of gloves may be worn as a liner under the TSA-issued gloves.

The second pair of gloves may not compromise sensitivity or dexterity needed to perform search.

A new pair of gloves must be worn whenever an individual requests.



(slide 13)

### Positioning and Preparation

Every effort must be made to position the individual with a line of sight to his/her property during the search process.

The individual must not have access to his/her cleared items until the FBPD is complete.



(slide 14)

### Assessments and Adviseements

Before conducting an FBPD:

- Advise the individual of the necessity to conduct the search
- Briefly describe the FBPD process to the individual
  - All areas of body or clothing
  - The back of the hands will be used when touching sensitive areas

Here is an example of a statement a TSO could use:

*"Hello, I understand you requested a Full Body Pat-Down screening instead of metal detection screening. Is this correct? During this procedure I will be physically searching your entire person, which will be done using the front of my hands for non-sensitive areas, and the back of my hands for any sensitive areas."*

**Note:** Remind the participants not to use acronyms when advising the individuals.



(slide 15)

**Assessments and Adviseements**

Assess the individual for items to divest. Advise the individual to remove/divest:

- All items from all pockets
- Any outer garments
  - If the individual claims that the clothing item is acting as their outermost garment or the TSO determines the garment is either formfitting or appears to be incapable of concealing an Improvised Explosive Device (IED), do not require the item to be removed
- Belts and shoes (offer the individual a seat to facilitate shoe removal)

TSOs may recommend that the individual remove any head covering he/she is wearing, provided TSOs simultaneously offer private screening.

**Note:** Inform the participants that some individuals may be unable to remove their footwear due to medical conditions. ETD Sampling of Footwear procedures will be covered in HHMD and Checkpoint ETD lessons.



(slide 16)

**Assessments and Adviseements**

Items divested during the FBPD process, such as portable electronics, wallets and any containers/packages must be submitted for x-ray examination.

Small items divested such as loose change, paper clips, hair clips and belts may be physically inspected by the TSO rather than submitted for x-ray examination.



(slide 17)

**Assessments and Adviseements**

Ask the individual if there are any areas of his/her body that may be sensitive or painful to the touch.

If such an area is identified, use the lightest pressure possible to still be able to clear the area of prohibited items.

Offer a private screening.



(slide 18)

### Assessments and Adviseements

Advise the individual to stand with his/her:

- Feet shoulder width apart
- Arms outstretched and palms upward

**Note:** Inform participants to avoid using terms such as “spread ‘em” or “assume the position.”

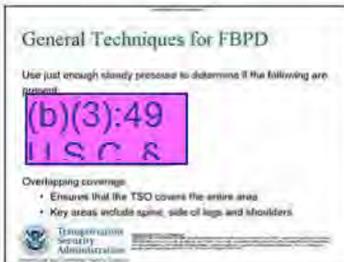


(slide 19)

### Full Body Pat-Down Search

FBPD searches:

- Consist of physically touching all areas of an individual, checking for prohibited items
- Are most commonly conducted as an alternative to metal detection screening



(slide 20)

### General Techniques for FBPD

The FBPD requires that all areas of an individual's body and clothing are (b)(3):49 U.S.C. § 114(r) inspected using either the front or back of the hands.

Use just enough steady pressure to determine if any of the following are present:

(b)(3):49 U.S.C. § 114(r)

(b)(3):49 U.S.C. § 114(r) ensures that the TSO covers the entire area in one pass or another. Key areas to ensure overlapping coverage include:

(b)(3):49 U.S.C. § 114(r)

**Note:** Inform participants that the amount of pressure should be enough to feel where undergarments, such as socks, begin.



(slide 21)

### General Techniques for FBPD – Non-Sensitive Areas

Non-sensitive areas include all parts of the body except areas defined in the next slide. Be sure to:

- Use the front of the hand (palm and fingers)
- Apply steady pressure



(slide 22)

### General Techniques for FBPD – Sensitive Areas

The individual is offered private screening during the initial advisements; the FBPD includes a pat-down of sensitive areas of the body.

Sensitive areas are different depending upon the individual's gender:

- Female areas include breasts, crotch and buttocks
- Male areas include the crotch and buttocks

When conducting a pat-down of sensitive areas use the back of the hand.



(slide 23)

### General Techniques for FBPD – Clothing

During an FBPD:

- Do not reach inside the individual's clothing
- Always advise the individual prior to turning/pulling any article of clothing



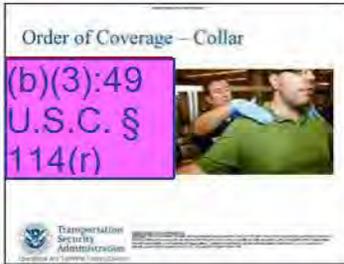
(slide 24)

### Order of Coverage – Head

FBPD procedures should be conducted in accordance with TSA's order of coverage. The FBPD procedure begins at the head. The following steps will occur:

- Stand behind the individual
- (b)(3):49 his/her head

- (b)(3):49 U.S.C. § 114(r)



(slide 25)

### Order of Coverage – Collar

The next area covered is the collar.

(b)(3):49 U.S.C. § 114(r)

**Note:** Advise the individual prior to turning or pulling any article of clothing.



(slide 26)

### Order of Coverage – (b)(3):49 U.S.C. §

(b)(3):49 U.S.C. § 114(r)



(slide 27)

### Order of Coverage – Shoulder

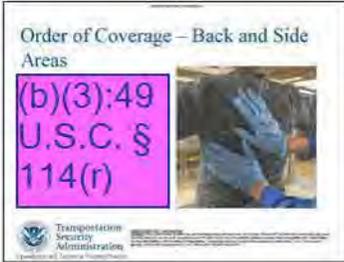
(b)(3):49 U.S.C. § 114(r)



(slide 28)

### Order of Coverage – Arm and Underarm

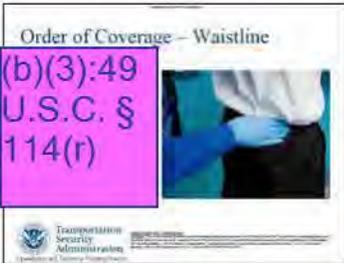
(b)(3):49 U.S.C. § 114(r)



(slide 29)

### Order of Coverage – Back and Side Areas

(b)(3):49 U.S.C. § 114(r)



(slide 30)

### Order of Coverage – Waistline

(b)(3):49 U.S.C. § 114(r)

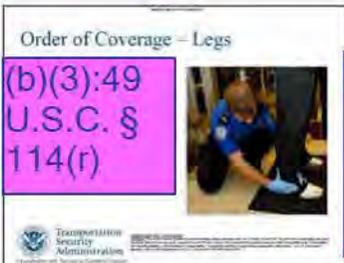
**Note:** Advise the individual prior to turning or pulling any article of clothing.



(slide 31)

### Order of Coverage – Buttocks

(b)(3):49 U.S.C. § 114(r)

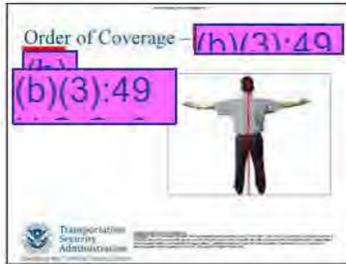


(slide 32)

### Order of Coverage – Legs

(b)(3):49 U.S.C. § 114(r)

**Note:** A crush and feel technique may be used to search pant cuffs.

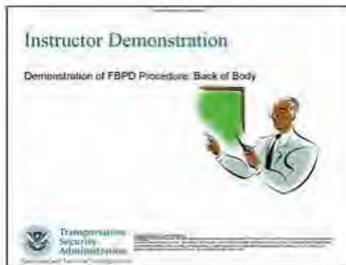


(slide 33)

### Order of Coverage – (b)(3):49 U.S.C. §

(b)(3):49 U.S.C. § 114(r)

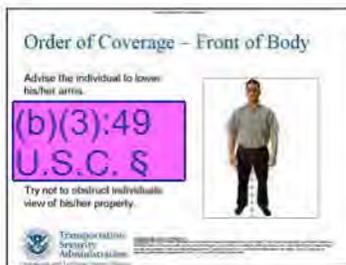
**Note:** Always remember to overlap while performing the FBPD to ensure 100% coverage.



(slide 34)

### Instructor Demonstration

**Note:** Demonstrate the FBPD procedure beginning with the head and stopping when the entire back of the body is complete.

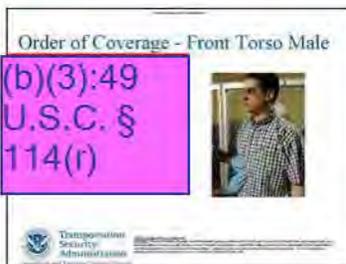


(slide 35)

### Order of Coverage – Front of Body

After patting down the back areas, advise the individual to lower his/her arms. Move to the front of the individual, (b)(3):49 U.S.C. § 114(r)

**Note:** Remember to try not to obstruct the individual's view of his/her property.

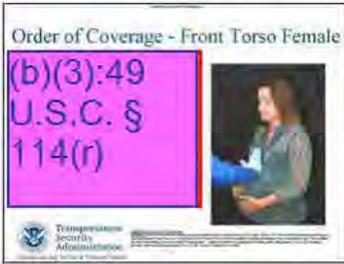


(slide 36)

### Order of Coverage – Front Torso Male

Male procedures (front torso to waist):

(b)(3):49 U.S.C. § 114(r)

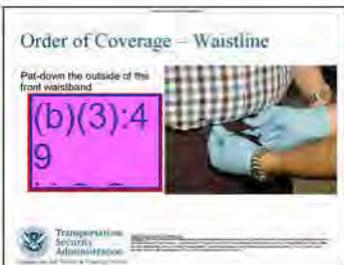
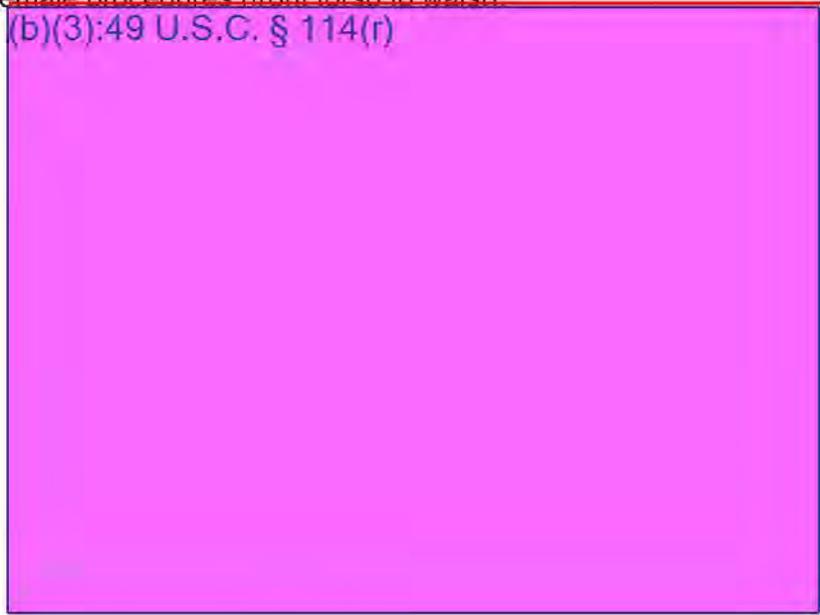


(slide 37)

### Order of Coverage – Front Torso Female

Female procedures (front torso to waist):

(b)(3):49 U.S.C. § 114(r)

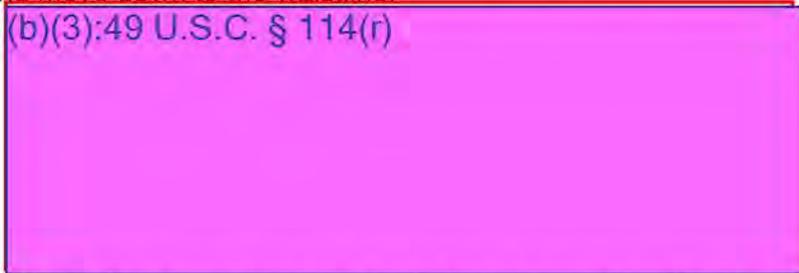


(slide 38)

### Order of Coverage – Waistline

After patting down the front torso areas, stay on the same side and move down to the waistline.

(b)(3):49 U.S.C. § 114(r)



**Note:** Ask the participants the following question: What must a TSO do prior to turning or pulling any article of clothing?

**Answer:** Advise the individual prior to turning or pulling any article of clothing.



(slide 39)

### Order of Coverage – Crotch

After patting down the waistline, move down to the crotch area. The same procedure applies to both male and female.

(b)(3):49 U.S.C. § 114(r)

(b)(3):49 U.S.C. § 114(r)

**Note:** Inform participants that hand positioning may be with fingers pointed down, in, or up as long as the back of the hand is used (b)(3):49 U.S.C. § 114(r)

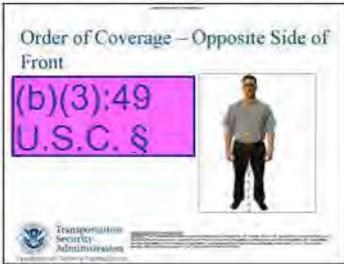


(slide 40)

### Order of Coverage – Legs

(b)(3):49 U.S.C. § 114(r)

**Note:** The pocket and hip areas are non-sensitive and should be screened with the front of the hand.

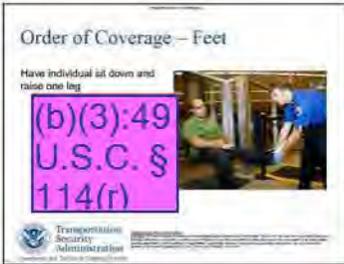


(slide 41)

**Order of Coverage – (b)(3):49 U.S.C. §**

(b)(3):49 U.S.C. § 114(r)

**Note:** Make certain that participants are aware that if the entire crotch area was cleared on the first side, it is not to be searched again.



(slide 42)

**Order of Coverage – Feet**

(b)(3):49 U.S.C. § 114(r)

- When both feet are completed, return the individual's items so he/she can put on footwear while seated
- Thank the individual for his/her patience and return items

**Note:** It is not necessary to pat down bare skin.



(slide 43)

**Instructor Demonstration**

**Note:** Demonstrate the FBPD procedure for the front of the body.



(slide 44)

### Limited Pat-Down of Torso Search

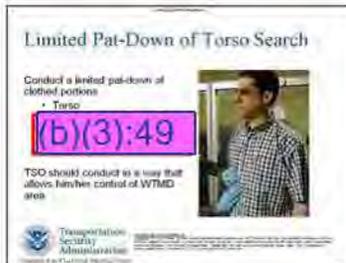
On a random basis the WTMD TSO will conduct a Limited Pat-Down of Torso Search for individuals who have cleared the WTMD.

- Limited Pat-Down of Torso Searches must be conducted by TSOs of the same gender as the individual being screened
- Advise the individual of the search and include a description of the search
- Ask the individual if he/she has any areas sensitive to the touch
- For females only, provide a hands-off demonstration and offer a private screening before touching the breast area

**Note:** The Limited Pat-Down of the Torso Search will be conducted by the WTMD TSO.

**Note:** Ask the participants the following question: Under what conditions can an opposite gender search take place?

**Answer:** During staffing shortage or staffing emergencies as determined by the Federal Security Director (FSD).



(slide 45)

### Limited Pat-Down of Torso Search

Conduct a limited pat-down search of the clothed portion of the torso area (b)(3):49 U.S.C. § 114(r) (b)(3):49 U.S.C. § 114(r) (b)(3)

TSOs should conduct the limited pat-down search in a manner that allows him/her to control the WTMD area. While conducting the search, allow the passenger to view his/her property.

**Note:** The purpose of the Limited Pat-Down of the Torso Search is to include another layer of unpredictability (b)(3)

(b)(3):49 U.S.C. § 114(r)

(b)(3):49 U.S.C. § 114(r)



(slide 46)

### Instructor Demonstration

**Note:** Demonstrate the random Limited Pat-Down of Torso Search.

**Note:** Ensure the participants understand that there is no order of coverage for this procedure.



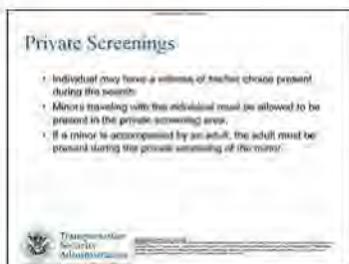
(slide 47)

### Private Screenings

Requests for private screening must be honored.

Rules for private screenings:

- Screening should be conducted in a private location
- A second same gender TSA coordinated witness must be present. This can be a/an:
  - TSO
  - STSO
  - Law Enforcement Officer (LEO)
  - Aircraft operator representative
- All of the individual's screened accessible property must be carried by the TSO to the private screening location
  - The individual must not have contact with his/her property until the individual has been cleared



(slide 48)

### Private Screenings

- An individual may have a witness of his/her choice present during the search
- Minors traveling with the individual can be present in the private screening area
- If a minor is accompanied by an adult, the adult must be present during the private screening of the minor

**Note:** Remember that the individual being screened is not allowed to have physical contact with his/her property or his/her witness. If the individual does have contact with either, items and person must be re-screened.



(slide 49)

## Head Coverings

Individuals are not required to remove formfitting head coverings prior to the FBPD procedure since the search can be conducted with the head covering in place.

Examples of formfitting head coverings include:

- Some turbans
- Yarmulkes [pronounced yomik-a]

Examples of non-formfitting head coverings include:

- Cowboy hats
- Baseball caps (usually)
- Some turbans

**Note:** Review and refer participants to the *Head Covering Handouts*.



(slide 50)

## Head Coverings

If an individual declines to remove any head covering, attempt to pat-down the head covering.

If the TSO cannot reasonably determine that the head area is free of a prohibited item, the individual must remove the head covering.

The TSO must offer private screening if the head covering will be removed. After the individual has removed the headwear, the TSO must offer x-ray examination of the headwear. If the individual declines, perform a (b)(3):4 physical inspection of the headwear.

**Note:** Remember the TSO can recommend the removal of the head covering, provided TSOs simultaneously offer private screening.



(slide 51)

### Animal Searches

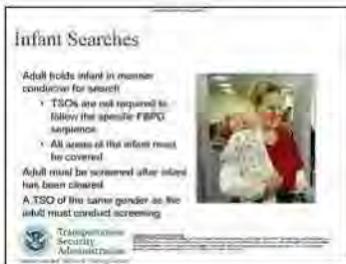
All areas of the animal must be searched in a manner and order that is most conducive to a thorough search.

- If the individual is holding the animal, screen both simultaneously
- If the individual cannot hold the animal, screen the animal first followed by the individual

(b)(3):49 U.S.C. § 114(r)

- The individual must assist with the inspection by controlling the animal while the TSO searches the animal

If for certain reasons (for example, allergies or fear of animals) a TSO cannot perform the inspection of an animal or its associated property, or if the animal is deemed too aggressive or otherwise unsafe, notify the STSO.



(slide 52)

### Infant Searches

All infants must be screened to the same security standard as any other individual. TSOs must attempt to adhere as close as possible to standard screening methods. A TSO of the same gender as the adult must conduct additional screening of the infant first.

FBPD Option:

Conduct an FBPD of the infant. The TSO is not required to follow the specific FBPD techniques; however, all areas of the infant must be screened in a manner and order that is most conducive to a thorough search.

(b)(3):49 U.S.C. § 114(r)

**Note:** An infant is defined as “a child who is physically carried by an adult throughout the process.”



(slide 53)

### Infant Searches – Reborn Dolls

Reborn dolls or fake babies look and feel like real human infants. Features such as a heartbeat or magnetic dummy and hair ribbons can be added to customize the doll.

TSOs should remain vigilant that those with hostile intent could use these dolls in a potential terrorist attack.

**Note:** More information regarding reborn dolls will be covered in OJT.

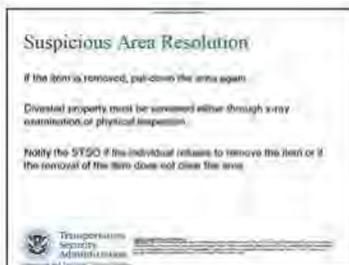


(slide 54)

### Suspicious Area Resolution

If the TSO is unable to determine whether an area on the individual's body is concealing an item, he/she must ask the individual if they have an item placed in the area and if they are able to remove it.

If a firearm or IED is suspected, immediately notify the STSO. The STSO must contact the Bomb Appraisal Officer (BAO) if available, or an LEO, and request an immediate response. The TSO is not to ask the individual to remove the suspected firearm or IED.



(slide 55)

### Suspicious Area Resolution

If the individual removes the item, pat-down the area again, to ensure that the item was the source of suspicion.

Divested property must be screened either through x-ray examination or physical inspection.

Notify the STSO if the individual refuses to remove the item or if the removal of the item does not clear the area.



(slide 56)

### Suspected IED Component Discovery

TSOs must maintain constant vigilance for non-prohibited items that have characteristics of IED components that can be incrementally assembled. These include:

(b)(3):49 U.S.C. § 114(r)

Notify an STSO if you discover suspected IED components on the individual. If the STSO determines the item to be a suspected IED component, then a BAO or an LEO will be notified.

**Note:** Ask participants to recall from the Prohibited and Permitted Items lesson, the procedures for prohibited item disposition:

Non-asterisk prohibited item - make suggestions for disposal or resolution such as:

- Voluntarily abandon to TSA
- Exit the screening checkpoint to:
  - Mail item
  - Give item to a non-traveling companion
  - Return item to a vehicle
  - Submit item to the aircraft operator as checked baggage

Asterisk prohibited item:

- Ask the individual to relinquish prohibited item
- Keep the individual under observation
- Immediately notify the STSO



(slide 57)

**STSO Notification:**

Notify the STSO if an individual:

- Becomes irate, unruly or engages in any other behavior that prevents the TSO from performing the pat-down search
- Departs the screening checkpoint prior to completing the screening process
- Requests to speak to an STSO
- Requests private screening (if not already in a private screening area)
- Has a suspicious area that cannot be satisfactorily cleared
- An actual or possible asterisk prohibited item is discovered



(slide 58)

**FBPD Practical Lab**

The objective of this lab is to demonstrate understanding of the FBPD Procedures and the Suspicious Area Resolution Procedures.

**Note:** Have the participants refer to *FBPD Procedure Sheet*. This lab will include both instructor demonstration and class practice.

**Note:** Time management is essential in this lab; allow 40-50 minutes for lab completion.

**Note:** Ensure participants understand that they will be practicing an FBPD search during this practical lab. The Limited Pat-Down of Torso will be conducted during the Screening of Persons Lab.

Action	Suggested Instructor Guidance
Summarize lab objectives.	Inform the participants: <ul style="list-style-type: none"> <li>• We will demonstrate TSA procedures for conducting an FBPD of an individual at the checkpoint along with suspicious area resolution</li> <li>• Following the demonstration, you will be provided with an opportunity to practice the FBPD procedures</li> </ul>

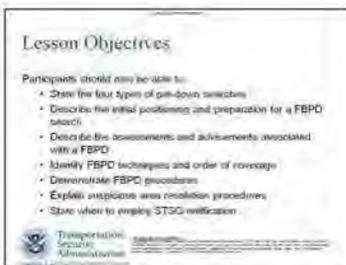
~~SENSITIVE SECURITY INFORMATION~~

Action	Suggested Instructor Guidance
Have participants locate Procedure Sheets.	Refer to your FBPD Procedure Sheets in the Participant Guide.
<p>Divide class into two groups based on gender.</p> <p>Further divide the groups into pairs.</p> <p>One group of three on each side may be necessary if there are an odd number of males and/or females.</p>	<p>Inform the participants:</p> <ul style="list-style-type: none"> <li>• We are now going to have you divide into two separate groups, males to one side and females to the other</li> <li>• Find a partner within your group</li> </ul> <p>Depending on number of participants, a group of three may be necessary.</p>
<p>Begin demonstrating the entire FBPD procedure.</p> <p>Begin demonstration of the front torso pat-down procedures on a female.</p>	<p>At this time the instructor will demonstrate the entire FBPD procedure along with suspicious area resolution.</p> <p>A female instructor will demonstrate the procedures for patting down the front torso of a female.</p> <p>Reinforce the use of TSA-approved gloves.</p>
<p>Have the participants practice the standard FBPD procedure (without suspicious area resolution) with their partner.</p> <ul style="list-style-type: none"> <li>• One instructor will monitor the males</li> <li>• One instructor will monitor the females</li> <li>• The third instructor will fill in where needed</li> </ul>	<p>Practice the entire FBPD (without suspicious area resolution) with your partner.</p>
Have the participants switch positions.	<p>Instruct participants to change roles with their partner.</p> <p>Groups of three must alternate to ensure all participants have an opportunity to practice.</p>

~~SENSITIVE SECURITY INFORMATION~~

~~WARNING: THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 CFR PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A NEED TO KNOW AS DEFINED IN 49 CFR PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION, OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED DISCLOSURE MAY RESULT IN CIVIL PENALTY OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC RELEASE IS GOVERNED BY 5 U.S.C. 552 AND 49 CFR PARTS 15 AND 1520.~~

Action	Suggested Instructor Guidance
<p>After each participant has had an opportunity to practice the standard FBPD, have participants practice the FBPD with suspicious area resolution procedures.</p>	<p>Instruct the participant acting as the passenger/individual from each team to place an un-divested item such as a pen or coins in his/her pocket.</p> <p>Instruct the participants to practice the FBPD with suspicious area resolution procedures.</p>
<p>Have the participants switch positions.</p>	<p>Instruct participants to change roles with their partner.</p> <p>Groups of three must alternate to ensure all participants have an opportunity to practice.</p>
<p>Have the participants return to their seats.</p>	<p>Please return to your seats.</p>



(slide 59)

### Lesson Objectives

Participants should now be able to:

- State the four types of pat-down searches
- Describe the initial positioning and preparation for an FBPD search
- Describe the assessments and advisements associated with a FBPD
- Identify FBPD techniques and order of coverage
- Demonstrate FBPD procedures
- Explain suspicious area resolution procedures
- State when to employ STSO notification

**Note:** Use a question and answer session to review the lesson objectives. Address any questions the participants may have concerning the lesson.



## Transportation Security Administration

### Instructor Guide – Lesson Plan New Hire Training Program – Hand-Held Metal Detector

**Objective:** To provide the Transportation Security Officer (TSO) with the knowledge base to perform Hand-Held Metal Detector (HHMD) screening at the screening checkpoint location.

**Length:** 2.5 Hours

**Participants:** Maximum recommended class size of 24, with an instructor/participant ratio of 1:8.

**Instructional Methods:** PowerPoint, lecture, group exercise, demonstration, discussion

**Classroom Requirements:** Room should be configured in a classroom style. Participants should have enough space to stand and be able to practice Hand-Held Metal Detector procedures in groups of two (three if there are an odd number of participants).

**Instructor Equipment:** Instructor Guide, PowerPoint presentation, laptop, projector, screen, Handout (*HHMD Procedure Sheet*), gloves, and Hand-Held Metal Detector

**Participant Equipment:** Participant Guide, pen/pencil, Hand-Held Metal Detectors (one HHMD per two participants), Procedure Sheet

**Structure:** The following lesson plan is set up into two columns. Column one contains copies of the PowerPoint slides. Column two contains the corresponding information related to the slide. The information is in an outline form. The intent of the format is to provide instructor guidance; it should not be read verbatim. This section will also include any notes and/or warnings that the instructor may need to emphasize.

**Practical Labs:** The instructor will demonstrate procedures and have participants observe before practicing. The instructor will facilitate each lab to ensure that all participants have an opportunity to observe and practice each procedure.



(slide 1)

## Hand-Held Metal Detector (HHMD) Search

This lesson will cover the Transportation Security Administration (TSA) Procedures and Policies required for conducting a Hand-Held Metal Detector (HHMD) Search on an individual at the screening checkpoint.



(slide 2)

## Lesson Objectives

At the end of this lesson, participants will be able to:

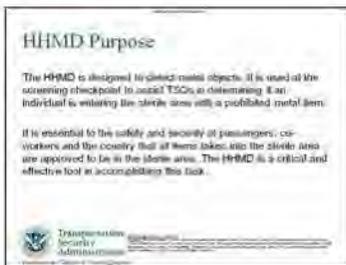
- Describe the operation of the Hand-Held Metal Detector (HHMD)
- Explain primary functions of the HHMD Transportation Security Officer (TSO) position
- State the standard HHMD search order and area of coverage
- Demonstrate standard HHMD search procedures



(slide 3)

## Lesson Objectives

- Describe HHMD alarm resolution procedures
- Demonstrate HHMD alarm resolution procedures
- Describe nonstandard HHMD search procedures
- Demonstrate nonstandard HHMD alarm resolution procedures
- Identify Supervisory Transportation Security Officer (STSO) notification requirements



(slide 4)

## HHMD Purpose

The HHMD is designed to detect metal objects. It is used at the screening checkpoint to assist TSOs in determining if an individual is entering the sterile area with a prohibited metal item.

It is essential to the safety and security of passengers, co-workers and the country that all items taken into the sterile area are approved to be in the sterile area. The HHMD is a critical and effective tool in accomplishing this task.



(slide 5)

## Instructor Demonstration

The instruction will demonstrate the following:

- Positioning and preparation
- Assessment and advisement
- HHMD procedure

**Note:** Demonstrate the HHMD and Bulk Item Pat-down procedures used at the checkpoint. Using another instructor or a volunteer participant (of the same gender), perform the procedure as if screening a passenger who has not caused any alarms (be sure HHMD is turned OFF). Do not provide instructor comments to participants during this demonstration.

**Note:** Make sure to wear gloves and provide greeting and advisements.



(slide 6)

## The Hand-Held Metal Detector

HHMDs perform the same function regardless of manufacturer. There are multiple HHMD manufacturers used by TSA.

HHMDs:

- Only detect metal
  - An audible alarm sounds when the HHMD is passed near a metal object
- Are battery-operated
  - Most use a standard 9V battery

**Note:** Show the participants the detection area on the HHMD. The wand has a 9.5 inch scan area and 360° detection coverage plus tip pinpointing



(slide 7)

## Fundamentals

Fundamentals of the HHMD screening process:

- Always test the HHMD before beginning a search
  - Pass the wand (b)(3);49 U.S.C. § 114(r) such as a wristwatch to ensure the alarm functions properly
  - If the HHMD malfunctions, discontinue the search and notify the STSO
- The HHMD must pass (b)(3);49 U.S.C. from the individual's body, without touching it
  - Press loose clothing toward the body with the HHMD to ensure the (b)(3);49 distance from the body is achieved
- A request for a Full-Body Pat-Down (FBPD) search in lieu of an HHMD search must be honored
  - Do not question the individual's reason for requesting an FBPD

① **Note:** Demonstrate the HHMD alarm to class.

① **Note:** Do not use Walk-Through Metal Detector (WTMD) alarm zone light information to shorten/modify the HHMD search process.



(slide 8)

## Additional Screening

The HHMD Search is used for additional screening of individuals.

Additional screening is required when an individual:

- Is referred by a Walk-Through Metal Detector (WTMD) TSO
- Alarmed the WTMD
- (b)(3);49 U.S.C. § 114(r)
- Is a selectee

If an individual does not want to proceed with additional screening, notify the STSO.



(slide 9)

### Positioning and Preparation – Gloves

TSA-issued gloves are required for all HHMD searches. A second set of gloves may be worn as a liner under the TSA-issued gloves.

The second set of gloves must not compromise sensitivity or dexterity needed to perform the search.

TSOs must use a new pair of gloves whenever:

- An Explosives Trace Detection (ETD) alarms
- A TSO conducting Liquid Container Screening (LCS) handles an open container holding liquids or gels
- An individual requests that they do so



(slide 10)

### Positioning and Preparation – Same Gender Screening

All HHMD searches must be conducted by TSOs of the same gender as the individual being screened.

An individual's gender is what he/she presents himself/herself to be.

**Note:** Remind the participants that Opposite Gender Screening can be conducted when extraordinary circumstances, such as staffing shortage emergencies, occur.

**Note:** Ask the participants the following question: If possible, who should be present when Opposite Gender Screening is being conducted?

**Answer:** An STSO or LSTO.



(slide 11)

### Positioning and Preparation

Rules regarding positioning:

- Ensure the designated HHMD search location is available
- Greet and escort the individual to the screening location
  - Control the individual until the HHMD screening process is complete
  - Individuals must not be allowed to access their property until the HHMD search is complete and they are cleared



(slide 12)

### Positioning and Preparation

Every effort must be made to position the individual with a line of sight to his/her property during the search process.

If the search is conducted in an area that is not in the immediate vicinity of the x-ray machine, the TSO should:

- Ask the individual to identify his/her accessible property on the x-ray machine
- Ensure that all accessible property has been cleared through x-ray screening and transport the accessible property to the screening area
- Place the accessible property in a location the individual can view throughout the process



(slide 13)

### Assessment and Advise

Before conducting an HHMD search:

- Advise the individual of the necessity to conduct the search
- Briefly describe the HHMD process to the individual
  - Upon completion of the HHMD search, (b)(3):49 (b)(3):49 U.S.C. § 114(r)
  - head covering he/she is wearing, provided TSOs simultaneously offer private screening

**Note:** Inform the participants that there is no need to advise the individual of a Bulk Item Pat-down if the individual confirms that he/she has a metal implant. (The Bulk Item Pat-Down is intended to screen individuals wearing bulky clothing for hidden, non-metallic prohibited items. If the individual is wearing bulky clothing the TSO is still required to advise of and conduct the Bulk Item Pat-Down as necessary.)



(slide 14)

### Assessment and Adviseements

Advise the individual to divest all removable metal items from his/her person, including belts.

All items divested during HHMD process must be x-rayed, including portable electronics, wallets and containers/packages.

**Note:** Ask the participants the following question: What items can be physically inspected instead of being sent for x-ray screening?

**Answer:** Small items such as loose change, paper clips and belts.

**Note:** An individual will not be required to remove his/her belt if the belt is holding a prosthetic device onto a person's body.

**Note:** Inform the participants that procedures for patting down headwear that has not been removed will be covered later in the lesson.



(slide 15)

### Assessment and AdviseMENTS

After all removable metal items have been divested, the TSO must:

- Ask the individual if there is anything on his/her person that may cause the HHMD to alarm, such as a metal implant
- Inform the individual that it may be necessary to pat-down any area that causes the HHMD to alarm
- Demonstrate the HHMD alarm to the individual prior to beginning HHMD search

**Note:** Ask the participants the following question: If an individual confirms that he/she has a metal implant is the advisement regarding conducting a Bulk Item Pat-down necessary?

**Answer:** No

An example statement a TSO could use may include:

*"Hello, I understand you have been sent to me for additional screening. I am going to use this hand-wand to scan your person. The hand-wand detects metal. If you hear an alarm like this I may have to pat-down that area. If it's a sensitive area, I will use the back of my hand. Do you have any metal in your pockets? For example coins, keys, or a gum wrapper? Do you have any metal implants that might cause the hand-wand to alarm? When I have completed the hand-wand procedure I'll perform a quick pat-down of your arms, sides, abdomen, back and legs"*



(slide 16)

### Foot Areas

Instruct the individual to sit down in a chair. Ensure that a chair is available in the screening area.

If possible, face the chair towards the x-ray belt where the individual's screened accessible property is located.



(slide 17)

### Foot Areas

First, test the wand.

Ask the individual to raise one foot at a time for wand.

If the individual claims that he/she is not able to lift a leg high enough for screening, the TSO may assist, with the individual's permission, in raising the leg with his/her free hand.



(slide 18)

### Foot Areas

(b)(3):49 U.S.C. § 114(r)

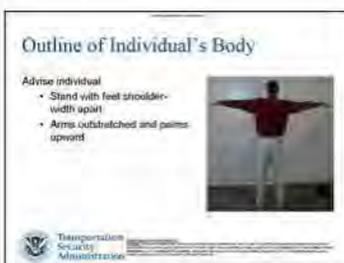


(slide 19)

### Foot Areas

(b)(3):49 U.S.C. § 114(r)

Repeat the process on the other foot.



(slide 20)

### Outline of Individual's Body

Ask the individual to stand with feet shoulder-width apart, arms outstretched and palms upward. This enables the TSO to easily determine if the individual is concealing an item inside his/her hands.

The TSO should position himself/herself behind the individual being screened.

Outline of Individual's Body

(b)(3):49 U.S.C. § 114(r)



(slide 21)

**Outline of Individual's Body**

(b)(3):49 U.S.C. § 114(r)

Back of Individual

(b)(3):49 U.S.C. § 114(r)



(slide 22)

**Back of Individual**

(b)(3):49 U.S.C. § 114(r)

Back of Individual

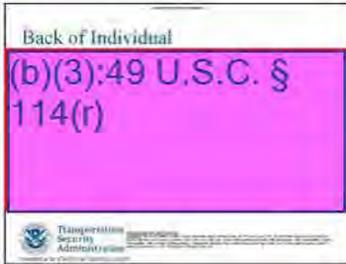
(b)(3):49 U.S.C. § 114(r)



(slide 23)

**Back of Individual**

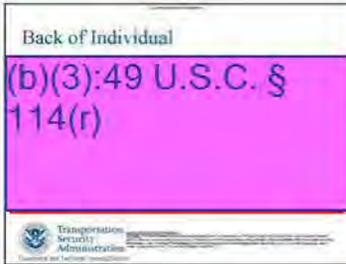
(b)(3):49 U.S.C. § 114(r)



(slide 24)

### Back of Individual

(b)(3):49 U.S.C. § 114(r)



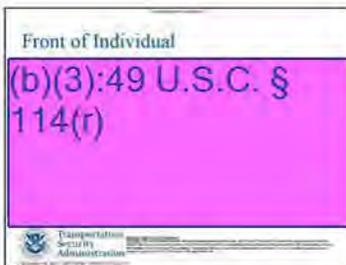
(slide 25)

### Back of Individual

(b)(3):49 U.S.C. § 114(r)

① **Note:** Remind the participants that wanding of unclothed skin (the head) is not necessary if (b)(3):49 of the unclothed area concludes there is no threat.

① **Note:** Clarify that the TSO must wand in overlapping lines to ensure all areas are reasonably covered.

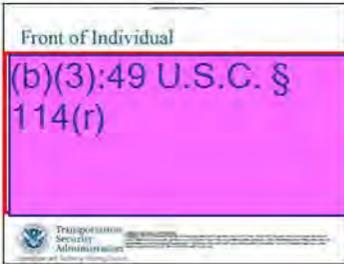


(slide 26)

### Front of Individual

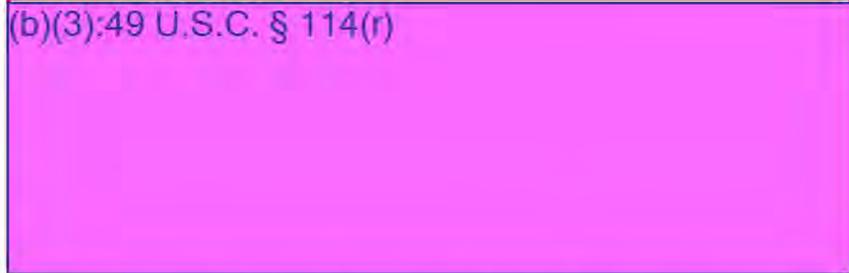
(b)(3):49 U.S.C. § 114(r)

① **Note:** When moving to wand the individual's front, do not block the view of his/her property.

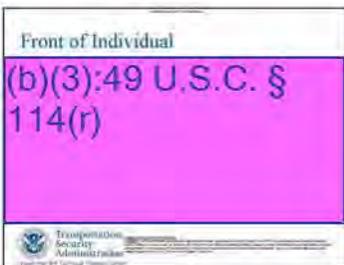


(slide 27)

**Front of Individual**

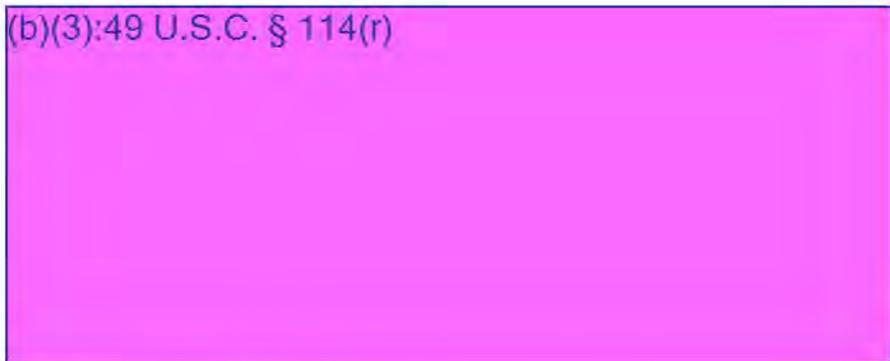


TSOs may pass quickly through individual's line of sight to his/her accessible property.



(slide 28)

**Front of Individual**



(slide 29)

**(b)(3):49 U.S.C.**

Upon completion of the HHMD search, (b)(3):49 U.S.C. (b)(3):49 U.S.C. § 114(r) (b)(3):49 U.S.C. §

**Note:** Inform the participants that if the WTMD TSO is able to inform the HHMD TSO that the individual has a metal implant, the HHMD TSO is not required to conduct a Bulk Item Pat-Down, unless the individual is wearing bulky clothing. The metal implant is resolved with a limited pat-down in the area following the HHMD alarm.



(slide 30)

### Bulk Item Pat-Down

Except on portions of the body where an individual is wearing formfitting clothing (clothing where all portions of the garment are in direct, tight contact with an area of the body targeted by this search), conduct a Bulk Item Pat-Down as follows:

(b)(3):49 U.S.C. § 114(r)

**Note:** Because this pat-down process does not include any sensitive areas, all contact is made with the front of the hands.

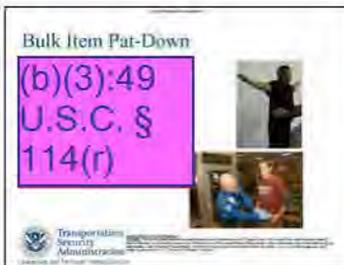


(slide 31)

### Bulk Item Pat-Down

(b)(3):49 U.S.C. § 114(r)

**Note:** It is not necessary to pat-down bare skin, a visual inspection will suffice.



(slide 32)

### Bulk Item Pat-Down

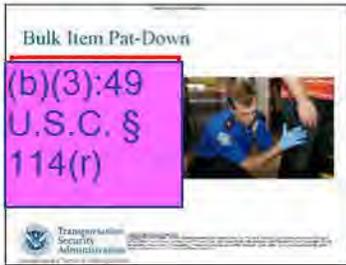
(b)(3):49 U.S.C. § 114(r)



(slide 33)

### Bulk Item Pat-Down

(b)(3):49 U.S.C. § 114(r)



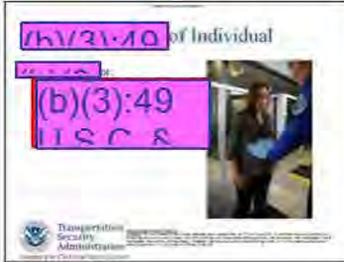
(slide 34)

### Bulk Item Pat-Down

(b)(3):49 U.S.C. § 114(r)

**Note:** Conduct a Limited Pat-Down to resolve any suspect areas. TSOs may use a Limited Pat-Down for unresolved areas at any time during the Bulk Item Pat-Down.

**Note:** If the individual is wearing headwear, conduct a Limited Pat-Down of the Headwear (which will be discussed later in the lesson).



(slide 35)

**(b)(3):49 U.S.C. § Individual**

(b)(3):49 those areas of the individual's body that were not included in the Bulk Item Pat-Down.

(b)(3):49 U.S.C. § 114(r)



(slide 36)

**Headwear Pat-Down**

If the individual is wearing non-formfitting headwear and the HHMD did not alarm on the headwear:

- Offer private screening
- Conduct a Limited Pat-Down of the headwear
- Offer the individual the opportunity to sit or remain standing during the additional screening of the headwear

**Note:** If the HHMD alarms on headwear it must be removed. Offer private screening.



(slide 37)

**Headwear Pat-Down**

If the individual declines the Limited Pat-Down, have the individual conduct a Headwear Self Pat-down. Direct the individual to press-down all areas of his/her headwear.

Inform the individual that an ETD sample will be taken from his/her hands upon completion of the pat-down.

**Note:** Inform participants that they must observe the individual conducting the Headwear Self Pat-Down and can give directions if necessary.



(slide 38)

### Headwear Pat-Down

(b)(3):49 U.S.C. § 114(r)

**Note:** Inform participants that details for the ETD sampling process will be discussed further in the Checkpoint ETD lesson.



(slide 39)

### Headwear Pat-Down

If the ETD sample alarms, offer x-ray examination of the headwear. If the individual declines, perform a (b)(3):4 (b)(3): inspection of the headwear.

Offer the individual the opportunity to remove his/her headwear in a private screening area.



(slide 40)

### Completion of Search

After the individual has been fully searched with the HHMD and all alarms are resolved, that individual is considered satisfactorily screened.

**Note:** If a positive handoff was not made by the Travel Document Checker (TDC), the HHMD TSO should check the boarding pass and ID of the individual to determine whether the individual is a Selectee. If the individual is a Selectee, their property must undergo an Interior ETD Search to include Footwear and Electronics ETD searches as required.



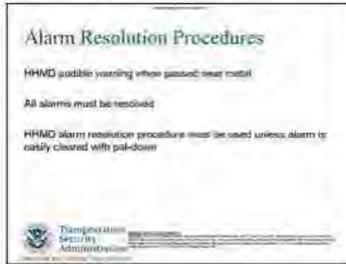
(slide 41)

### Instructor Demonstration

The instructor will demonstrate the following:

- Positioning and preparation
- Assessment and advisement
- HHMD procedure

**Note:** Demonstrate the HHMD and the Bulk Item Pat-down procedures with no alarms (be sure the HHMD is turned Off).

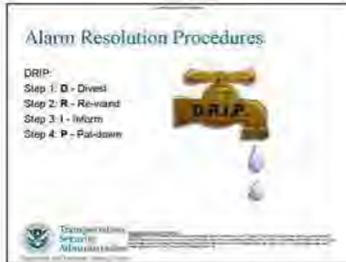


(slide 42)

### Alarm Resolution Procedures

An audible alarm sounds when the HHMD is passed near a metal object.

HHMD alarms must be resolved as they occur. TSOs may not pass over an area that alarmed and return to it later to resolve.



(slide 43)

### Alarm Resolution Procedures

The standard hand-wanding alarm resolution process is divided into four steps:

- Divest
- Re-wand
- Inform
- Pat-down

The acronym for these steps is **DRIP**. This can be used to help remember the correct order of the steps.



(slide 44)

### Alarm Resolution Procedures

#### Step 1: Divest

Ask the individual to divest any items that may be causing the alarm.



(slide 45)

### Alarm Resolution Procedures

#### Step 2: Re-wand

Pass the HHMD over the same area, whether or not items were divested. If the area does not alarm, it is considered resolved.



(slide 46)

### Alarm Resolution Procedures

#### Step 3: Inform

If the HHMD alarms a second time, inform the individual that a limited pat-down search must be conducted of the area where the alarm occurred.



(slide 47)

### Alarm Resolution Procedures

#### Step 4: Pat-down

Conduct a limited pat-down search of the area where the alarm occurred. Offer private screening for sensitive area pat-down screening.

If the TSO believes the source of the alarm can be cleared by pat-down procedures (such as jeans rivets and watches):

- The D-R-I of the standard alarm resolution procedure, may be by-passed
- The TSO may proceed directly to patting down the area that alarmed

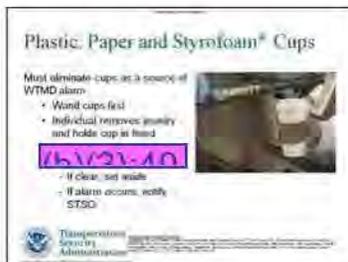


(slide 48)

### Non-Standard HHMD Search Procedures

TSA provides specific guidance for performing HHMD searches in the following situations:

- Plastic, paper and Styrofoam® cups
- Using the Step Forward method



(slide 49)

### Plastic, Paper and Styrofoam® Cups

When individuals who are carrying cups require additional screening:

- The cup must be eliminated as a source of WTMD alarm
- Always conduct the HHMD search of the cup prior to the HHMD search of the individual

Ask the individual to place the cup in a hand that does not contain jewelry or, if necessary, remove all metal jewelry from one hand and hold the cup in that outstretched hand

- (b)(3):49 U.S.C. § 114(r)
- If the cup does not alarm, the cup is clear
- If the cup alarms, immediately notify the STSO

If the cup does not alarm, safely set the cup aside prior to wanding the individual.

**Note:** If necessary refer to the *Individuals Exempt from the Liquid, Gel, and/or Aerosol Limits, and the Requirement to Remove Footwear* handout from the WTMD lesson.



(slide 50)

### Step Forward Method

The procedure for wanding the inner leg portions of individuals wearing long dresses, baggy pants, skirts, kilts, robes or other like garments, is commonly called the Step Forward Method.

General considerations:

- Do not place the HHMD inside a long dress, skirt, kilt, robe or other similar garment
- Do not touch the person with the HHMD
- Do not ask the individual to raise the skirt or any article of clothing to the extent of exposing an area that the individual considers sensitive
- Wanding of unclothed skin is not required



(slide 51)

### Step Forward Method

Complete the HHMD search of the individual with the exception of between his/her legs.

Ask individual to lower his/her arms and maintain his/her legs at a shoulder-width position.



(slide 52)

### Step Forward Method

While standing in front of the individual:

- Instruct him/her to take one step forward and angle the leading foot outward
- Verbally guide the individual to a position that allows wand from the top of the inner thigh
  - The size of the step will vary with each individual
- Wand the inner part of the extended leg from the upper thigh to the ankle



(slide 53)

### Step Forward Method

- Walk around to the back of the individual and wand the inner part of the leg that is not extended from upper thigh to ankle. (The leg that is not extended is the leg closest to the TSO)
- Ask the individual to step back, then step forward again with the other leg



(slide 54)

### Step Forward Method

- Wand the inner part of the leg that is not extended from upper thigh to ankle
- Walk around to the front of the individual and wand the inner portion of the extended leg from upper thigh to the ankle



(slide 55)

### Step Forward Method

A pat-down of the inner leg area may be necessary if:

- The individual is medically unable to achieve proper positioning
- The garment is too restrictive for the individual to achieve proper positioning

If a pat-down is required, offer a private screening.



(slide 56)

### Instructor Demonstration

The instructor will demonstrate the following:

- Basic DRIP search pattern
- Step Forward Method

**Note:** Demonstrate the procedures listed above.



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### Non-Standard Alarm Resolution

TSA provides specific alarm resolution procedural guidance for resolving HHMD alarms in the following areas:

- Belt and belt buckle area
- Waistband
- Foot areas
- Headwear
- Face covering
- Sensitive body areas
- Underclothing body piercings
- Nuisance alarms



(slide 58)

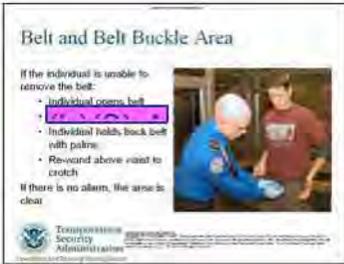
### Belt and Belt Buckle Area

The belt buckle area is a (b)(3); 49 U.S.C. § 114(n)

If the HHMD alarms in this area:

- Ask the individual to remove the belt (if not previously done) and send to x-ray or physically inspect
- Hold the HHMD horizontally and re-wand the area from above the waist to the crotch

If the HHMD does not alarm, the area is clear.



(slide 59)

### Belt and Belt Buckle Area

If the individual states he/she is unable to remove the belt:

- Ask the individual to open the belt buckle
- (b)(3):49 U.S.C. § 114(r)  
(b)(3):49
- Ask the individual to hold back both ends of the belt with the palms of his/her hands
- Hold the HHMD horizontally and re-wand the area from above the waist to the crotch

If the HHMD does not alarm, the area is clear.



(slide 60)

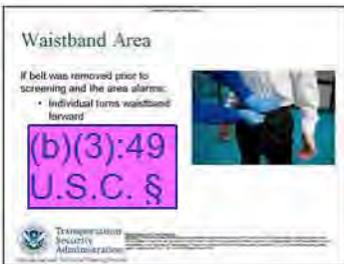
### Belt and Belt Buckle Area

If the HHMD alarms again:

- Ask the individual to turn his/her waistband forward

(b)(3):49 U.S.C. § 114(r)

**Note:** A private screening offer is not required because the area just below the waistband is not a sensitive area. The back of the hand is used as a precaution in case the TSO's hand accidentally comes in contact with a private area.



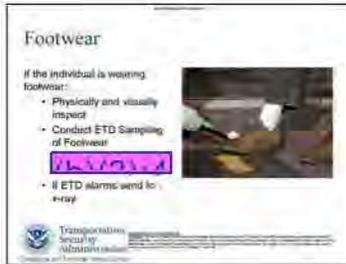
(slide 61)

### Waistband Area

If the belt was removed prior to HHMD and the area alarms:

- Ask the individual to turn his/her waistband forward

(b)(3):49 U.S.C. § 114(r)



(slide 62)

### Footwear

If there is an alarm on footwear and an individual indicates that his/her footwear cannot be removed due to a disability:

- (b)(3):49 U.S.C. § 114(r)
  - Do not squeeze during the physical inspection
  - If the shoes show (b)(3):49, notify an STSO
- Conduct ETD Sampling of Footwear inspection
  - (b)(3):49 U.S.C. § 114(r)
  - If the ETD alarms, offer the individual another opportunity to remove footwear for x-ray inspection.
  - If the individual is unable to remove footwear, notify an STSO

**Note:** Ask the participants, “What other reason would an individual not remove his/her shoes for screening?”

**Answer:** The individual is exempt from removing shoes.

**Note:** Refer to and review the handout: *Individuals Exempt From Liquid, Gels, and/or Aerosol Limits and The Requirement to Remove Footwear* located in the handout packet in the participant guide.



(slide 63)

### Headwear Alarms

If TSOs are unable to resolve an HHMD alarm in the head area by using the DRIP alarm resolution procedure, offer private screening regardless of the type of headwear.

Private screening is not mandatory if the individual declines the offer and removes his/her headwear in the public screening area.

All removed headwear must (b)(3):49 U.S.C. § (b)(3):49 U.S.C. § 114(r)



(slide 64)

### Face Covering

If an individual is wearing a face covering and the HHMD alarms in the face area:

- Offer a private screening for removal of the face covering
- Private screening is not mandatory if the individual declines the offer and removes his/her face covering in the public screening area



(slide 65)

### Sensitive Body Areas

HHMD alarms that occur in sensitive body areas are resolved using the standard alarm resolution process (DRIP).

If a pat-down is required to resolve the alarm:

- Private screening must be offered but is not mandatory if declined by the individual
- TSOs must use the back of hand to conduct a pat-down of a sensitive area

**Note:** Ask the participants the following question: What areas of the body are considered to be sensitive?

**Answer:** The breasts (females only), genitals/crotch area and buttocks (males and females).



(slide 66)

### WTMD Re-processing

Upon completion of HHMD alarm resolution procedures, the TSO may direct that the individual re-process through the WTMD to verify that all WTMD alarms have been cleared.

HHMD alarms are resolved if the individual clears the WTMD during re-processing.

If the WTMD alarms during the re-processing, notify the STSO.



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### Underclothing Body Piercings

During HHMD searches, TSOs may encounter situations where the individual advises the TSO that the alarm is the result of an underclothing body piercing. The piercing may be in a sensitive or non-sensitive area.

To clear HHMD alarms that the individual claims are the result of a metal body piercing, the TSO must resolve the alarm using the same procedures to clear any other metal alarm (including WTMD reprocessing).

If the piercing is in a non-sensitive area, it is not necessary to conduct the Limited Pat-Down Search in a private screening area.

If the piercing is in a sensitive body area, offer private screening prior to conducting the Limited Pat-Down Search.

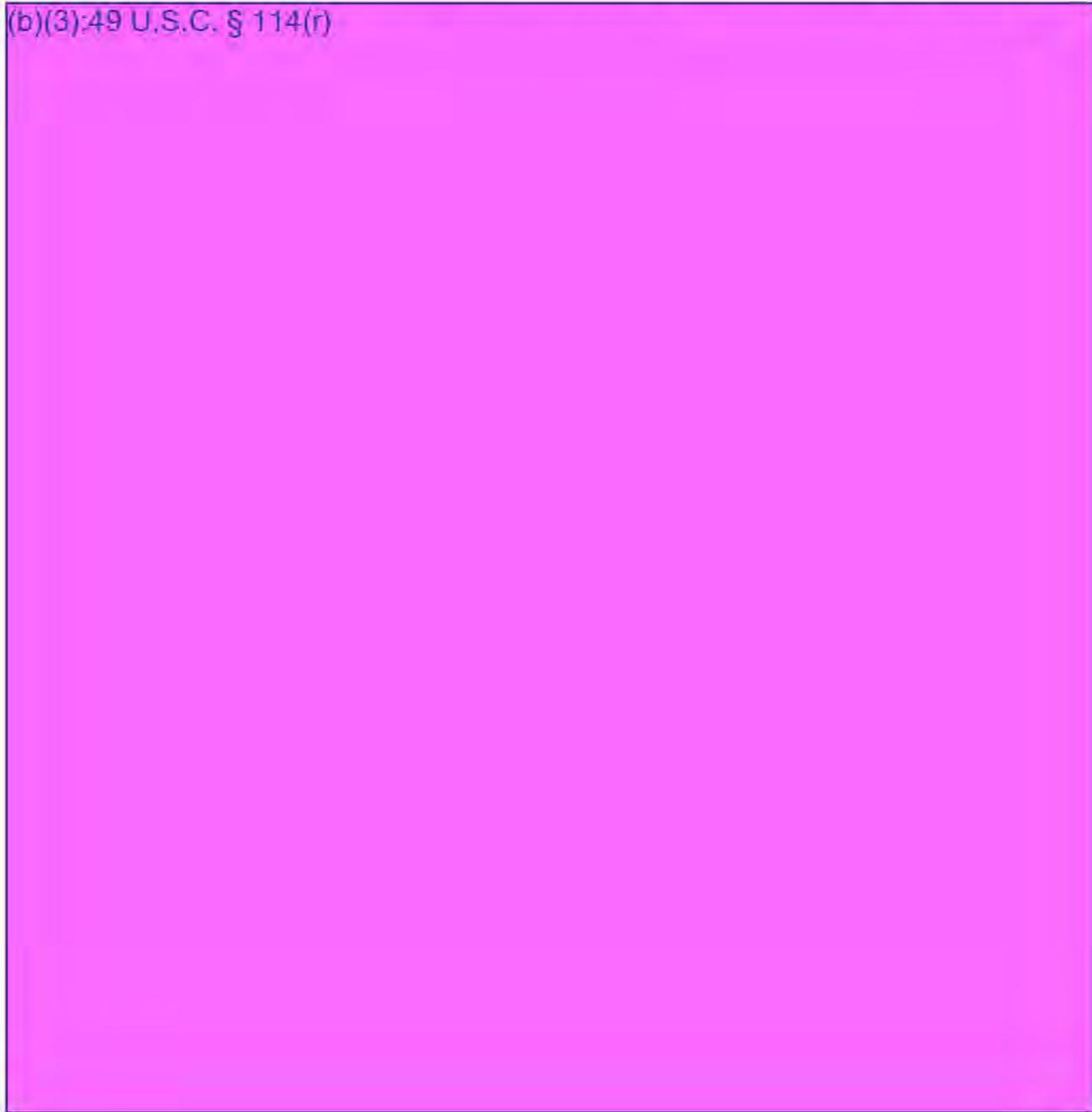
**Note:** Ask the participants what is the procedure to clear an alarm?

**Answer:** DRIP = Divest, Re-wand, Inform, Pat-down

(b)(3):49 U.S.C. § 114(r)

~~SENSITIVE SECURITY INFORMATION~~

(b)(3);49 U.S.C. § 114(r)



~~SENSITIVE SECURITY INFORMATION~~

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Version 1.0



(slide 71)

### Infant Searches

All infants must be screened to the same security standard as any other individual. TSOs must attempt to adhere as closely as possible to standard screening methods.

A TSO of the same gender as the adult must conduct additional screening of the infant first.

HHMD option:

If an adult is holding the infant, screen both. First screen the infant, by asking the adult to hold the infant in a manner that allows for HHMD search.

- Allow the adult to sit and hold the child if requested
- Conduct a limited pat-down on areas that cannot be reached with HHMD

(b)(3):49 U.S.C. § 114(r)

**Note:** An infant is defined as “a child who is physically carried by an adult throughout the process.”



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### Animal Searches

Screen animals using any physical (b)(3):49 necessary to ensure that the animal is free of prohibited items (without endangering TSO or animal safety)

- If the individual is holding the animal, screen both simultaneously
  - Similar to the method for screening an individual holding an infant
- If the individual cannot hold the animal, screen the animal first, followed by the individual

(b)(3):49 U.S.C. § 114(r)

The individual must assist with the inspection by controlling the animal while the TSO searches the animal. If an animal cannot be adequately screened, do not permit the animal into the sterile area

**Note:** Remember, for personal safety, always ask the individual how to best handle his/her animal.

**Note:** If the TSO feels uncomfortable with the animal for any reason, notify the STSO. Some reasons could include allergies, fear of animals or an animal that is too aggressive.



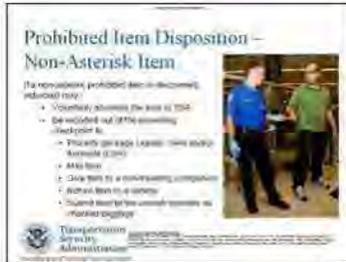
(slide 73)

### Suspected IED Discovery

TSOs must maintain constant vigilance for non-prohibited items that have characteristics of IED components that can be incrementally assembled. This includes:

(b)(3):49 U.S.C. § 114(r)

Notify an STSO if you discover suspected IED components on the individual. If the STSO determines the item to be a suspected IED component, then he/she will notify a Bomb Appraisal Officer (BAO) or a Law Enforcement Officer (LEO).



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### Prohibited Item Disposition – Non-Asterisk Items

If a non-asterisk prohibited item is discovered, make suggestions for disposal or resolution to the property owner to include:

- Voluntarily abandoning the item to TSA
- Be escorted out of the screening checkpoint to:
  - Properly package Liquids, gels and/or Aerosols (LGA)
  - Mail item
  - Give item to a non-traveling companion
  - Return item to a vehicle
  - Submit item to the aircraft operator as checked baggage

If the individual chooses any of the above options, a TSO or STSO must keep control of the prohibited item until the individual has been escorted out of the sterile portion of the screening checkpoint area. Upon return, the individual must be screened again.

**Note:** Ask the participants to recall the prohibited item disposition procedures from the Prohibited/Permitted Item lesson.



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### Prohibited Item Disposition – Asterisk Items

If an asterisk prohibited item is discovered:

- Ask the individual to relinquish the prohibited item
- Keep the individual under observation
- Immediately notify the STSO
  - The STSO will confirm that it is an asterisk prohibited item and immediately notify an LEO

If the individual attempts to leave:

- Make verbal efforts to keep the individual in the area
- Do not try to physically restrain the individual
- Immediately notify the STSO
  - The STSO will confirm that it is an asterisk prohibited item and immediately notify a LEO

**Note:** If the prohibited item is a firearm or suspected IED, the TSO would not ask the passenger to relinquish the item. Instead the TSO should immediately contact the STSO. The STSO, in turn, must contact a BAO (if available) or an LEO.



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### STSO Notifications

Suspend HHMD screening and notify the STSO if an individual:

- Becomes irate or unruly
- Departs the area prior to completing the screening process
- Requests to speak to an STSO
- Requests a private screening
- Refuses additional screening

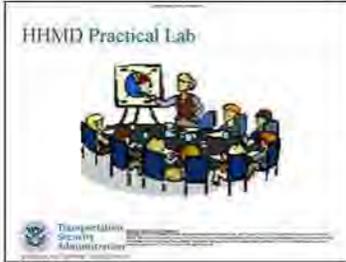


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### STSO Notifications

Suspend HHMD screening and notify the STSO if:

- The HHMD shows signs of malfunctioning
- An HHMD alarm cannot be resolved satisfactorily
- The HHMD alarms on a cup that was carried through the WTMD
- An actual or possible prohibited item is discovered
- In any other circumstance that prevent the TSO from properly performing the screening function



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### HHMD Practical Lab

The objective of this lab is to demonstrate understanding of the HHMD Procedures and the standard Alarm Resolution Procedures.

**Note:** Have the participants refer to *HHMD Procedure Sheet*. This lab will include an instructor demonstration and class practice.

**Note:** Time management is essential in this lab, allow 40-50 minutes for lab completion.

Action	Suggested Instructor Guidance
Summarize lab objectives.	Inform the participants: <ul style="list-style-type: none"> <li>• We will perform several demonstrations of TSA procedures for conducting a standard HHMD and alarm resolution procedures of an individual at the checkpoint</li> <li>• Following the demonstration, the participants will practice the standard and non-standard HHMD procedures and alarm resolution</li> </ul>
Instruct the participants to locate the HHMD procedure sheet.	Refer to HHMD Procedure Sheets in your Participant Guide.
Divide class into two groups based on gender.  Further divide the groups into pairs. One group of three on each side may be necessary if there are odd numbers of males and/or females.	Please divide into male and female groups.  Find a partner within your group.  There may be one group of three on each side, but all other groups should consist of two.
Begin a demonstration of the entire HHMD procedure, Step Forward Method for screening individuals wearing skirts or long garments and a Bulk Item Pat-Down.	At this time the instructor will demonstrate the entire HHMD procedure, the Step Forward method and the Bulk Item Pat-Down.  Reinforce the use of TSA-approved gloves.
Instruct participants to practice the HHMD procedure to include the Step Forward and Bulk Item Pat-Down procedures. <ul style="list-style-type: none"> <li>• One instructor will monitor the males.</li> <li>• One instructor will monitor the females.</li> <li>• The third instructor will fill in where needed.</li> </ul>	Practice the entire HHMD procedure with your partner <ul style="list-style-type: none"> <li>• Do not turn your HHMD wand on during this practice. This is intended to allow you to practice the basic HHMD search procedure. We will practice alarm resolution procedures next</li> <li>• Include the Step Forward Method and the Bulk Item Pat-Down</li> </ul>

Action	Suggested Instructor Guidance
<p>Instruct participants to switch positions. All participants should have an opportunity to practice the basic HHMD search prior to beginning the DRIP demonstration.</p>	<p>Now switch positions with your partner. Groups of three must alternate to ensure all participants have an opportunity to practice.</p>
<p>Begin demonstration of the entire HHMD procedure for alarm resolution using the DRIP method.</p>	<p>We will now practice the standard HHMD alarm resolution procedure using the DRIP method.</p> <p>At this time the instructor will demonstrate the HHMD procedure for alarm resolution.</p>
<p>Instruct participants to practice the HHMD procedure for alarm resolution using the DRIP method.</p> <ul style="list-style-type: none"> <li>• One instructor will monitor the males</li> <li>• One instructor will monitor the females</li> <li>• The third instructor will fill in where needed</li> </ul>	<p>Instruct the participant acting as the passenger/individual from each team to place an un-divested metallic item, such as a pen or coins, in his/her pocket.</p> <p>Practice the HHMD procedure for alarm resolution using the DRIP method. Ensure that the participant acting as the individual being searched places an un-divested item, such as a pen or coins, in their pocket.</p>
<p>Instruct participants to switch positions.</p>	<p>Now switch roles with your partner and let him/her be the TSO and you be the individual.</p> <p>Groups of three must alternate to ensure all participants have an opportunity to practice.</p>
<p>Instruct participants to return to their seats</p>	<p>Please return to your seats.</p>



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### Review Lesson Objectives

Participants should now be able to:

- Describe the operation of the HHMD
- Explain the primary tasks of the HHMD TSO position
- State the standard HHMD search order and area of coverage
- Demonstrate the standard HHMD search procedures



(slide 80)

### Review Lesson Objectives

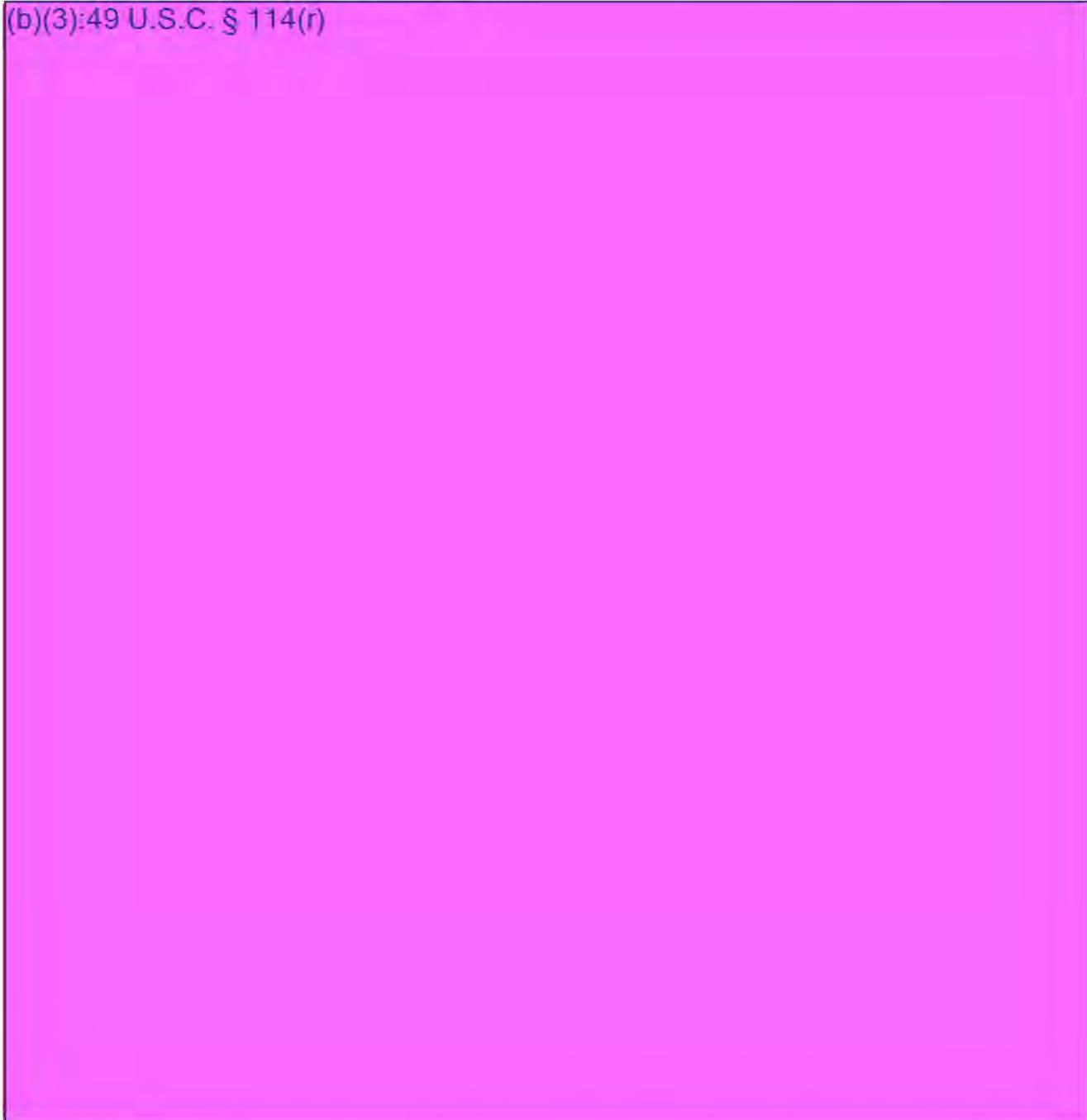
- Describe HHMD alarm resolution procedures
- Demonstrate HHMD alarm resolution procedures
- Describe non-standard HHMD search procedures
- Demonstrate non-standard HHMD alarm resolution procedures
- Identify STSO notification requirements

**Note:** Use a question and answer session to review the lesson objectives. Address any questions the participants may have concerning the lesson.

**Transportation Security Officers (TSO) will only pat down individuals of the same gender.**

- 1) Advisements and Divestitures
  - a. Stand in front of the individual while giving advisements and conducting divestitures.
  - b. Direct the individual to stand with feet slightly wider than shoulder-width apart, arms outstretched and palms facing upward.
  - c. Move behind the individual to begin.

(b)(3):49 U.S.C. § 114(r)



(b)(3):49 U.S.C. § 114(r)



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(b)(3):49 U.S.C. § 114(r)



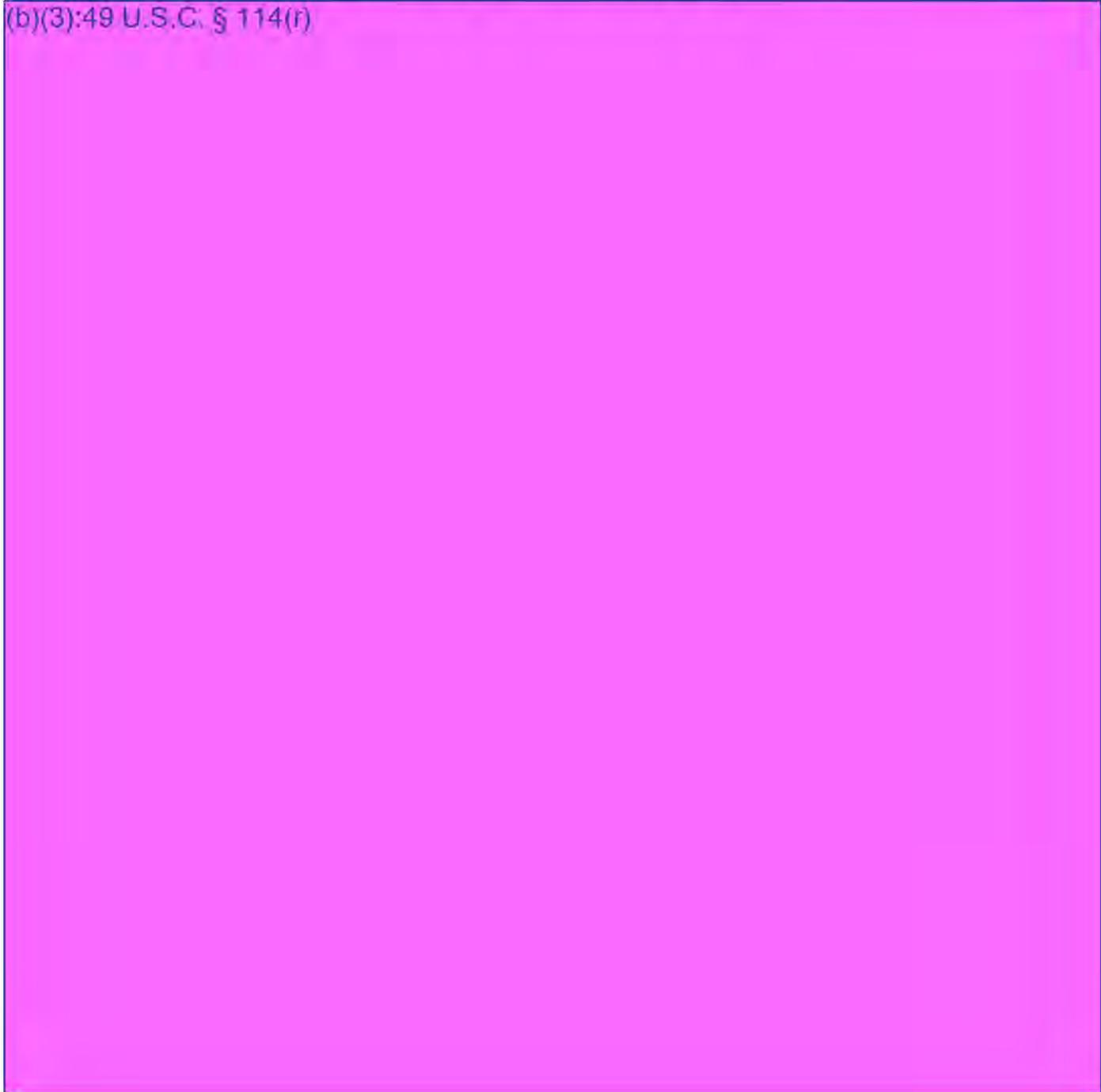
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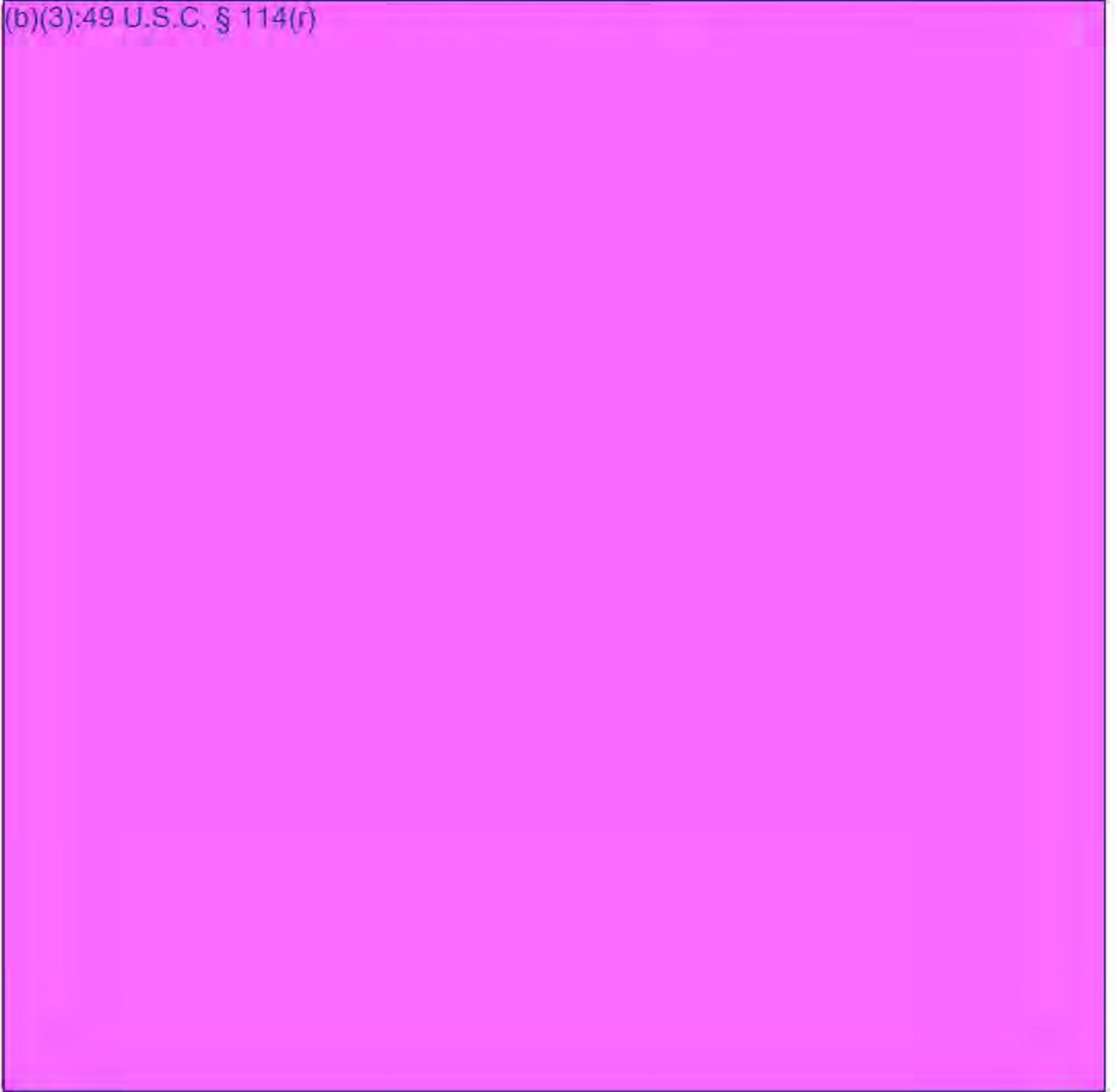
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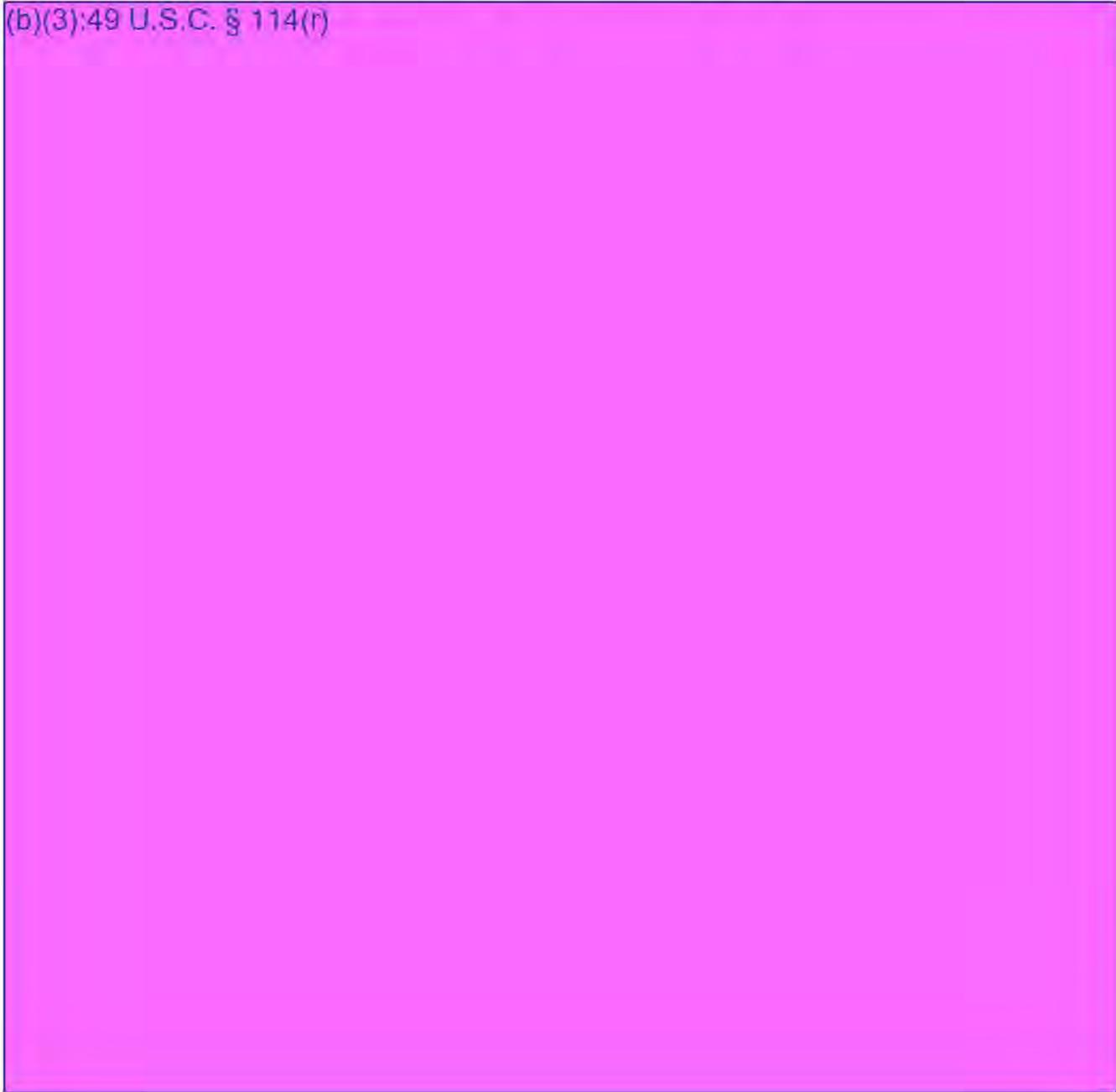
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Requirement	Verbiage
Greet the individual:	<i>Hello, are you able to see your property?</i>
Advise the individual of the need to conduct the search	<i>You requested a pat-down in lieu of the metal detection screening, therefore I will need to conduct a Pat-down.</i>
Describe the process:	<i>During this procedure, I will be physically searching your entire person, and will be conducting the search using the front of my hands. When I get to sensitive areas such as the buttocks and groin area (for males); buttocks, groin and breast area (for females), I will be using the back of my hands in this fashion. To clear your inner thigh areas, I will be placing one hand on your hip and one hand on your upper inner thigh, which I will gently raise to the point that the thigh meets the torso and then slide down.</i>
Assess the individual for items to divest and advise the individual to remove these items:	<i>Please remove your belt and jacket. Can you please also remove everything from your pockets? Please remove your shoes as well.</i>
Ask necessary questions:	<i>Are you able to stand unassisted or approximately four minutes? Do you have any external or implanted medical devices? Do you have any areas that are painful or sensitive if touched?</i>
Offer a private screening:	<i>Would you prefer to do this in a private screening area?</i>
Position the individual:	<i>Please stand with feet slightly wider than shoulder-width apart, arms outstretched, palms facing upward, like this.</i>