



National Safe Skies Alliance

Program for Applied Research in Airport Security

Project Statement

PARAS 0036

Credentialing Process Efficiency Toolkit

Funds: Up to \$200,000
Contract Time: 15 Months
Staff Responsibility: Jessica Grizzle
Fiscal Year: 2020

The Project Statement below has been selected by the Safe Skies Oversight Committee and will be the starting point for a panel of experts to develop a Request for Proposals (RFP). The RFP is expected to be available in early 2020.

Under 49 CFR 1542.209, airports are required to conduct fingerprint-based Criminal History Records Checks (CHRC) on applicants seeking unescorted access to the SIDA as part of their badging process. Since this directly impacts a person's ability to work at the airport, the effect of the badging process on businesses and their employees must be considered. Factors such as the size of the airport, the number of badge applicants, the amount of staff available, and badging office procedures may contribute to a long wait time or cumbersome process. In order to support the business community that exists within aviation, many airports are exploring ways to improve efficiency during the badging process while maintaining regulatory compliance.

Additionally, the methods airports use for vetting/badging vary widely, but there is no central repository that an airport operator may reference to assist them with implementing industry best practices. Currently, when an airport wants to determine whether they meet an industry standard, they reach out to other airports—either by canvassing their websites or through direct interaction—to gather forms, templates, and other tools in use elsewhere. This takes a great deal of time and may not lead to the comprehensive information needed to make informed decisions.

The objective of this research is to provide a toolkit that empowers the airport operator to improve their credentialing business procedures, thereby increasing efficiency and security effectiveness. The deliverable should include considerations surrounding badging office layout, staffing, and efficiency measures as well as forms, templates, and sample language in a format that is easily modified to assist airports with administrative aspects of the credentialing process. Additional resources surrounding badge applicant issues, such as language barriers and identifying fraudulent or misused documents, should also be explored.