

**FAA eFAST MOA
ATTACHMENT J-9
SECURITY GUIDELINES**

I. TOR/Program Office Responsibilities

For new contracts, the TOR/program office will review labor category designations and indicate changes to the contractually designated default Risk/Sensitivity Level Designations as appropriate for their specific contract. The TOR/program office may recommend a higher (or lower) designation level. This would require submission of new “Contractor Position Risk/Sensitivity Level Designation Record” (FAA Form 1600-77).

The Contractor must use the Vendor Applicant Process system (vap.faa.gov) to administer contractor personnel approval. Certain persons from the company (up to 5) are designated as VAP users, and must obtain access to the VAP thru AIN-400. At a minimum, the Contractor must request “reports” information in the VAP system every six (6) months to verify whether listing is a current employee roster. After the verification, the contractor must contact AIN-400 regarding discrepancies and also provide a report based on the VAP data and include a listing of keys, keycards, system access, and similar items to the CO and the TOR.

II. Return of IDs Issued

Because DOT/FAA IDs permit access to sensitive areas within DOT/FAA offices, the Contractor is responsible for assuring that all DOT/FAA IDs issued under the MOA are properly managed. Upon the completion or termination of a contract, or departure of contractor personnel, DOT/FAA IDs will be returned to the COTR. The COTR will return the IDs to the FAA security office with a cover letter which includes the contractor's information and contract number.

III. Websites

ID badge online application:

https://employees.faa.gov/org/staffoffices/ash/id_badge/

Contractor & Industrial Security Program:

http://www.faa.gov/about/office_org/headquarters_offices/ash/ash_programs/investigations/isp/

Orders and Notices:

http://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.list/parentTopicID/184

Forms:

<http://www.faa.gov/library/forms/>

Standard Operating Procedures:

<https://employees.faa.gov/org/linebusiness/ato/acquisition%5Fbusiness/apc/cd/>