U.S. Department of Homeland Security
UNITED STATES SECRET SERVICE

February 11, 2013

EPIC.org
Attn: Khaliah Barnes
1718 Connecticut Avenue, N.W.
Washington, D.C. 20009

Re: Freedom of Information Act Administrative Appeal
File Numbers: 20120705 - 20120712

Dear Ms. Barnes:

Reference is made to your letters to the United States Secret Service (Secret Service) dated June 1, 2012, and September 17, 2012, regarding the above-referenced files.

Under my direction, a search for records pertinent to your request has been conducted and responsive documents have been located. Upon review of these records, it has been determined that information may be released to you. Copies of the pages containing this information are enclosed. Some information is being withheld, however, under the Freedom of Information Act (FOIA).

Pursuant to Title 5, United States Code, sections 552(b)(6) and (b)(7)(C), certain information is being withheld as information the disclosure of which could reasonably be expected to constitute an unwarranted invasion of privacy. Information is also being withheld under (b)(7)(E) since disclosure of this information would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions, or such disclosure could reasonably be expected to risk circumvention of the law. Lastly, information is being withheld under (b)(4) as the disclosure of such information could reveal trade secrets and commercial or financial information obtained from a person or corporation that may be privileged or confidential.

One document has been withheld in full. Another document that we have located and determined to be responsive belongs to another government agency and has been referred to that agency for direct response to you. All other documents located pursuant to your request are being released to you in full, or in redacted form.

Under federal law, we are required to advise you that any decision on appeal is subject to judicial review in the District Court in the district where the complainant resides, has a principal place of business in which the agency records are located, or in the District of Columbia.

Sincerely,

A.T. Smith
Deputy Director

Enclosures

Rapiscan
Secure 1000 Single Pose

1. Name of Facility (Airport Code) TSD - Remote Site	2. Room No. or Other Physical Location of System (Terminal & Gate) Secondary Screening
3. City Washington	4. State or Province Code DC
5. Manufacturer's Label & Certification Label Present ☒ Yes ☐ No	6. Date of Manufacture: Mo. 10 Yr. 2010
7. X-ray Tube Serial Number(s): Master W748[redacted]	8. System Serial No. 551040001
9. Stop Button Test ☒ Yes ☐ No	10. "SCAN IN PROGRESS" Indicator Lights are Operational (per scanner) ☒ Yes ☐ No
11. Warning Labels Present at Controls that Initiate X-Rays Stating: "Caution: X-Rays Produced When Energized" 1. One Label on Master ☐ Yes ☐ No NA ~~2. One Label on Slave~~ ☐ Yes ☐ No NA 3. One Label ~~at IO Desk~~ ☐ Yes ☐ No NA	12. Warning Label Affixed to X-Ray Generator on both the Master Unit and Slave Unit Stating: "Caution: X-Rays Produced When Energized" 1. One Label on Master ☒ Yes ☐ No 2. One Label on Slave ☐ Yes ☒ No NA
13. Safety Interlock Test ☒ Yes ☐ No	14. Captured Key: The Key for the Key Actuated Control Cannot be Removed in Any Mode that Allows X-Ray Generation ☒ Yes ☐ No
15. X-Ray Generator Settings Master 50 kVp 5 mA Slave 50 kVp 5 mA	16. Secure 1000 SP Scan Time Configuration: ☒ ~~3 second per scan~~ 7 second Per scan
17. Operator Instructions Manual Available: ☒ Yes ☐ No	18. Overall Condition of Machine: ☒ Pass ☐ Fail If Fail, Explain and Report:
19. Work Order Number Service W.O.# SVOO18081-1	20. Reason for The Report (Check One) ☒ Installation or System Relocation ☐ Maintenance ☐ Annual Survey

21. Comments, Corrective Actions and/or Recommendations:
(Use additional sheets as necessary and attach)

Service Provider Signature is REQUIRED prior to placing the system into operation

22. Field Service Technician (FST) (Print First Name, Last Name) (b)(6), (b)(7)c	Date: 9/27/11

Signature:
[Insert Signature Here]

Signatures below are administrative and are NOT REQUIRED prior to placing the system into operation

23. Service Program Manager Review (Print First Name, Last Name)	Date:

Signature:
[Insert Signature Here]

Rapiscan
Secure 1000 ~~Single Pose~~ Dual Pose

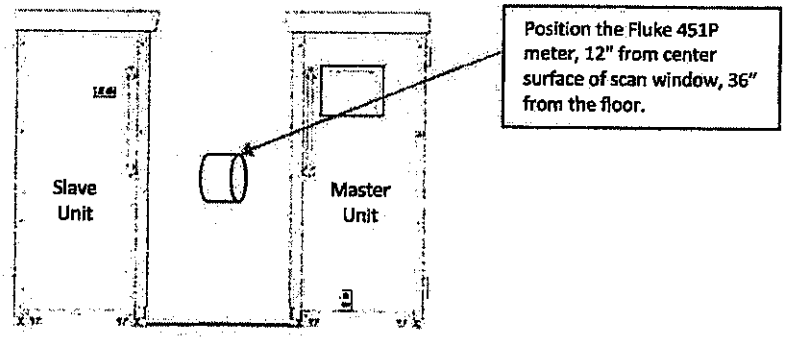
1. IN BEAM RADIATION EXPOSURE MEASUREMENT:

1. Rapiscan Systems Test Procedure Used:	2. System Serial No.
Rapiscan Systems: WI-0136-2	55104001
3. Radiation Measuring Instrument: Model: FLUKE 451P Serial No: 0067 Calibration Due Date: 2/21/2012	4. Background Radiation Reading: (b)(4)

Survey Table 1

Column 1	Column 2	Column 3	Column 4	Column 5 = Column 4 ÷ 10	Column 6
Measurement Location	Survey Height (Inches)	# of scans	Total Integrated Exposure (µR in 10 scans)	Total Integrated Exposure (µR/scan)	Administrative Integrated Exposure Limit (µR/scan)
12" from center of the scan window (Master Unit)	36	10	(b)(4)	(b)(4)	**5 µR/scan**
12" from center of the scan window (Slave Unit)	36	10	NA	NA	**5 µR/scan**

Any Value which exceeds the Rapiscan Administrative Exposure Limit shown in Column 6 shall be reported to the Service Program Manager prior to placing the system into operation



Side View

System Serial#: 55104002

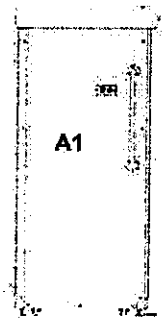
2. RADIATION LEAKAGE MEASUREMENT:

Survey Table 2

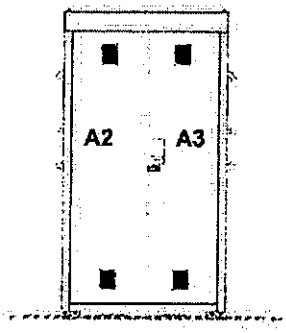
Master Unit

Column 1	Column 2	Column 3	Column 4	Column 5
Measurement Location **(center of the active unit external surface)**	Survey Height (inches)	# of scans	Total Integrated Exposure (µR in 10 scans)	Administrative Integrated Exposure Limit (µR in 10 scans)
A1	36	10	Ø	**2 µR**
A2	36	10	Ø	**2 µR**
A3	36	10	Ø	**2 µR**
A4	36	10	Ø	**2 µR**

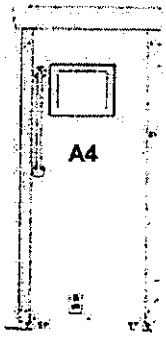
Any Value which exceeds the Rapiscan Administrative Exposure Limit shown in Column 5 shall be reported to the Service Program Manager prior to placing the system into operation



Left Side View



Back View



Right Side View

Slave Unit

Column 1	Column 2	Column 3	Column 4	Column 5
Measurement Location **(center of the active unit external surface)**	Survey Height (inches)	# of scans	Total Integrated Exposure (µR in 10 scans)	Administrative Integrated Exposure Limit (µR in 10 scans)
A1	36	10	NA	**2 µR**
A2	36	10	NA	**2 µR**
A3	36	10	NA	**2 µR**
A4	36	10	NA	**2 µR**

Any Value which exceeds the Rapiscan Administrative Exposure Limit shown in Column 5 shall be reported to the Service Program Manager prior to placing the system into operation

RIF

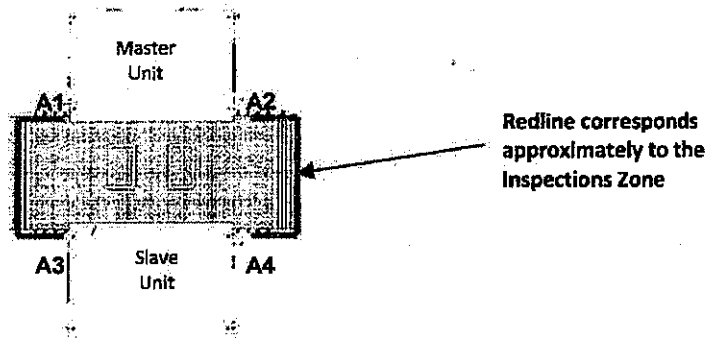
System Serial#: 55104000

3. **INSPECTION ZONE BOUNDARY RADIATION DOSE MEASUREMENT:**

Survey Table 3

Column 1	Column 2	Column 3	Column 4	Column 5
Measurement Location	Survey Height (inches)	# of scans	Total Integrated Exposure (µR in 10 scans)	Administrative Integrated Exposure Limit (µR in 10 scans)
A1 (12" from edge of the master unit scan window)	36	10	N/A	2 µR
A2 (12" from edge of the master unit scan window)	36	10	N/A	2 µR
A3 (12" from edge of the slave unit scan window)	36	10	N/A	2 µR
A4 (12" from edge of the slave unit scan window)	36	10	N/A	2 µR

Any value which exceeds the Rapiscan Administrative Exposure Limit shown in Column 5 shall be reported to the Service Program Manager prior to placing the system into operation



TOP VIEW

NOTICE: Results that are within the Administrative Integrated Exposure Limits as indicated in Table 1, 2 and 3 (above) will assure that this system meets all applicable ANSI 43.17, 2009, standards with respect to limits for Reference Effective Dose and x-ray leakage.

Service Provider Signature is REQUIRED prior to placing the system into operation	
Field Service Technician (FST) (Print First Name, Last Name) (b)(6), (b)(7)c	Date: 9/27/2011

Signature:
{Highlight & Insert Signature Here]

Signatures below are administrative and are NOT REQUIRED prior to placing the system into operation	
Service Program Manager Review (Print First Name, Last Name):	Date:

Signature:
{Highlight &Insert Signature Here]

Signatures below are administrative and are NOT REQUIRED prior to placing the system into operation	
Radiation Safety Officer Review (Print First Name, Last Name):	Date:

Signature:
[Highlight & Insert Signature Here]

Standard Operating Procedures

Rapiscan Secure 1000 Whole Body Imager (WBI)

Version	Date
1	
2	
3	
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1. Whole Body Imager (WBI) Screening

The procedures described in this Standard Operating Procedures (SOP) document are for implementation in primary and secondary screening configurations deploying a Whole Body Imager (WBI).

Primary Screening Configuration

When conducting primary screening, the WBI will be used to screen individuals entering the screening checkpoint. The WBI will be used as part of a suite of primary screening technologies; specifically as a supplemental screening technology to the walk-thru metal detector (WTMD).

Secondary Screening Configuration

In a secondary screening configuration, the WBI technology will be used for resolution after the primary screening measures indicate that an individual requires an additional level of screening; it is not used to screen everyone entering a protected site.

The WBI is designed to detect threats that are hidden under individuals' clothing and that may not be detected during metal detection screening. In the event a suspicious item cannot be cleared during the WBI scan, the individual must undergo a physical search to identify and clear the source of the alarm before the individual may be allowed to enter the secure area.

In both primary and secondary configurations, WBI screening is voluntary. Individuals can decline WBI screening in favor of a physical search.

1.1 WBI Technology

This SOP applies to general use backscatter x-ray whole body imager technology. General Use systems, as defined by American National Standard Institute (ANSI) standard N43.15-2009, use ionizing radiation (i.e. x-ray) and guarantee a high degree of radiation safety due to the extremely low doses delivered (<25 μrem per screening) and engineering controls incorporated in the system. Backscatter x-ray technologies use a narrow, low intensity x-ray beam which is scanned over the surface of the body at high speed. The scatter that reflects back to the detector is used to generate a two-dimensional image. The image is displayed on a remote monitor for analysis to determine whether objects are present.

1.2 Privacy

To ensure the privacy of the individual being screened, the USSS employs three levels of privacy measures: remote image analysis, image controls, and privacy filter.

Remote Image Analysis

To address privacy concerns associated with creating an image of an individual's body, the Secret Service officer who examines the image, also known as the Image Operator (IO), is at a remote location and cannot see the person who is being screened, only the image produced by the WBI. Images are transmitted to a stand-alone monitor via a dedicated landline from the location where the images are taken to where they are examined, which is located on a protected, secure site and within a facility that is controlled by the Secret Service. There is no opportunity for this data to be lost, modified, or disclosed. The image must not be visible to the public.

The System Operator (SO), who is the Secret Service officer in the room with the person being imaged, can communicate with the IO, but can not view the image. The screening process is diagrammed in Figure 1.

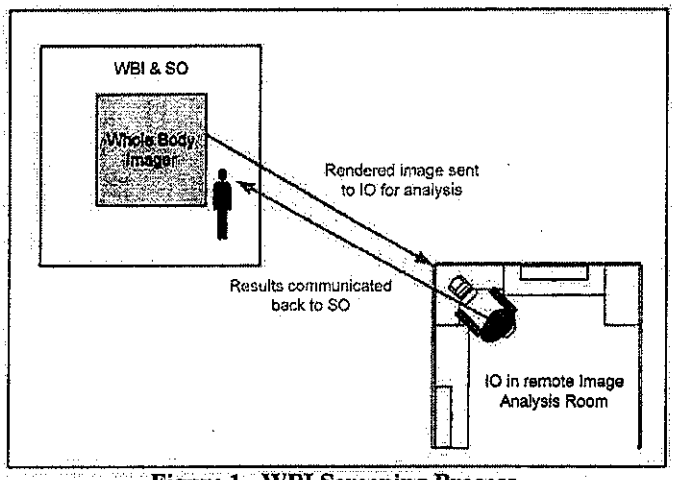


Figure 1. WBI Screening Process

The SO is stationed with the WBI, in either a primary or secondary screening configuration, and is responsible for directing persons into position for scanning, initiating the scan, and conducting a physical search in the event an object is detected.

If an anomaly is detected the IO will relay the location of the anomaly to the SO through the operator console and/or landline for anomaly resolution. The IO that has viewed the image of an individual must not be allowed to view the individual. The Screening Operator (SO) that has viewed an individual must not be allowed to view the image of the individual.

Once the Image Operator (IO) has viewed the image to determine whether objects are present and has identified and cleared any objects that are present, the image is erased from the screen permanently. Images are not erased until all threats have been identified and cleared.

Image Controls and Privacy Filter

The image of the individual is not linked in any way to the person's identifiable information. The WBI does not have the cability to store, transmit, or print these images. In addition, an electronic privacy filter is applied to the remotely viewed image which renders the facial features unrecognizable. The images created by the WBI are not equivalent to photography and do not present sufficient details that would allow the image to be used for personal identification. Figure 2 provides examples of the current level of image detail created by the WBI device.

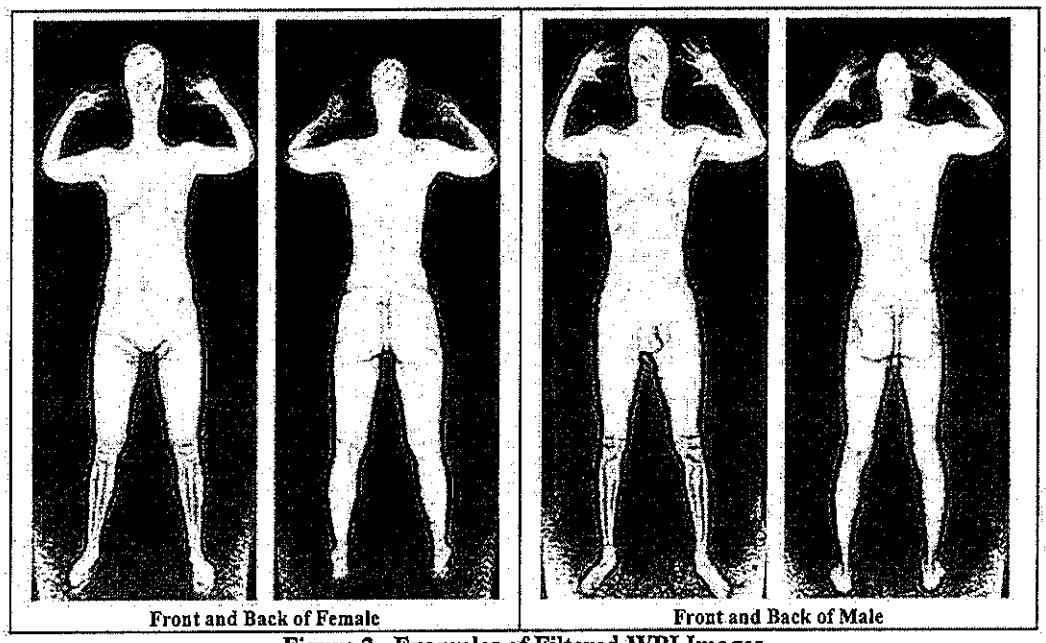


Figure 2. Examples of Filtered WBI Images

1.3 Document Availability

A copy of this SOP will be available at the WBI deployment site in addition to the manufacturers' operator manuals and ANSI required documentation.

1.4 Officer Staffing Requirements

Image Operator (IO)

The image operator (IO) is responsible for remotely reviewing the WBI images for anomalies and communicating the location and threat level of the detected object to the system operator (SO).

System Operator (SO)

The system operator will be responsible for:

1. Ensuring the individual has divested down to the required level
2. Directing the person into position, informing the individual of the appropriate WBI stance, and ensuring the position is maintained throughout the scan
3. Observing individuals as they enter the WBI for indications of non-divestiture, such as bulges, and prosthetic devices that may require additional screening
4. Conducting a visual inspection of any items held in the hands of the individual during a WBI scan
5. Conducting a visual inspection of watches, bracelets, necklaces, and similar items
6. Conducting a physical search of the person for anomaly resolution or if the individual declines WBI screening

1.5 Communication

Landline phones will be located at the WBI deployment site and in the remote image analysis room. The IO will relay the location of an anomaly to the SO through the operator console and provide additional information through the landline for anomaly resolution.

1.6 Signs and Notification

Officers must ensure test subjects receive additional information upon request that describes the technology and addresses common questions related to WBI safety and privacy considerations. Signs that provide general technology and screening information and links to additional resources will be posted at the point of divestiture and/or at each WBI deployment site. Refer to Appendix A for examples of required WBI signage.

2. Operating Procedures

2.1 Eligibility for Screening

Individuals who are capable of assuming and holding the WBI stance for the 8 second duration of each scan and who are capable of standing unassisted for the duration of the screening process are eligible for WBI screening including individuals with casts, braces, prosthetics or assistive devices who indicate they are capable of the aforementioned actions.

(b)(7)e

2.2 Screening Procedures

Scan Preparation

1. The IO will be located in a remote image analysis room, out of site of the WBI.
2. Once the individual arrives at the scanning location, the SO will direct the individual into the WBI and to assume the required stance.
   a. Stand parallel to the WBI wall(s)/panel(s), as shown in Figure 3.

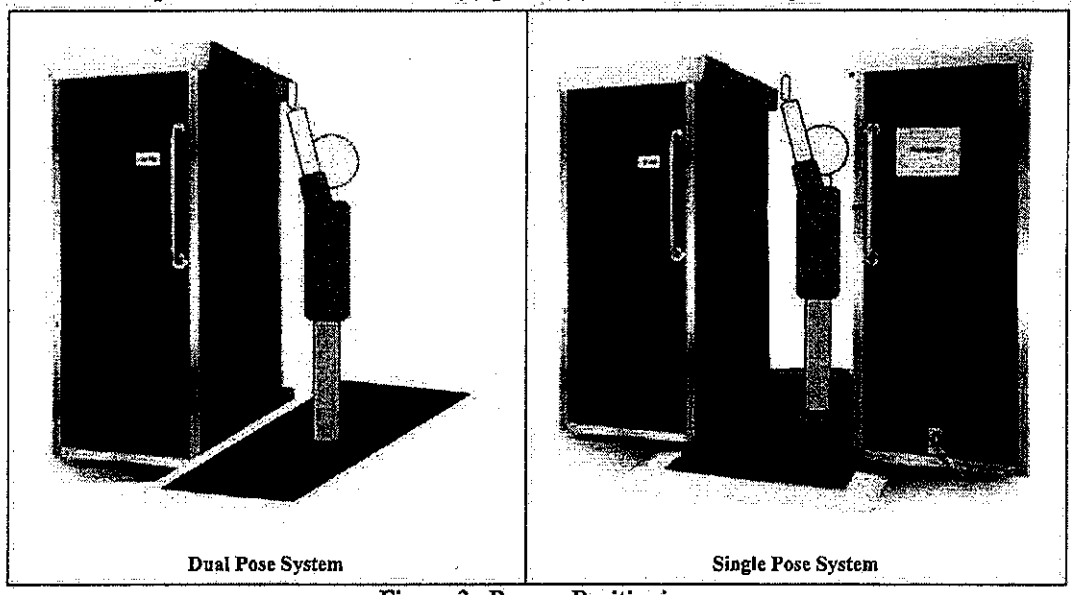


Figure 3. Proper Positioning

   b. Stand with feet shoulder width apart, as dictated by the manufacturer markings on the floor mat.
   c. Raise hands, bending at the elbow, to just above head level with palms facing forward, as previously shown in Figure 2 **Error! Reference source not found.**

Scanning

1. Once the individual is in position, the SO will initiate the scan.
2. Upon completion of the scan(s), the SO will direct the individual to exit the WBI. The SO must maintain positive control of the scanned individual until the IO completes the image review process and communicates the results to the SO.

3. The IO will analyze the image for anomalies. Each individual should be placed into one of the following categories:
   a. No Threat – The IO reasonably determines that there are no anomalies observed in the image.
   b. Possible Threat – The IO reasonably determines that there is one or more unidentifiable object(s) not normally associated with the person's natural contour.
   c. Obvious Threat – The IO is reasonably certain that he/she sees the image of a prohibited item.
4. Once the IO has made a determination, the IO will communicate the status of the individual to the SO.

(b)(7)e

5. If anomalies are detected, a gender specific officer will conduct a physical search per the anomaly resolution procedures.

3. Ionizing Radiation Safety

This SOP applies to backscatter x-ray whole body imager technology which uses ionizing radiation. The use of ionizing radiation for personnel screening, is regulated by ANSI standard N43.15-2009.

3.1 Information for the End User

Category & Class of System

The backscatter x-ray system described in this SOP, is considered a General Use (Category 1) Full-Body Scanner (Class A). Per the ANSI standard:

> "...general use systems are technologies that guarantee a high degree of radiation safety due to the extremely low doses delivered and engineering controls incorporated in the system. The probability of any one individual's receiving a cumulative effective dose in excess of the annual limit from general systems is extremely low.
>
> Therefore, general-use systems require few administrative controls and may be operated without the need for tracking the number of individuals scanned or the number of scans per individual in a year."

General Safety Precautions and Instructions

Only authorized personnel who have received WBI training are permitted to operate and maintain the x-ray system. Do not attempt to operate, adjust, or service the equipment without prior training and authorization.

Operators of this equipment should not open either of the x-ray cabinets, and should not attempt maintenance of any kind. Observe all warning and caution statements/symbols posted on the equipment.

All operators should familiarize themselves with the yellow stop button located on each x-ray cabinet. Pressing the button will stop the generation of x-rays and stop further scan operation. Pressing again will restore operational capability.

Although the system utilizes a low dose of x-rays per scan, the x-ray generator and other equipment use high voltages. Do not touch electrical wire terminals by hand or with a conductive tool.

Training

All operators shall receive training sufficient to operate the system in conformance with ANSI standard N43.15-2009, which includes:

- Radiation Safety Training – General radiation safety course, and radiation safety specific to the Secure 1000.
- Operator Training – Includes operation and maintenance, as well as safety hazards and physical security.

Proficiency shall be demonstrated at the conclusion of training. Refresher training is required at least once every 12 months.

Reference Effective Dose and Survey Requirements

Radiation safety surveys will be performed bi-annually and upon installation. For radiation safety survey records, refer to the operator notebook collocated with the system.

4. Points of Contact

Table 1. USSS Points of Contact

Name	Division	Position	Phone Number
(b)(6), (b)(7)c	Technical Security Division (TSD)	Chemist	Office: Mobile
	Human Resources - Safety, Health & Environmental Program	Safety & Occupational Health Manager	Office: (b)(6), (b)(7)c

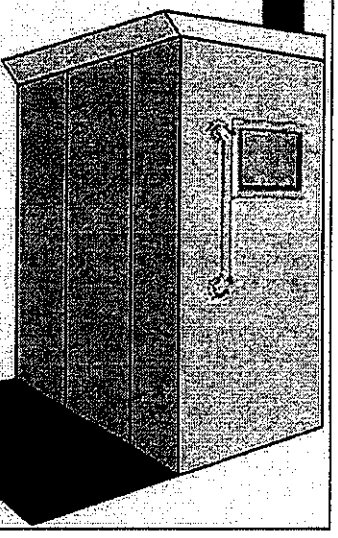
Appendix A : WBI Signage

Backscatter X-Ray Technology

Use of this technology is optional

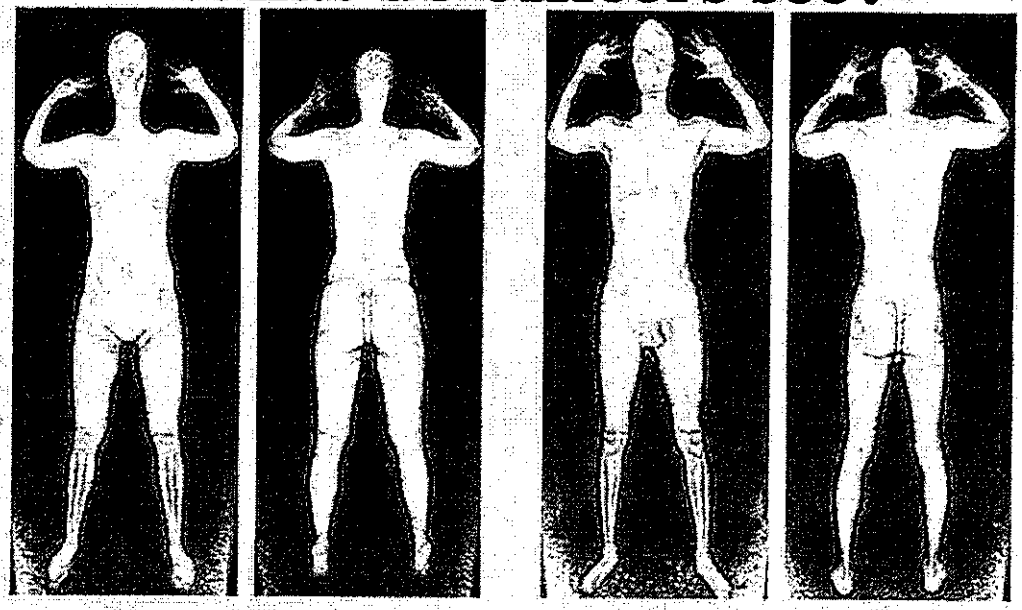
If you choose not to be screened by imaging technology you will receive a physical search.

- **What does this technology do?**
  - **Imaging technology:** Enables officers to detect concealed items without physical contact.
  - **Maximum Privacy:** Images are viewed in a remote location and are not saved or stored.
  - **Safety:** The radiation dose from one screening is less than 7 microrem which is roughly equivalent to 5 minutes on an airplane at altitude.
- **Additional information about imaging technology and standards available at :**
  - **American National Standard Institute** www.hps.org/hpssc/N43_17_2002.htm
  - **Rapiscan** www.rapiscansystems.com



Backscatter X-Ray Technology

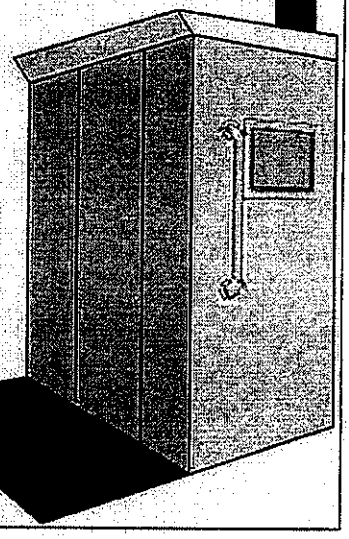
What do officers see?

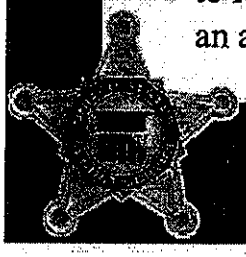


Female Front and Back

Male Front and Back

- **Options:** Use of the imaging technology can be declined in favor of a physical search.
- **Imaging technology:** Enables detection of concealed items without physical contact.
- **Maximum Privacy:** Images are viewed in a remote location and are not saved or stored.
- **Safety:** The machine is safe with exposure to radiation levels equivalent to 5 minutes on an airplane at altitude.





Appendix B : Glossary

General Use Whole Body Imager	:	Defined by the American National Standard Institute (ANSI) standard N43.15-2009 as using ionizing radiation (i.e. x-ray) and guaranteeing a high degree of radiation safety due to the extremely low doses delivered (<25 µrem per screening) and engineering controls incorporated in the system
Image Operator	:	The image operator, also know as the IO, is responsible for remotely reviewing WBI images for anomalies and communicating the location and threat level of the detected object to the system operator (SO).
IO	:	Image Operator
Primary Screening	:	Screening implemented at screening checkpoint
Secondary Screening	:	Supplemental screening implemented after primary screening measures indicate that an individual requires an additional level of screening
SO	:	System Operator
System Operator	:	The system operator is located with the WBI and is responsible for directing the person through screening and conducting a physical search as necessary
WBI	:	Whole Body Imager
Whole Body Imager	:	Personnel screening technology that generates an image of the whole body for detection of metallic and nonmetallic threats
WTMD	:	Walk-thru metal detector

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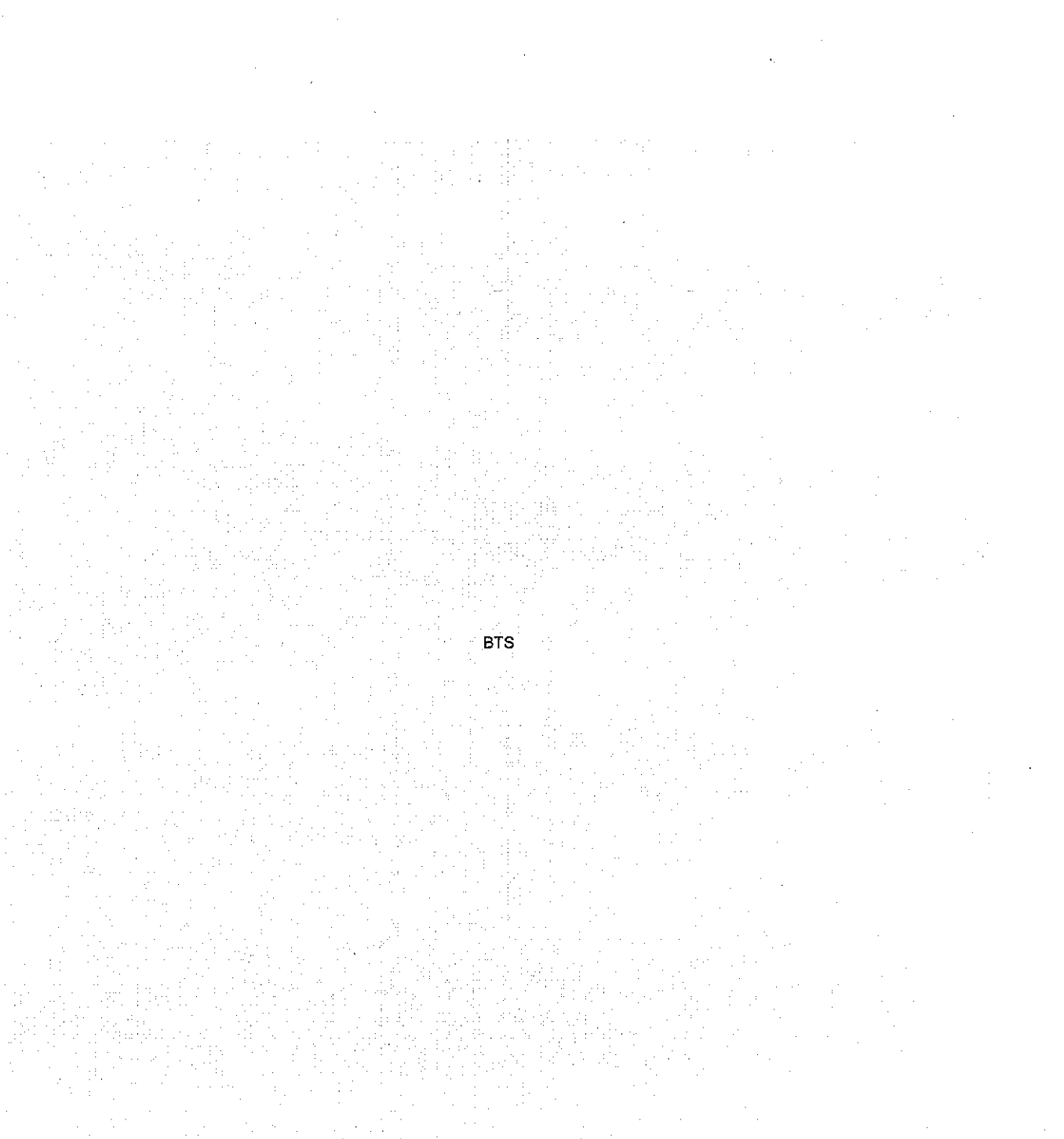
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U.S. Secret Service
Office of Human Resources and Training

Lesson Plan

Lesson Description

LESSON TITLE: Secret Service Whole Body Imager Operations

COURSE: Uniformed Division In-Service Training Course

OBJECTIVE(S):

TERMINAL OBJECTIVE:

CONDITIONS: Given a Rapiscan Whole Body Imager system, procedures and policies,

BEHAVIOR: the student will be able to properly operate the Whole Body Imager system,

CRITERIA: according to Secret Service procedures, directives, and protocols.

ENABLING OBJECTIVE:

CONDITIONS: Given an WBI machine (Rapiscan), procedures and policies, and several threat and non-threat images (to include scenarios),

BEHAVIOR: The student will be able to physically, orally, and in writing (with photos and other resource items):

- Power up, test, operate, and power down the Rapiscan WBI System,
- Perform image interpretation of both persons with anomalies and non-anomalies
- Perform possible threat resolution (via full body search, or other resolution methodology [EOD teams, or other response team]),

CRITERIA: According to Secret Service procedures, directives, and protocols, so well you interpret 100 percent of all persons (with or without anomalies) passed through the rapiscan machine

RIF

OVERVIEW OF MAIN IDEAS:

- Power up, operate, and shut down the Rapiscan System
- Safety of the Rapiscan
- Placement of persons for best image resolution
- WBI interpretation
- Perform anomaly resolution

Total Lesson Time:	5 hours
Lecture & Demonstration:	3.5 hours
Basic Practice & Testing:	1.5 hour practical exercise in conjunction with classroom training
	3.5 hour practical exercise

U.S. Secret Service
Office of Human Resources and Training
Lesson Plan

Lesson Administration

LESSON TITLE:	Secret Service Rapiscan WBI Operations
REQUIRED STAFF:	1 Lead Instructor 1 Assistant Instructor
REQUIRED EQUIPMENT:	Laptop Computer Projector (for computer-based presentation) Hotel Bay with WBI Machine (or another available location with WBI machine)
TRAINEE PROVIDED MATERIALS:	WBI Operation handout
AUDIO VISUAL AIDS:	Secret Service WBI overview presentation
HANDOUTS FOR TRAINEES:	WBI Operation Checklist
PRACTICE, TESTS AND MATERIALS:	WBI/ HB Scenarios WBI Operation Checklist
FACILITIES/TRANSPORTATION REQUIREMENTS:	Classroom & Hotel Bay
REFERENCES:	Uniformed Division Manual
ATTACHMENTS:	A. WBI Operation Checklist

Content Updated By: (b)(6), (b)(7)c **Date:** June 9, 2011

Signature_____

Content Reviewed By: **Date:** June 9, 2011

Signature_____

Content Approved By: (b)(6), (b)(7)c **Date:** June 9, 2011

Signature_____

Instructional Design By: **Date:** June 9, 2011

Signature_____

Introduction

I. MOTIVATION:

As a Secret Service Uniformed Division Officer, at a permanent access control point (with a WBI machine), you will be confronted with a myriad of situations that could be potentially dangerous to a protectee or public venue. It is imperative that you perform and are fully competent, knowledgeable, and skilled with all the Secret Service procedures and protocols for WBI machine operations and WBI interpretation, and threat procedures.

Instructor Note:

The instructor can use the motivator listed above or provide motivational "attention getters" (from their experience operating an x-ray machine and an access control point).

A real "USSS" incident(s) may be used; hypothetical "what ifs" may be used; or video footage may be used by the instructor staff to demonstrate the necessary knowledge to be learned (use the Atta Mohammad [9/11] airport footage – with Atta Mohammad coming through the airport checkpoint in Maine – allegedly having successfully gotten through with threatening items: box cutters, etc).

The instructor should then transition to the objective.

II. OBJECTIVE(S):

CONDITIONS: Given an WBI (Rapiscan), WBI procedures and policies, and several threat and non-threat images (to include scenarios),

BEHAVIOR: The student will be able to physically, orally, and in writing (with photos and other resource items):

- Power up, test, operate, and power down the Rapiscan 1000 Whole Body Imager system.
- Perform WBI interpretation of both anomolis and non-anomolis scans
- Perform possible threat suspect resolution (via hand held metal detector, full body search or other resolution methodology [EOD teams, or other response team]),

CRITERIA: According to Secret Service procedures, directives, and protocols, so well you interpret 100 percent of all Whole Body Images.

III. ADVANCED ORGANIZER:

During this class we will focus on:

- Power up, operate, and shut down the Rapiscan Whole Body Imager System
- Test the WBI machine
- Safety of the WBI
- Placement of persons within the WBI
- WBI interpretation
- Perform threat resolution

IV. REVIEW THE PAST:

Instructor Note:
The instructor should ask the students if they have ever worked with the Secret Service (in a previous career) – possibly with a K-9 team, Explosive Ordnance Disposal team, or on a protective mission.

V. AGENDA:

Let's take a look at what we are going to do today:

- First we will talk about Power up, operate, and shut down the Rapiscan Whole Body Imager System,
- Then we will test the machine and identify the safety of the WBI,
- We will then identify the Rapiscan WBI System
- We will talk about the placement of persons within the WBI,
- After, we will interpret image using photos and then actually go down to the WBI machine (at JJRTC hotel bay), power the x-ray on/off, test it, and conduct real-live x-ray photos and interpretations for three hours,

Instruction

I. EXPLANATION

A. Introduction

The WBI is one of many technologies the public may encounter at an access control point (ACP). Effective detection of explosives, incendiaries, deadly or dangerous weapons, and other prohibited items at a checkpoint is a critical part of ensuring the security of the visiting public.

It is critical for Officers to master skills of image interpretation, so that accurate decisions can be made to clear or not clear persons and the public being processed through secondary screening and the WBI. A large part of interpretation is to differentiate and identify anomalies of a person sent to the WBI for secondary screening.

The only way to know if you have been successful at WBI screening is to know what threats and non-threats look like for subsequent identification. Only by stopping threats can we provide the level of security expected by visitors.

B. Whole Body Image machines

Instructor Notes: Display PowerPoint with close up of components labeled (as you go through the explanation).

1. **The WBI machine is a tool – it does not find dangerous items – the OPERATOR finds the dangerous items**

   The Rapiscan 1000 WBI produces high resolution x-ray images, accurately reveals both metallic and non-metallic objects to include: liquids, ceramics, explosives and concealed weapons.

C. Testing of the WBI

1. Using the Test piece – It is imperative that you test your WBI at the beginning of every shift. This will ensure the machine is performing at an acceptable level.

2. Conduct the following steps using the test piece:
   i. Prop upright and operate machine
   ii. The image operator must analyze the image (both front, then back) and use the click tool to verify that all four rectangles are

visible, all three wires are visible and that all ten circular objects are visible.

3. Operating conditions
   i. Pass: All images and wires are visible
   ii. OK to proceed: operator can discern two rectangles (dense), two wires and bottom three rows of circles, the system is may be used for screening visitors but Rapiscan service department should be notified.
   iii. Stop operation: if the above two criteria are not met, then the machine cannot be used and Rapiscan should be contacted immediately.

D. Radiation safety and the Rapiscan WBI System

1. X-Rays are invisible rays given off by a source of radiation. They penetrate different objects at different rates.
   i. The exposure for one Secure 1000 scan is the same as a few minutes of commercial air travel.
   ii. Safe for all persons regardless or race, sex or medical condition (to include: children, pregnant women, medical radiation therapy patients and pacemaker wearers).
   iii. The ultra-low radiation emitted by the Secure 1000 is classified by radiation protection groups as being a negligible dose.
   iv. Secure 1000 is cleared by the FDA, NCRP (National Council on Radiation Protection and Measurements) and ANSI.
   v. No radiation is emitted from the sides or the back of the scanner.
   vi. The system only produces radiation when scanning and the scan button only allows one scan to occur even if the button has been pushed multiple times

E. Rapiscan WBI Components

1. Scan area
   i. Key switches has three positions: ON, STANDBY and OFF-powers up the panels
   ii. Power On and Scan in Progress Indicators-notifies operator and visitor of status of the machine and scan
   iii. Scan Push button- Used by the operator to initiate scan
   iv. Communication Monitors- Allows Image Operator and System Operator to communicate and prepare individuals for their scan.
   v. The floor mat- this is the area where an individual about to be scanned should be standing. The mat is marked with two yellow rectangles for proper foot placement of the individual about to be scanned.

vi. Stop button-located on both sides of the machine.

2. Image operator User interface
   i. Clear- Used to communicate to the system operator that the individual scanned by the system contains no items or anomlies
   ii. Search-used to communicate to the system Operator that the individual may have a dangerous or prohibited item.
   iii. Call Supervisor- request assistance from your Supervisor
   iv. Log off

F. Start Up and Shut Down

1. Powering on Scanners
   i. Check to see that the rear doors are closed
   ii. Insert the key into the key switch and turn it clockwise to the ON position. The power light should illuminate (do this for both scanners).
   iii. Press the scan Push Button to clear TSA message

2. Powering on Remote Viewing station
   i. Power on computer
   ii. Wait for monitor to display logon window
   iii. Log on
   iv. Click ok

   Once the ID and password have been entered the machine will warm up (approx. 30 seconds)

3. Powering down and log off procedures (Image Operator)
   i. Click the log off button (from the user interface)
   ii. Enter password
   iii. Click logoff button

4. Powering down (remote viewing station)
   i. double click computer icon from bottom middle of Image operator workstation screen
   ii. click on the scanner to be shutdown
   iii. click scanner shutdown
   iv. click yes to confirm shutdown
   v. click logoff
   vi. enter password
   vii. click shutdown
   viii. click yes for any additional questions
   ix. turn system key on the side of each scanner to the OFF position.

G. Operational Requirements

1. System Operator
   i. Explaining the meaning of full divesture
   ii. Instruct guests to review Scan procedure displayed on monitor
   iii. Position guests so only one scan per side is done
   iv. Model the scan pose for guests
   v. Position guest
   vi. Initiate scan
   vii. Control guest

2. Image operator is responsible for the following:
   i. click CLEAR icon if the individual scanned contains no weapons or prohibited items
   ii. click the SEARCH icon if the individual scanned may be concealing a dangerous or prohibited item.
   iii. A CLEAR decision indicates the individual is not concealing a weapon or prohibited item. CLEAR should be clicked as soon as it is verified that no prohibited items are present.
   iv. A SEARCH decision indicates that the individual may be concealing a dangerous or prohibited item

After clicking SEARCH, the Image Operator must give the System Operator regarding what and where to search using visual and verbal commands

H. Visitor placement in Scanner

1. Placement is crucial to successful WBI interpretation

   i. System operator should model scan pose for visitor
   ii. The visitor must be standing at the marked areas on the floor mat looking straight ahead.
   iii. The hands must be above the head with palms facing forward
   iv. Visitor must be still for entire scan
   v. Line up the visitor's heels so that their heels are touching the inner edge of the foot marks.
   vi. Initiate scan: Scan In Progress light will illuminate
   vii. After scan is complete have visitor stand at a predetermined location.

2. Scan of Visitor

   i. The communication monitor provides visual cues as to the status of each individual.
   ii. Top message pertains to passenger in scanner
   iii. Bottom Message pertains to individual in holding area.
   iv. For each individual scanned, One of the following actions will be initiated by the Image Operator: CLEAR or SEARCH
   v. Click on the CLEAR icon if you believe that the individual contains no weapons or prohibited items
   vi. Click the SEARCH icon if you believe that the individual scanned may be concealing a dangerous or prohibited item.

vii. Once SEARCH is selected, "CONDUCT SEARCH" will be displayed for the System Operator on the communication monitor.
viii. Before giving verbal commands to the System Operator, use the positioning aids and visual tools to assist the System Operator as to the locations to search.
ix. A CLEAR decision indicates that the individual IS NOT concealing a dangerous or prohibited item
x. Once CLEAR is selected, "Ready for Next Person" will be displayed on the system monitor.

I. Image interpretation

Instructor Note: The instructor should use various images of individuals with items on their person. Instructor should have the students look at each image and interpret what they see. The instructor should then make a point to identify that all pictures are not the same and sometimes it can be disoriented – so you should always be cognizant of all objects – no matter the size, shape, or consistency.

1. Images

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2. Inspection Procedure

i. Quickly scan the entire image for any obvious objects

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v. Use the click tool throughout the search to assist in resolving areas of concern.
vi. Loading – the visitor must be told to divest of all objects and to stand with their feet in the placement boxes on the scan mat and to face forward, looking up with their hands off their body and to remain still until the scan is complete

3. Exit – once the scan is complete, have the visitors stand in a designated holding area until the Image and System operators are satisfied with the scan.

J. Resolution issues regarding Secondary search: Unknown/Hazardous Response Guidelines:

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II. DEMONSTRATION

All students will proceed to the hotel bay and perform WBI interpretation scenario interpretations of myriad threat items to include IEDs and individual threat components. First, the instructor will demonstrate how to power on the WBI, run the WBI machine, power off and then focus on interpretation. These scenarios will be run through multiple times giving each student the opportunity to practice interpretation with a variety of threat items.

III. PRACTICE

Instructor Notes: The class will be broken into group A and B. Each recruit will line up and begin to manipulate the controls of the WBI machine, while other students practice verbal commands and visitor placement. Students in both groups will rotate multiple times until all students have practiced each facet (and competency) for operating the WBI machine.

IV. FEEDBACK

Instructor Note: Immediate feedback should be given in conjunction with each practice scenario. Students should be told:

- What they are stating verbally and interpreting is correct.
- What they are stating verbally and interpreting is incorrect.
- What measures could be done in accordance with procedures and protocol if their interpretation is incorrect.

Conclusion

I. SUMMARY OF MAIN IDEAS:

In this class we have learned:

- Power up, operate, and shut down the Rapiscan WBI System
- Safety of the WBI
- Visitor placement in the WBI
- WBI image interpretation
- Resolution procedures

II. INTEGRATION:

Instructor Note: The instructor should tell the students what ideas and skills they will be learning in their next UD lesson and module. The instructor should also state that the WBI will be utilized for practice scenarios.

III. OBJECTIVE:

Instructor Note: The instructor should restate the objectives in terms of what has been learned, and practiced.

IV. MOTIVATION:

Instructor Note: Any real USSS incident may be used; hypothetical "what ifs" may be used; video footage may be used to stage or demonstrate the application of the ideas to be learned. (Reference the motivation at the beginning of this lesson plan)

V. ASSESSMENT:

The Officer will be shown a series of x-ray images (body scans of people) and demonstrate to the evaluator, using the techniques discussed in class, the proper way to look for potentially harmful or dangerous devices. This evaluation will not be graded, but utilized to ensure that the machine is used in accordance with established policies and procedures.

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TVEB additional Scenarios

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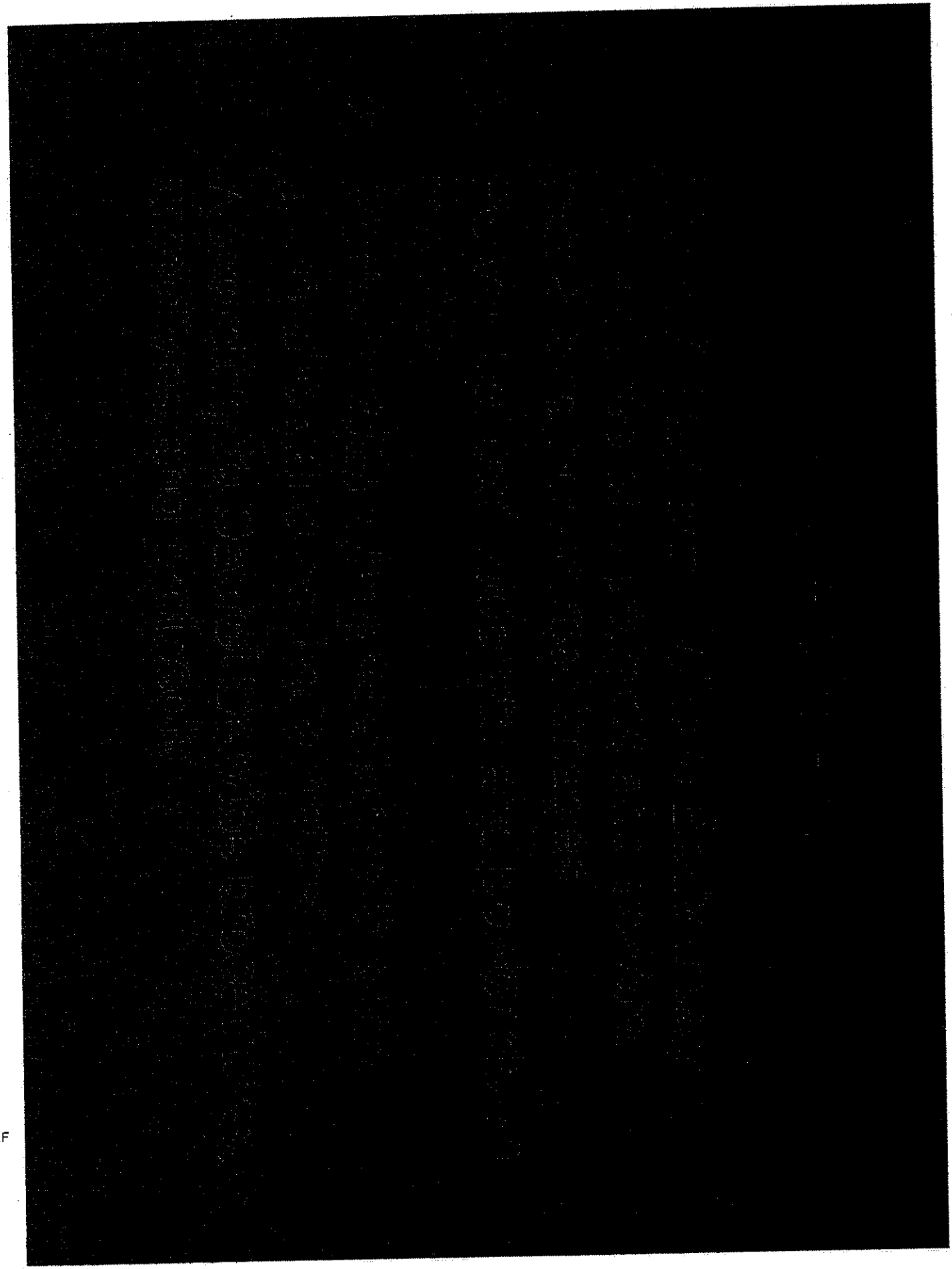

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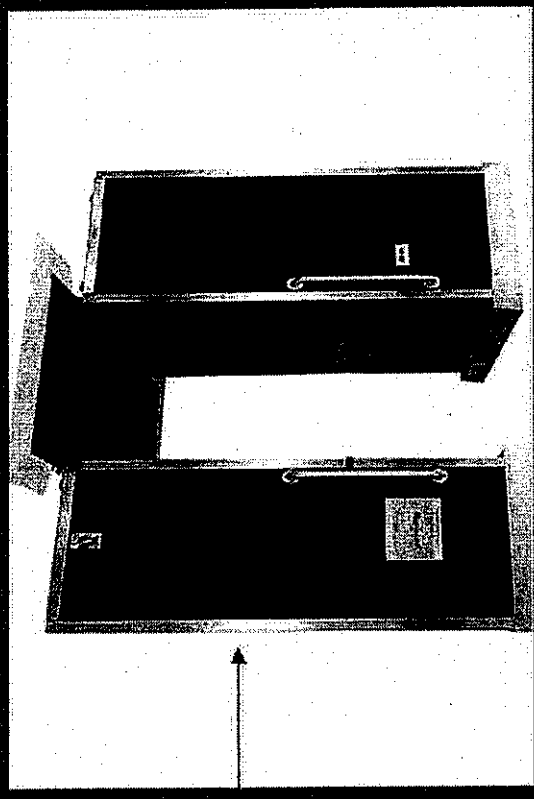

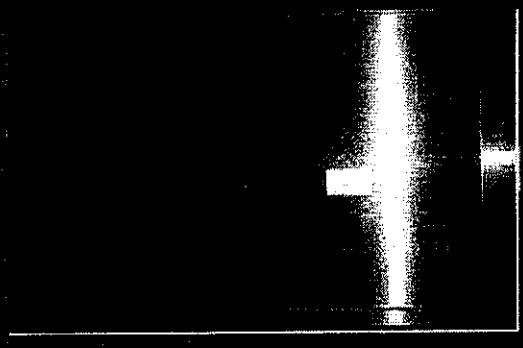

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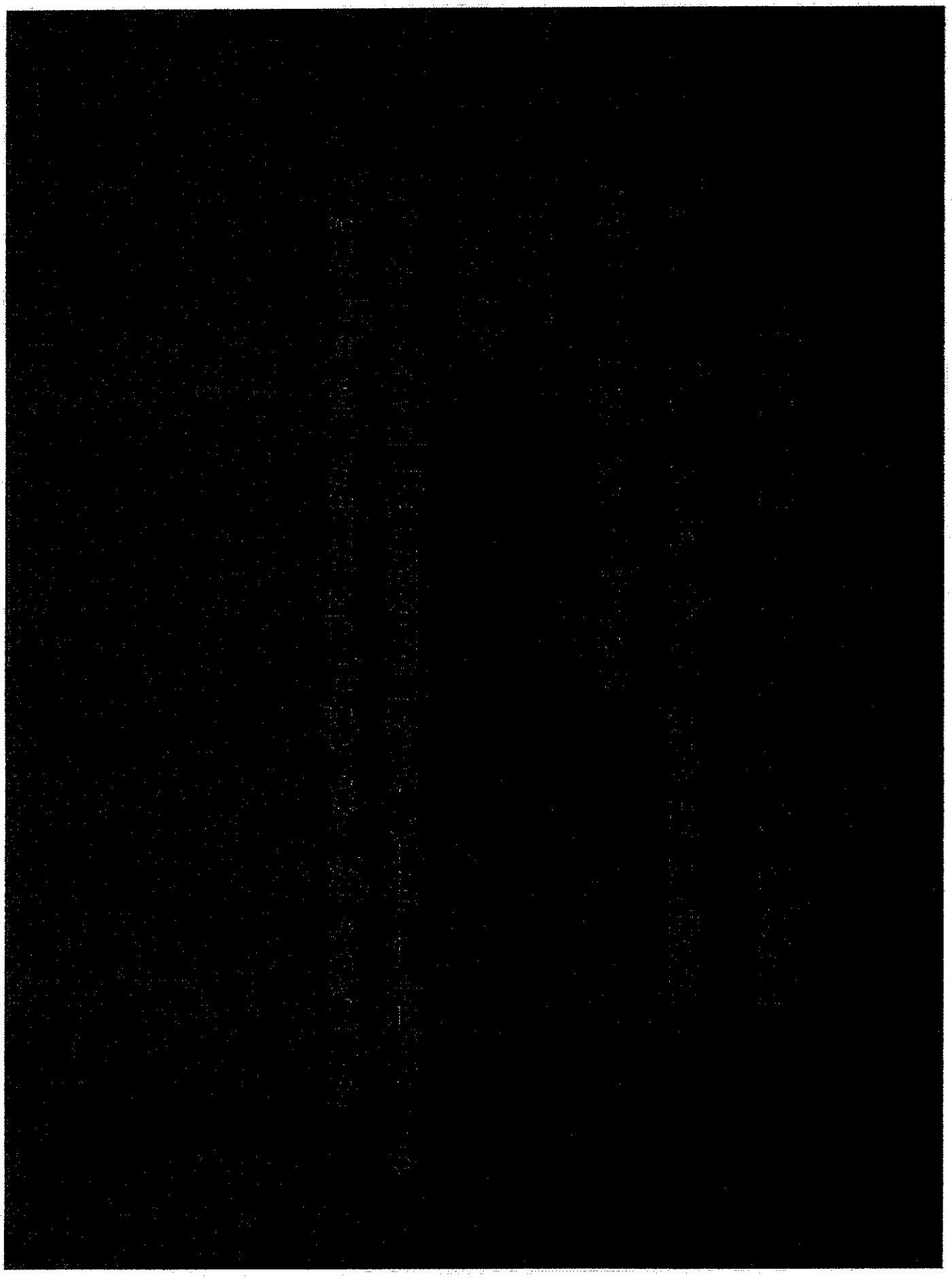

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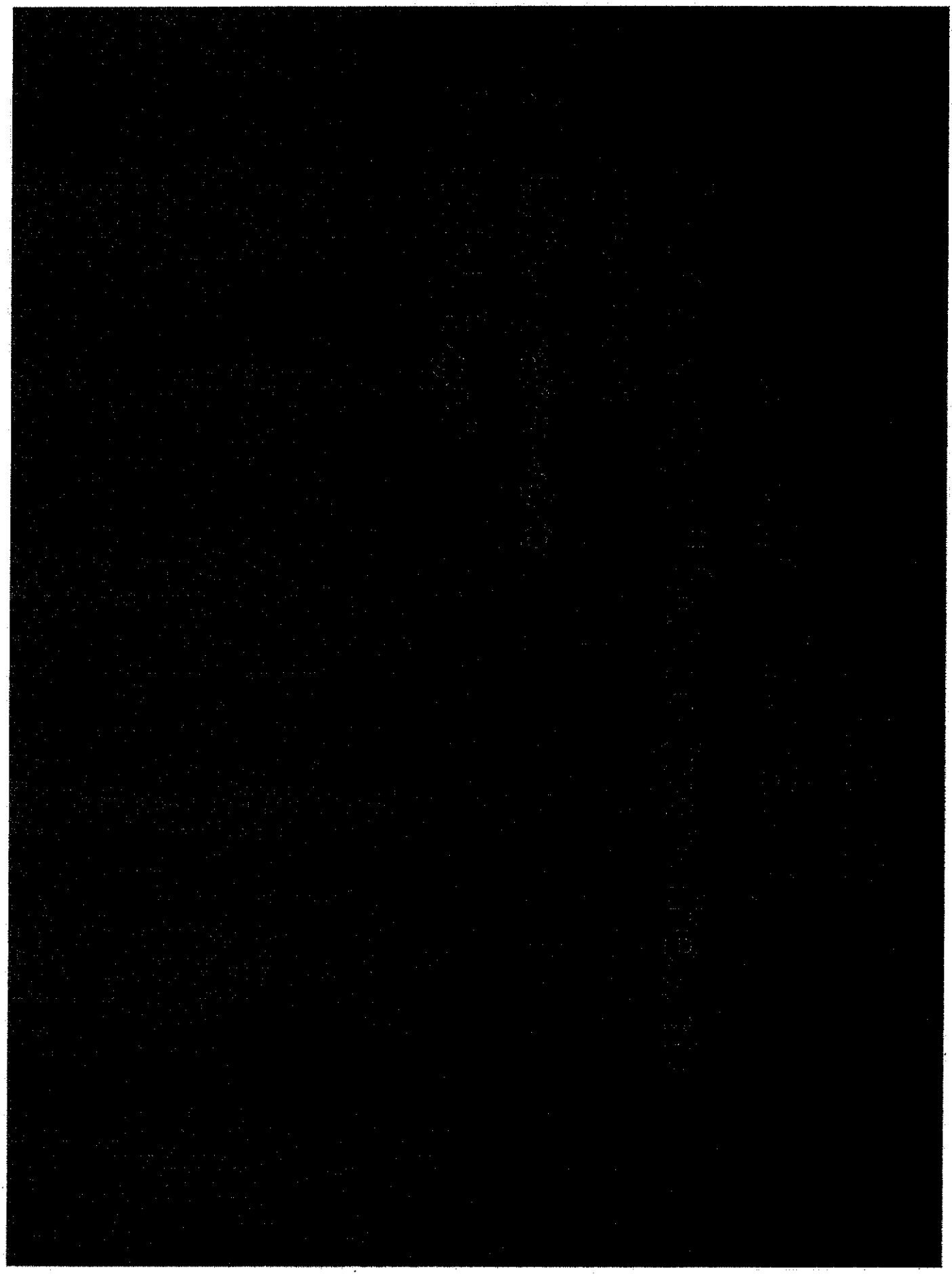

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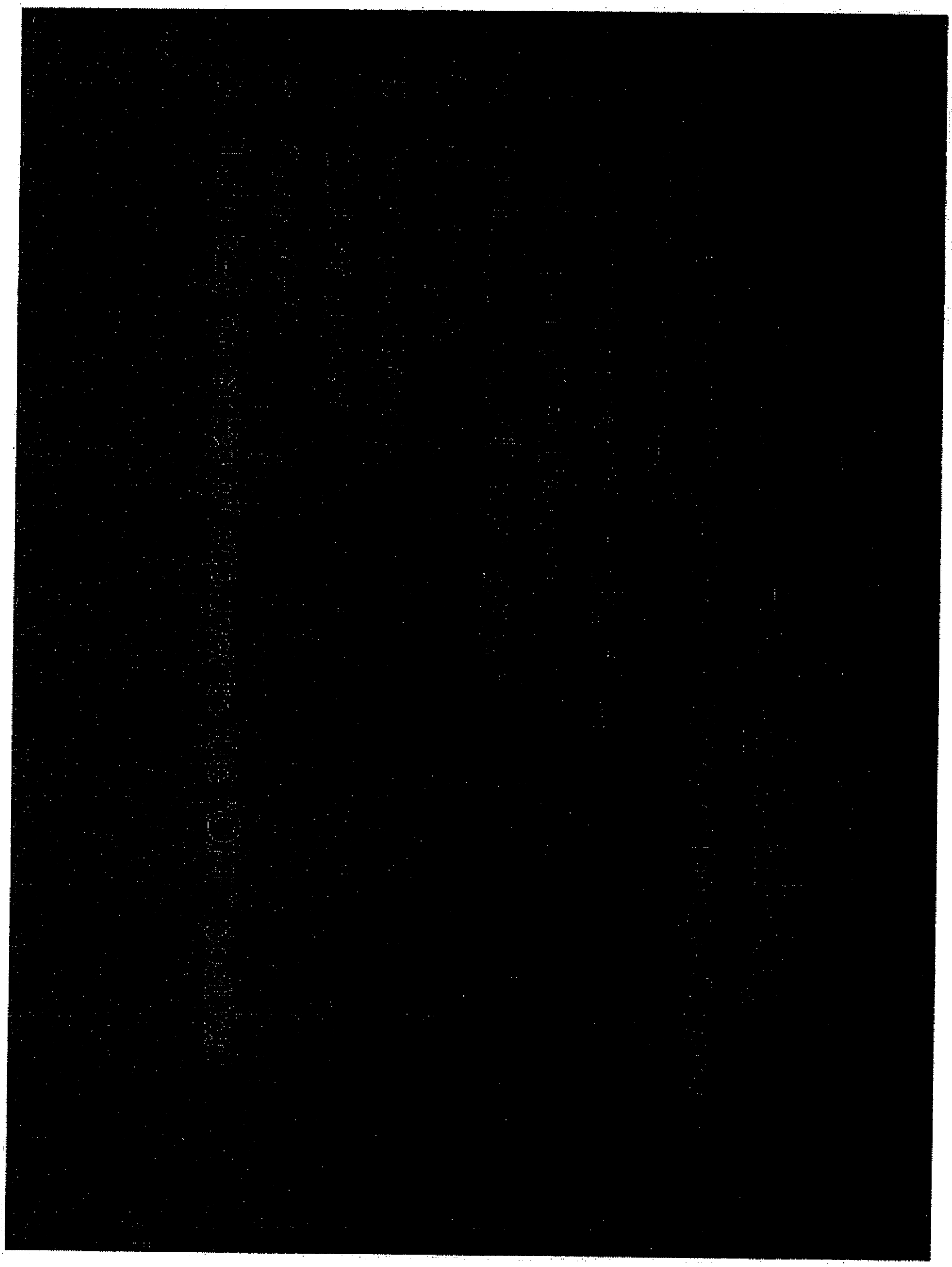

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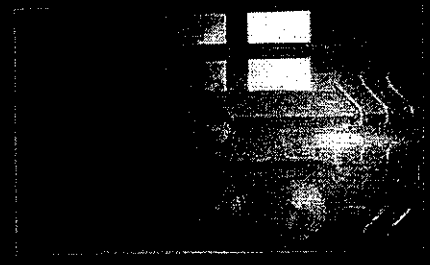

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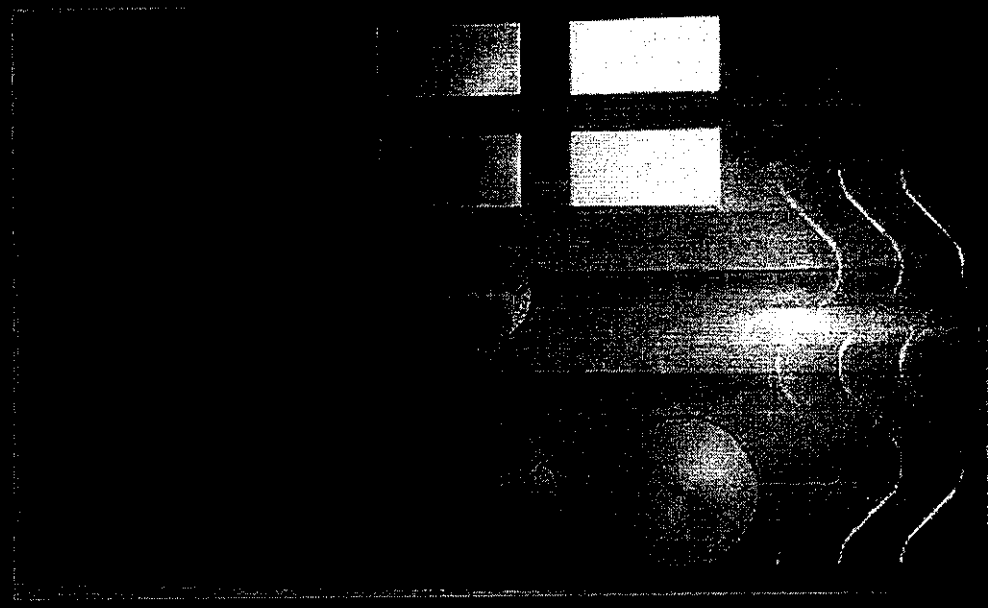

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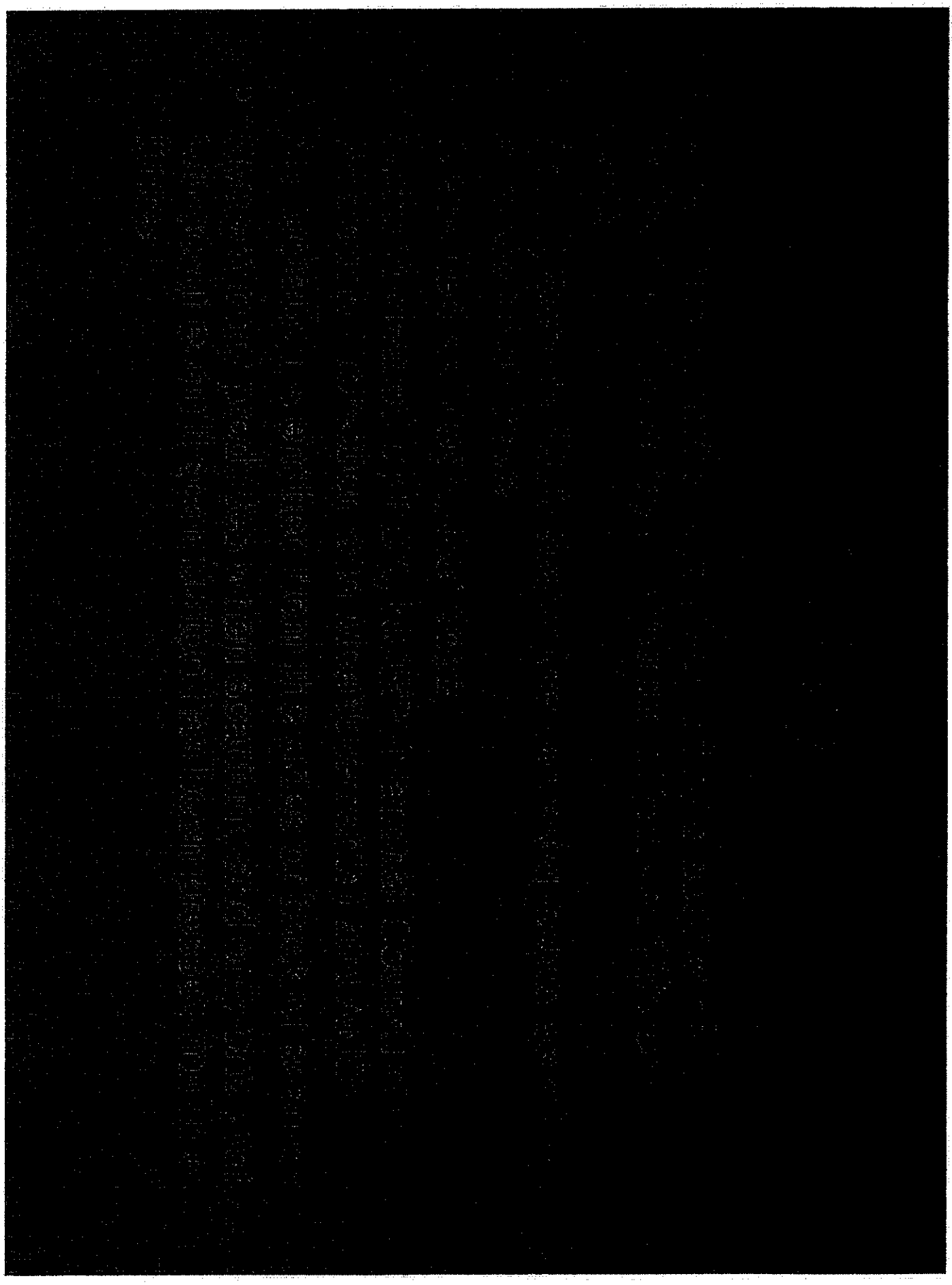

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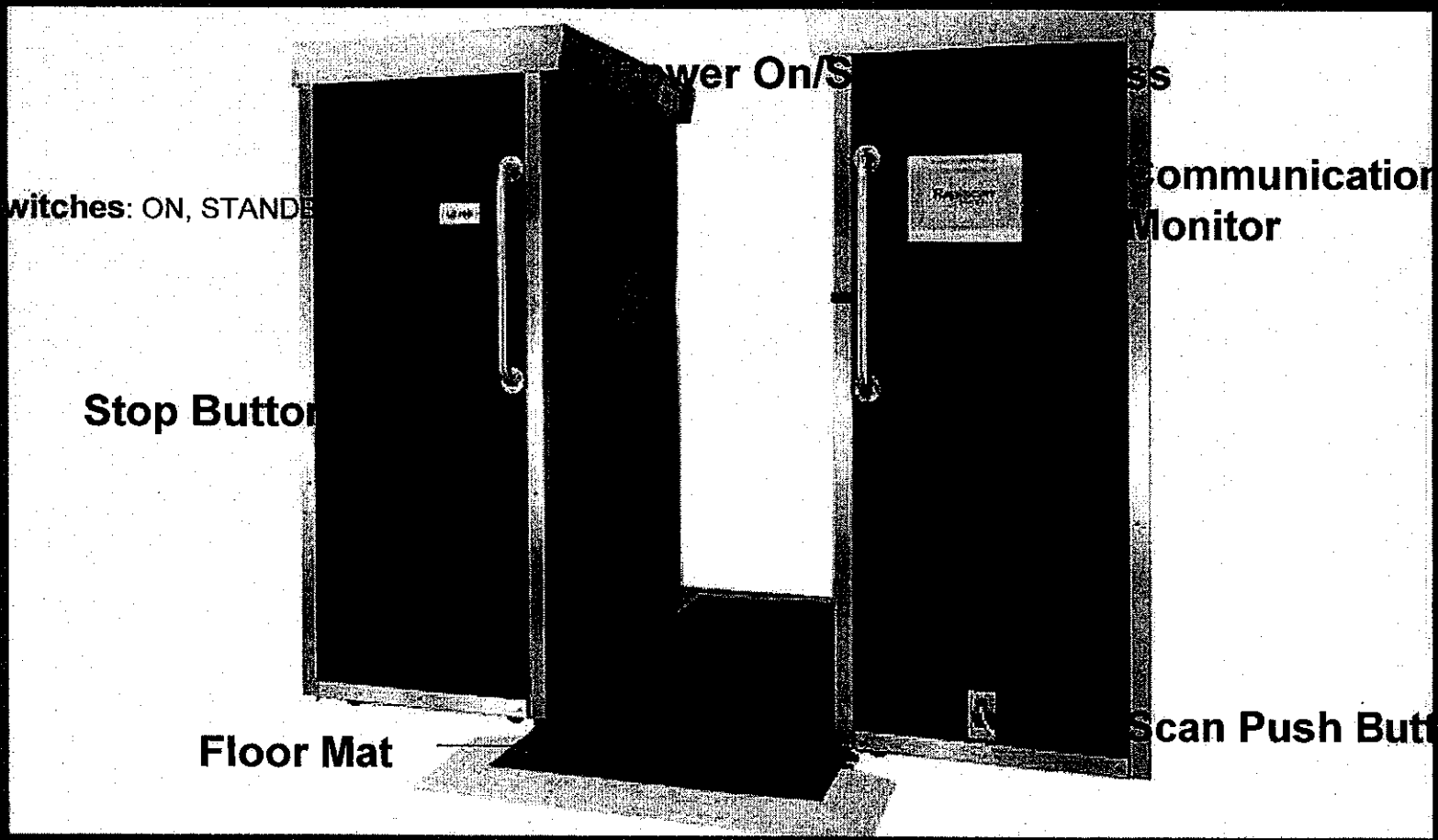
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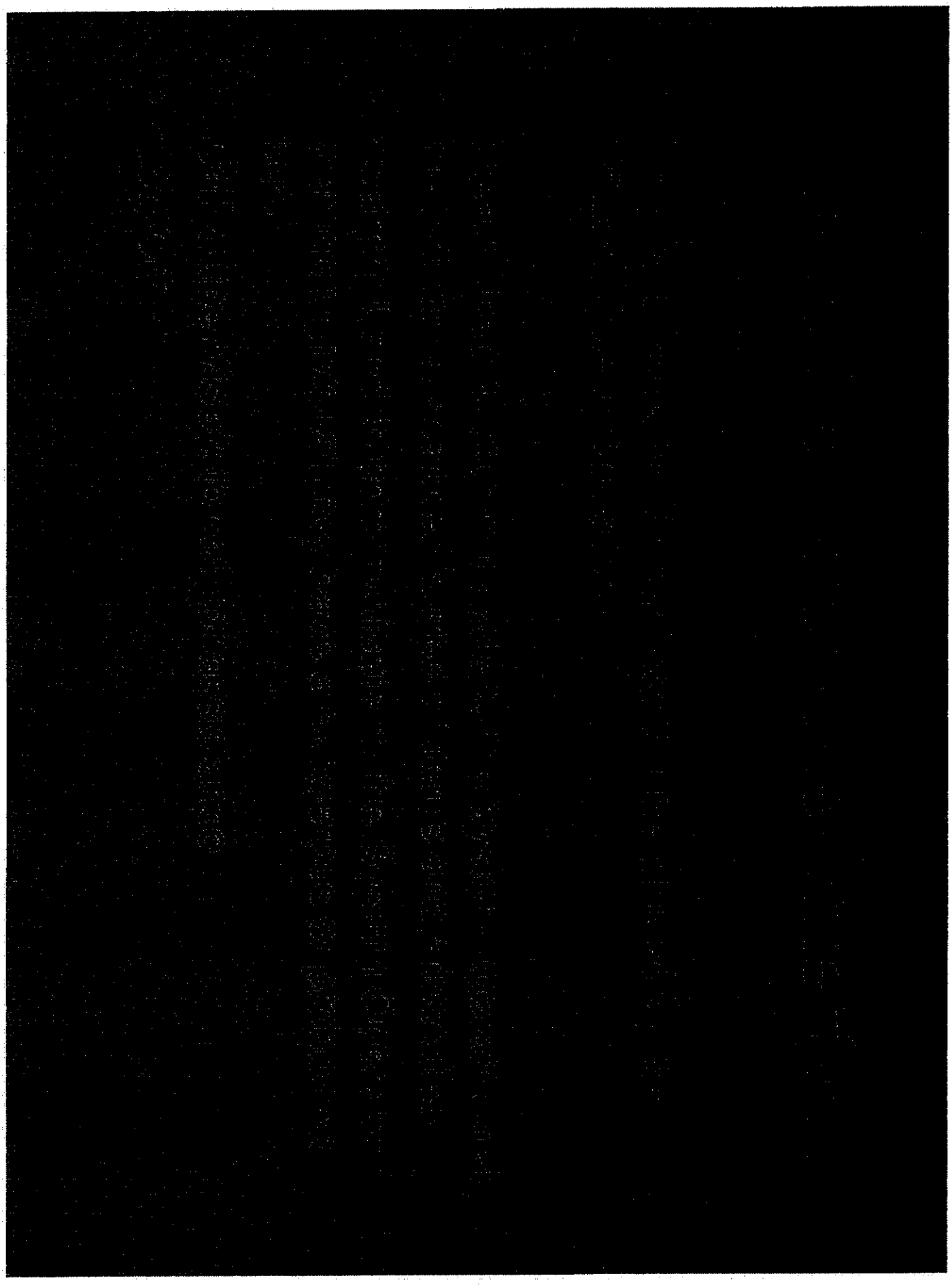

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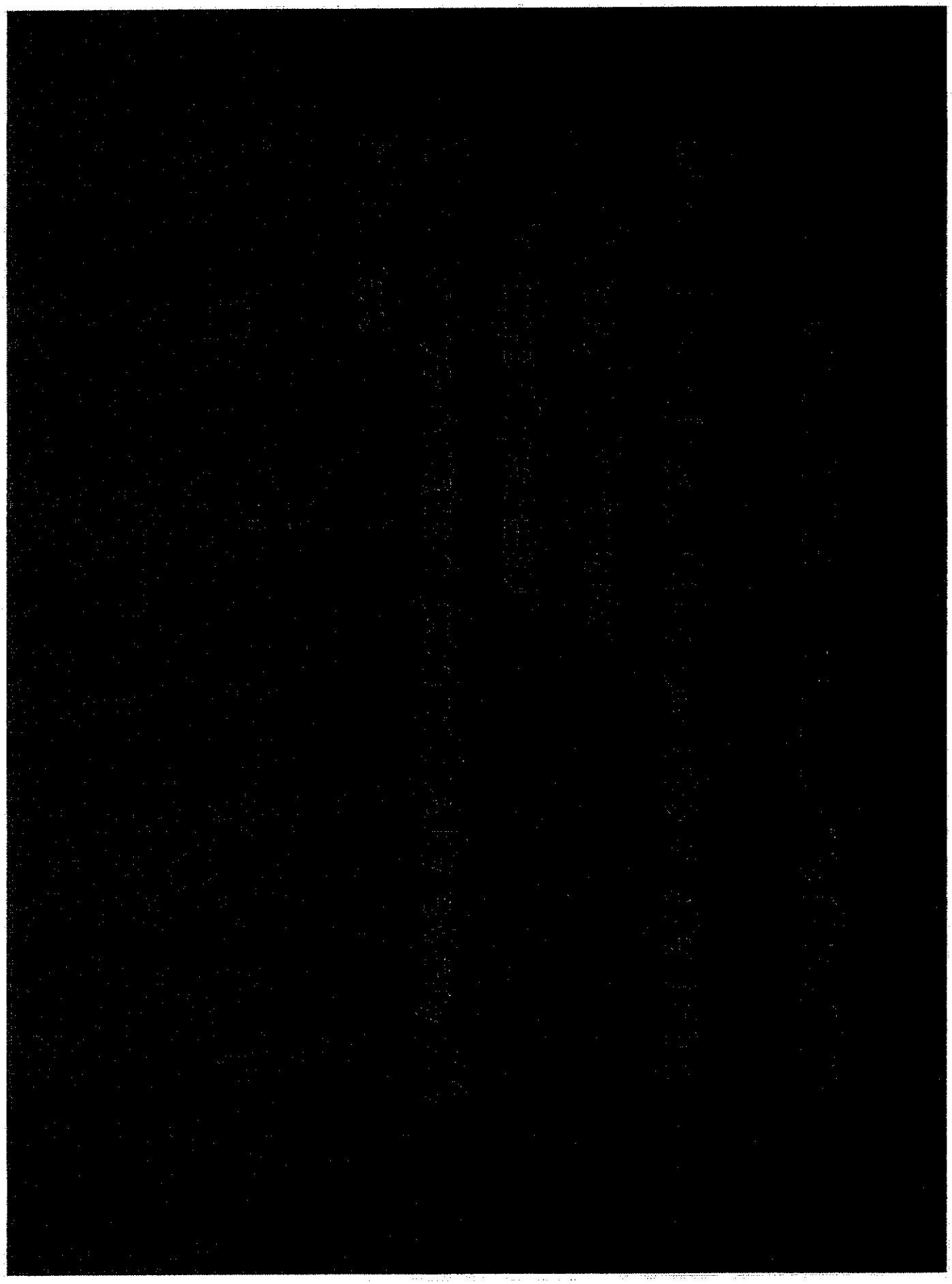

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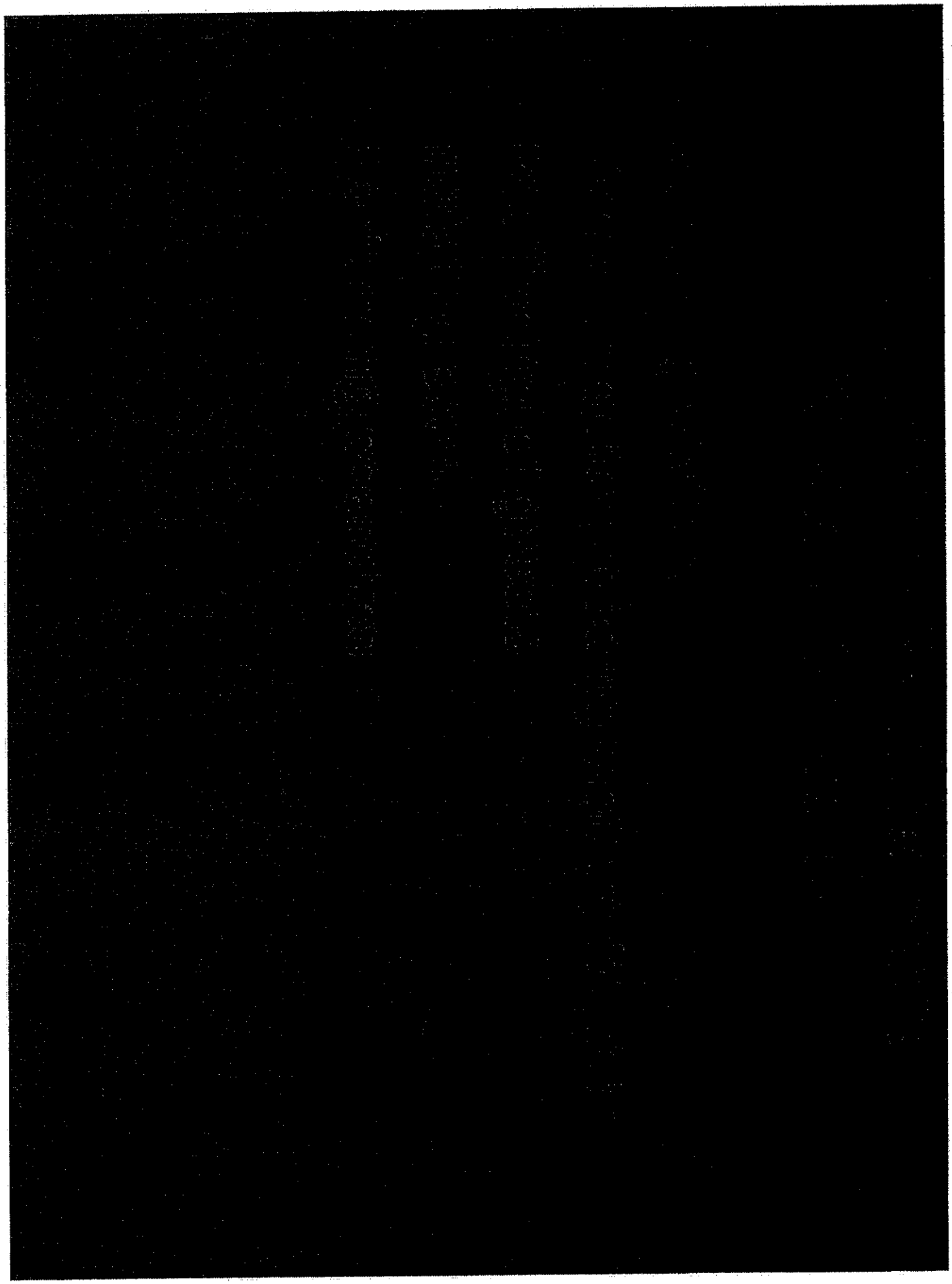

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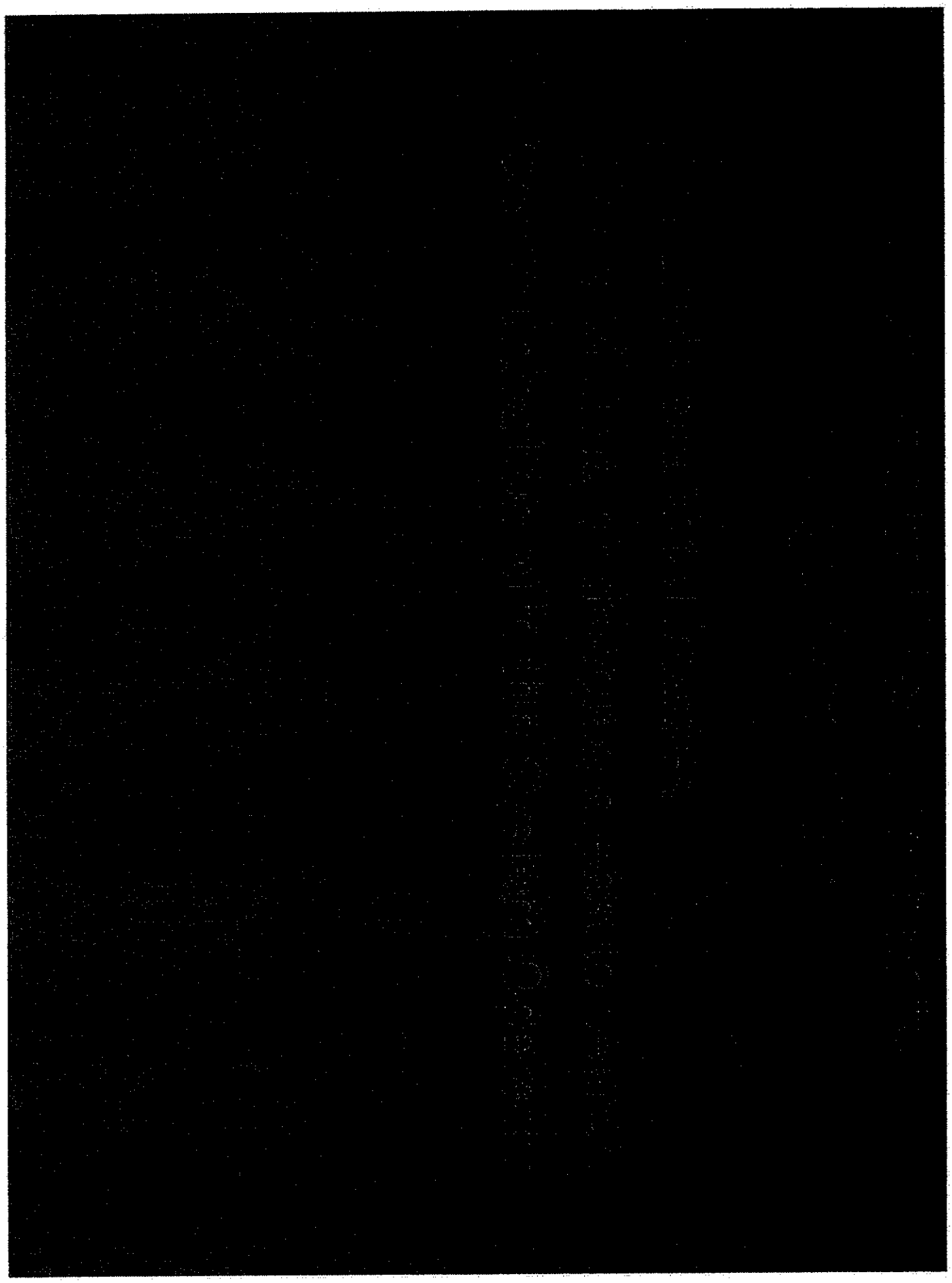

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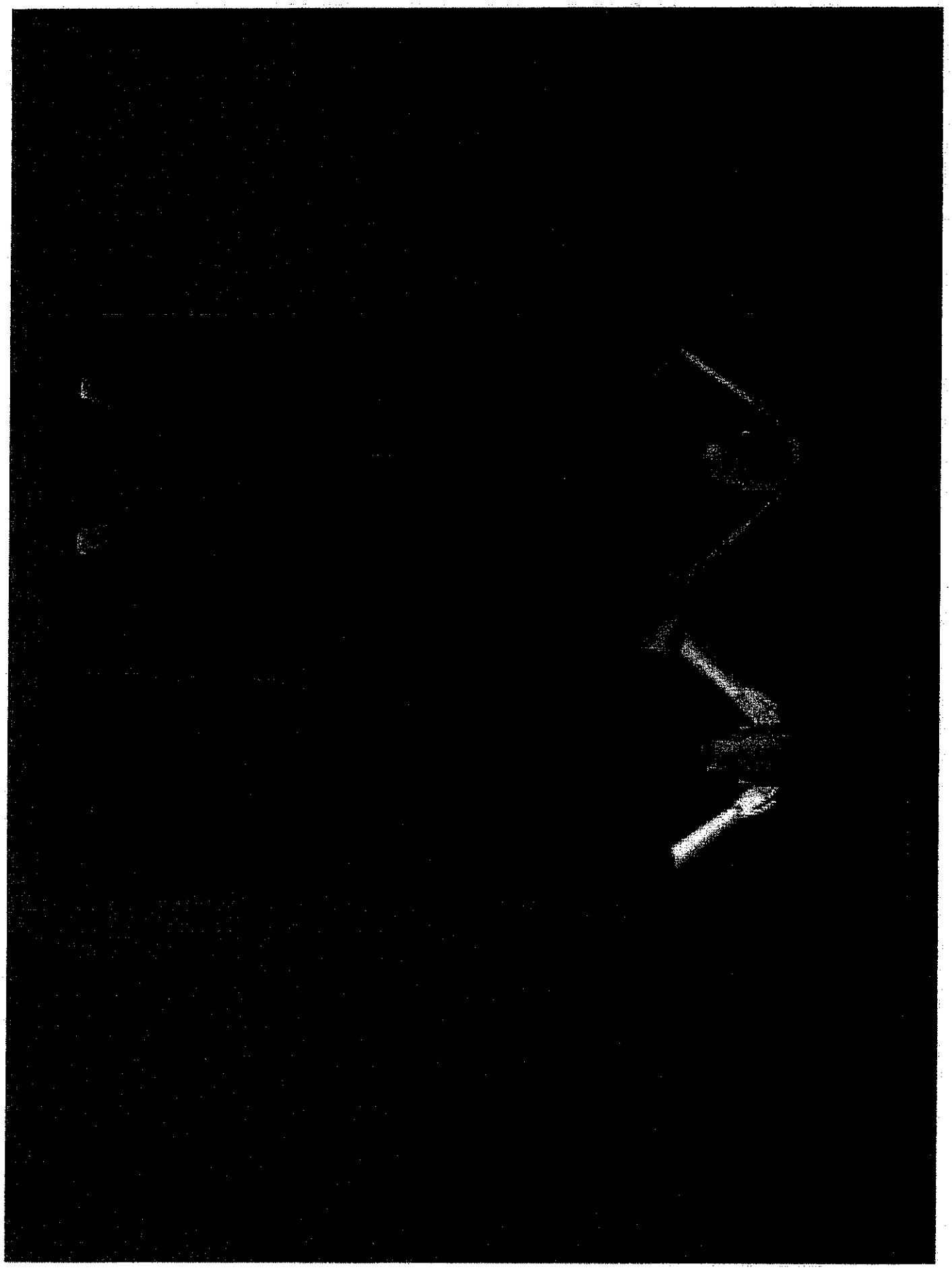

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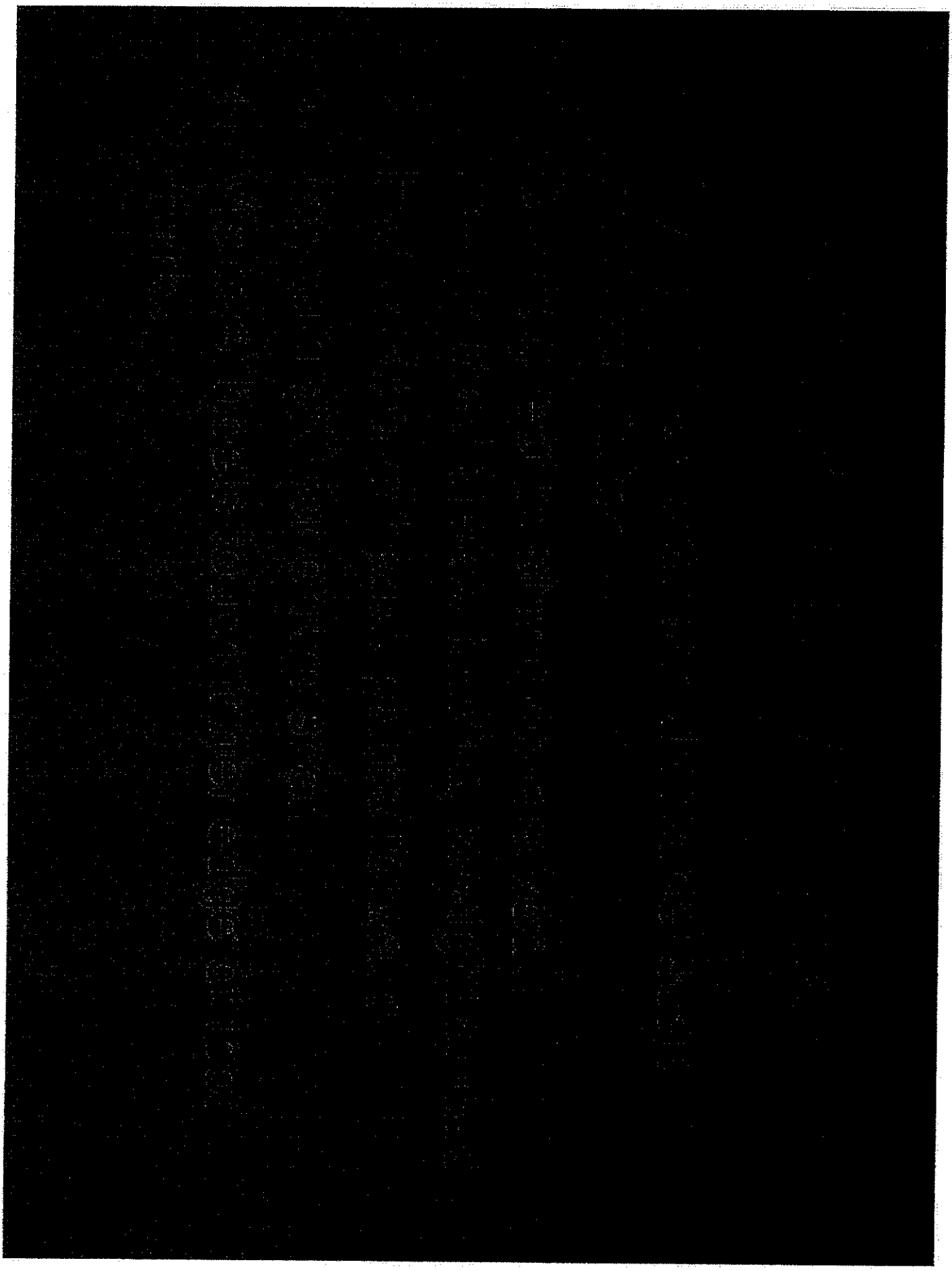

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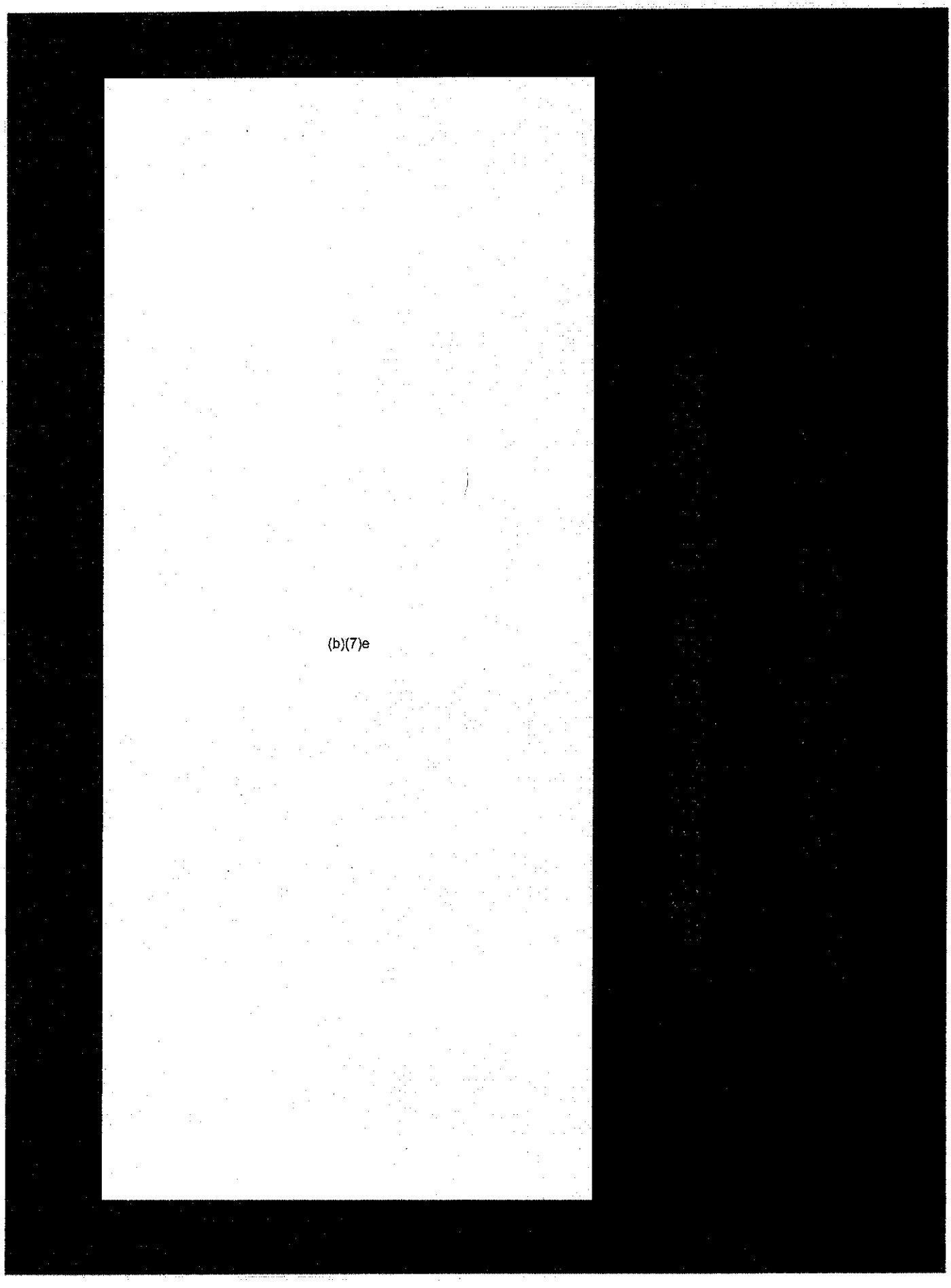
[illegible]

[illegible] SEARCH is required

8. Once person is CLEARED then the system is ready for the next visitor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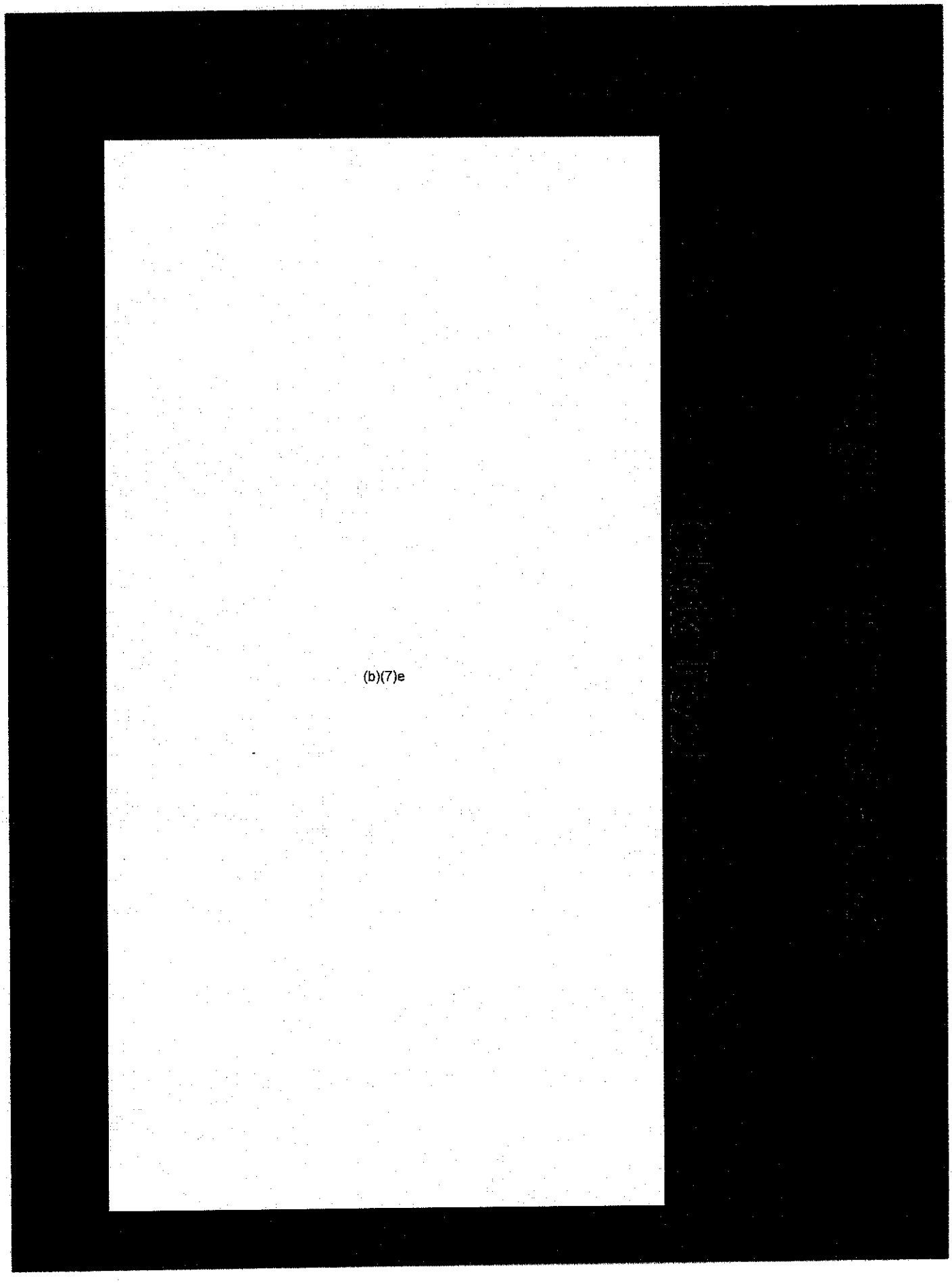
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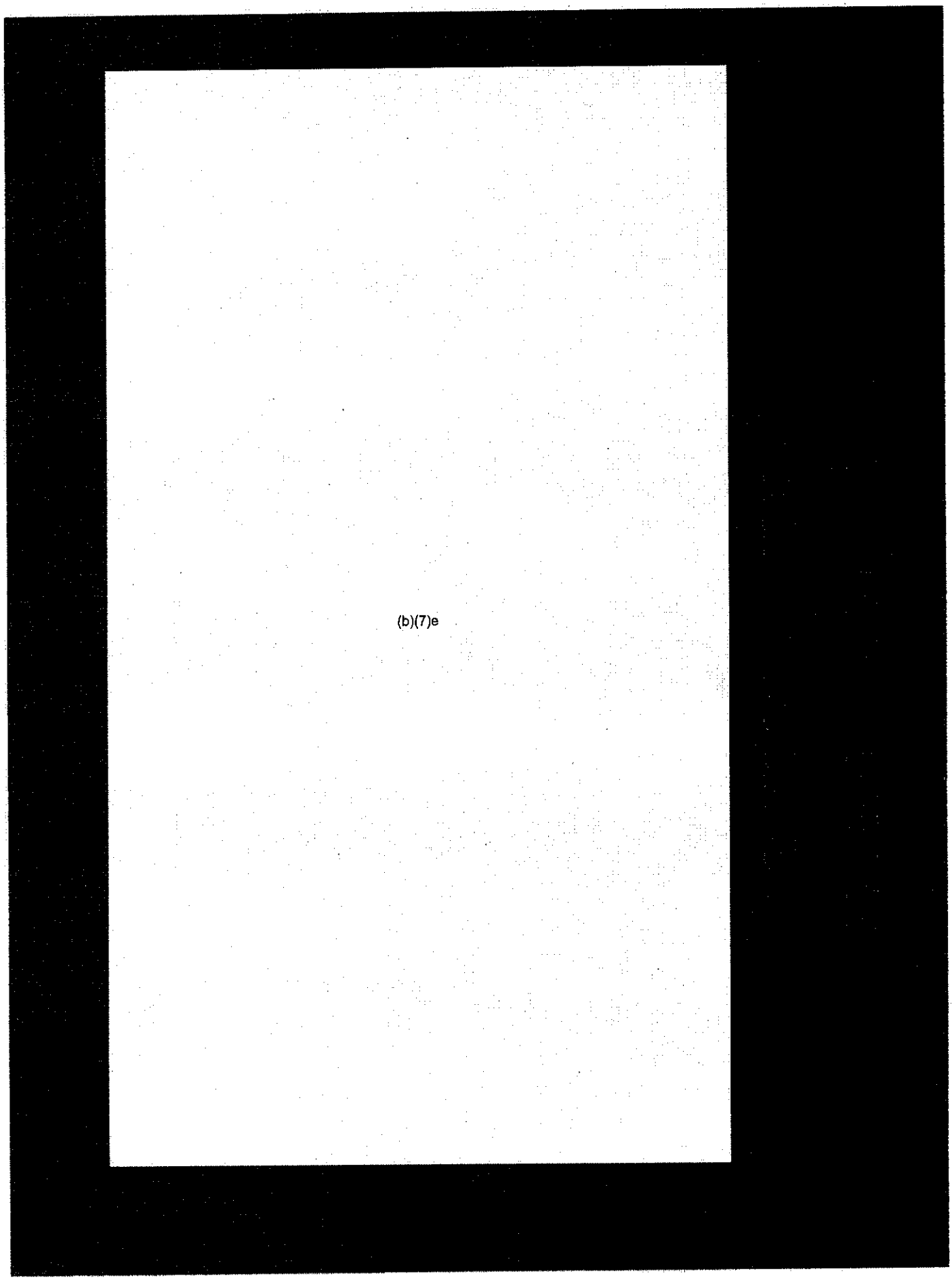
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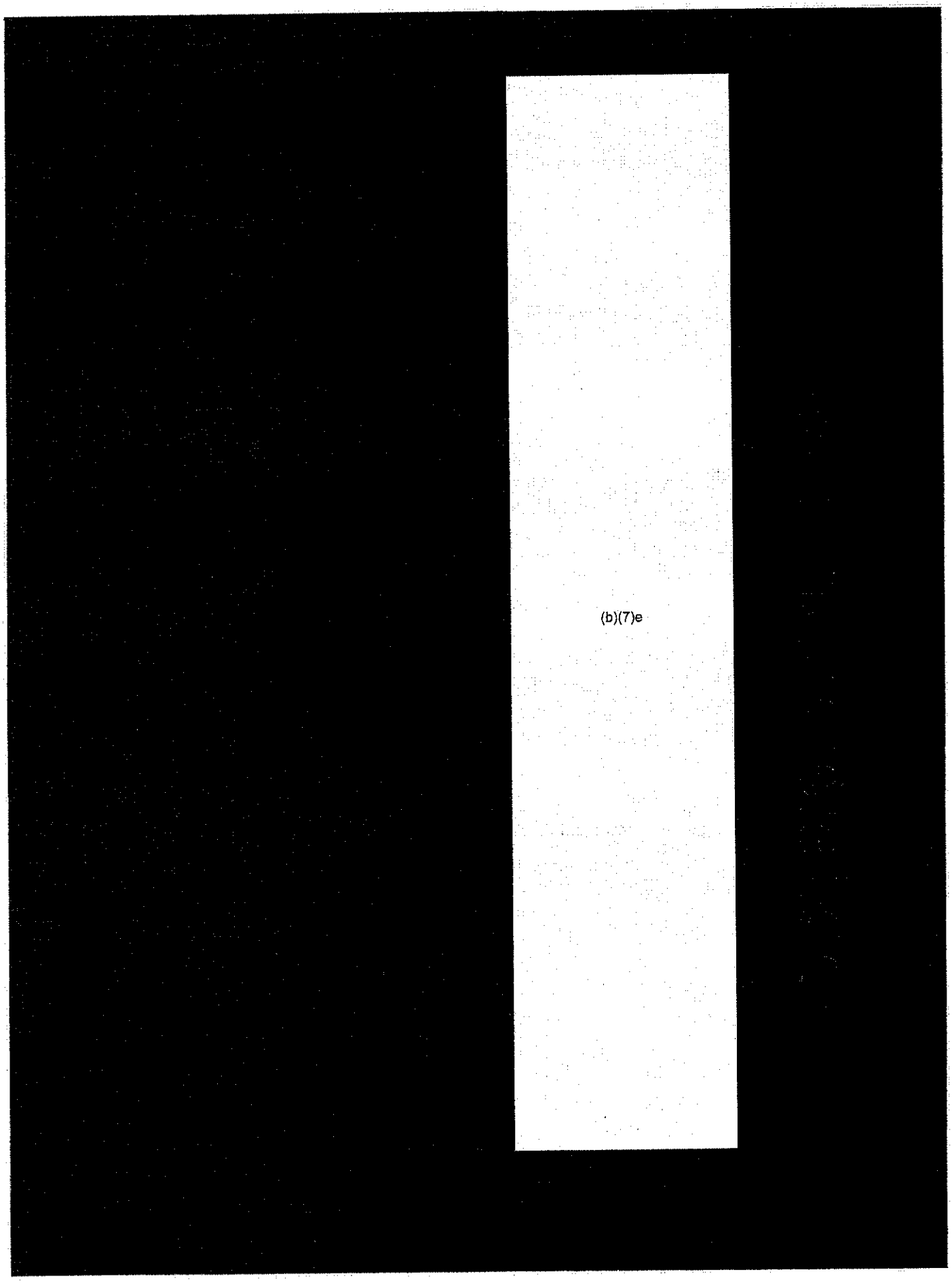
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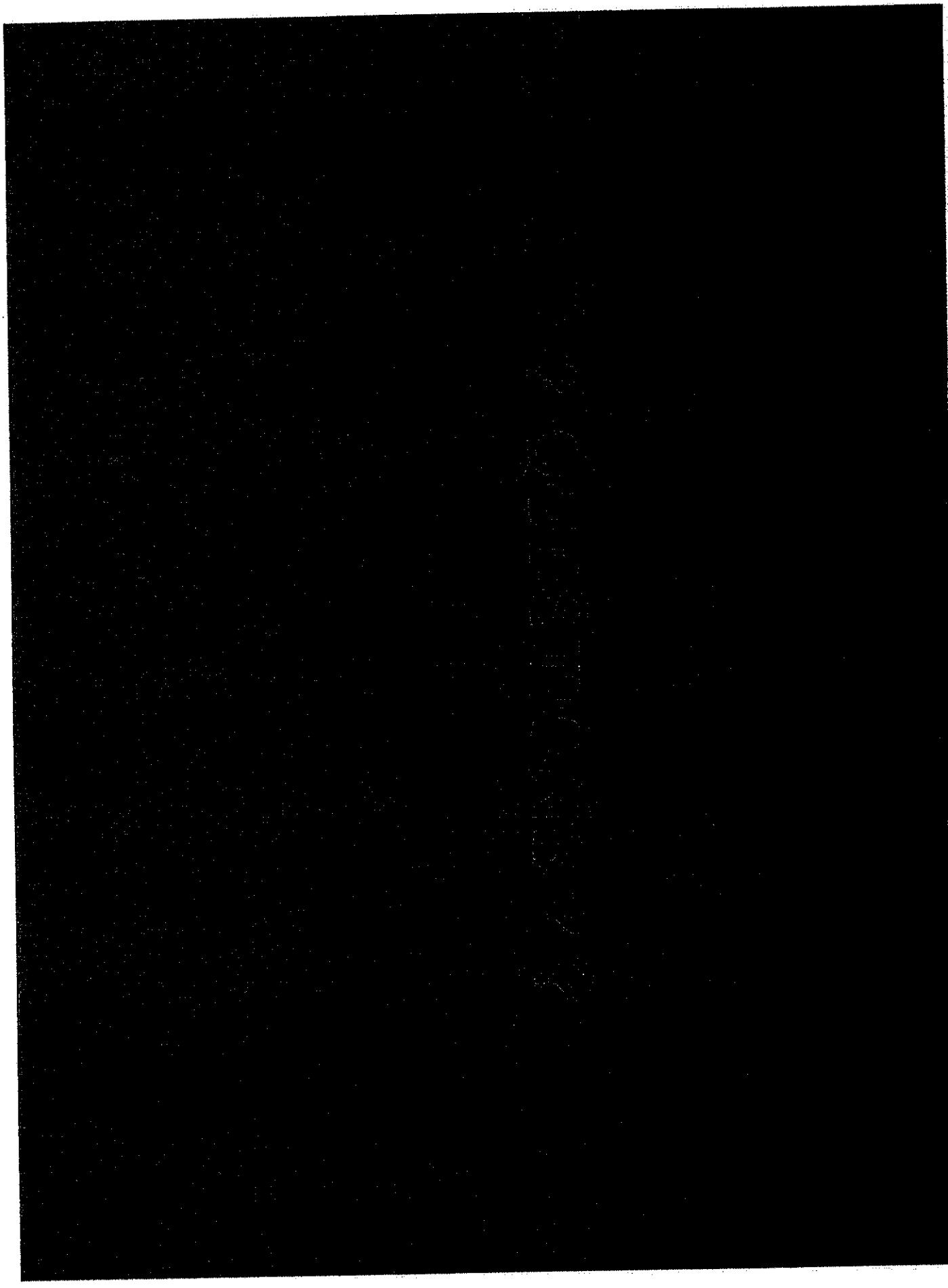

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Privacy Impact Assessment
for the

Secret Service Use of Advanced Imaging Technology

DHS/USSS/PIA-008

December 23, 2011

Contact Point
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Reviewing Official
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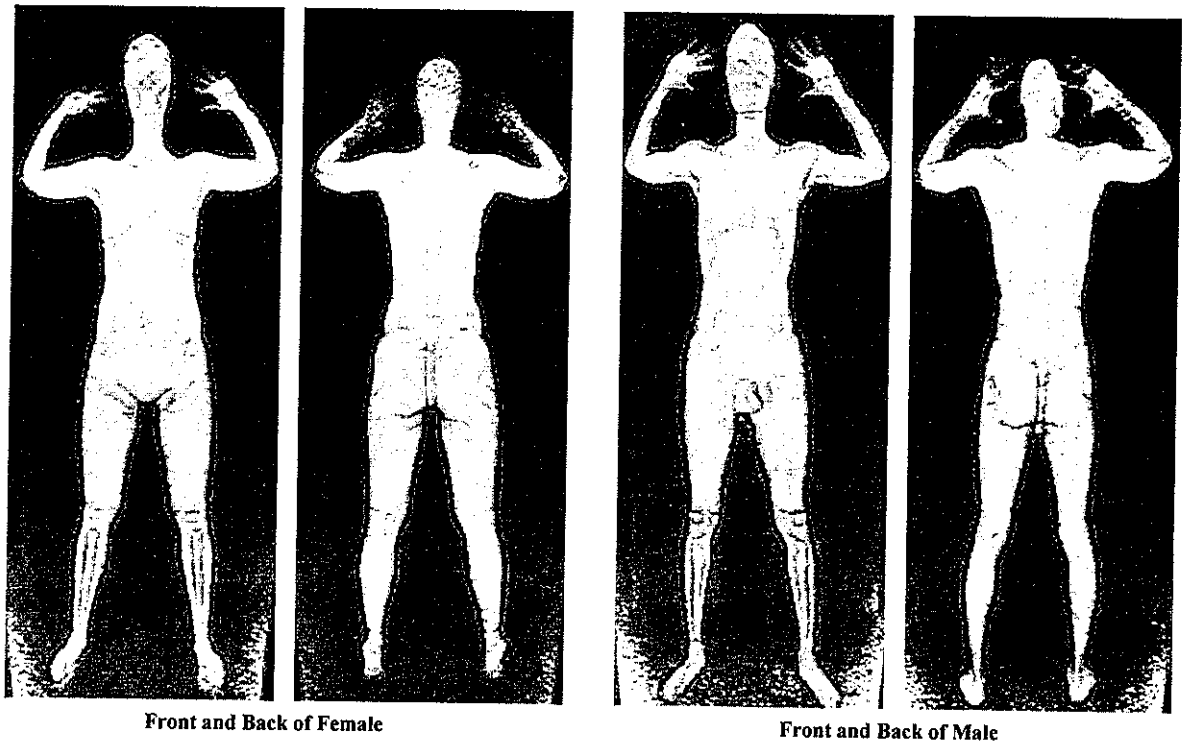

Front and Back of Female

Front and Back of Male

BACKSCATTER IMAGES

Storage of images

The AIT used at Secret Service protected sites do not have the capability to store, transmit, or print images. Images are maintained on the monitor only for as long as it takes to resolve any anomalies. If the image operator sees a suspicious area or prohibited item, the image remains on the monitor until the anomaly is cleared by a physical search of the individual.

What to expect

Separate technologies and processes are used as the primary means of screening individuals entering protected sites. The AIT is used as a secondary means of personnel screening after the primary screening measures indicate that an individual requires an additional level of screening. Because the Secret Service is using AIT as part of a secondary screening process, the direct image of the individual is required. If secondary screening is required, the individual is advised that an AIT will be used. Persons undergoing secondary screening may decline an AIT screening in favor of a physical search. The Secret Service employee who examines the image is located at a remote location and cannot see the person who is being screened, only the image produced by the AIT. A privacy filter is applied to the remotely viewed image which renders the facial features unrecognizable. The Secret Service employee that is in the room with the person being imaged communicates with the Secret Service employee who examines the image, but cannot view the image.

2. Principle of Individual Participation

Principle: DHS should involve the individual in the process of using PII. DHS should, to the extent practical, seek individual consent for the collection, use, dissemination, and maintenance of PII and should provide mechanisms for appropriate access, correction, and redress regarding DHS's use of PII.

Individual participation and consent is exercised by the person agreeing to allow the use of the AIT. Persons undergoing secondary screening may decline an AIT screening in favor of a physical search. Further notice is provided through the publication of this PIA that explains the technology and shows sample usage.

3. Principle of Purpose Specification

Principle: DHS should specifically articulate the authority which permits the collection of PII and specifically articulate the purpose or purposes for which the PII is intended to be used.

One of the major responsibilities of the Secret Service, as defined in 18 U.S.C. § 3056, is protection of the President, Vice President, their families, visiting heads of state, and other designated individuals. The Secret Service employs AIT devices, which use backscatter x-ray, as a secondary means of screening individuals after the primary screening measures indicate that an individual requires an additional level of screening. This technology is a needed measure for resolution after the primary screening measures indicate that an individual requires further screening.

4. Principle of Data Minimization

Principle: DHS should only collect PII that is directly relevant and necessary to accomplish the specified purpose(s) and only retain PII for as long as is necessary to fulfill the specified purpose(s). PII should be disposed of in accordance with DHS records disposition schedules as approved by the National Archives and Records Administration (NARA).

The Secret Service does not collect PII with this technology, and PII is not collected from individuals who are identified for secondary screening using this technology. The image of the individual is not linked in any way to PII. The AIT does not have the capability to store, transmit, or print these images. The individual who examines the image is located at a remote location and cannot see the person who is being screened, only the image produced by the AIT. A privacy filter is applied to the remotely viewed image which renders the facial features of the individual being screened unrecognizable. The Secret Service employee that is in the room with the person being imaged communicates with the Secret Service employee who examines the image, but can not view the image.

Conclusion

AITs are needed at protected sites as a secondary means of personnel screening after the primary screening measures indicate that an individual requires an additional level of screening. This technology will improve the Secret Service's ability to detect prohibited items and concealed threats carried by individuals attempting to enter a protected site. The operational protocols of remote viewing of images, the AIT being configured with a privacy filter and not being able to store images, and the SOP and protocols in place provide strong controls to protect individuals' privacy while allowing the Secret Serive to effectively utilize this technology.

Responsible Official

Cornelius Tate
Deputy Assistant Director
Office of Technical Development and Mission Support
United States Secret Service
Department of Homeland Security

Approval Signature Page

Original signed copy on file with the DHS Privacy Office

Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security