

**ORDER**

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
WESTERN-PACIFIC REGION**

WP 1600.31

11/18/97

SUBJ: Regional Staff Specialist and Dangerous Goods/Cargo Security Program  
Responsibilities

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1. **PURPOSE:** This order describes the functional responsibilities of the regional office staff specialists and their functional relationship to the Civil Aviation Security Field Offices. Also, it describes the Dangerous Goods/Cargo Security Program Manager's functional responsibilities.

2. **DISTRIBUTION:** This order is distributed to the division level in the region, except for Civil Aviation Security Division; branch level in Civil Aviation Security Division; and to all field offices and facilities to a limited level.

3. **MISSION:** The mission of the regional staff specialist and Dangerous Goods/Cargo Security Program Manager is to provide expert information, guidance, and assistance to Regional Management and Civil Aviation Security Field Offices.

a. **Regional Office Staff Specialist functions:** Each staff specialist in the Regional Office shall:

(1) Have the responsibility to be knowledgeable and expert in his/her assigned program responsibilities.

(2) Be knowledgeable and aware of major headquarters and industry initiatives within his or her program area and able to brief any of the management team regarding those initiatives in relationship to what their impact on the region might be.

(3) Monitor and assess the quality of work performed by the Civil Aviation Security Field Offices (CASFO's) reference their annual work programs.

(4) Brief their Branch Manager or Program Manager or Division Management as appropriate on any major events, problems, or issues.

(5) Keep informed of all major problems or initiatives at each CASFO/Civil Aviation Security International Field Office (CASIFO) and what solutions have or can be recommended. Reading the weekly Significant Activities written by the Federal Security Manager's, CASFO's and Regional Office will assist in completing this function.

(6) Conduct a regular and ongoing review of assessments utilizing Airport & Air Carrier Information Reporting System (AAIRS), Facility Security Reporting System (FSRS), Civil Aviation Security Information System (CASIS), and any other appropriate tracking system currently used by Civil Aviation Security (CAS). This review will assess quality of information, and determine the status of completed assessments per the annual work program requirements.

(7) Review Enforcement Investigative Report (EIR's)/Report Of Investigation (ROI's) for correctness and sufficiency.

(8) Provide comprehensive feedback to appropriate CASFO, CASIFO, Drug Interdiction Support Unit (DISU), or Post Of Duty (POD's), regarding quality of assessments and enforcement reports. Feedback will be conveyed to the responsible office manager, team leader, or supervisor, in a manner which maximizes its effectiveness.

(9) Participate in a minimum of one assessment per quarter within each respective program area.

(10) Maintain a high level of competence and accountability for one's assigned "backup" programs.

(11) Compare yearly regional work; CASFO's CASIFU's, DISU's, and POD's, with national program guidelines to ensure national goals were met.

b. Investigation & Internal Security Branch Staff Specialist specific functions:

Implement an effective Investigations Case Management System which will:

(1) Monitor the investigative progress.

(2) Ensure that proper investigative focus and privileged information is maintained.

(3) Track productivity.

(4) Ensure that appropriate case load is maintained.

c. Dangerous Goods/Cargo Security Program Manager functions:

(1) Responsible for informal coaching and performance feedback.

- (2) Responsible for all administrative matters in program area.
- (3) Ensures all National Program requirements are being met.
- (4) Reports to Division Management.

- d. Special Delegations: (Intentionally left blank.)
- e. Special Relations: (Intentionally left blank.)
- f. Subordinate Organizations: (Intentionally left blank.)



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