



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



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Memorandum

To: Service Directorate

From: **Acting** Assistant Director and Chief Financial Officer - Business Management and Operations

Subject: Reimbursement of Fees Associated with Airport Security Fast Pass Memberships

Airport security fast pass memberships allow individuals at certain airports to use special lanes or procedures for quick clearance. The Department of Homeland Security's Transportation Security Administration (TSA) recently briefed agencies on fast pass memberships and summary documentation is attached.

The General Services Administration (GSA) views these "fast past" membership programs as a personal expense and not a necessary expense to accomplish temporary duty travel. Appropriated funds cannot be used for personal expenses such as this. However, the Department's TDY handbook issued in March 2014, section 5.1, does allow an exception. The \$100 global entry membership pass can be purchased for employees who travel internationally three or more times a year and whose lost productive time associated with processing through customs outweighs the membership fee.

Please ensure this guidance is distributed to all travel arrangers and travelers within your Region/Program. If additional information is required, please consult TSA's websites (<http://www.tsa.gov/tsa-precheck>, <http://www.cbp.gov/travel/trusted-traveler-programs/global-entry>). TSA's contact center number is 1-866-289-9673.

This memorandum supersedes the August 29, 2008, policy memorandum. If you have any questions about this memorandum, please contact Mr. Marvin Wilson, FWS Travel Policy Coordinator, Division of Financial Management, at (703) 358-1781 or marvin_wilson@fws.gov.

Attachments

DHS Trusted Traveler Programs Comparison Chart

DHS Trusted Traveler Programs

Department of Homeland Security (DHS) Trusted Traveler Programs

www.dhs.gov/tt

	Transportation Security Administration (TSA)	Global Entry	U.S. Customers and Border Protection (CBP)		SENTRI
	TSA Pre <input checked="" type="checkbox"/>		NEXUS		
Program	TSA Pre <input checked="" type="checkbox"/>	Global Entry	NEXUS		SENTRI
Eligibility Required	U.S. citizens and U.S. lawful permanent residents.	U.S. citizens, U.S. lawful permanent residents and citizens of certain other countries.	U.S. citizens, U.S. lawful permanent residents, Canadian citizens and lawful permanent residents of Canada.		Proof of citizenship and admissibility documentation.
Application Fee	\$85.00 for a 5 year membership.	\$100.00 for a 5 year membership.	\$50.00 for a 5 year membership.		\$122.25 for a 5 year membership.
Passport Required	NO	YES; or lawful permanent resident card	NO		NO
Application Process	Pre-enroll online, visit an enrollment center and provide fingerprints and verify ID.	Pre-enroll online, visit an enrollment center for an interview; provide fingerprints and verify ID.	Pre-enroll online, visit an enrollment center for an interview; provide fingerprints and verify ID.		Pre-enroll online, visit an enrollment center for an interview; provide fingerprints and verify ID.
Program Experience	TSA Pre <input checked="" type="checkbox"/> expedited screening at participating airports	Expedited processing through CBP at airports and land borders upon arrival in the U.S. Includes TSA Pre <input checked="" type="checkbox"/> benefits.	Expedited processing at airports and land borders when entering the U.S. and Canada. Includes Global Entry benefits. Includes TSA Pre <input checked="" type="checkbox"/> benefits for U.S. citizens, U.S. lawful permanent residents and Canadian citizens.		Expedited processing through CBP at land borders. Includes Global Entry and TSA Pre <input checked="" type="checkbox"/> benefits for U.S. citizens and U.S. lawful permanent residents.
Can FWS employee be reimbursed?	NO	YES; if employee travels 3 times or more.	NO		NO

*For a list of eligible citizens, visit www.globalentry.gov

Description of DHS Traveler Programs

1. **TSA Pre-check.** TSA currently partners with eleven airlines to provide TSA Pre✓™ by putting the low-risk designation of the traveler in the barcode of the boarding pass. Currently, 119 airports have pre-check lanes, which provide expedited screening in which shoes and jackets do not have to be removed. Applications are completed either online or at enrollment centers. Applicant schedules visit to the enrollment center to show proof of identity and submit fingerprints
2. **Global Entry.** Global Entry is a U.S. Customs and Border Protection (CBP) program that allows expedited clearance for pre-approved, low-risk travelers upon arrival in the United States. Travelers must be pre-approved for the Global Entry program. All applicants undergo a rigorous background check and interview before enrollment. Though intended for frequent international travelers, there is no minimum number of trips necessary to qualify for the program. Participants may enter the United States by using automated kiosks located at select airports.

At airports, program participants proceed to Global Entry kiosks, present their machine-readable passport or U.S. permanent resident card, place their fingertips on the scanner for fingerprint verification, and make a customs declaration. The kiosk issues the traveler a transaction receipt and directs the traveler to baggage claim and the exit.

TSA's global entry website lists airports that have kiosks; they include Atlanta (ATL), Boston-Logan, BWI, Denver, Dulles, Guam (GUM), O'Hare, Honolulu, JFK, LAX, Miami, Minneapolis, Portland (PDX), and San Francisco. They do not include Anchorage, Reagan, or Sacramento Airports.

3. **NEXUS.** The NEXUS program allows pre-screened travelers expedited processing by United States and Canadian officials at dedicated processing lanes at designated northern border ports of entry, at NEXUS kiosks at Canadian Preclearance airports, and at marine reporting locations. Approved applicants are issued a photo-identification, proximity Radio Frequency Identification (RFID) card. Participants use the three modes of passage where they will either present their NEXUS card or have their iris scanned and make a declaration.
4. **SENTRI.** SENTRI provides expedited CBP processing for pre-approved, low-risk travelers. Applicants must voluntarily undergo a thorough biographical background check against criminal, law enforcement, customs, immigration, and terrorist indices; a

10-fingerprint law enforcement check; and a personal interview with a CBP Officer. Once an applicant is approved they are issued a Radio Frequency Identification Document (RFID) that will identify their record and status in the CBP database upon arrival at the U.S. port of entry. SENTRI users have access to specific, dedicated primary lanes into the United States.