



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
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SEP 5 2008

MEMORANDUM FOR DIRECTOR, DoDDS-EUROPE  
DIRECTOR, DoDDS-PACIFIC/DDESS-Guam  
DIRECTOR, DDESS/DoDDS-CUBA

SUBJECT: DoDEA Bus Security Attendant Program (BSAP) and the Automated Vehicle Locator (AVL) system minimum standards/requirements

The purpose of this memorandum is to establish the minimum DoDEA standards for the BSAP program and AVL system. The requirements outlined in this memorandum will be implemented by the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependent Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependent Schools, Europe (DoDDS-E); the Director, Department of Defense Dependent Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam).

The "Transportation Security Program Implementation" memorandum, dated 06 December 2002, is hereby canceled.

**BSAP REQUIREMENTS:** BSAP is carried out by professionally selected, trained, and managed adults who accompany the school buses that travel outside of U.S. installations to transport 10 or more students to and from school. BSAP personnel are not Bus Monitors nor are they Safety Attendants. Minimum requirements for the system shall be:

- Program Management.
  - Area program execution efforts will emphasize that the BSAP and BSAP personnel are a security initiative.
  - BSAP personnel training will emphasize security training. Total training curriculum will contain not less than 75% security related training.
  - Prioritization of program implementation shall be to countries with High and Significant terrorist threat designation first.
  - A communications plan shall be developed for BSAP incident reporting. The plan will be fully coordinated and included or referenced in the Antiterrorism ALL-Hazards plan.

## DoDEA BSAP and AVL system minimum standards/requirements.

- Program Reviews and Quality Assurance will be conducted.
- BSAP Personnel Requirements.
  - English speakers.
  - Access base at FPCON Charlie.
  - Background check.
  - Favorable background investigation IAW DoDI 1402.5 and DoDEA Administrative Instruction.

AVL REQUIREMENTS: Characteristics of an AVL System are that it must be user friendly, accurate, provide near real-time positioning in the event of a duress or crisis situation, and be low maintenance. Minimum requirements for the program/system shall be:

- Program Management: The Program Manager shall:
  - Follow Federal Acquisition Regulation (FAR) guidance in developing acquisition strategy and plan for acquiring a commercial AVL system that meets or exceeds DoDEA requirements.
  - Define Area AVL requirements above and beyond DoDEA requirements, if applicable.
  - Establish a local Area AVL Working Group. Minimum membership shall be one person from the security, transportation, procurement, and information technology divisions.
  - Define and brief roles and responsibilities of the AVL Working Group to each member. Successful working groups, or acquisition teams, are typically ones where specific duties are assigned, performance measures and milestones are developed, and members are held accountable for individual as well as collective work products. Normally, leadership of the team is shared between the program manager and the contracting officer.
  - Ensure that the resulting contract meets the long-range and short-range requirements of the activity's mission and that it is designed to produce the intended result.

DoDEA BSAP and AVL system minimum standards/requirements.

- Acquire commercial items or non-developmental items when they are available to meet the needs of DoDEA.
- Require prime contractors and subcontractors at all tiers to incorporate, to the maximum extent practicable, commercial items or non-developmental items as components of items supplied to DoDEA.
- AVL Working Group/Team shall:

Conduct market research (Part 10 of the FAR) to determine if DoDEA's needs may be met by a type of item or service customarily available in the commercial marketplace. The contracting officer shall solicit and award any resultant contract using the policies and procedures in Part 12 of the FAR. The extent of market research will vary depending on such factors as urgency, estimated dollar value, complexity, and past experience. Market research involves obtaining information specific to the item being acquired and should include whether DoDEA Area needs can be met by;

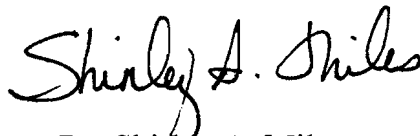
- Items of a type customarily available in the commercial marketplace.
- Items of a type customarily available in the commercial marketplace with modifications.
- Items used exclusively for governmental purposes.
- AVL Vehicle Unit.
  - Commercial off-the-shelf product.
  - Easily transferable from bus to bus.
  - Easily maintained (i.e., plug-and-play, battery charging, etc.).
  - Country/region specific availability on all buses leaving the installation regardless of the number of students transported.
  - Capability of driver or BSAP personnel to discreetly initiate a duress signal.
  - Capable of producing a duress signal enunciated at monitoring station(s).
  - Capable of providing near real-time, sub 10 second refresh, positioning once duress has been activated.

DoDEA BSAP and AVL system minimum standards/requirements.

- Capability to automatically re-connect to GPS and AVL system if signal is lost.
- AVL Monitoring.
  - Web-based interface with password protection/login.
  - Capable of monitoring near real-time, sub 10 second refresh, positioning once duress has been activated.
  - Easy identifiable bus “icons” which scale to the map allowing pinpoint identification.
  - Capability to produce an audio (siren) and/or visual (flashing light) notification at central monitoring station when duress has been initiated.
  - Automated screen priority to a bus with an activated duress.

Department funded Antiterrorism Program security initiatives are reviewed annually by Combating Terrorism program managers from Joint Staff, Assistant Secretary of Defense (Special Operations Low Intensity Conflict), and the Office of the Under Secretary of Defense (Comptroller) to ensure proper program execution. DoDEA Safety and Security program management is tasked with providing program execution data and assuring program compliance through annual Combating Terrorist Program reviews.

The provisions of this policy will be included in the next revision to DoDEA Regulation 4700.1, “DoDEA Antiterrorism Program and Standards,” 15 Aug 2007. Questions concerning this policy should be addressed to HQ Office of Safety and Security, (703) 588-3254/3250.



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Director