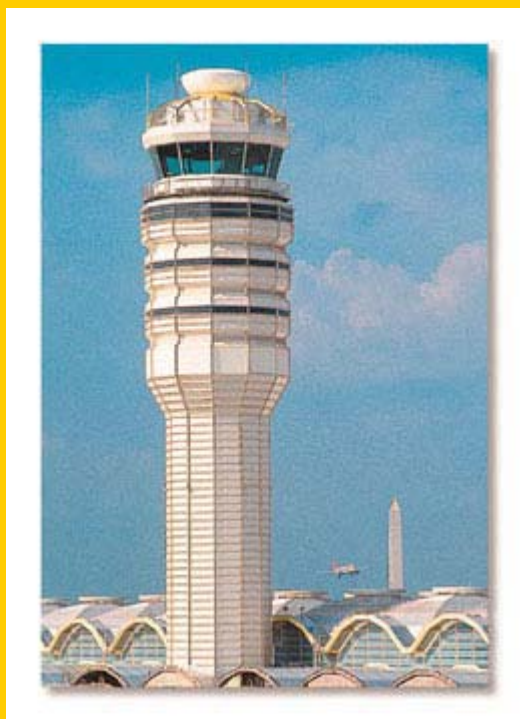


METROPOLITAN WASHINGTON  
AIRPORTS AUTHORITY

# *Airport Bulletins*



# *Ronald Reagan Washington National Airport*

APRIL 2010

# **AIRPORT BULLETINS – RONALD REAGAN WASHINGTON NATIONAL AIRPORT**

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**Additional information, forms and resources for Ronald Reagan Washington National Airport's badging requirements and the Airport's Pass and ID Office are available on the Airport's website at:**

**<http://www.mwaa.com/reagan>**

**Click on "Airport Services" followed by "Pass & ID Office".**

**AIRPORT BULLETINS – RONALD REAGAN WASHINGTON NATIONAL AIRPORT**

**Orders & Instructions DCA 6-4-4B**

**Subject: Ronald Washington National Airport Identification Badge Requirements**

**Dated December 15, 2009**

**27 Pages**

**Metropolitan Washington Airports Authority****ORDERS & INSTRUCTIONS****SUBJECT: RONALD REAGAN WASHINGTON NATIONAL AIRPORT  
IDENTIFICATION BADGE REQUIREMENTS****Issuance Date: December 15, 2009****1. PURPOSE**

This Orders & Instructions (O&I) sets forth requirements and procedures for issuing, replacing, displaying, accounting for, and retrieving Identification (ID) badges granting unescorted access to a Secured Area, Security Identification Display Area (SIDA), and Sterile Area or Air Operations Area (AOA) at Ronald Reagan Washington National Airport.

**2. DISTRIBUTION**

This O&I is distributed to the Metropolitan Washington Airports Authority (Airports Authority) department level and above, airlines, tenants, concessionaires, governmental agencies, and others at Ronald Reagan Washington National Airport (National).

**3. CANCELLATION**

O&I DCA 6-4-4A, Washington National Airport Identification Badge Requirements, dated July 10, 1991.

O&I DCA 6-4-4A, Change 1, Washington National Airport Identification Badge Requirements, dated March 30, 1995.

O&I DCA 6-4-4A, Change 2, Washington National Airport Identification Badge Requirements, dated July 25, 2000.

**4. REFERENCES**

- a. 49 CFR Parts 1540, 1542, 1544, 1546, and 1548
- b. Ronald Reagan Washington National Airport Security Program (ASP), June 2004

**5. ENCLOSURES**

- a. Sample National Airport ID Media
- b. Pass & ID Rates and Charges
- c. ID Badge Application Form
- d. Sample National Airport ID Badge Request Letter
- e. Refund/Claim Payment Request Form
- f. Contractor Credentials Request Form

## 6. DEFINITIONS

- a. Airport Security Program (ASP). Written in accordance with CFR 49 Part 1542, and approved by the Transportation Security Administration (TSA), it specifies the measures used by employees, tenants, contractors, and other personnel to provide for the safety and security of aircraft operating at National Airport in air transportation or intrastate air transportation against an act of criminal violence, aircraft piracy, and the introduction of unauthorized weapons, explosives, or incendiary devices onto an aircraft.
- b. Air Operations Area (AOA). A portion of an Airport specified in the ASP that includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under 49 CFR Part 1544 or 1546, and any adjacent areas such as general aviation areas that are not separated by adequate security systems, measures, or procedures. This area does not include the secured area.
- c. Airport Security Coordinator (ASC). The Airport's primary and immediate contact for security related activities and communications with the TSA.
- d. Automated Access Control System (AACS). A computer-based automated access control system. The system components include computers, keyboards, monitors, printers, cameras, video recorders, communication lines, photo ID badges, and badge readers.
- e. Contractor/Vendor. A contractor/vendor is an individual or individuals who represent a service company with a contractual agreement to do work at National Airport. Contractors are not tenants of the Airport.
- f. Employer. An employer is the entity representing an organization or individual who has a working relationship with National Airport. The employer is responsible for the activities of the organization or individual. In the case of the Airports Authority, the employer is the Department or Division Managers.
- g. Escort. Escort means to accompany or monitor the activities of an individual who does not have unescorted access authority into or within a secured area or the Security Identification Display Area.
- h. Personal Identification Number (PIN). A number used in conjunction with identification media to gain access to restricted areas.
- i. Secured Area. A portion of the Airport specified in the ASP in which security measures specified in Part 1542 of 49 CFR Chapter XII are carried out. This area is where aircraft operators and foreign air carriers that have a Security Program under Part 1544 or 1546 of 49 CFR Change XII enplane and deplane passengers, and sort and load baggage and any adjacent areas that are not separated by adequate security measures.

- j. Security Identification Display Area (SIDA). The portion of an Airport specified in the ASP in which all Airport approved personnel IDs must be displayed on the outermost garment, above the waist and below the neck, and to the front with the ID picture facing out of the individuals to whom they were issued. This area includes the Secured Area and may include other areas of the Airport.
- k. Sterile Area. Facilities and areas used at the Airport defined in the ASP that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA, or by an aircraft operator under Part 1544 of 49 CFR Chapter XII, or a foreign air carrier under Part 1546 of 49 CFR Chapter XII through the screening of persons and property. Under TSA Security Directives, all employees working in the Sterile Area must complete a fingerprint based Criminal History Records Check (CHRC) in accordance with the provisions of TSR 1542.209.
- l. Transportation Security Administration (TSA). The TSA is a component of the Department of Homeland Security and is responsible for security of the nation's transportation systems.

## 7. GENERAL

The federal laws and regulations governing Airport security require that only those individuals who are required by their employment duties to be in areas of the Airport controlled for security purposes are authorized entry. For this reason, National Airport uses a computer-based AACS which requires all people working at or needing access to the Airport to apply for an ID badge. This ID badge serves as a photo ID, entry control device, and if appropriate, an AOA Permit. All individuals who are issued ID badges by the Airports Authority are subject to and must comply with this O&I.

## 8. AUTOMATED ACCESS CONTROL SYSTEM

To enhance security and meet the requirements of 49 CFR 1542.207, the Airports Authority utilizes an AACS. This system manages access to areas of National Airport that are controlled for security purposes. It ensures that only those individuals authorized to have unescorted access to certain areas are able to gain entry, ensures that an individual is immediately denied entry when that person's access authority for that area is withdrawn, and provides a means to differentiate between individuals authorized to have access to an entire area and individuals authorized access to only a particular portion of an area.

Access portals (doors) that are integrated with the AACS are equipped with badge card readers. Access through these portals requires swiping the magnetic stripe on the back of the ID badge through the badge readers. In addition, most access portals require inputting a PIN on the keypad located on the front of the badge reader after swiping the ID badge.

## 9. NATIONAL AIRPORT ID BADGE

ID badges are issued to individuals who are assigned to or who have continuing, frequent presence at National Airport such as airlines, tenants, concessionaires, government agencies, and others who have been authorized unescorted access by Airport Management. Each ID badge is issued to a specific person and is not transferable to anyone else. Each ID badge holder's PIN is confidential and should not be shared with anyone.

Use of an ID badge and PIN by anyone other than the person to whom it was issued will result in the confiscation of the ID badge by Airport Management and potential prosecution by the TSA. National Airport ID badges serve as a photo ID and entry control device. In addition, if appropriate; it may indicate that the holder is authorized to drive a motor vehicle on the AOA, to escort others in restricted areas, approach or service an International Flight (Customs Seal) controlled by Customs and Border Protection without escort, and to participate in Command Post activities. All badge holders must continuously display their ID badges on their outermost garment, between the neck and waist, with the ID picture to the front of the person while in the SIDA or AOA of the Airport. All concessions/retail personnel working in the Sterile Area must continuously display their ID badge on their outermost garment between the neck and waist and with the ID picture of the person to the front.

### a. Description

ID badges are valid for a 12-month period, expiring on the last day of the individual's birth month. The only exceptions are:

- (1) Contractor's ID badges which expire on the job completion date or 12 months, whichever is less.
- (2) If the badge holder has AOA driver status, the expiration of the ID badge may coincide with the expiration of the individual's state driver's license if that date precedes their birth date.
- (3) Badge expiration dates of applicants who are under immigration status will not exceed dates of work permits or whichever immigration form they are covered under.

### b. ID Badge Colors

The color designates the areas of access authorized to the badge holder (Enclosure A).

- Purple .....Unescorted access to the AOA, SIDA, Secured Area, Sterile Area, and an Incident Command Post at Dulles Airport or National Airport. This badge does not have the National Hologram or red, white and blue ribbon.
- Blue .....All areas including unescorted access to the AOA, SIDA, Secured Area, and Sterile Area.
- Red, White, Blue..Unescorted access to Secured Area/Sterile Area for TSA senior staff members. Colors appear in diagonal stripes.
- Yellow.....Unescorted access to the Sterile and Non-Public Area SIDA.
- Orange.....Unescorted access to the Sterile Area, but does not authorize access to the Secured Area or Non-Public Area SIDA. Personnel with this badge may access the Sterile Area through the passenger-screening checkpoint only.
- White.....Unescorted access only to the Airports Authority Corporate Office Building and the Sterile Areas through the passenger-screening checkpoint only.

**c. Fees Associated With ID Badge Issuance**

- (1) Criminal History Records Checks (CHRC) - All applicants are required to submit to a CHRC and a TSA Security Threat Assessment before an ID badge can be issued. The current fee for this process is listed in Enclosure B and is posted in the Pass & ID Office.
- (2) ID Badge Reissuance - There are fees associated with the reissuance of lost or stolen ID badges. Lost ID badges cause security problems for National Airport. The current fees are posted in the Pass & ID Office. If a badge holder requires a replacement ID badge for the third time during one calendar year, a replacement ID badge may be denied for ten (10) years; written authorization for replacement will be required by the ASC. Replacement of accidentally damaged or inoperable ID badges is free of charge.

**d. Payment of ID Badge Fees**

Fees (CHRC or replacement) are payable by one of the following methods:

- (1) Cash, check, money order, or credit card payment by the applicant.
- (2) Cash, check, money order, credit card, or pre-approved invoicing voucher paid by the employer.

Checks should be made payable to the “Metropolitan Washington Airports Authority.”



Note: If a check is returned for insufficient funds, all associated ID badges will be deactivated. The fee for reactivation of the ID badges will be at the highest replacement rate. In addition, a fee will be assessed for each returned check. The current fee for returned checks may be determined by inquiry at the Pass & ID Office.

e. ID Badge Reissuance Fee Refund

A badge holder who properly reported the loss of his/her ID badge, paid for and was reissued a badge, but subsequently recovered the lost badge, is entitled to a refund. The current refund schedule is posted in the Pass & ID Office.

f. ID Badge Ownership

All ID badges are the property of the Airports Authority and shall be surrendered upon demand by the Airports Authority. Surrender ID badges to the following properly identified Airports Authority security officials on demand: Airport Manager, Airport Operations Manager, Airport Operations Duty Managers, Airport Operations (including Pass & ID and Safety & Security Specialist), and Airport Police. In addition, an employee's supervisor is authorized to confiscate their ID badge if that is their company policy.

g. Multiple Employers

If an individual is employed by more than one employer at National Airport, the employee must complete a separate ID Badge Application Form (Enclosure C) for each company, but only the primary employer will be identified on the individual's ID badge. When an employee who has multiple employers resigns, is furloughed, or is dismissed from one employer, all access privileges for that individual will be deactivated until confirmation of continued employment is received from any of the other employers. An ID badge is required to be reissued if the employee is furloughed, resigns, has a break in employment or is dismissed from his primary employer listed on his ID badge.

## 10. RESPONSIBILITIES

Title 49 USCS Section 46301 - Civil penalties states: any employer (other than a governmental entity or airport operator) who employs an employee to whom an Airports Authority security badge or other identifier used to obtain access to a secure area of an Airport-issued before, on, or after the date of enactment of this paragraph (enacted December 26, 2007), and who does not collect or make reasonable efforts to collect such badge for the employee on the date that the employment of the employee is terminated, and does not notify the operator of the Airport of such termination within 24 hours of the date of such termination, shall be liable to the Government for a civil penalty not to exceed \$10,000.

a. Airport Manager/Airport Operations Responsibilities

The Airport Manager is responsible, directly or by delegation, for the overall operation, maintenance, and security of the Airport which includes the ID badge component. The Airport Manager has delegated the responsibility for Airport security to the Manager, Airport Operations, who has in turn designated the ASC to its Security Program. The ASC serves as the Airport's primary and immediate contact for security related activities and communications with the TSA. This responsibility is also carried out by the Airport Operations Duty Managers, Safety & Security Specialist, and the Pass & ID Office staff. All of these entities have the responsibility to ensure that all provisions of this O&I are enforced and carried out. A primary responsibility of the ASC in the ID badging process is to determine the access levels granted to companies and their employees at National Airport, and to initiate corrective action for any known instance of noncompliance with 49 CFR Part 1542, the ASP, and applicable security directives.

The Airport Operations Manager's staff (Airport Operations Duty Managers) has the responsibility to:

- (1) Conduct security checks on a continuous basis in the Secured Area, SIDA, Sterile Area, AOA, along perimeter fences, roadways, and on all Airport property.
- (2) Conduct random tests of access doors, check for the proper display of ID badges, and test for employee challenge procedures in the Secured Area, SIDA, Sterile Area, and AOA.

During the hours that the Pass & ID Office is closed, the Airport Operations staff has the capability to:

- (1) Immediately deactivate all ID badges reported lost or stolen.
- (2) Immediately deactivate the ID badges of individuals that have resigned, been furloughed, or been terminated.

b. Airport Police Responsibilities

The Vice President of Public Safety through Airport Police Officers has full responsibility for exercising the Police powers granted the Airports Authority by the Federal, Commonwealth of Virginia, and District of Columbia laws including those affecting airport security. The National Airport Police Department operates 24 hours a day, 7 days a week.

The Airport Police have the following responsibilities:

- (1) Conduct random patrols on a continuous basis in the Secured Area, SIDA, Sterile Area, AOA, parking areas, along perimeter fences, and roadways.
- (2) Conduct random tests of the door controls for security purposes and random checks for the proper display of ID badges in the Secured Area, SIDA, Sterile Area, and AOA.
- (3) Monitor and respond to door alarms, and take appropriate law enforcement action.

c. Pass & ID Office Responsibilities

Under the direction of the ASC, the Pass & ID Office has the responsibility to ensure that all ID badge applications are completed correctly and are processed in a prompt and courteous manner. Among its responsibilities, the Pass & ID Office has the following additional responsibilities:

- (1) Ensure that badge holders understand how to properly use their ID badges.
- (2) Conduct periodic audits to provide employers with needed information on their employees, and to monitor the percentage of unrecovered ID badges.
- (3) Immediately deactivate all ID badges reported lost or stolen.
- (4) Immediately deactivate the ID badges of individuals who have resigned, been furloughed, or dismissed.
- (5) Ensure that an “approved letter of request for ID badges” with a designated Certification Official (Enclosure D) is current and available in the Pass & ID Office.
- (6) Monitor the security training provided to employees and ensure that training is available during published training hours.
- (7) Issue and account for all ID badges and stock, and make available the ID Badge Application Forms.
- (8) Assist badge holders with the refund process for returned lost badges and make available the Refund/Claim Payment Form (Enclosure E).

d. Agent Cashier Responsibilities

The Accounting-Revenue & Collections Office is responsible for collecting the information it needs related to ID badge fees from the Pass & ID Office. The Agent Cashier is responsible for collecting funds associated with the ID badging process.

e. Employer Responsibilities (Includes Airports Authority Department and Division Managers)

Only company employees that provide continued, frequent visits or service to the Airport and/or its tenants will be issued ID badges. All organizations requesting ID badges for their employees must submit a letter of request and justification to the Airport Operations Manager, Ronald Reagan Washington National Airport, MA-110, Washington, DC 20001. The request must be signed (signature stamps will not be accepted) by an official who has authority to bind the company, and must designate a Certification Official(s) who has the responsibility to certify every application that is submitted by the organization. If the request for ID badges is approved, this letter will be kept on file in the Pass & ID Office.

The employer has the following responsibilities:

- (1) Ensure that all ID badge applications are submitted to the Pass & ID Office.
- (2) Ensure that while an employee is in the AOA, Sterile, or Secured Areas, that the employee is actively engaged in a purpose dictated by the business.
- (3) Define the access requirements based on location of company activities for each employee, and ensure that the Pass & ID Office is immediately notified of any changes to these requirements.
- (4) Immediately (reference Section 10 RESPONSIBILITIES) provide the Pass & ID Office or Airport Operations notification when an employee voluntarily resigns, is furloughed, or dismissed from an organization. The ID badge will be immediately deactivated upon notification. The employer must follow this notification with written confirmation within twenty-four (24) hours or as soon as possible to the Pass & ID Office or Airport Operations; e.g., letter, fax, e-mail.
- (5) Immediately (reference Section 10 RESPONSIBILITIES) provide the Pass & ID Office or Airport Operations notification when the services of a contractor or vendor have terminated, followed by written confirmation as soon as possible; e.g., letter, fax, e-mail.

- (6) Collect or make reasonable efforts to collect (reference Section 10 RESPONSIBILITIES) ID badges from individuals whose employment with the organization or a contractor of the organization on the date that the employment of the employee has ended, due to a voluntary resignation, furlough, or dismissal. These ID badges must be returned immediately to the Pass & ID Office or Airport Operations. Employers who fail to comply with this requirement may be assessed a penalty for each unreturned badge at the highest replacement rate, and risk a suspension of the processing of any future ID badges until all assessed fees are collected.
- (7) Ensure that employees who require the use of a motorized vehicle possess a valid state permit for the type of vehicle being operated, and have been trained and obtained a National Airport AOA Operator's Permit.
- (8) Ensure that company vehicles are inspected and marked in accordance with the related Airport O&Is, and that the Airports Authority is listed as an additional insured under the vehicle insurance policy.
- (9) Ensure that the ID badge audit lists provided by the Pass & ID Office are verified and returned promptly.
- (10) Ensure that all badge applicants read and understand the National Airport security training and related training documents.
- (11) Ensure that employees properly display their ID badge and challenge other employees whose ID badges are not displayed or incorrectly displayed.
- (12) Pay any TSA fine(s) levied against the Airport caused by their employees' failure to adhere to the ASP as required by 49 CFR Part 1542, or Airport O&Is or Bulletins.
- (13) In accordance with 49 CFR Part 1542, ensure that each employee has successfully completed a fingerprint-based CHRC.
- (14) Ensure that no employer's lock, cipher lock, or other security device is used on any door, gate, or jet bridge that has an Airport access control system card reader or other Airport locking device installed.

**f. Employee Responsibilities**

Employees who are issued ID badges have the following responsibilities:

- (a) Never tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure.
- (2) Never enter, or be present within, the Secured Area, SIDA, Sterile Area, or AOA without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas.
- (3) Never use, allow to be used, or cause to be used, any airport issued or Airport approved access medium or identification medium that authorizes the access, presence, or movement of persons or vehicles in the Secured Area, SIDA, Sterile Area, or AOA in any manner other than that for which it was issued by the Airport.
- (4) Display ID badges on the outermost garment above the waist, below the neck, and with the ID picture toward the front, in the Secured Area, SIDA, Sterile Area, and AOA.
- (5) Enter card reader controlled Secured Area access points that are located prior to the security screening checkpoints one person at a time
- (6) Ensure that any Secured Area, SIDA, Sterile Area, or AOA access point that is opened by you is closed securely by you, and that no unauthorized person(s) are allowed to enter that area after you.
- (7) Immediately report security door alarms to Airport Police/Airport Operations; remain with unsecured doors until the Airport Police respond.
- (8) Challenge employees in the Secured Area, SIDA, Sterile Area, and AOA who are not displaying Airport approved ID badges and do not have a properly badged escort. Summon Airport Operations or the Airport Police by telephone or radio contact, keeping the individual under observation, if required.
- (9) Allow ID badges to be inspected by the security guard at each vehicle access point; the guard will verify the ID badge's authenticity.
- (10) Surrender ID badges to the following properly identified Airport security officials on demand: Airport Manager, Airport Operations Manager, Airport Operations Duty Managers, Airport Operations (including Pass & ID and Safety & Security Specialist), and Airport Police, In addition, an employee's supervisor is authorized to confiscate their ID badge if that is their company policy.

In addition:

- (11) Never share an ID badge or PIN with another person.
- (12) Never attempt to use another person's ID badge.
- (13) Never copy an ID badge.
- (14) Never attempt to bypass, or assist others in their attempt to bypass, the AACCS.
- (15) Immediately (reference Section 10 RESPONSIBILITIES) report the loss or theft of an ID badge to the Pass & ID Office or Airport Operations.
- (16) Immediately (reference Section 10 RESPONSIBILITIES) report any security equipment malfunction to Airport Operations.
- (17) Immediately (reference Section 10 RESPONSIBILITIES) report any security violations to the Pass & ID Office or Airport Operations.
- (18) Never prop open the door at any access point, or in any way interfere with the lock or closing mechanism or other access control device, unless specifically authorized by Airport Operations.
- (19) Safeguard and maintain ID badges in good working condition without alteration of any kind (including stickers, pins, or additional punched holes). Reissue of an altered ID badge, if approved, will be at the highest replacement rate.
- (20) Immediately return ID badges to the employer, the Pass & ID Office, or Airport Operations when an employment position ends, whether voluntarily (resignation) or for cause (furlough, break in employment or dismissal).

Employees who fail to comply with any requirement or responsibility are subject to the Airport's progressive security violation enforcement process that includes confiscation of the employee's ID badge, security retraining, increasing fines, and a three violation limit before an individual loses the privilege of having an ID badge.

## 11. PROCEDURES

The procedures detailed below are arranged in step-by-step order and must be followed for a person to obtain, amend, renew, replace, or reissue an ID badge. These procedures presume that the employer/certification official has been approved by the Airport Operations Manager to apply for ID badges.

a. New ID Badge Procedures

- (1) The employer will provide the employee with an ID Badge Application Form. These forms are available in the Pass & ID Office and on the Airports Authority web site [www.mwaa.com](http://www.mwaa.com) (Enclosure C).

Note: Section I must be typed. The rest of the application may be hand printed in block fashion. Copies will not be accepted.

- (2) The individual applicant must complete Sections I and read and initial Section II of the ID Badge Application Form. The applicant must read, understand, and agree to comply by signing and dating Section III, the Security Responsibility Agreement on the reverse side of the ID Badge Application Form. Failure to comply with this agreement may result in loss of access privileges.

Note: Employers and Certification (Signatory) Officials are responsible for ensuring that applicants understand the Security Responsibility Agreement. National Airport has a substantive training program for all persons designated as Certification (Signatory) authorities (Officials). These Officials are held responsible for receiving Airport and TSA approved training when initially qualifying as a Signatory and annually thereafter. Security training concepts given to these Officials will be passed on to their employees. Records will be kept on the qualification and training received by the Official and to the type of training passed to their employees.

- (3) The designated Certification (Signatory) Official(s) must complete Section IV of the ID Badge Application Form. The employer must define the access requirements based on location of the company activities for each employee. Access will be limited to only those gates and doors necessary for an employee to perform his or her job duties.
- (4) If an AOA Operator's Driver Permit is requested, the applicant must be prepared to be tested on the National Airport AOA driving rules and regulations as defined in the Airports Authority's O&I DCA 3-2-4H, Vehicles Control Program. An ID badge will not provide access through a vehicle gate until the applicant successfully passes the driver's tests.
- (5) The applicant must submit to a fingerprint-based CHRC and Security Threat Assessment (STA). Air carrier employers who are certifying that a fingerprint based CHRC was conducted, must have their designated Certification Officials complete and sign Section V of the ID Badge Application Form.



- (6) Section VI must be completed and signed by a security or SIDA Instructor who has been approved by Airport Management. If security training is completed in the Pass & ID Office, a representative of that office will complete this section.
- (7) Section VII must be completed by the Pass & ID (Fingerprinting) Training Room Monitor after the applicant has successfully completed the SIDA, Secured Area/AOA Driver Training Class, and test.
- (8) The Pass & ID Office will verify the identity of the applicant by visually checking two forms of government issued identification (driver's permit, walker's permit, passport, etc.). In addition, applicants under the age of 16 will be required to provide a copy of a valid work permit.

Note: If the address listed in Section I of the ID Badge Application Form is different from the address on the identification presented for identity verification, the ID badge will be issued for a time period not to exceed 30 days. Applicants are required to present verification of a corrected address prior to the issuance of a permanent ID badge.

- (9) Once all of the information needed to process the application is completed and successful CHRC/STA results are returned to the Airport, the Pass & ID Office will issue the ID badge. The applicant will choose a 4 digit PIN which will be recorded in the badge holder's electronic file.
- (10) The applicant will be asked to test the new ID badge and PIN on a card reader at the Pass & ID Office before leaving.

**b. Additional Requirements for Contractors/Vendors and Concessionaires**

ID badges will only be issued to contractors and sub-contractors who have been issued an Airport work permit to perform work for the Airports Authority or Airport tenants. A point of contact letter must be presented to the Pass & ID Office stating type of project, sponsor, length of contract, and access required. A company information sheet (Enclosure F) is highly desired. ID badges will be for the duration of the specified project/contract or 12 months, whichever is the shorter period.

Vendors and concessionaires must present a signed copy of their contract for performing work on the Airport. All vendors and concessionaires are required to display ID badges while in the Sterile or Secured Areas of the Airport.

c. Updates to Application Information

If the information submitted on a badge holder's application **changes**, such as **name, address, or access requirements**, the employer must notify the Pass & ID Office in writing within 24 hours. A new ID Badge Application Form is **required every time a significant change occurs**. The updated information will be entered into the badge holder's electronic file. No fee is charged for this service.

d. Renewed or Replaced ID Badge Procedures

- (1) ID Badge Renewal. ID badges expire on the last day of the badge holder's birth month, which is indicated on the front of the badge. During the expiration month, the badge holder must go to the Pass & ID Office to renew the badge. All employees **renewing** their Airport issued ID badge will need to submit a new completed ID Badge Application Form as well as present their documents for review. This will now become the standard annual process for renewal; however, unlike initial issue, there will be **no** need for an employee to await a Security Threat Assessment (STA) from the TSA. Federal employees and Law Enforcement Officers need only to present their credentials as acceptable work authorization documents.

There is an ID Badge Application Form found on the Airports Authority website [www.mwaa.com](http://www.mwaa.com). Please download the latest form and also find the recently released regulations covering badging. Previous forms of the ID Badge Application Form will not be accepted in order to comply with the latest TSA Security Directive. The annual reapplication will satisfy the regulatory requirement for an ANNUAL audit. Those ID badges which are expired over 30 days will be terminated and will require the individual to reapply with a new CHRC and new STA. Even though an individual may be terminated from the badging program, this will not waive the employer's obligation to recover and return issued ID badges to the Airport Pass & ID Office. The intent of this new process is to also insure an updated (recent, no more than 5 years old) biographical picture (photo) of all badge holders is part of an employee record.

- (2) ID Badge Replacement. If an ID badge becomes accidentally damaged or inoperable, the badge holder should return the ID badge to the Pass & ID Office during normal business hours and request a replacement. The Pass & ID Office will review the original ID Badge Application Form with the badge holder to ensure that all information is still correct. If there are no changes, the damaged or inoperable ID badge will be retrieved and a replacement badge

will be issued free of charge. If there are changes to the information provided on the original ID Badge Application Form, the badge holder may be asked to provide proof of the changes, and may be asked to complete a new ID Badge Application Form with the updated information.

e. ID Badge Reissue Procedures

If an ID badge is lost or stolen, the badge holder must notify the Pass & ID Office or Airport Operations within twenty-four (24) hours (reference Section 10 RESPONSIBILITIES).

To have an ID badge reissued, the badge holder must report to the Pass & ID Office during normal business hours and complete an ID Badge Application Form. Replacement fees must be paid before the badge will be issued. The current fees are posted in the Pass & ID Office.

f. Forgotten Badge

The Airports Authority does not issue temporary badges. If a badge holder leaves his ID badge at home, he/she must return home and get it. A (forgotten/lost) badge holder may not be escorted into the SIDA, Secured Area, or Sterile Area by another badge holder.

**12. WHEN AN EMPLOYEE, CONTRACTOR, OR VENDOR TERMINATES EMPLOYMENT**

- a. Employers must immediately (reference Section 10 RESPONSIBILITIES) notify the Pass & ID Office or Airport Operations when an employee, contractor, or vendor leaves voluntarily (resigns) or for cause (furlough, break in employment, or dismissal). When notified, the Pass & ID Office or Airport Operations will immediately deactivate the ID badge of the individual. The employer must follow up this notification with written confirmation as soon as possible; e.g., letter, fax, e-mail.
- b. Employers must collect and return the ID badges for employees, contractors, or vendors who have voluntarily left, or been dismissed, to the Pass & ID Office or Airport Operations immediately (reference Section 10 RESPONSIBILITIES). Employers who fail to comply with this requirement will be assessed a penalty for each unreturned ID badge at the highest replacement rate, and risk a suspension of the processing of any future badges until all assessed fees are collected. Failure to collect and return ID badges may also result in civil penalties levied by the TSA.

### **13. UNAUTHORIZED USE OF A RONALD REAGAN WASHINGTON NATIONAL AIRPORT ID BADGE**

- a.** If an authorized Airport security official discovers that an ID badge has been, or is being used by a person other than the person to whom it was issued, the ID badge will be confiscated until authorization to reissue the ID badge is provided by the ASC. Standard penalties apply for those who misuse an ID badge.
- b.** If a badge holder willfully allows another person to use his or her ID badge or PIN, their ID badge will be confiscated and deactivated, and the violation will be reported to the individual's employer. Allowing another person to use an ID badge is a serious security violation and will be reported to the TSA. This violation may result in Airport fines, TSA fines, and permanent loss of access privileges. ID badge reissuance will be at the discretion of the ASC.
- c.** Any person witnessing the unauthorized use of an ID badge should immediately contact Airport Operations or the Airport Police.

### **14. CONFISCATED/REVOKED ID BADGES**

If an ID badge is confiscated/revoked for a security violation, the Airport reserves the right to deny reissuance of the badge.

### **15. CHALLENGE PROCEDURES**

Each badge holder has the responsibility to challenge any individual who is clearly observed in the Secured Area, SIDA, or AOA and not properly displaying a valid Airport issued or approved ID badge. Badged persons who see an individual in the Secured Area, SIDA, or AOA, who appears not to be properly displaying a valid ID badge should approach and question the individual in a non-threatening and helpful manner. If the challenged individual fails to produce an ID badge or a proper escort, the challenger should contact Airport Operations or the Airport Police by telephone or radio, keeping the individual under observation, if possible.

### **16. ESCORT PROCEDURES**

- a.** Escort procedures are used when individuals have business in the Secured Area, SIDA, Sterile Area, or AOA and do not possess an Airport issued or approved ID badge. An escort is a properly approved and badged person who accompanies an individual who does not have access authority. The escort must remain with the individual so as to maintain control of their actions should the individual engage in activities other than those for which the escorted access was granted. When an applicant fails to successfully complete an STA or CHRC, or is subsequently disqualified due to an STA or CHRC disqualifying offense, where required, the airport operator may not grant the applicant escorted or unescorted access to the SIDA, Secured Area, Sterile Area, or AOA.

- b. Personnel being escorted, and their tools and equipment, must be within 20 feet and under the control and observation of the escorting employee at all times (even if their business takes them into the public area) until they are escorted permanently from the security controlled area.
- c. The escorting person should not escort more people than he/she can control (approximately ten depending on the circumstances). Each person acting as an escort must inform all individuals being escorted that they are in a security controlled area of the Airport and all security rules and regulations must be followed. If escorted individuals engage in activities other than those for which escorted access was granted, the escort must notify Airport Operations or the Airport Police immediately.
- d. There are rules that apply specifically to escorts at construction sites. Escorted individuals, and their tools and equipment, must be in the job site boundaries within line-of-site (approximately 100 feet), and under the control and observation of the escorting person at all times until they are escorted from the security controlled area.
- e. Personnel that have been issued an ID badge and have lost it, left it at home, or have had it confiscated may not be escorted.

Note: Failure to properly perform an escort will result in confiscation of the escorter's ID badge and possible civil/criminal enforcement. If an escort log is available, the person who signed the escort log will be held responsible for the person being escorted.

## **17. ID BADGE HOLDER SECURITY SCREENING REQUIREMENTS**

- a. All ID badge holders must be screened at a TSA passenger security screening checkpoint when traveling on a flight. Even though employees may work in a Secure Area of the Airport as part of their job, they must submit to TSA screening prior to boarding an aircraft for travel.

Failure to follow these procedures is a serious security violation and will be reported to the TSA. This violation may result in Airport fines, TSA fines, and permanent revocation of an Airport ID badge and access privileges.

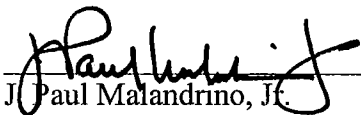
- b. All concession/retail employees always must be screened at a TSA security screening checkpoint before beginning their normal work day.

**18. AUDIT**

- a. The Airport will complete a comprehensive audit of all airport issued identification media every twelve (12) months, and on at least 10 percent of the ID badges via random selection every 6 months. The Pass & ID Office will send each Sponsor a list of active ID badges. Sponsors must review the list, update it, and certify that all the remaining badge holders continue to need unescorted access to restricted areas. A Sponsor may request a listing from the Pass & ID Office on a routine basis.
- b. If some of those listed no longer need access, the Sponsor must retrieve their badges and turn them over to the Pass & ID Office.

If the number of a Sponsor's unexpired, deactivated badges that remain outstanding exceeds five percent of the total number of badges that the Sponsor has requested, the Pass & ID Office will no longer process any replacement badges or new badge applications for the Sponsor until the number of outstanding, unexpired, deactivated badges falls below five percent. If an audit reveals poor control repeatedly of access media by a Sponsoring entity, permanent revocation of management identification media will be considered by the Airport.

- c. If after 30 days the Sponsor has failed to reduce the number of outstanding unexpired, deactivated badges below 5 percent, the Sponsor will be charged \$200 for each such ID badge that has not been reported lost or stolen before the letter initiating the audit was sent.

  
\_\_\_\_\_  
J Paul Malandrino, Jr.  
Airport Manager

12/15/9  
\_\_\_\_\_  
Date

Enclosures (6)



YELLOW



ORANGE



WHITE

SAMPLES OF DCA IDENTIFICATION MEDIA

Pass & ID Rates and Charges

Initial Issuance		<i>Rates</i>
	Fingerprinting for Criminal History Record Check (CHRC)	\$27.00
	Fingerprinting for CHRC and Customs Seal	\$43.50
Renewal		<i>FREE</i>
Replacement of Lost Badge		
	1st Replacement Badge	\$50.00
	2nd Replacement Badge	\$100.00
	3rd Replacement Badge	\$200.00
Confiscation		
	1st Violation	\$50.00
	2nd Violation	\$100.00
	3rd Violation	\$200.00

+ letter from employer to the Airport Manager

+ letter from employer to the Airport Manager



Fingerprint Date _____	<input type="checkbox"/> NEW	<input type="checkbox"/> Renewal	Issued Badge Number _____
Fingerprint Approved _____	<input type="checkbox"/> Blue Stripe Approval (LEO) _____		
Fingerprint Case Number _____	Customs Seal Date _____		
Fingerprint T/A Initials _____	Badge Color: <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Blue		
STA Approval _____ (T/A Initials _____)	Issued: <input type="checkbox"/> Purple <input type="checkbox"/> Yellow <input type="checkbox"/> Orange		

**Metropolitan Washington Airports Authority  
ID Badge Sterile or Secured Area/AOA Motor Vehicle Operator Permit Application**

- Ronald Reagan Washington National (T/A Initials \_\_\_\_\_)
- Washington Dulles International (T/A Initials \_\_\_\_\_)

**Section I – Applicant (this section must be typed)**

**Full Legal Name:** Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**Social Security Number** \_\_\_\_\_ (Providing your SSN to TSA is voluntary; however, failure to provide it may delay or prevent completion of a Security Threat Assessment)

**Other Names Used** \_\_\_\_\_ (former name, nickname, maiden name)

**Daytime Telephone** \_\_\_\_\_

**Current Mailing Address:**

Street \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Gender \_\_\_\_\_ **Country or State of Birth** \_\_\_\_\_

**Citizenship** \_\_\_\_\_ Race \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

**Date of Birth**(MM/DD/YYYY) \_\_\_\_\_ **Driver/Walker State** \_\_\_\_\_ **Number** \_\_\_\_\_ **Exp Date** \_\_\_\_\_

**Employer/Company** \_\_\_\_\_ **Job Title** \_\_\_\_\_ **Date of Hire** \_\_\_\_\_

**Section II – Identification and Work Authorization**

Every applicant must present two forms of identification, at least one of which must have been issued by a government authority and at least one of which must have a photo. The only forms of identification that are acceptable are those set forth in the "List of Acceptable Documents" attached to the most current "Form I-9, Employment Eligibility Verification," issued by the U.S. Citizenship and Immigration Service (see [www.uscis.gov/files/form/I-9.pdf](http://www.uscis.gov/files/form/I-9.pdf)).

Additionally,

**For U.S. Citizens born abroad,** one of the forms of identification must be one of the following: (1) U.S. Passport, (2) Certificate of Naturalization, or (3) Certificate of Birth Abroad (Form DS-1350)

**For individuals who are not U.S. citizens,** one of the forms of identification must be one of the following: (1) Permanent Resident Card or Alien Registration Receipt Card (Form I-551), (2) Arrival-Departure Record (Form I-94) when presented with an unexpired foreign passport bearing the same name and containing an endorsement of the individual's non-immigrant status.

<b>Two forms of identification presented: (ID Verification - T/A Initials _____)</b>			
<input type="checkbox"/> Driver's License	<input type="checkbox"/> Walker ID	<input type="checkbox"/> Social Security Card	<input type="checkbox"/> Military ID - <input type="checkbox"/> Active <input type="checkbox"/> Dependent <input type="checkbox"/> Retiree
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> State _____	<input type="checkbox"/> Certificate of Birth Abroad (DS-1350) Certificate Number _____	
<input type="checkbox"/> Work Permit	<input type="checkbox"/> ICE Card	Alien Registration # A _____	Expiration Date _____
<input type="checkbox"/> Form I-94	Non-Immigrant Visa # _____	Expiration Date _____	
<input type="checkbox"/> Passport	Country _____	Expiration Date _____	
<input type="checkbox"/> Naturalization _____	<input type="checkbox"/> Other _____		

**Section III – Criminal History**

Public Law 106-528 (49 USCA 40101 NOTE) and 49 CFR 1542.209 forbid anyone who has been convicted or found not guilty by reason of insanity within the previous ten years of the crimes listed on the fingerprint application from being granted unescorted access to the airport's Security Identification Display Area (SIDA). That is, the person may not be given a badge. All applicants must submit fingerprints that will be used to check the person's criminal history records. You may request a copy of your criminal history records sent by the FBI to the Airport Security Coordinator by submitting a written request. If you believe the information is inaccurate, you may directly contact the agency that reported the disqualifying conviction to correct your record.

To print out a completed form from the PDF version, you may type directly on it from your computer. The completed, signed form will only be accepted if printed double-sided on a single sheet of paper. This form may be photocopied to create the double-sided form.

**Section IV – Applicant's Security Responsibility Agreement**

I understand that if I am convicted or found not guilty by reason of insanity if any if the crimes on the Fingerprint Application in the future, I must report such a conviction or finding of not guilty by reason of insanity to the Airport Security Coordinator within **24 hours**. \_\_\_\_\_ (initials)

1. I will not allow anyone else to use my ID badge or Secured Area/AOA access key.
2. I will wear my ID badge on my outermost garment at all times when in the SIDA or security controlled area.
3. I will challenge and report any individual who is not displaying an ID badge in the SIDA or security controlled area and report the incident to the Airport Operations Department or Airport Police.
4. I will ensure proper closing and locking of any Secured Area or AOA door or gate I use.
5. I will not allow anyone to follow me or my vehicle through any Secured Area or AOA door or gate.
6. I will report the theft or loss of my ID badge or key immediately to the Airport Operations Department.
7. I will report immediately any security violation I witness to the Airport Operations Department or Airport Police.
8. I will submit to searches of my person as required in the Secured Area, AOA, and Sterile Areas of this airport.

I have read the above security procedures and I understand that failure to comply with any of them may result in the revocation of my ID badge or key, which means that I will not be allowed access to the security controlled areas of the airport.

The Federal Transportation Security Administration requires the Airports Authority to include the following statement on this application and to have each applicant sign and date that statement in order to be issued a badge.

**“The information I have provided is true, complete and correct to the best of my knowledge and belief and is provided in good faith. I understand that knowing and willful false statement can be punished by fine or imprisonment or both. (See Section 1001 of Title 18 of the United States Code)”**

**Applicant's Signature** \_\_\_\_\_ **Date Signed** \_\_\_\_\_

**Section V – Company Information and Certification** (Signature Verification - T/A Initials \_\_\_\_\_)

Sponsor \_\_\_\_\_  
Employer (if other than sponsor) \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

I certify that the applicant needs access as follows to perform his/her duties:  
Sterile Area only \_\_\_ Gate Agent Status?  Yes  No Secured Area/AOA Gates \_\_\_\_\_  
Secured Area/AOA Motor Vehicle Operator Permit required?  Yes  No  Escort Authority Authorized Date \_\_\_\_\_

Certification Official's Name \_\_\_\_\_ Title \_\_\_\_\_  
Company \_\_\_\_\_

Certification Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section VI – Air Carrier Criminal History Record Check (CHRC) Certification** (T/A Initials \_\_\_\_\_)

**Name of Air Carrier** \_\_\_\_\_

I certify that an FBI CHRC has been conducted for \_\_\_\_\_  
(Applicant's Name)  
on \_\_\_\_\_ in accordance with FAR Part 1544.229. The **Fingerprint Case No.** is \_\_\_\_\_  
(approval date)

Certification Official's Name \_\_\_\_\_ Title \_\_\_\_\_

Certification Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section VII – Security Trainer** (IET T/A Initials \_\_\_\_\_)

This applicant has completed SIDA training in accordance with the TSA approved curriculum cited in the Airport Security Program.

SIDA Trainer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section VIII – Secured Area/AOA Motor Vehicle Operator Trainer** (IET T/A Initials \_\_\_\_\_)

This applicant has successfully completed the Secured Area/AOA Driver IET Training Class and test.

Driver Non-Movement Area Training  Signature \_\_\_\_\_ Date \_\_\_\_\_

Driver Movement Area Training (Annual Re-training)  Signature \_\_\_\_\_ Date \_\_\_\_\_

(COMPANY LETTERHEAD)  
(To include name, address, and telephone number)

(DATE)

(SAMPLE TEXT)

Manager, Operations Department  
Ronald Reagan Washington National Airport  
Washington, DC 20001

Dear Sir:

The purpose of this letter is to advise you of (COMPANY NAME) activities at Ronald Reagan Washington National Airport and request authorization to apply for security Identification (ID) badges.

(COMPANY NAME) is engaged in (a brief description of your activities at Ronald Reagan Washington National Airport to include locations in the Airport where proposed activities will occur, a point of contact, and the reason why your employees will require access to the restricted area of the Airport).

To fulfill the requirements of the Ronald Reagan Washington National Airport Security Program and Orders and Instructions DCA \_\_\_\_\_, the following individual(s) are designated as certification official(s) (must be a company officer or their local management representative with the authority to bind the company) and their sample signature(s) appear below:

Example:	John T. Doe	Vice President	_____
	Jane C. Smith	Secretary	_____
	Tom A. Jones	Station Manager	_____

The above named individuals are familiar with the Airport Security Program. They will supervise the verification of employment history for anyone for whom they request access to the restricted areas of the Airport, and will ensure (COMPANY NAME) employees who are issued Ronald Reagan Washington National Airport ID badges comply with the Program. (COMPANY NAME) will ensure strict accounting of all ID badges to include prompt reporting of any lost badges and return of ID badges upon termination or transfer of any employee.

I understand that all ID badges are and remain property of the Metropolitan Washington Airports Authority, and that failure on the part of my company or employees to abide by Airport rules and regulations may result in revocation of access privileges and confiscation of all outstanding ID badges.

As a condition of any such grant of access, I agree that any DHS-Transportation Security Administration fine levied against the Airport as a result of the actions or omissions of anyone for whom one of the certification official(s) has requested access to the restricted area of Ronald Reagan Washington National Airport will be paid by (COMPANY NAME).

I certify that I have authority to bind (COMPANY NAME) to this agreement.

Sincerely,

Signature  
(COMPANY OFFICER OR LOCAL MANAGER)

Metropolitan Washington Airports Authority

REFUND/CLAIM PAYMENT REQUEST

PART A. TO BE COMPLETED BY APPLICANT

I am applying for refund/payment of fees or property deposited with the Authority. Payment should be sent to (Please Print):

NAME, DATE, ADDRESS, CITY, STATE, ZIP CODE, ATTN, CONTACT PERSON, DAYTIME PHONE

PART B. TO BE COMPLETED BY APPLICANT

1. Description of fees or property refund is requested for (Check one):
2. Calculation of amount due:
Total = \$0.00

I certify that the information above is correct and that payment has not already been received.

SIGNATURE OF REQUESTER (If applicable) Please type/print name below signature, DATE

PART C. TO BE COMPLETED BY AUTHORITY REPRESENTATIVE

The above property (has been):
Returned, Deposited With, Is Due to the Above Named Applicant, Claimed (Forward Payment to Risk Management, MA-450)

AUTHORITY REPRESENTATIVE SIGNATURE, DATE, ROUTING SYMBOL, PHONE

PART D. TO BE COMPLETED BY ACCOUNTING

ACCOUNTING CODE (Insert 0s for project number and LITC if applicable), DATE PROCESSED, INITIALS

## Company Information Sheet

Company Name \_\_\_\_\_

Corporate Address \_\_\_\_\_

Corporate Phone Number \_\_\_\_\_

Local Address \_\_\_\_\_

Local Phone Number \_\_\_\_\_

### Point of Contact - Listed Certified Signer(s)

Name \_\_\_\_\_

Office Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Email Address: \_\_\_\_\_

Name \_\_\_\_\_

Office Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Email Address: \_\_\_\_\_

Name \_\_\_\_\_

Office Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Email Address: \_\_\_\_\_

Name \_\_\_\_\_

Office Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Email Address: \_\_\_\_\_

Name \_\_\_\_\_

Office Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Email Address: \_\_\_\_\_

**AIRPORT BULLETINS – RONALD REAGAN WASHINGTON NATIONAL AIRPORT**

**Airport Advisory DCA 01/029**

**Subject: AOA Vehicle Gates**

**Dated November 6, 2001**

**2 Pages**

**Metropolitan Washington Airports Authority  
RONALD REAGAN WASHINGTON NATIONAL AIRPORT  
AIRPORT ADVISORY**

**SUBJECT:**  
AOA VEHICLE GATES

**DATE:**  
NOV 6 2001

**Effective immediately, the only vehicle gates open for access on to the Air Operations Area (AOA) are Gate A and Gate D, located at the south end of the Airport.**

**Gate A** is located on Thomas Avenue, adjacent to the south side of the Fuel Farm. Gate A operates 24 hours per day, seven days per week.

**Gate D** is located on Air Cargo Road, adjacent to the north side of the Fuel Farm and the south side of the Air Cargo Building. Gate D operates between 5:00 a.m. and 10:00 p.m., seven days per week.

**Gate A and Gate D are the Airport's only designated (non-emergency) entry and inspection sites for any vehicles entering on to the AOA.**

**A. The requirements for vehicles and operators entering the AOA through Gate A and Gate D are as follows:**

1. All personnel in the vehicle with a Security Identification Display Area (SIDA) / AOA ID badge shall present their badge(s) to the AOA Gate Guard for inspection. Only personnel with a valid SIDA / AOA ID badge will be granted unescorted entry on to the AOA.
2. All vehicles with a valid DCA AOA Inspection Decal and operated by personnel with a valid SIDA / AOA ID badge will be granted access on to the AOA without further vehicle inspection.
3. All vehicles without a DCA AOA Inspection Decal (except as noted in Section 5) shall be visually inspected by the AOA Gate Guard. Vehicle operators shall allow the AOA Gate Guard access to all areas of the vehicle for visual inspection purposes. Vehicles without a DCA AOA Inspection Decal may be allowed on to the AOA if escorted by a sponsor with a valid SIDA / AOA ID Badge in a DCA AOA authorized vehicle.
4. The AOA Gate Guard shall maintain a log of vehicles not displaying a current and valid DCA AOA Inspection Decal that enters on to the AOA. The log shall contain: vehicle operator, company name, sponsor name and their DCA AOA / SIDA ID badge number, destination on the AOA, and duration of stay.



**Metropolitan Washington Airports Authority**  
**RONALD REAGAN WASHINGTON NATIONAL AIRPORT**  
**AIRPORT ADVISORY**

SUBJECT:

AOA VEHICLE GATES

DATE:

NOV 6 2001

5. The Authority's fire personnel displaying a valid employee-parking permit are exempt from a vehicle inspection when entering the AOA to park their privately owned vehicle (POV) at the Crash/Firehouse/Rescue facility. All fire personnel shall enter the AOA at Gate A or Gate D and shall present their AOA badge to the AOA Gate Guard before entering on to the AOA.
6. All vehicle operators, after entering on to the AOA, shall remain stopped until the AOA Gate has closed.
7. Vehicle operators entering the AOA through gates other than Gate A or Gate D for purposes other than responding to an emergency incident on the AOA are not authorized. Unauthorized use of any AOA Gate is cause for loss of AOA driving privileges.

**B. Exemptions:**

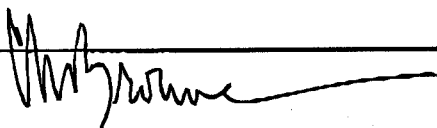
1. Gate R, located adjacent to the Authority's Corporate Office Building, is for Restricted Entry Only. Gate R shall not be used for routine exits from the AOA.
2. All Authority Fire, Police, Operations, and a limited number of Authority Maintenance vehicles may enter the AOA through any AOA vehicle gate only when in response to an emergency.

**C. All vehicles are authorized to EXIT the AOA through any AOA vehicle gate, 24 hours per day, seven days per week, with the exception of Gate R (see Part B., Section 1., above).**

*Please ensure that your staff is made aware of these security requirements. If you have any questions or desire further clarification, please contact Mark Baldy on (703) 417-8050.*

Page 2 of 2

APPROVAL:



Christopher U. Browne

TITLE:

Airport Manager

PHONE:

703-417-8003