

Airport Identification Badge and Security Requirements at Dulles International

1. PURPOSE

This Order & Instruction (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), Sterile Area, Air Operations Area (AOA), and/or specified Airport Private Property areas (as identified in this O&I), as well as the responsibilities and duties of ID Badge holders at Washington Dulles International Airport (Dulles International), also referred to here as, "Airport."

This O&I does not address policies and procedures applicable at Ronald Reagan Washington National Airport (Reagan National), which can be found in O&I DCA 6-4-4, current series.

2. DISTRIBUTION

This O&I is distributed to the Metropolitan Washington Airports Authority (Authority) offices and departments at the division level and above, as well as all air carriers, tenants, concessionaires, and entities conducting business at Dulles International.

3. CANCELLATION

This O&I supersedes and hereby cancels the following list of documents:

O&I:

IAD 6-4-1H, *Washington Dulles International Airport Identification Badge Requirements*, dated December 04, 2017.

Washington Dulles International Airport Security Bulletins:

- A. 20181107-2
- B. 20201101-1
- C. 20210511-1

4. DEFINITIONS

Airport Security Program (ASP)

Written in accordance with Code of Federal Regulations (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 Dulles International in air transportation or against an act of criminal violence, aircraft piracy, and the introduction of unauthorized weapons, explosives, or incendiary devices onto an aircraft.

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

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	security systems, measures, or procedures. Does not include the Secured Area. At Dulles International, ID Badge holders must display their ID Badges while on the AOA.
<i>Airport Operations Center (AOC)</i>	The Airport's primary Operations Center located in Concourse A/B on the lower level.
<i>Airport Operations Center Personnel</i>	For the purposes of this O&I, this is defined as the Manager of Airport Operations, Deputy Manager Airport Operations, Airport Operations Supervisory Duty Managers, Airport Operations Duty Managers, Safety & Security Specialists, Airport Operations Specialists, or other qualified individuals assigned to the AOC.
<i>Airport Security Manager (ASM)</i>	The Airport Security Manager or, in his or her absence, one of the Alternate Airport Security Coordinators as identified in the Airport Security Program. The Airport Security Manager is designated as the Airport Security Coordinator in accordance with 49 C.F.R. 1542.3 as the Airport's primary and immediate contact for security related activities and communications with TSA.
<i>Automated Access Control System (AACS)</i>	A computer-based automated access control system. The system components include computers, keyboards, monitors, printers, cameras, video recorders, communication lines, photo ID Badges, and ID Badge readers.
<i>Centralized Revocation Database (CRD)</i>	The TSA-provided national database of individuals who have had an airport-issued identification (ID) badge revoked for failure to comply with aviation security requirements.
<i>CRD Expungement</i>	The TSA-conducted process, which allows an individual whose name is mistakenly entered into the CRD to correct the record by having his or her name expunged from the CRD. This process will not overturn the outcome of a revocation hearing process conducted by the airport operator.
<i>Certification Official</i>	An individual, designated by an entity registered with the Pass & ID Office, who is authorized to act as the entity's representative in all matters related to security compliance; including, but not limited to, meeting the requirements of an Authorized Signatory as defined by Transportation Security Administration (TSA), reviewing and authorizing entity's personnel application to the Pass & ID Office for issuance of ID Badges, and ensuring compliance of the entity with the requirements of this O&I.

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<i>Contractor/Vendor</i>	An individual or individuals who represent(s) a service company with a contractual agreement to do work at Dulles International. Contractors are not tenants of the Airport.
<i>Criminal History Records Check (CHRC)</i>	A process for taking and processing fingerprints against the Federal Bureau of Investigation (FBI) database.
<i>Employer/Company/Entity</i>	The words employer/company/entity are synonymous for the purposes of this document and mean the representative of an organization or individual who has a working relationship with Dulles International. The employer/company/entity is responsible for the activities of the organization and/or individual. In the case of the Authority, the employer is the Department or Division Manager.
<i>Escort</i>	Accompanying or monitoring the activities of an individual who does not have unescorted access privileges to be in the Security Controlled Area, or other restricted areas of Dulles International.
<i>Identification (ID) Badge</i>	A credential card issued by Dulles International, under the provisions of 49 CFR 1542.211, which provides for identification of the individual to whom it is issued, and which signifies unescorted access to the Security Controlled Areas of the Airport.
<i>Merchandise</i>	Equipment or goods intended for sale or use by customers in the Sterile Area.
<i>Personal Identification Number (PIN)</i>	A four-digit number used in conjunction with the ID Badge to gain access to Security Controlled Areas.
<i>Piggybacking</i>	Knowingly allowing an individual to enter or exit behind you through a security access point without swiping their Airport ID Badge, unless under approved escort.
<i>Rap Back</i>	A continuous CHRC vetting program which provides the Authority with updates to an applicant's CHRC and CRD information.
<i>Revocation</i>	Means denial of an individual's ability to possess an airport issued ID Badge for one year or more
<i>Secured Area</i>	A portion of Dulles International specified in the ASP in which security measures specified in Transportation Security Administration Regulations (TSAR) CFR 49 Part 1540 Civil Aviation Security, Subpart A, General Paragraph 1540.5

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definitions, are carried out. This area is where aircraft operators and foreign air carriers that have a Security Program under Part 1544 or 1546 of this chapter enplane and deplane passengers, sort and load baggage, and any adjacent areas that are not separated by adequate security measures.

<i>Security Access Point</i>	Access points which provide a transition between various Security Controlled Areas within Dulles International, including, but not limited to pedestrian doors/gates, vehicle gates, roll up doors, doors intended for the passage of baggage, maintenance hatches, etc.
<i>Security Controlled Area</i>	The portions of the airport specified in the ASP designated as AOA, Secured Area and Sterile Areas including, but not limited to, access-controlled tenant store corridors, sub-tunnels, or air carrier operations areas of Dulles International. Though not specified in the ASP, the South Outer Perimeter Area (SOPA) is included in the definition of a Security Controlled Area, in which all Airport-approved personnel ID media must be displayed on the outermost garment.
<i>Security Identification Display Area (SIDA)</i>	Areas within Dulles International, as specified in the ASP, in which all Airport-approved personnel ID media must be displayed on the outermost garment, above the waist and below the neck (The picture side must be facing to the front of the ID). Includes the Secured Area and may include other Security Controlled Areas of the Airport.
<i>Security Threat Assessment (STA)</i>	A process conducted by TSA that enables TSA to determine if an applicant poses a security threat against the United States of America.
<i>South Outer Perimeter Area (SOPA)</i>	The portion of the Airport private property area of Dulles International which falls between the Airport's property fence line and the AOA fence line starting at an imaginary east-west line centered on Gate 233 on the east side, extending westward around the southern end of the airport, and ending on the west side of the Airport at the road running between Gate 306A and Gate 212.
<i>Sponsor</i>	The entity or individual responsible for establishing business legitimacy for a company/entity seeking unescorted access to the Security Controlled Areas. The sponsor is responsible for establishing access requirements and ensures that all Airport access media is returned to Pass & ID when a company/entity

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	no longer needs unescorted access to the Security Controlled Areas of the Airport.
<i>Sterile Area</i>	Facilities and areas as identified in the ASP, used to provide passenger access to boarding aircraft, and to which access is generally controlled by screening of persons and property by TSA, or by air carrier operators. All employees working in the Sterile Area must complete a fingerprint-based CHRC in accordance with the provisions of TSAR 49 CFR Part 1542.209. Badge holders must display their ID Badges in the Sterile Area.
<i>Suspension</i>	Refers to a denial of a badged individual's ability to continue possession of an Airport issued ID Badge for less than one year.
<i>Tailgating</i>	Unknowingly allowing an individual to enter or exit behind you through a security access point without swiping an ID Badge.
<i>Tenant</i>	An entity that has an agreement with the Authority to lease defined space for the purposes of operating on the Airport.

5. RESPONSIBILITIES

The Airport Manager is responsible for the overall operation, maintenance, and security of Dulles International. The Airport Manager has delegated the authority and responsibility to coordinate and manage airport security in compliance with Transportation Security Administration Regulations (TSAR) and requirements to Dulles International's Airport Security Manager. The Airport Manager has further delegated authority and responsibility to the Airport Operations Center Personnel, the Pass & ID Office, and the Authority Police Department for enforcing compliance with TSAR, the ASP, Metropolitan Washington Airports Authority Regulations (Authority Regulations) and Dulles International's policies and rules, including O&Is.

A. Airport Security Manager

The Airport Security Manager is the manager of the Security Division within the Airport Operations Department and is, among other duties, responsible for:

- (1) Serving as the designated Airport Security Coordinator, in accordance with 49 C.F.R. 1542.3, as the Airport's primary and immediate contact for security related activities and communications with TSA.
- (2) Ensuring compliance with TSAR, the ASP, Authority Regulations and Dulles International's policies and rules, as stated in applicable O&Is, and taking corrective action for instances of noncompliance.

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- (3) Reviewing and evaluating the documented criminal history of individuals applying for or holding an ID Badge to ensure the individual qualifies for an ID Badge, determining the access eligibility granted to individuals, and serving as the contact to receive notification from individuals applying for unescorted access of their intent to seek correction of their criminal history record with the FBI.

B. Airport Operations Center Personnel

Personnel assigned to the AOC are responsible for enforcing compliance with TSAR, the ASP, Authority Regulations and Dulles International's policies and rules including O&Is. The Airport Operations Center Personnel have the responsibility to:

- (1) Conduct security checks on all of Dulles International's property including perimeter fencing, roadways, and the properties providing direct access to security areas. This task may be delegated to an authorized security contractor.
- (2) Conduct random tests of controlled access doors, check for the proper display of ID Badges, and test for employee challenge procedures in the Security Controlled Areas and to maintain security awareness during routine patrol of Airport property. This task may be delegated to an authorized security contractor.
- (3) Conduct random open and look searches of employees' property, and/or other individuals prior to entering sterile, secured or non-public areas in accordance with TSA requirements. This task may be delegated to an authorized security contractor.
- (4) Immediately deactivate ID Badges reported lost, stolen or otherwise unaccounted for, and to immediately deactivate the ID Badges of individuals who have been reported as having resigned, been furloughed, been terminated by their employer, or no longer have an operational need for unescorted access.

C. Authority Police

The Vice President of Public Safety oversees the Authority Police Department, whose officers have full responsibility for exercising Police powers granted to the Authority by Federal and Commonwealth of Virginia statutes, including laws affecting Airport security. The Authority Police Department operates 24 hours a day, seven days a week to protect and serve Dulles International customers by:

- (1) Conducting random patrols at Dulles International, including without limitation: Secured and Sterile Areas, SIDA, public parking areas, along perimeter fences, and the Airport's roadways;
- (2) Conducting random tests of access portals during security checks and checking for the proper display of ID Badges in Security Controlled Areas such as secured, sterile, tenant store corridors, sub tunnels, and air carrier operations areas of Dulles International; and
- (3) Monitoring and responding to door alarms, taking appropriate enforcement action against offenders.

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D. Revenue Accounting and Collections Division

The Revenue Accounting and Collections Division is a function within the corporate offices of the Authority and is responsible for:

- (1) Establishing the standard accounting procedures to be followed for collecting funds associated with the ID Badge issuance process;
- (2) Issuing refunds upon receipt of a properly completed *Refund/Claim Payment Request Form* (Attachment E); and
- (3) Obtaining tenant invoices or billing data from the Terminal Agent's Office and handling the billing process.

E. Terminal Agent's Office

The Terminal Agent's Office, under the Airport Administration Department, is the on-airport payment processing center and is responsible for:

- (1) Collecting fees associated with the ID badging process; and
- (2) Forwarding all billing data to the Authority's Office of Revenues and Collections for invoicing to those entities that have established credit with the Authority.

F. Pass & ID Office

The Pass & ID Office within the Airport Operations Department, Security Division, is the credentialing and access media processing center and is responsible for:

- (1) Issuing and accounting for all ID Badges, ID Badge stock;
- (2) Managing and maintaining the required ID Badge application forms;
- (3) Conducting periodic audits to track the percentage of unrecovered ID Badges;
- (4) Ensuring that the CHRC and STA are completed properly, and that the results of CHRC/STA check permit issuance of an Airport ID Badge;
- (5) Immediately deactivating ID Badges reported lost or stolen upon notification;
- (6) Immediately deactivating the ID Badges of individuals who have resigned, been furloughed, or dismissed upon notification;
- (7) Ensuring that an approved Sponsor Letter (Attachment D) and Designation of Certification Official Letter (Attachment D-1 or D-2 as appropriate) is on file with the Pass & ID Office;
- (8) Monitoring the security training provided to employees and ensuring that training equipment is available during published training hours;
- (9) Responding to inquiries from ID Badge holders to ensure they understand how to properly display and use their ID Badge;
- (10) Processing training and payment records for badged individuals who have received violations; and

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- (11) Informing ID Badge holders of the refund process for returned lost ID Badges and providing access to the Authority's Refund/Claim Payment Request Form (Attachment E).

G. Employers, including the Authority Offices and Departments

Only Employer/Company/Entity employees that work full or part-time, frequently work, or provide routine service at Dulles International and/or to its tenants will be issued ID Badges. In general, the Authority defines routine service as meaning service on a regularly scheduled and/or ongoing basis. An example of an individual who would need an ID Badge would be an individual who comes to the airport once a month for more than one month in a row. An example of an individual who would not need an airport issued ID Badge would be an individual who comes to the airport once per quarter, or a service provider who is called in on an as-needed basis. These individuals may be escorted. The Airport Security Manager may review and approve/deny any exceptions.

All entities requesting ID Badges for their employees must register with the Pass & ID Office in accordance with this O&I. The request must be signed (signature stamps will not be accepted) by an official who has authority to legally bind the entity, and must designate a Certification Official(s) who has/have the responsibility to certify the information for every application submitted by the entity.

By registering with the Airport to request issuance of ID Badges, the entity is agreeing to be bound and liable under the terms of this O&I, the ASP, and TSAR as a result of the actions or omissions of anyone for whom one of the Certification Official(s) has requested an ID Badge. Entities who fail to follow their responsibilities as listed in Code 49 USC Chapter 449, the ASP, this O&I, and Dulles International's ID Badge security training through Dulles International's Pass & ID Office are subject to penalties including, but not limited to, those contained in this O&I or those issued by the TSA.

The employer/company/entity has the following responsibilities:

- (1) Ensure that all ID Badge applications are submitted to the Pass & ID Office in a complete and timely manner and that notification is made to the Pass & ID office in writing within 24 hours if any of the information (such as badge holder's name, address or employment status) on a badge holder's application changes;
- (2) Define the access requirements based on location of company activities for each employee and ensure that the Pass & ID Office is immediately notified in writing of any changes to these requirements;
- (3) Maintain a current listing of ID Badge holders for the company. Companies may request a listing of ID Badge holders for that entity from the Pass & ID Office on a monthly basis to reconcile against the list maintained by the company;
- (4) Ensure that while an employee is in a Security Controlled area as previously defined, that the employee is actively engaged in an activity required by his company.

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- (5) Immediately notify the Pass & ID Office (M-F business hours at 703-572-2780) or Airport Operations Center Personnel (24/7 at 703-572-2730) when a badged employee resigns, is furloughed, dismissed from the organization, or no longer has a need for unescorted access to the Security Controlled Areas of the Airport (no longer needs an ID Badge). The ID Badge will be immediately deactivated upon notification. The employer must follow this notification with written confirmation to IADPass&IDOffice@mwa.com - immediately but no later than 24 hours after the initial notification to the Pass & ID Office or Airport Operations Center Personnel;
- (6) Collect ID Badges from individuals on the date that the employment or unescorted access need has ended from those individuals: i) whose employment with the organization, or a contractor of the organization, has ended, or ii) who no longer have a need for unescorted access to the Security Controlled Areas of the Airport (no longer needs an ID Badge). ID Badges must be returned to the Pass & ID Office or Airport Operations Center within 72 hours from when an employee resigns, is furloughed, dismissed from the organization, or no longer has a need for unescorted access to the Security Controlled Areas of the Airport (no longer needs an ID Badge);
- (7) Ensure that employees who require the use of a motorized Airport vehicle possess a valid state driver's license and permit for the type of vehicle being operated and have been trained and qualified for a Dulles International AOA Operator's Permit;
- (8) Ensure that company vehicles are inspected and marked in accordance with the related Dulles International's Vehicle Control O&I, and that Dulles International is listed as an additional insured party under the vehicle insurance policy;
- (9) Respond to audits and investigations initiated by the Airport within the timeframes provided in the audit or investigation notification;
- (10) Ensure that all ID Badge applicants read and understand Dulles International's security training and related training documents;
- (11) Ensure that badged employees properly display their ID Badge and challenge other employees whose ID Badges are not displayed or incorrectly displayed;
- (12) Pay any TSA penalty levied against Dulles International caused by their employees' failure to adhere to the ASP as required by 49 CFR Part 1542, or Dulles International O&Is or Bulletins;
- (13) For those Domestic Air Carriers submitting certification of background information in accordance with 49 CFR Part 1542, ensure that each employee has successfully completed a fingerprint-based CHRC and STA. Domestic Air Carriers must also ensure that each employee for whom they are submitting a certification has been enrolled in the Rap Back program. Domestic Air Carriers must provide immediate notification when the certification is withdrawn.

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Notifications must be provided to the Pass & ID Office (M-F business hours at 703-572-2780) or Airport Operations Center Personnel (24/7 at 703-572-2730). The ID badge will be immediately deactivated upon notification. The employer must follow this notification with written confirmation to IADPass&IDOffice@mwaa.com no later than 24 hours after the initial notification to the Pass & ID Office or Airport Operations Center Personnel;

- (14) Ensure that no employer's lock, cipher lock, or other security device is used on any door, gate, or jet bridge that has a Dulles International access control system card reader or other Airport locking device installed;
- (15) Ensure compliance by the entity and its employees with the applicable responsibilities as listed in Code 49 USC Section 46301, the ASP, this O&I, and Dulles International's ID Badge security training through Dulles International's Pass & ID Office; and
- (16) Never knowingly or willfully provide false statements or inaccurate information when applying for an ID Badge or completing forms and documentation necessary for compliance with this O&I.
- (17) Entities are advised that Title 49 USC Section 46301 - Civil penalties states: "Any employer (other than a governmental entity or airport operator) who employs an employee to whom an airport 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, will be liable to the Government for a civil penalty not to exceed \$10,000."

H. All Individual ID Badge Holders

Only individuals that work full or part-time, frequently visit Dulles International, or provide routine service to Dulles International and/or its tenants will be issued ID Badges. In general, the Authority defines routine service as meaning service on a regularly scheduled and/or ongoing basis. An example of an individual who would need an ID Badge would be an individual who comes to the airport once a month for more than one month in a row. An example of an individual who would not need an airport issued ID Badge would be an individual who comes to the airport once per quarter, or a service provider who is called in on an as needed basis. This individual may be escorted. The Airport Security Manager may review and approve/deny any exceptions to this.

All individuals requesting an ID Badge must apply with the Pass & ID Office in accordance with this O&I. The request must be signed (signature stamps will not be accepted) by a Designated Certification Official of the entity for which the individual will be working and who has the responsibility to certify the information submitted on the application.

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By applying for an Airport ID Badge, the applicant is agreeing to be bound and liable under the terms of this O&I, the ASP, and TSAR in relation to their responsibilities as an ID Badge holder. Persons who fail to follow their responsibilities as listed in Code 49 USC Chapter 449, the ASP, this O&I, and Dulles International's ID Badge security training through Dulles International's Pass & ID Office are subject to penalties including, but not limited to, those contained in this O&I or those issued by the TSA.

Individuals who are issued ID Badges have the following responsibilities:

- (1) Never tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, modify, or attempt to circumvent any security system, measure, or procedure.
- (2) Never enter, or be present within, the Security Controlled Areas, without complying with the systems, measures, or procedures being applied to control access to such areas.
- (3) Never use, allow to be used, or cause to be used, any Airport issued or Dulles International approved access media or identification media (i.e., ID Badge, keys, etc.) that authorizes the access, presence, or movement of persons or vehicles in the Security Controlled Areas in any manner other than that for which it was issued by Dulles International.
- (4) Display ID Badges on the outermost garment above the waist, below the neck, and with the ID picture facing toward the front, in the Security Controlled Areas of Dulles International.
- (5) Allow no more than one person at a time through a card reader controlled security access point that controls entry to or exit from the Security Controlled Areas of Dulles International unless under authorized escort or authorized by the ASM. Do not allow "Piggybacking" or "Tailgating".
- (6) Ensure that any security access points that are opened by you, are closed securely by you, and that no unauthorized person(s) are allowed to follow you into that area after you.
- (7) Immediately report security door alarms to the Public Safety Communications Center (PSCC)/Police at 703-572-2400 and/or Airport Operations Center at 703-572-2730. Remain with unsecured doors until the Police respond.
- (8) Challenge employees in Security Controlled Areas that are not displaying Dulles International approved ID Badges and who do not have a properly badged escort. Summon Airport Operations Center Personnel or the Police by telephone or radio, keeping the individual under observation.

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- (9) Allow ID Badges to be inspected when challenged by another badge holder including but not limited to the security personnel at each manned access point and follow directions of such security personnel.
- (10) Surrender ID Badges to the following properly identified Dulles International security officials on demand: Airport Manager, Airport Operations Manager, ASM, Deputy Manager Airport Operations, Airport Operations Senior Duty Managers, Airport Operations Duty Managers, the Safety & Security Specialist, Airport Operations Specialist, and the Pass & ID Office/Fingerprinting staff and Authority Police. In addition, an employee's supervisor is authorized to confiscate their ID Badge if that is company policy.
- (11) Never share an ID Badge or PIN with another person.
- (12) Never attempt to use another person's ID Badge.
- (13) Never duplicate an ID Badge.
- (14) Never attempt to bypass or assist others in their attempt to bypass the AACS.
- (15) Immediately report the loss or theft of an ID Badge to the Airport Operations Center, the Pass & ID Office, or Police. If you find a lost ID Badge, you must immediately return it to the Pass & ID Office, Airport Operations Center, or Authority Police.
- (16) Immediately report any security equipment malfunction to the Airport Operations Center.
- (17) Immediately report any security violations to the Airport Operations Center, or Police.
- (18) Never prop open the door at any security access point, or in any way interfere with the lock or closing mechanism or other access control device, unless specifically authorized by Airport Operations Center Personnel.
- (19) Safeguard and maintain ID Badges in good working condition without alteration of any kind (including stickers, pins, or additional punched holes). Cost to reissue an altered ID Badge, if approved, will be as set forth in Attachment B, Pass & ID Badging Rates and Charges.
- (20) Immediately return ID Badges to your employer, the Pass & ID Office, or the Airport Operations Center when employment ends, whether voluntarily or for cause.
- (21) Immediately report to the Pass & ID Office to update your ID Badge if your employment with a primary or secondary employer ends.
- (22) In accordance with TSA requirements, as an ID Badge holder at Dulles International you and your carry-on possessions must be screened at a TSA checkpoint prior to boarding a flight. If you exit the sterile area prior to boarding your flight you must be rescreened.

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- (23) Submit to inspections of your person or possessions when entering, attempting to enter, or present within the Security Controlled Areas when requested by TSA, Airport Operations Center Personnel, Authority Police, or Airport Authorized Security Contractors.
- (24) ID Badge holders, except for law enforcement officers and those individuals authorized by the Airport Security Manager, may not possess any weapons, firearms, ammunition, explosives or other prohibited items within the Security Controlled Areas. In addition to the weapons identified in Authority Regulations Section 8.4, any device or object with a blade edge longer than one (1) inch, which is not intended for work purposes, is considered a prohibited item.
- (25) Comply with all posted regulatory signage and the procedures listed in this O&I applicable to the individual and their activities.
- (26) Never knowingly or willfully provide a false statement or inaccurate information when applying for an ID Badge or completing forms and documentation necessary for compliance with this O&I.

Employees who fail to comply with any requirement or responsibility are subject to Dulles International's progressive security violation enforcement process that includes confiscation of the employee's ID Badge, security retraining, increasing monetary penalties, and a three violation limit before an individual loses the privilege of having an ID Badge. Any enforcement action taken by Dulles International is separate and apart from any enforcement action which may or may not be taken by TSA for the same incident of noncompliance.

6. POLICY

Federal Laws and Authority Regulations governing airport security require that airports establish and carry out measures for i) controlling entry into security sensitive areas of the airport, ii) detecting and responding to unauthorized entry, and iii) establishing an identification system for those individuals who have an operational need for unescorted access to the Security Controlled areas of the airport.

Dulles International utilizes an Automated Access Control System (AACS) to manage access to areas of Dulles International that are controlled for security purposes. The AACS 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 and vehicle gates) that are integrated with the AACS are equipped with ID Badge card readers. Access through these portals requires swiping the magnetic stripe on the back of the ID Badge through the card readers. In addition, some access portals require a PIN to be entered on the keypad after swiping the ID Badge (airline crews must enter a crew code into the card reader).

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Dulles International requires specific people working at or needing access to the Security Controlled Area at Dulles International to apply for an ID Badge. ID Badges are issued to individuals who are assigned to, or who have a continuing presence at, Dulles International and who have been authorized unescorted access to the Security Controlled Areas by the Authority on behalf of one or more various entities, such as airlines, tenants, concessionaires, government agencies, and others.

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 disclosed to anyone. Use of an ID Badge and/or PIN by anyone other than the person to whom it was issued, will result in the confiscation of the ID Badge by the Authority and potential prosecution by the TSA.

This ID Badge serves 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 Security Controlled Areas, approach or service an International Flight controlled by Customs and Border Protection without escort (Custom Seal), and to participate in Command Post activities.

All personnel present within a Security Controlled Area must continuously display their ID Badge on their outermost garment between the neck and the waist with the ID picture to the front. This includes concessions/retail personnel who are present in the Sterile Area. Individuals need not display their ID Badges when they are traveling and waiting in the Sterile Area to board a flight as a ticketed passenger. When in any Security Controlled Area, badge holders must allow anyone to examine their badges on request in order to verify that they are authorized to be in that location.

7. DESCRIPTION OF ID BADGES

- A. ID Badges are typically valid for a 12-month period, expiring on the birthdate of the individual. The Renewal Process may be initiated up to 30 calendar days prior to the ID Badge expiration date, which may result in some ID Badges being valid for up to a 13-month period.
- B. Some ID Badges may be set to expire prior to the individual's birthdate. ID Badges may expire on a date other than an individual's birthdate, under any of the following circumstances:
 - (1) ID Badges for Contractor employees will expire on either the contract completion date or the birthdate of the employee, whichever is earlier.
 - (2) If the badge holder has AOA driving privileges, the ID Badge may be issued to expire at the same time as the expiration of the individual's state driver's license.
 - (3) Expiration dates of badges of those who are not citizens or permanent residents will not exceed dates of work permits, visas, or the immigration form under which the badge holder is covered.
 - (4) ID Badge holders who have been issued a Customs Seal by CBP may have their expiration date set to the expiration of the Customs Seal.

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- (5) For ID Badge holders who have been arrested and/or charged with a criminal offense which may be a disqualifier for unescorted access to the Security Controlled Areas and for which a final disposition is still pending; the ID Badge may be issued to expire one calendar day after the next scheduled court hearing.

C. ID Badge Colors and Endorsements

The color indicated on the ID badge designates the level of access authorized to the ID Badge holder, as described in Attachment A.

D. Endorsements for ID Badges

The following endorsements may be added to an ID Badge:

- (1) Gate Agent - This endorsement authorizes the ID Badge holder to have the ability to place certain doors on a timed override to prevent the doors from alarming during passenger enplaning and deplaning operations. Persons receiving this endorsement should have routine duties as a Gate Agent for an airline. This endorsement will not be visible on the ID Badge.
- (2) Escort "E" - This endorsement authorizes the ID Badge holder to 'escort' individuals who are not badged into the Security Controlled Areas of the Airport. Escorting is a serious responsibility and should only be entrusted to those employees that an employer considers capable. Escorting is not for fellow employees who did not bring their Airport issued identification to the Airport. It is strictly for enabling vendors, or outside support that are not badged to enter into the restricted access areas of the Airport under the control of the ID Badge holder.
 - i. An ID Badge holder who is charged with escorting must remain in immediate control of a non-badged individual(s) at all times. Failure to do so will most likely result in penalties being levied against the offending individual and possibly the company.
 - ii. In order to acquire escort status, the Certification Official should complete the endorsement justification section of the ID application for the individual employee requesting designation as an escort. This justification should briefly describe why their duties will warrant the need for escort status. If accepted by the Pass & ID office at the time of initial processing and upon successful completion of the training modules, the employee will have Escort incorporated into their ID Badge. A holder of a Red ID Badge is not eligible for Escort endorsement and privileges.
- (3) Customs - This endorsement authorizes ID Badge holders to work on or around international carrier aircraft, or access locations normally under U.S. Customs and Border Protection (CBP) supervision. This endorsement is granted once clearance has been received from CBP for their Customs seal to be applied to the ID Badge. CBP has their own processing requirements, which normally include fingerprinting and review of an applicant's CHRC.

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- (4) Command Post - This is a restricted endorsement that is assigned at the discretion of the Airport Security Manager. This endorsement is intended for certain senior officials who would have critical responsibilities under an aircraft accident or other incident requiring them to have unescorted access to the Incident Command Post. The vast majority of ID Badge holders will not be granted this endorsement.
- (5) Driver - The AOA Operator's Driver Permit is indicated by the presence of the driver endorsement on the ID Badge. This endorsement is granted if there is an operational need to operate a vehicle on the AOA that is requested by the Certification Official and approved by Airport Operations Center Personnel. The applicant must be tested, and pass, in compliance with the AOA driving rules and Authority Regulations as defined in the Authority's O&I regarding the Vehicle Control Program. There are two types of driver endorsement:
 - i. Non-movement area "D" is required to drive a vehicle on any of the ramps or roads inside the Airport fence line, and
 - ii. Movement area "DM" is required to drive a vehicle on the runways and taxiways of the Airport. Movement area training is subject to the approval of the Airport Operations Center and completion of enhanced training.

E. Fees Associated With ID Badge Issuance

(1) Fingerprint Collection and Security Threat Assessment (STA)

All applicants are required to submit to a fingerprint-based CHRC, receive a TSA STA, and be approved before an ID Badge can be issued. The current fees for fingerprint collection, which includes submission for the CHRC as needed, and the STA submission, are listed in Attachment B.

(2) United States Customs & Border Protection Seal

No fees are charged, unless fingerprints are required, in which case, a fee will be assessed. The fee is listed in Attachment B.

F. ID Badge Reissuance or Replacement

Unaccounted ID Badges can cause security problems for Dulles International. A completed Unaccounted ID Badge Form (Attachment H) requesting replacement, signed by the company's Certification Official of the ID Badge holder, is required along with payment of the applicable fees for these processes as listed in Attachment B. Limited exceptions for payment of replacement fees may be made by the ASM.

ID Badge holders may be subject to penalties outlined in this O&I for loss of an ID Badge. These penalties will be separate and distinct from the lost ID Badge replacement fee listed in Attachment B.

Replacements of accidentally damaged or inoperable ID Badges are free of charge.

G. Unrecovered Badges for companies

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Unrecovered ID Badges cause security problems for Dulles International and companies should make every attempt to retrieve and account for ID Badges from terminated employees. In the event that a badge cannot be recovered, a completed Unaccounted ID Badge Form (Attachment H) signed by the company's Certification Official is required along with payment of the applicable fees for these processes as listed in Attachment B.

Companies may be subject to penalties outlined in this O&I for loss of an ID Badge. These penalties will be separate and distinct from the lost ID Badge replacement fee and the Unrecovered Badge Fee listed in Attachment B.

H. Payment of ID Badge Fees

Fees are processed by the Terminal Agent's Office and are payable by cash, check, money order, credit card, or pre-approved invoicing voucher paid by the employer/sponsor.

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 is determined at the Terminal Agents Office.

I. ID Badge Reissuance Fee Refund

An ID Badge holder who properly reported the loss of their ID Badge, paid for and was reissued an ID Badge, but subsequently recovered the lost ID Badge, is entitled to a refund of a prorated portion of the fee paid. The current refund schedule is available from and will be processed by the Terminal Agents Office.

J. ID Badge Ownership

All ID Badges are the property of Dulles International and must be surrendered upon demand by authorized Dulles International personnel. ID Badges may be confiscated by, or surrendered to, the following: Airport Manager, Airport Operations Manager, ASM, Airport Duty Managers, Airport Operations staff (including Pass & ID and Safety and Security Specialist), and Authority Police. In addition, an employee's supervisor is authorized to confiscate an ID Badge, if that is company policy. ID Badges confiscated by an employee's supervisor must be immediately reported to the Airport Operations Center or Pass and ID Office and physically returned to the Pass and ID Office no later than the next business day.

K. Multiple Employers

If an individual is employed by more than one employer, the employee must complete a separate ID Badge Application Form (Attachment C) for each company upon initial application and upon renewal. Only the primary employer, as determined by the Pass & ID Office, will be named 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 the other employer(s).

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The employee must submit evidence of continued employment by bringing a completed ID Badge Application Form from the other employer(s) to the Pass & ID Office to update their information.

The ID Badge will be reissued with the current information.

8. ID BADGE ISSUANCE PROCEDURES

The procedures detailed below must be followed for an entity to register with the Pass & ID office and for a person to obtain, amend, renew, replace, or reissue an ID Badge.

A. Company Registration / Designation of Certification Officials

All entities requesting ID Badges for their employees must contact Pass & ID by phone or email to begin the company registration process. Pass & ID staff will provide additional information and instructions during the registration process to expedite company registration and begin the badging process. At least one (1) Designated Certification Official must be approved, have been issued an ID Badge, and have received specific training from the Airport prior to any other employee submitting an ID Badge application. By registering with the Airport, the entity is agreeing to be bound and liable under the terms of this O&I, the ASP, and TSAR as a result of the actions or omissions of anyone for whom one of the Certification Official(s) has requested an ID Badge.

To register, the entity official who has authority to legally bind the entity must submit the documentation required in accordance with these procedures. Please note that signatures must be original (signature stamps will not be accepted). Documentation must be submitted in person at an appointment scheduled with the Pass & ID Office representative.

If the entity is an Airline, Tenant, Concessionaire, Contractor, or Subcontractor to the Authority, documentation must include the following:

- (1) A completed Sponsor Letter from the appropriate Authority office (Attachment D);
- (2) A completed Designation of Certification Official Letter (Attachment D -1). This letter will designate the Certification Official(s) who has/have the responsibility to certify the information for every application submitted by the organization; and
- (3) A completed Access Request form for each job title being authorized for access (Attachment F).

If the entity is a Concessionaire, Contractor, or Sub-contractor to an existing Tenant, Concessionaire, or Contractor, documentation must include the following:

- (1) A completed Sponsor letter from the tenant on the tenant's letterhead (Attachment D);
- (2) A completed Designation of Certification Official Letter (Attachment D-1); and

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- (3) A completed Access Request form for each job title being authorized for access (Attachment F).

If the entity is a governmental entity (i.e. Foreign, Federal, State, or Local governments), documentation must include the following:

- (1) A completed Sponsor Letter signed by the Airport Security Manager's Office (Attachment D);
- (2) A completed Designation of Certification Official Letter (Attachment D -1). This letter will designate the Certification Official(s) who has/have the responsibility to certify the information for every application submitted by the organization; and
- (3) A completed Access Request form for each job title being authorized for access (Attachment F).

Once the entity has submitted the required documentation listed above, the Designated Certification Official(s) must apply for and receive an Airport issued ID Badge and complete the appropriate training prior to signing their first ID Badge application. A Certification Official Video and the Security video must be completed annually as part of the ID Badge renewal training courses for the Certification Official. If the request for ID Badges is approved, this letter will be kept on file in the Pass & ID Office and must be updated by the company at least every two years or within seven business days, if there is a change.

B. Multiple Employers

If an individual is employed by more than one employer, the employee must complete a separate ID Badge Application Form (Attachment C) for each company upon initial application and upon renewal. Only the primary employer will be named 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 the other employer.

The employee must submit evidence of continued employment by bringing a completed ID Badge Application Form from the other employer to the Pass & ID office to update their information. The ID Badge may then be reissued with the current information.

C. 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 Authority or Dulles International tenants. The Airport Work Permit number must be submitted on the Sponsor Letter (Attachment D) from the on-Airport entity sponsoring the work and the Certification Official Letter (Attachment D-1). ID Badges will be issued for the duration of the specified project/contract or 12 months, whichever is the shorter period.

ID Badges will only be issued to Vendors and Concessionaires who have been issued appropriate permits (i.e., Commercial Aeronautical Service Provider permit, etc.) from the

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Airport Administration Department to provide services at Dulles International. ID Badges will be issued for the duration of the applicable permit or 12 months, whichever is the shorter period.

Sponsor letters for contractors, sub-contractors, vendors, and concessionaires are only valid for the base term of their contract or permit, and will not include any option years or periods. Upon execution of an option year or period under a contract or permit, a new sponsor letter must be submitted for the specified option year or period.

D. New ID Badge Procedures

- (1) The employer will provide the employee with an ID Badge Application Form (Attachment C). These forms are available in the Pass & ID Office and on Dulles International's web site:

<http://www.mwaa.com/business/dulles-pass-id-office>

To navigate to this site from the main Authority web page, www.mwaa.com, please click on "Business" in the upper bar. Then click on "Airport Business" in the upper white bar. Select "Dulles Pass & ID Office".

Please use the latest application form and also find the current Authority policies covering badging. Previous forms of the ID Badge Application Form will not be accepted in order to comply with the latest TSA Security Directives.

Note: Section I of the ID Badge Application Form must be typed. The rest of the application may be hand-printed in block fashion. Only legible applications will be accepted.

- (2) The individual applicant must complete Section I and then read, understand, and initial Section III. The applicant must read, understand, and agree to comply with Authority Regulations by signing and dating the Security Responsibility Agreement on bottom of Page 2 of the ID Badge Application Form. Failure to comply with this agreement may result in denial of the badging process.

Note: Employers and Certification Officials are responsible for ensuring that applicants understand the Security Responsibilities as stated on the ID application form and as contained in this O&I. Dulles International has a substantive training program for all persons designated as Certification Officials. These Certification Officials are held responsible for receiving Dulles International and TSA approved training when initially qualifying as a Certification Official and annually thereafter. Security training concepts given to these Certification Officials will be passed on to their company employees. Records will be kept by Dulles International on the qualification and training received by the Certification Officials and to the type of training provided to their company employees.

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- (3) The designated Certification Official(s) for an Air Carrier self-certifying CHRC/Rap Back results must complete Section IV of the ID Badge Application Form.
- (4) The designated Certification Official(s) must complete Section V of the ID Badge Application Form and sign it. The employer must define the access requirements based on location of the entity 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.

Note: ID Badge applications must be submitted to the Pass & ID office for processing within 30 calendar days of the ID Badge Application form being signed by the Certification Official or they will be rejected by the Pass & ID office.

- (5) If an AOA Operator's Driver Permit is requested, the applicant must be tested and pass Dulles International's AOA driving rules and policies as defined in the Authority's O&I regarding Vehicle Control Program, as amended. Completion of the training entitles the driver to access Dulles International's vehicle gates.
- (6) The applicant must submit to a fingerprint-based CHRC and STA. Air carrier employers who are certifying that a fingerprint based CHRC was conducted, must have their designated Certification Official complete and sign Section IV of the ID Badge Application Form.
- (7) Section VI must be completed and signed by a security or SIDA Instructor who has been approved by Airport Management. If completed electronically in the Dulles International Training room, no signature will be required. If security training is completed by an air carrier or major tenant, a representative of that office will complete this section.
- (8) The Pass & ID Office will verify the identity of the applicant by visually checking two forms of federal, state or local government issued identification (driver's permit, walker's permit, passport, visa, employment authorization card, birth certificate, social security card, etc.). At least one form of identification must be a government issued photo ID. In addition, applicants under the age of 16 will be required to provide a copy of a valid work permit. Law Enforcement Officers and direct Federal employees need only to present their valid driver's license and credentials as acceptable identification documents.

Note: Applicants are required to present verification of their current address listed in Section I of the ID Badge Application prior to the issuance of a permanent ID Badge. 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 until the applicant provides an updated verification of address. Examples of acceptable documents for verification of address are as follows:

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- i. Driver's License or State ID Card
 - ii. Deed, mortgage, monthly mortgage statement or residential rental/lease agreement
 - iii. U.S. Postal Service change of address confirmation form or postmarked U.S. mail with forwarding address label
 - iv. Utility bill, not more than two months old, issued to the applicant (cell phone bills are not accepted)
 - v. Official document or correspondence from a federal, state, or local government agency displaying the applicant's name and current address and date of the document or correspondence not more than two months old
- (9) Once all of the information needed to process the application is completed and successful CHRC and STA results are returned to the Pass & ID Office, the Pass & ID Office will issue an ID Badge after completion of training requirements. The applicant will choose a 4-digit PIN which will be recorded in the badge holder's electronic file as a final step in the process.
- (10) The applicant will be asked to test the new ID Badge and PIN on a test card reader in the Pass & ID Office before leaving.

E. Criminal History Records Check (CHRC), Centralized Revocation Database (CRD) review, and Security Threat Assessment (STA).

All applicants are required to submit their fingerprints for CHRC and CRD review by the Authority and undergo a STA by TSA. Additionally, applicants may be enrolled in a continuous CHRC vetting program (Rap Back) which provides the Authority with updates to an applicant's CHRC and CRD information.

If the Authority believes that an applicant's CHRC reveals a conviction for a crime that disqualifies him/her from eligibility for an ID Badge, the applicant will be so informed, be allowed to review the results of the CHRC, and given the opportunity to have errors corrected.

If the Authority determines that an applicant has a disqualifying CRD, the applicant will be so informed, may be allowed to provide additional information related to the CRD, and given the opportunity to have errors corrected.

If the TSA rejects an applicant after conducting its STA, the applicant will be so informed and may be contacted by the TSA for the TSA appeal procedure.

The Authority accepts certification of CHRC and Rap Back enrollment from Domestic Air Carriers regulated under 49 CFR 1544 in accordance with 49 CFR 1542.209. Domestic Air Carriers are required to:

- (1) Complete the applicable section of the ID Badge application,

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- (2) Provide immediate notification to deactivate the badge in the event of a disqualifying criminal offense, and
- (3) Provide immediate notification of withdrawal of the certification.

Notifications must be provided to the Pass & ID Office (M-F business hours at 703-572-2780) or AOC Personnel (24/7 at 703-572-2730). The ID badge will be immediately deactivated upon notification. The employer must follow this notification with written confirmation to IADPass&IDOffice@MWWA.com - no later than 24 hours after the initial notification to the Pass & ID Office or Airport Operations Center Personnel.

F. 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 such as a name change, e.g., marriage, change of address, or change in employer. The updated information will be entered into the ID Badge holder's electronic file. No fee is charged for this service.

G. ID Badge Renewal Procedures

- (1) For those individuals who are not submitted in the Rap Back program, a renewal applicant will undergo a manual name check CHRC every two years. For individuals employed by a Domestic Air Carrier who provide certification of CHRC and Rap Back enrollment, this will be denoted as a "MNC" in the Rap Back field on the badge application.
- (2) ID Badges may be renewed up to 30 days prior to the expiration date indicated by the date on the ID Badge of the ID Badge holder. Appropriate training must be completed prior to reissue. All ID Badge holders must complete recurrent security training. Driver training (if applicable) and Certification Official Training (if applicable) must be completed on an annual basis.
- (3) All employees renewing their Dulles International issued ID Badge must submit a new ID Badge Application Form as well as present valid identification documents for review. This is the standard annual process for renewal; however, unlike initial issue, the ID Badge may be issued without having to wait for the results of the CHRC or STA. Law Enforcement Officers and Federal employees need only to present their valid driver's license and department issued credentials as acceptable identification documents. A Federal employee is an individual who is employed directly by the federal government in a non-contract status.

Note: ID Badge applications must be submitted to the Pass & ID office for processing within 30 calendar days of the ID Badge Application form being signed by the Certification Official or they will be rejected by the Pass & ID office.

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- (4) ID Badges that are expired over 30 days past the expiration date published on the ID Badge require the individual to reapply for a new CHRC and STA and the Pass & ID office may not reissue the ID Badge until the results of the CHRC and STA have been processed. Even though the ID Badge may already be deactivated, the individual and the employer are obligated to recover and return issued ID Badges to Dulles International's Pass & ID Office or Airport Operations Center Personnel.
- (5) A new ID Badge picture will be taken at least every five years for active badge holders.

H. Damaged/Malfunctioning ID Badge Replacement Procedures

If an ID Badge becomes accidentally damaged or inoperable, the ID Badge holder must return the ID Badge to the Pass & ID Office during normal business hours and request a replacement. There is no charge to replace damaged ID Badges.

The Pass & ID Office will review the original ID Badge Application Form with the ID Badge holder to ensure that all information is correct, current, and valid.

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

I. Lost, Stolen, or Otherwise Unaccounted ID Badge Reissue Procedures

If an ID Badge is lost or stolen, the ID Badge holder must immediately notify the Pass & ID Office at 703-572-2780, or Airport Operations Center Personnel at 703-572-2730. This notification must occur immediately, but no later than 24 hours from the time of discovery of the unaccounted ID Badge.

To have an ID Badge reissued, the ID Badge holder must report to the Pass & ID Office during normal business hours with a completed Unaccounted ID Badge Form signed by their Certification Official. Replacement fees (as listed in Attachment B) must be paid before the ID Badge is issued. Limited exceptions for payment of replacement fees may be made by the ASM.

J. ID Badge Renewal for Those on Medical Leave

The Certification Official may renew the ID Badges of those absent from their jobs at Dulles International because they are on medical leave.

The Certification Official must present a letter signed by the ID Badge holder's doctor stating that the person is physically unable to come to the Pass & ID Office.

The Pass & ID Office will hold the new ID Badge until the person comes to the office and fills out Sections I, III, and signs the bottom of Page 2 of the ID Application Form and presents identification.

K. ID Badge Renewal for Those on Military Leave

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The Certification Official may renew the ID Badges of those absent from their jobs at Dulles International because they are on active duty in the military.

The Certification Official must present the person's reporting orders.

The Pass & ID Office will hold the new ID Badge until the person comes to the office and fills out Section I, III, and signs the bottom of Page 2 of the ID Application Form and presents identification.

L. Forgotten ID Badge

The Pass & ID Office does not issue temporary ID Badges. If an ID Badge holder leaves his ID Badge at home, they must return home and get it.

An ID Badge holder in this situation ***may not be escorted*** into any Security Controlled Area by another ID Badge holder.

M. Termination of Access Need Including Voluntary Or Involuntary Termination

Employers must verbally notify the Pass & ID Office or the AOC immediately, and no later than 24 hours, after an employee, contractor, or vendor no longer needs access to Security Controlled Areas, leaves employment, either voluntarily (resigns) or for cause (furlough, break in employment, or dismissal), at any point in time after the employee, contractor, or vendor has been provided an ID application signed by the Certification Official.

Upon notification, the Pass & ID Office or the AOC will immediately deactivate the ID Badge of the individual (if issued) and will stop all ID Badge application processing for the individual.

The employer must follow up this notification with written confirmation as soon as possible but no later than 24 hours after the initial notification. Written notification may include letter, fax, or email. Entities who fail to make timely notification as outlined in this section are subject to penalties as outlined in this O&I.

Employers must collect and return the ID Badges for employees, contractors, or vendors who have voluntarily left, or been dismissed from their employment, to the Pass & ID Office or the AOC within 72 hours.

Employers who fail to return ID Badges may be assessed a fee (as specified in Attachment B) for each unreturned ID Badge. Additional penalties may also apply including the issuance of a Notice of Violation, resulting fines, and possible suspension of the processing of any future ID Badges.

Failure to collect and return ID Badges may also result in civil penalties being levied by the TSA.

9. GENERAL SECURITY REQUIREMENTS FOR AIRPORT ID BADGE HOLDERS

The requirements listed below are the general requirements for all ID Badge holders. Failure to comply with the requirements is a violation of this O&I. Violations may result in penalties

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including, but not limited to, Airport fines, TSA fines, and permanent revocation of an ID Badge and access privileges.

A. Use of AACS Controlled Access Points

- (1) Each ID Badge holder has the responsibility to properly use the AACS controlled access points when entering or exiting from the Security Controlled Areas.
- (2) Employees will only use the designated employee concourse entrances/exits, marked with the Yellow Placards, when entering and leaving the Sterile Area.
- (3) When using elevators which require an ID Badge holder to swipe at a card reader, the ID Badge holder swiping the card reader is responsible for ensuring that only badged personnel or personnel under escort exit the elevator into the Security Controlled Area.

B. Jet Bridge Access During Passenger Boarding Operations

- (1) When passenger boarding operations are being conducted, the authorized Gate Agent must swipe their ID Badge and enter their PIN. The Gate Agent may then open the door for 120 minutes continuously. Once they have entered their credentials, the Gate Agent becomes responsible for ensuring proper access through this door during the time the door is open.
- (2) ID Badge holders who are working the flight or servicing the aircraft located at the gate may use a jet bridge door for access during passenger boarding operations provided the individual clearly presents the ID Badge to the Gate Agent for review.
- (3) The Gate Agent will ensure that the ID Badge appears valid by verifying that the picture matches the person who is in possession of the ID Badge, the ID Badge color is appropriate for the area in which the person is located, and that the ID Badge has not expired.
- (4) ID Badge holders who are NOT working the flight located at the gate must use a designated employee concourse entrance or exit.

C. Delivery of Merchandise Intended for the Sterile Area

- (1) Merchandise intended for the Sterile Area may only be delivered through either the TSA employee Checkpoint, or one of the staffed vehicle Gates (118, 127, or 141) prior to being brought into the Sterile Area/Secure Storage Areas.
- (2) Deliveries through the vehicle gates:
 - i. Are required to report in with the Dulles International Security Guard at one of the specified vehicle gates and be inspected.
 - ii. The driver will inform the Dulles International Security Guard at the vehicle gate of the intended destination for the delivery and this

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- information will be coordinated with one of the roving Dulles International Security Guards.
- iii. Deliveries will be met by a roving Dulles International Security Guard at a coordinated point of entry into the Sterile Area/Secured Storage Area:
 - Delivery operators must wait for the guard before entering the building.
 - If the deliveries are to multiple places, the operator must coordinate the inspection for each location.
 - iv. All merchandise must be inspected again before entrance into the Sterile Area/Secure Storage Areas.
 - v. All personnel involved with the delivery may be inspected once more prior to entering the building
- (3) Once inspected, the merchandise must immediately be transported to the Sterile Area concession or storage room. Merchandise must not be left unattended in hallways while waiting for transport to the sterile area concession or storage room.
 - (4) Delivery personnel not in possession of an ID Badge must be inspected by Dulles International Security Guards prior to be escorted into the Security Controlled Areas.
 - i. Escorted delivery personnel will be inspected for TSA prohibited items (see <https://www.tsa.gov/travel/security-screening/prohibited-items>). Prohibited items needed for work purposes may be accommodated.
 - ii. The vehicle search slip given to the escorted vehicle operator must be displayed on the dash of the vehicle at all times.
 - iii. The escorting vehicle (approved vehicle) must remain with the escorted (non-approved) vehicle at all times.
 - iv. The escorted vehicle must be removed from the airside as soon as possible.

D. Reporting of Security Violations and/or Equipment Malfunctions

- (1) Each ID Badge holder has the responsibility to immediately report security violations and/or security equipment malfunctions
- (2) Reports must be made to the AOC at 703-572-2730 or to the Authority Police Department via the Public Safety Communications Center at 703-572-2400.
- (3) When reporting a malfunction of a security system or equipment which could allow unauthorized access into the Security Controlled area, the ID Badge holder reporting the malfunction must remain at the location and monitor the area for unauthorized access until relieved by Authority personnel.

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E. Challenge Procedures

- (1) Each ID Badge holder has the responsibility to challenge any individual who is observed in the Security Controlled Area and not properly displaying a valid ID Badge.
- (2) ID Badge holders who see an individual in the Security Controlled Area, who appears not to be properly displaying a valid ID Badge, must approach and question the individual in a non-threatening manner.
- (3) The challenged individual must produce an escort or provide a valid ID Badge.
- (4) If the challenged individual produces an ID Badge, the ID Badge holder must visually inspect the ID Badge to ensure it appears valid by verifying that the picture matches the person who is in possession of the ID Badge, the ID Badge color is appropriate for the area in which the person is located, and that the ID Badge has not expired.
- (5) If the challenged individual fails to produce a valid ID Badge or a proper escort, the ID Badge holder must immediately contact the AOC or the Authority Police by telephone or radio, keeping the individual under observation, if possible.
- (6) If the challenged individual is uncooperative or the ID Badge holder is not comfortable approaching the individual, the ID Badge holder must keep the individual under observation, while immediately contacting Authority Police. The ID Badge holder should provide a description of the individual and their last known location to the Authority Police.
- (7) If there is any doubt whether the ID Badge presented by an individual is valid for that part of the Security Controlled Area, the person conducting the challenge should contact the AOC for assistance.

F. Escort Procedures

- (1) The general escort procedures in this section are used when individuals have business in the Security Controlled Area and do not possess a valid ID Badge.
- (2) An escort is a properly approved and badged individual, with the word "Escort" or the letter "E" written on their ID Badge, who accompanies an individual who does not have access authority.
- (3) The escort must remain with the individuals being escorted at all times so as to ensure they are not engaging in activities other than those for which the escorted access was granted. The escort is responsible for maintaining proper control and contact with the individuals being escorted at all times.
- (4) Persons applying for an ID Badge (except sterile area concessionaire employees who are addressed in Paragraph 9.F.(12)) may be escorted in secured areas of Dulles International during the normal processing periods of CHRC/STA, not to

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- exceed 30 consecutive calendar days, after submission of the ID Badge application to the Pass and ID Office.
- (5) Persons being escorted, including their tools and equipment, must be within approximately 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. Limited exceptions to the 20-foot distance may be granted on an individual basis after written request to, and approval by, the ASM. Such requests should be submitted at least 15 business days prior to the anticipated escort activity and will contain such detail as deemed appropriate by the ASM.
 - (6) To maintain effective control, the maximum number of persons that may be escorted is five, unless prior permission is granted by Airport Operations Center Personnel. Escorts confined to a vehicle during the entire escort period while in the Security Controlled Area are exempt from the above restriction.
 - (7) 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 Authority Regulations must be followed. If escorted individuals engage in activities other than those for which escorted access was granted, the escort must notify the AOC or Police immediately.
 - (8) A person may not be escorted into the Security Controlled Area for more than 30 consecutive calendar days while performing work at Dulles International without written authorization from the Airport Security Coordinator or his or her designee. Persons who require access to the Security Controlled Area for more than 30 consecutive calendar days must submit a badge application prior to the first escort into the Security Controlled Area, unless otherwise approved by the ASM.
 - (9) Persons that have been issued an ID Badge may not be escorted except by Authority Police or Airport Operations Center Personnel. This includes, but is not limited to, personnel who have been issued an ID Badge and have lost it, left it at home, had it suspended, are on furlough, have had it confiscated, or have been terminated and the badge hasn't been returned to the Pass and ID Office.
 - (10) Persons who have been denied the issuance of an ID Badge may not be escorted.
 - (11) Special Provisions for Escorting of Concessionaire and Red Badged Personnel
 - i. Escorting Non-Badged Sterile Area Concessionaire Personnel into and within the Sterile Area is permitted for one-time access only through the Security Screening Checkpoint subject to the following criteria:
 - The individual must be escorted at all times.
 - This initial visit is allowed to see the work site and to apply/interview for the position. After that initial visit, the

Airport Identification Badge and Security Requirements at Dulles International

individual must be badged to access the sterile area of the terminal or any concourse.

- Exceptions to the one-time escort provision may be requested for certain scenarios involving corporate or training personnel, directly employed by the Concessionaire, necessary for the operation of the Concessionaire.
 - a. A written request for Escort Exception should be submitted to the ASM at least three business days in advance. Requests received less than three business days in advance may be denied.
 - b. The request should specify the name, employer, and date of birth of the individual(s), the reason why the escort is needed, and the dates the escort will be taking place.
 - c. Exceptions will only be granted for up to five business days in any six month period.
 - ii. Escorting Red Badged Personnel from the Sterile Area into the Secured Area and back into the Sterile Area is permitted if all of the following criteria have been met.
 - The Red Badge holder reported to work through a TSA Screening Checkpoint and has not left a Security Controlled Area since being screened.
 - The escort is only for administrative purposes; i.e. Human Resources/Employment functions and employee formal training.
 - a. Escorts for non-work-related purposes (i.e. smoke breaks, personal matters, etc.) are prohibited.
 - b. The escort is limited to the minimum number of people needed to accomplish the task.
- (12) Special Provisions for Escorting Non-Badged Union Representatives.
- i. Escorting of Non-Badged Union Representatives is allowed subject to the requirements set forth in this O&I as well as in O&I MWAA 6-4-2, *Labor Union Representatives Access To Security Controlled Areas of Airport Facilities*.

G. ID Badge Holder Security Screening Requirements

- (1) All ID Badge holders and their possessions must be screened at a TSA passenger security screening checkpoint prior to boarding an aircraft flight.

Airport Identification Badge and Security Requirements at Dulles International

- i. Even though employees may work in a Security Controlled area of Dulles International as part of their job, they must submit to TSA screening prior to boarding an aircraft for travel.
 - ii. After being screened, if a badge holder exits the Sterile or Secured Areas, they must be TSA screened again prior to boarding a flight.
 - iii. Badge holders may take family members through the employee screening checkpoint provided everyone has an aircraft boarding pass.
- (2) Escorting of Non-Badged Union Representatives is allowed subject to the requirements set forth in this O&I as well as in O&I MWA 6-4-2, *Labor Union Representatives Access To Security Controlled Areas of Airport Facilities*.
- i. All red badge holders, and certain concessionaire personnel in possession of green badges, working or present in the Sterile Area must be screened at a TSA security screening checkpoint when entering the Sterile Area from a public area. Red badge holders may not enter the Sterile Area through vehicle gates or access points other than the TSA security screening checkpoint.
 - ii. Failure to follow these procedures is a serious security violation and will be reported immediately to the TSA.

Use of ID Badge or PIN

- (1) Persons who have been issued an ID Badge must protect their ID Badge and PIN numbers that they have been provided with and may not share, or willfully allow, the use of the issued ID Badge and/or PIN number by another individual.
- (2) Persons who have been issued an ID Badge are not allowed to use airline crew codes at security access points.
- (3) Any person witnessing the unauthorized use of an ID Badge, PIN, or crew code must immediately report it to Airport Operations Center Personnel or Authority Police.
- (4) If 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, and penalties will be assessed. The ID Badge will be held until the ASM authorizes its return to the badge holder and the loss of badging privileges is a possibility.

H. South Outer Perimeter Area Special Procedures

- (1) Exception to personnel ID Badge display requirements.

Personnel who are involved in the following activities are exempt from the ID Badge display requirements of this O&I. However, these individuals must keep their ID Badge readily available on their person or within nearby access so as to be readily presentable if/when challenged.

Airport Identification Badge and Security Requirements at Dulles International

- iii. Fire Department Personnel within the confines of Fire Station 302 and Fire Station 304.
- iv. Personnel operating within the Live Fire Training facility when safety necessitates the removal of the ID Badge.
- v. Personnel involved in the Authority game control program activities during times the individual is actively involved in the game control program activity between check-in and check-out.
- vi. Personnel approved by the Authority for vegetation management when safety necessitates the removal of the ID Badge.
- vii. Other personnel as may be approved in advance in writing by the ASM.

10. ENFORCEMENT

The Airport Manager, Airport Operations Manager, Deputy Airport Operations Manager, Airport Security Manager, Airport Operations Duty Manager, Airport Operations Safety and Security Specialist, Airport Physical Security Manager, and the Authority Police are all authorized to enforce the Airport security rules and Authority Regulations. Possible enforcement actions include, but are not limited to, the following: issuing a Notice of Violation, retrain and retest, suspension of Airport access privileges, revocation of airfield access privileges, escorting offenders off the airfield, towing vehicles off the airfield, detaining persons for arrests, and/or citing offenders to court as warranted by the situation.

A. Notices of Violation (NOV) Issued to Individuals

Upon issuance of an NOV (either as Attachment G-1 or as a letter), a copy will be provided to the individual charged with the violation either in person, electronically, or via US Postal Service, with duplicates sent to the Airport Operations Department and the employee's Certification Official. The violation is considered delivered on the earlier of the date on which it was hand delivered or five business days after being sent by electronic or hard copy mail, whichever occurs first.

The individual's signature is requested on hand delivered notices to acknowledge receipt of an NOV. NOV delivered by mail do not require a signature. The signature is not an admission of guilt. Refusal to sign the NOV may result in immediate suspension of access privileges. Additionally, refusal to sign the NOV does not nullify, impact, or affect the validity of the NOV in any manner, and the NOV and any penalties thereof remain in full force and effect.

B. Enforcement Procedures For Individuals

(1) Violation and Enforcement

Violations of this O&I are in addition to any other violation enumerated by the Authority and in no way limit the penalties, actions, or abatement procedures which may be taken for any violation of this O&I which is also a violation of any

Airport Identification Badge and Security Requirements at Dulles International

other provisions of the rules and Authority Regulations, federal regulations or statutes of the State of Virginia.

Violations are accumulated over a 12-month period from the date that the first violation is issued. Although violations accumulate over a 12-month period, the record of offenses committed by an ID Badge holder will be maintained for as long as the individual possesses an ID Badge.

If multiple offenses have been committed at the same time, separate violations may be assessed on each individual offense. The penalties may be increased on a case-by-case basis at the discretion of the official issuing the NOV.

Each day any violation of any provision of this O&I or the failure to perform any act or duty required by this O&I continues, will constitute a separate offense.

The severity of individual violations is set forth in the Violation Levels listed in Attachment G-1.

- i. For a Level 1 Violation or the first violation within a 12-month period, the ID Badge holder will have their ID Badge confiscated and/or suspended for no less than 24 hours. The individual must attend the security/SIDA training at the Authority training room and successfully pass the interactive video exam and must pay a penalty to have the ID Badge reissued.
- ii. For a Level 2 Violation, or the second violation within a 12-month period, the ID Badge holder will have their ID Badge confiscated and/or suspended for no less than 72 hours. The individual must attend the security/SIDA training at the Authority training room and successfully pass the interactive video exam and must pay a penalty to have the ID Badge reissued.
- iii. For a Level 3 Violation, or the third violation within a 12-month period, the ID Badge holder will have their ID Badge confiscated and/or suspended for no less than seven calendar days and may be revoked for up to ten years. The individual may be required to meet with the Airport Security Manager (or designee) to review the individual's ID Badge record. The individual must attend the security/SIDA training at the Authority training room and successfully pass the interactive video exam and must pay a penalty to have the ID Badge reissued.
- iv. For serious and egregious violations, the Badge may be confiscated and suspended or revoked for up to ten years regardless of the number of violations within the previous 12 calendar months.
- v. Warning Notices – Warning Notices may only be issued for violations which result from a failure of the individual to satisfy a compliance test

Airport Identification Badge and Security Requirements at Dulles International

conducted by or under the direction of the TSA or Airport Operations Center Personnel or with the concurrence of the ASM.

- vi. An individual may be directed to re-attend security/SIDA training and successfully retake the examination regardless of the number of violations should the committed offense warrant such action. Additionally, individuals may be directed to complete additional training as may be deemed, in the sole discretion of the Authority, necessary or advantageous to ensure compliance with 49 CFR 1542 requirements and/or Airport rules and Authority Regulations.

(2) Suspension and Revocation

i. Suspension

If an individual has their ID Badge suspended for more than seven calendar days but less than one calendar year, a Notice of Suspension will be hand delivered, sent electronically, or sent by mail to the individual. A copy will be sent to the Certification Official for the individual's employer. The individual and their supervisor may be required to meet with the Airport Security Manager (or designee) to discuss the suspension.

ii. Revocation

If an individual has three or more violations within a 12 month period or if the severity of the incident resulting in the violation(s) is significant, at the sole discretion of the Airport Security Manager, an NOV will be hand delivered, sent electronically, or sent by mail to the individual. A copy will also be sent to the individual's employer. The individual and their supervisor may be required to meet with the Airport Security Manager (or designee) to discuss the revocation and appeals process.

In accordance with TSA requirements, revocations for violations of Airport security requirements will be entered into the TSA provided CRD.

Dulles International reserves the right to deny reissuance of the ID Badge for a period up to ten years and may not require proof of judicial punishment (i.e. Null Process due to no one pressing charges).

iii. Immediate Suspension without Notice

In the event of a serious violation including but not limited to those listed in Paragraph 10.b.(2)(iv) below, the ID Badge may be confiscated immediately or placed in an inactive status without prior notice.

Confiscated ID Badges are to be turned over to an Operations Duty Manager or the Pass & ID office immediately. The person whose ID Badge has been confiscated or made inactive will be notified by the Airport Security Manager as soon as possible. The Airport Manager or designee may suspend an individual's access immediately and without

Airport Identification Badge and Security Requirements at Dulles International

prior notice if there is an imminent substantial threat to public safety or deliberate impeding of the operation of the Airport.

iv. Grounds for Immediate Revocation or Suspension

- *Security.* The Airport Security Manager may suspend or revoke a person's ID Badge for serious or repeated violations of federal security regulations, the Reagan National ASP, the Dulles International ASP, or Authority Regulations, including O&Is, that protect security at Reagan National or Dulles International (for example, failure to submit to screening by TSA before attempting to board a flight; allowing another person to use your ID Badge; using your ID Badge to bypass screening of baggage or any prohibited item).
- *Safety.* The Airport Security Manager may suspend or revoke a person's ID Badge for serious or repeated violations of safety laws or Authority Regulations protecting safety at Dulles International (for example, failure to comply with OSHA rules, failure to obey traffic rules on the AOA).
- *Interference with the operation of Reagan National or Dulles International.* The Airport Security Manager may suspend or revoke a person's ID Badge for serious or repeated, inappropriate behavior, whether criminal or not, that significantly interferes with the efficient and orderly operation of Reagan National or Dulles International (for example, stealing from passengers' luggage, shoplifting, aggressive confrontations with passengers or co-workers).

A. Notices of Violation Issued to Companies and Entities

Upon issuance of an NOV, a copy will be provided to the entity charged with the violation either by hand delivery, electronically, or via US Postal Service to the address on file with the Pass & ID office. The violation is considered delivered on the earlier of the date on which it was hand delivered or five business days after being sent by electronic or hard copy mail, whichever occurs first. Failure by the entity to receive the NOV sent by one of the methods above does not nullify, impact, or affect the validity of the Notice of Violation in any manner, and the NOV and any penalties thereof remain in full force and effect.

B. Enforcement Procedures for Companies and Entities

(1) Violation and Enforcement

There is a "Three Strike Rule" for violations of this O&I, Airport Security rules and Authority Regulations. Violations are accumulated over a five-year period from the date that the first violation is issued. Although violations accumulate over a five-year period, the record of offenses committed by an entity will be maintained for as long as the entity retains the ability to request processing of an ID Badge. If multiple offenses have been committed at the same time, separate violations may be assessed

Airport Identification Badge and Security Requirements at Dulles International

on each individual offense. The penalties may be increased on a case-by-case basis at the discretion of the official issuing the NOV. The severity of violations is set forth in the Violation Levels listed in Attachment G-2.

- i. For a Level 1 Violation or the first violation within a five-year period, the entity Certification Official(s) must attend the security/SIDA training at the Authority training room and successfully pass the interactive video exam and must pay a penalty.
- ii. For a Level 2 Violation or the second violation within a five-year period, the entity will have their ability to request ID Badges suspended for no less than 15 calendar days and no more than 30 calendar days. The entity may be required to meet with the Airport Security Manager (or designee) to review the entity's record, the entity Certification Official(s) must attend the security/SIDA training at the Authority training room and successfully pass the interactive video exam and must pay a penalty.
- iii. For a Level 3 Violation or the third violation within a five-year period, the entity will have their ability to request ID Badges suspended for no less than 60 calendar days and may be revoked for up to ten years. The entity may be required to meet with the Airport Security Manager (or designee) to review the entity's record, must appoint new Certification Officials, and must pay a penalty.
- iv. For serious and egregious violations, the entity may have their ability to request ID Badges revoked for up to ten years regardless of the number of violations within the previous 12 calendar months.

Additionally, entities may be directed to take additional action as may be deemed, in the sole discretion of the Authority, necessary or advantageous to ensure compliance with 49 CFR 1542 requirements and/or Authority Regulations.

(2) Suspension and Revocation

- i. Immediate Suspension without Notice
 - In the event of a serious violation including, but not limited to, those resulting in an imminent substantial threat to public safety or deliberate impeding of the operation of the Airport, the entity's ability to request ID Badges may be immediately suspended without prior notice. Furthermore, the Airport Manager or designee may immediately and without prior notice suspend any or all access of some or all badged employees under the entity.
- ii. Grounds for Immediate Revocation or Suspension
 - *Serious or Repeated Security Violations.* The Airport Manager or designee may suspend or revoke the entity's ability to request ID

Airport Identification Badge and Security Requirements at Dulles International

Badges for serious or repeated violations of federal security regulations, the Reagan National ASP, the Dulles International ASP, or Authority Regulations, including O&Is, that protect security at Reagan National or Dulles International (for example, failure to return Airport ID Badges in a timely manner, failure to respond to audits in a timely manner, or failure of the company to comply with security procedures).

- *Safety Violations.* The Airport Security Manager or designee may suspend or revoke the entity's ability to request ID Badges for serious violations Authority Regulations protecting safety at Dulles International (for example, failure to comply with OSHA rules, failure to obey traffic rules on the AOA).
- *Interference with the Operation of Reagan National or Dulles International.* The Airport Security Manager or designee may suspend or revoke the entity's ability to request ID Badges for serious or repeated, inappropriate behavior, whether criminal or not, that significantly interferes with the efficient and orderly operation of Reagan National or Dulles International (for example, failure to properly ensure that employees are complying with this O&I, failure to properly ensure that employees are operating in a safe manner).

D. Appeal Hearings

Notices of Violation, Suspension, or Revocation may be appealed to the Airport Manager or their Designee.

- (1) The individual must submit a written request for the appeal hearing to the Airport Manager or their Designee within ten business days of receipt of the NOV. A copy of the request must also be sent to the Airport Operations Manager and the Airport Security Manager.
- (2) The Airport Manager or their Designee will conduct a hearing within ten business days of receipt of the request for a hearing.
- (3) If the violator is not present at the appeal review, the NOV will be considered uncontested and remain in effect as issued.
- (4) A decision will be issued within ten business days of the date of the hearing.
- (5) A request for a hearing will have no impact upon the suspension or revocation of access, which will remain in effect until the Airport Manager's final determination is made.
- (6) Under no circumstances will Dulles International be responsible for lost wages or employment due to suspended or revoked access or driving privileges

Airport Identification Badge and Security Requirements at Dulles International

(7)

11. AUDIT

The Airport has a comprehensive audit program to ensure the accountability of Airport issued identification media in accordance with TSAR and requirements (for Regulatory Audits), or at other times deemed appropriate or necessary by the ASM (for Non-Regulatory Audits).

- A. When an entity is selected for audit, the Pass & ID Office will send a notification to the entity certification officials which outlines the requirements for completion and response to the audit.
- B. Entities must review the audit notification and complete and return any requested information to the Pass & ID office within the timeframe specified in the audit notice. Failure to return an audit in accordance with the timeframe specified may result in an NOV as provided for in this O&I.
- C. For any ID Badge holder indicated on the audit list who no longer needs access to the Security Controlled Areas, the entity must retrieve that ID Badge and return it to the Pass & ID Office immediately.
- D. If the number of an entity's unexpired, deactivated ID Badges that remain outstanding at the completion of the audit is more than five (5) percent of the total number of ID Badges requested by the entity or more than five (5) badges (whichever is greater), the Pass & ID Office will suspend processing of new ID Badge applications for the entity until the number of outstanding, unexpired, deactivated ID Badges falls below five (5) percent of the total number of ID Badges requested by the entity or five (5) badges (whichever is greater), or the entity has satisfied the fees listed in Attachment B as well as any other penalties issued by the Airport.
- E. If, after 30 calendar days after the completion of the audit, the entity has failed to reduce the number of outstanding unexpired, deactivated ID Badges below five percent, the entity will be charged the Unrecovered Badge Fee for each ID Badge that has not been reported as unaccounted prior to the initiation of the audit. This fee will be separate and apart from any NOV issued and penalty assigned.
- F. If an audit reveals repeated instances of poor control of access media by an entity, an NOV may be issued and penalties assessed, including, but not limited to, monetary penalties, suspension of the ID Badge applicant processing for the entity, and permanent revocation of identification media.

12. REFERENCES

- A. 49 CFR Parts 1540, 1542, 1544, 1546, and 1548
- B. Washington Dulles International Airport Security Program, as amended
- C. Ronald Reagan Washington National Airport Security Program, as amended

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13. ATTACHMENTS

Attachment A - Dulles International ID Badges Colors

Attachment B - Pass & ID Badging Rates and Charges

Attachment C - Sample Metropolitan Washington Airports Authority Pass & ID Airport
Identification Badge Application

Attachment D - Sample Sponsor Letter

Attachment D-1 Sample Designated Certification Official Letter – Non-Airports Authority
Entities

Attachment D-2 Sample Designated Certification Official Letter – for Airports offices.

Attachment E - Refund/Claim Payment Request Form

Attachment E-1 Payment Voucher Form

Attachment F - Sample Access Control Request Form

Attachment G - Sample Notice of Violation Form

Attachment G-1 Notice of Violation Levels – Individuals

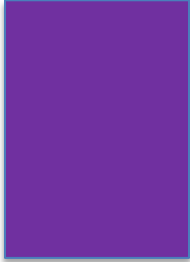
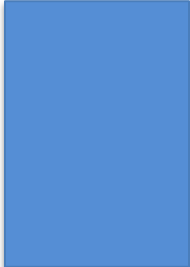
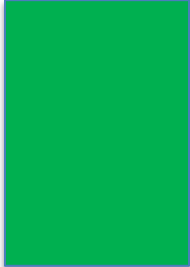
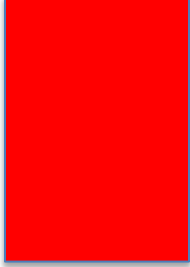

Attachment G-2 Notice of Violation Levels – Company/Entity

Attachment H - Sample Unaccounted ID Badge Form

Attachment I - Sample Returned Badge Receipt

ATTACHMENT A

DULLES INTERNATIONAL ID BADGES COLORS

<p>Purple</p> 	<p>The purple ID Badge provides unescorted access to Reagan National and Dulles International's AOA, SIDA, Secured Area, Sterile Area(s), and the IAD SOPA (South Outer Perimeter Area).</p> <p>The issuance of this ID Badge is restricted to Authority and Federal Law Enforcement personnel.</p> <p>This ID Badge may be granted Escort, Driver (Non-Movement and Movement), Customs, and Command Post endorsements for one or both Airports.</p>
<p>Blue</p> 	<p>The blue ID Badge provides unescorted access to:</p> <ul style="list-style-type: none"> • Secured Area (aircraft ramps/bag tunnel) • Sterile Area (passenger concourses) • SIDA (Indoor areas under Sterile Areas) • AOA • SOPA <p>This ID Badge may be granted Escort, Driver (Non-Movement and Movement), Customs, and Command Post endorsements.</p>
<p>Green</p> 	<p>The green ID Badge provides Unescorted access to:</p> <ul style="list-style-type: none"> • Secured Area (aircraft ramps/bag tunnel) • Sterile Area (passenger concourses) • SIDA (Indoor areas under Sterile Areas) • AOA • SOPA <p>This ID Badge may be granted Escort, Driver (Non-Movement and Movement), and Customs endorsements.</p>
<p>Red</p> 	<p>The red ID Badge only provides Unescorted access to the Sterile Area (passenger concourses). Personnel who are issued this badge must use a TSA screening checkpoint to enter the Sterile Area.</p> <p>This ID Badge is not eligible for Escort or Driver endorsements.</p>
<p>Toll Road Only</p> 	<p>The Dulles Toll Road blue and white ID Badge only provides access to the Dulles Toll Road Administration building.</p> <p>This ID Badge is not valid for access at Dulles International Airport.</p>

ATTACHMENT B

PASS & ID BADGING RATES AND CHARGES

EFFECTIVE upon publication of this O&I

Initial Issuance		Rate
Fingerprint Collection (Includes submission for CHRC as needed)		\$31.00
Security Threat Assessment (STA)		\$11.00
US Customs & Border Protection Fingerprint Collection		\$31.00
Fees for Replacement of Lost ID Badges		
1st Replacement for individual		\$50.00
2nd Replacement for individual (if within 365 days of first loss)		\$100.00
3rd Replacement for individual (if within 365 days of first loss)		\$200.00
Company level non-returned badge fee		\$200.00
Penalties for Individuals	Suspension of ID Badge Access Privileges	Penalty
Level 1 Violation or 1 st Security Violation	24 hrs minimum	\$100.00
Level 2 Violation or 2 nd Security Violation	72 hrs minimum	\$200.00
Level 3 Violation or 3 rd Security Violation	7 Calendar Days minimum	\$300.00
Penalties for Companies	Suspension of ID Badge Issuance/Processing	Penalty
Level 1 Violation	-----	\$200
Level 2 Violation	15 calendar days minimum	\$500
Level 3 Violation	30 calendar days minimum	\$1,000
<p>The Airport Manager, or their designee, reserves the right to impose higher penalties or penalties based on the severity of the Security Violation.</p> <p>All violations are subject to retraining requirements which must be completed at the Pass & ID Office.</p> <p>For a 3rd Security Violation or for serious and egregious violations, the ID Badge may be confiscated and suspended for up to ten years regardless of the number of violations within the previous 12 calendar months.</p>		
<p>Fees, Penalties, and Charges are subject to change without notice.</p>		

ATTACHMENT C SAMPLE METROPOLITAN WASHINGTON AIRPORTS AUTHORITY PASS AND ID AIRPORT IDENTIFICATION BADGE APPLICATION

The sample form shown on the following pages is representative of the **AIRPORT ID BADGE APPLICATION FORM** which is to be submitted for new issuances and renewals of Dulles International ID Badges.

Complete and current **AIRPORT ID BADGE APPLICATION FORM** and instructions can be downloaded on the Authority website for Dulles International at <http://www.mwaa.com/business/dulles-pass-id-office> or may be picked up in person by coming to the Pass & ID Office located at the address below:

Airports Authority Pass & ID Office
Washington Dulles International Airport
Main Terminal
Lower Level Across From Baggage Claim # 7
1 Saarinen Circle
Dulles, VA 20166

NEW RENEWAL ID Badge Number _____

Badge Color: Red Green Blue Purple Yellow Orange R/W/B Customs Seal: Yes No Date Approved: _____

Fingerprint Date: _____ (Security Tech _____) STA #: _____ (Security Tech _____)

Fingerprint Case #: _____ (Security Tech _____) STA Approval Date: _____ (Security Tech _____)

Fingerprint Approved Date: _____ (Security Tech _____) Certification Official Yes No

Metropolitan Washington Airports Authority Airport Identification Badge Application

Ronald Reagan Washington National Washington Dulles International

Section I – Applicant Information Security Tech: _____

This Section Must be Typed

Full Legal Name

Last: _____ First: _____ Middle: _____

Other Names Used (Aliases): _____

Per TSA requirements, you must provide a Social Security Number. Failure to provide it may delay or prevent completion of a Security Threat Assessment by the Transportation Security Administration. Social Security Number: _____

Current Residency Address

Street: _____ City/State/ZIP: _____

Phone: _____ Email (optional) _____

Biographical Data

Height: _____ feet; _____ inches Weight: _____ pounds Gender: Male Female

U.S. State or Country of Birth: _____ Country of Citizenship: _____

Race: _____ Hair Color: _____ Eye Color: _____ Date of Birth: _____ (MM/DD/YYYY)

Employer Information

Company: _____ Division (if any): _____

Job Title: _____ Hire Date: _____ (MM/DD/YYYY)

This Section Must be Typed

Section II – Identification and Work Authorization Security Tech: _____

- Every Applicant must present two forms of unexpired identification issued by a government authority and at least one of which must have a photo. Acceptable forms of identification are those listed in the table below.
- For U.S. Citizens, two forms of ID as described in sentence (1) above; if no ID is provided from List A, you must provide one ID from List B and one ID from List C in the table below.
- For U.S. Citizens born abroad or naturalized U.S. Citizens, have at least one of the following: (i) U.S. Passport, (ii) Certification of Naturalization, or (iii) Certificate of Birth Abroad (Form DS-1350 or Form FS-545).
- For Individuals who hold a non-immigrant visa, provide the visa control number.
- For Individuals who are not U.S. Citizens, have at least one of the following: (i) Permanent Resident Card or Alien Registration Receipt Card (Form I-551), (ii) 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.

List A	List B	AND	List C
<input type="checkbox"/> U.S. Passport or U.S. Passport Card	<input type="checkbox"/> State Driver's License		<input type="checkbox"/> Social Security Card
<input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	<input type="checkbox"/> State ID Card		<input type="checkbox"/> Original or Certified Copy of Birth Certificate
<input type="checkbox"/> Foreign Passport with I-551 Stamp	<input type="checkbox"/> School ID with Photo		<input type="checkbox"/> Dept. of State Certification of Birth (FS-545)
<input type="checkbox"/> Foreign Passport and Form I-94 or Form I-94A	<input type="checkbox"/> Voter's Registration Card		<input type="checkbox"/> Dept. of State Report of Birth (DS-1350)
<input type="checkbox"/> Employment Authorization Document with Photo (Form I-766)	<input type="checkbox"/> U.S. Military Card or draft card		<input type="checkbox"/> Consular Report of Birth form (FS-240)
<input type="checkbox"/> Passport from the FSM or RMI with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	<input type="checkbox"/> U.S. Military Dependent's ID		<input type="checkbox"/> Native American Tribal Document
	<input type="checkbox"/> U.S. Citizen ID Card (Form I-197)		<input type="checkbox"/> U.S. Citizen ID Card (Form I-197)
	<input type="checkbox"/> USCG Merchant Mariner Card		<input type="checkbox"/> Resident Citizen ID Card (Form I-179)
	<input type="checkbox"/> Native American Tribal Document		<input type="checkbox"/> Employment authorization issued by DHS
	<input type="checkbox"/> Canadian Driver's License		
	<input type="checkbox"/> Other _____		

SAMPLE FORM FOR REFERENCE ONLY

Section III – Applicant's Security Responsibility Agreement

49 CFR Part 1540 holds each individual responsible for their actions as they may pertain to airport security. Following is a summary of those responsibilities and obligations as contained in the applicable Orders and Instructions applicable to my possession of an Identification Badge:

1. I will not allow anyone else to use my Identification Badge or SIDA/Secure Area/Sterile Area/AOA access key.
2. I will wear my Identification Badge on my outermost garment at all times SIDA/Secure Area/Sterile Area/AOA.
3. I will ensure proper closing and locking of SIDA/Secure Area/Sterile Area/AOA doors and/or vehicle gates.
4. I will immediately report the theft or loss of my Identification Badge or key to Airport Operations.
5. I will challenge and report any individual who is not displaying an Identification Badge in the SIDA/Secure Area/AOA.
6. I will immediately report any security violation I witness to Airport Operations or Airport Police.
7. I will submit to searches of my person, property, bags, and/or vehicle at any time entering, attempting to enter, or present within the SIDA/Secure Area/Sterile Area/AOA.
8. I understand that if I am convicted or found not guilty by reason of insanity of any of 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.
9. I will be screened by TSA at a passenger screening checkpoint prior to boarding a flight. If, after I have been screened, I exit the sterile or secured areas of the airport I must be re-screened at a passenger screening checkpoint. Using my badge to circumvent screening is a serious violation and will result in revocation of the badge for a minimum of one year.

I certify that I have read, understand, and will comply with the above security procedures as well as the Orders and Instructions applicable to my possession of an Identification Badge, and been provided the opportunity to have my questions answered. I acknowledge my security responsibilities under 49 CFR 1540.105(a). I understand that failure to comply with any applicable security procedure may result in revocation of my Identification Badge or key(s) which means, I will lose access to security-controlled areas of the airport and I may not be escorted. I understand that committing certain aviation security violations may result in my information being listed in the TSA Centralized Revocation Database for 5 years from the date the violation occurred. **Applicant's Initials:** _____

Section IV – Criminal History

Public Law 107-71 (49 USC 44936) and 49 CFR 1542.209 forbids anyone who has been convicted or found not guilty by reason of insanity within the previous 10 years of the crimes listed on the fingerprint application from being granted unescorted access to the airport's Security Identification Display Area (SIDA). The person cannot be given an identification badge. All applicants must submit fingerprints that will be used to check the criminal history. A copy of your CHRC sent by the FBI may be obtained from the Airport Security Coordinator by submitting a written request. If you contest the accuracy of the information you may directly contact the agency that reported the disqualifying conviction to correct your record.

Air Carrier Criminal History Record Check Certification (For Air Carriers Only)

Security Tech: _____

I certify that a fingerprint-based CHRC has been successfully conducted for this applicant which did not disclose any disqualifying criminal offenses in accordance with TSR 1544.229 or 1544.230. I certify that a copy of the Privacy Act Notice on Page 4 of this application has been provided to the applicant. I further certify that a fingerprint-based CHRC has been processed according to the following dates:

_____ Date of Submission of the fingerprint-based CHRC. Fingerprint Case Number: _____
(Must be less than 45 calendar days prior to badge expiration)

_____ Date Results Received and Certified that the applicant does not have a disqualifying criminal offense in accordance with TSR 1544.229 or 1544.230.

For ID renewals, if the CHRC results have not been received and certified as of the date of application; I certify and attest that I will provide such certification no later than 45 calendar days from the Date of Submission of the fingerprint-based CHRC.

Rap Back Enrollment: Yes No --> If Yes, Provide Rap Back No. _____ Date of subscription _____

By checking "YES" I am certifying enrollment of the applicant into the FBI Rap Back Program as managed through the Air Carrier identified below. If enrolled in the FBI Rap Back Program, I certify and attest that I will provide notification of any disqualifying criminal offense as listed in TSR 1544.229 or 1544.230 related to the applicant to the Pass and ID Office or Airport Operations within 24 hours of discovery.

Air Carrier: _____ Certification Official Name (Print): _____

Certification Official Signature: _____

Title: _____ Date: _____

The Transportation Security Administration requires the Airports Authority to include the following statement on this application and to have each applicant sign and date the statement in order to be issued an Identification 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:** _____

SAMPLE FORM FOR REFERENCE ONLY

Section V – Company Information and Certification Security Tech:

Company/Employer:
Street: City/State/ZIP:
Phone: Fax: E-Mail:

I hereby request that the applicant be granted the following access badge type and/or privileges on their Identification Badge

- DCA Badge Type Requested
Blue - Unescorted access to the SIDA, Secured Area, and Sterile Area.
Yellow - Unescorted access to the Sterile and security controlled areas, except air carrier operation areas.
Orange - Unescorted access to the Sterile Area through the passenger-screening checkpoint only.
R/W/B - Unescorted access to the SIDA, Secured Area, and Sterile Area for TSA senior staff members.

- IAD Badge Type Requested
Blue - Unescorted access to the AOA, SIDA, Sterile Area, and Secured Area with Command Post
Green - Unescorted access to the AOA, SIDA, Sterile Area, and Secured Area.
Red - Unescorted access to the Sterile Area.
Joint Use DCA and IAD Badge - Restricted availability
Purple - Unescorted access to DCA and IAD's AOA, SIDA, Secured Area, Sterile Area

Special Endorsements:
Gate Agent - Required for jet bridge door timed override for enplaning and deplaning operations.
Escort Authority - Required to escort un-badged individuals inside the security fence line.
Customs - Required for access into the areas controlled by U. S. Customs and Border Patrol.
Command Post - A designation restricted to those individuals approved by Airport Operations.
Endorsement Justification for Escort / Command Post Request:

Table with columns for Airfield Driving Privileges, DCA, and IAD. Rows include Non-Movement Area and Movement Area with Yes/No checkboxes.

I hereby certify and attest that the individual applicant i) has a specific need for unescorted access authority; and ii) acknowledges their security responsibilities under 49 CFR 1540.105(a).

Certification Official Name (Print): Title:
Certification Official Signature: Date:

Section VI – Training Endorsements Security Tech:

This Applicant has successfully completed the following training:
DCA Security/SIDA (Required for all badge holders)
IAD Security/SIDA (Required for all badge holders)
Certification Official (Required to sign badge applications for company)

Table for Driver Training Completed For: Non-Movement Area, Advanced Movement Area, Movement Area. Includes checkboxes for DCA, IAD, No and date/By fields.

SAMPLE FORM FOR REFERENCE ONLY

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY USE OF INFORMATION

The U.S. Department of Homeland Security (DHS), Transportation Security Administration (TSA) requires the Metropolitan Washington Airports Authority to collect the information on these application forms (with a few, minor exceptions) for every person applying for a badge. This application and other records relating to it are kept confidential by the Airport Security Coordinator at each airport and only used by the Airports Authority and its agents in administering airport security and the access control system, in particular. The only exception is that the TSA may examine the Airports Authority's files at any time and the TSA requires the information to be submitted to it periodically. TSA also requires the Airports Authority to provide the following notice:

TSA PRIVACY ACT STATEMENT

Authority: 6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. §§ 106, 114, 5103a, 40103(b)(3), 40113, 44903, 44935-44936, 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-53, August 3, 2007); FAA Reauthorization Act of 2018, §1934(c) (132 Stat. 3186, Public Law 115-254, Oct 5, 2018), and Executive Order 9397 (November 22, 1943), as amended.

Purpose: The Department of Homeland Security (DHS) will use the information to conduct a security threat assessment. If applicable, your fingerprints and associated information will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems including civil, criminal, and latent fingerprint repositories. The FBI may retain your fingerprints and associated information in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. DHS will also transmit your fingerprints for enrollment into US-VISIT Automated Biometrics Identification System (IDENT).

DHS will also maintain a national, centralized revocation database of individuals who have had airport- or aircraft operator- issued identification media revoked for noncompliance with aviation security requirements. DHS has established a process to allow an individual whose name is mistakenly entered into the database to correct the record and have the individual's name expunged from the database. If an individual who is listed in the centralized database wishes to pursue expungement due to mistaken identity, the individual must send an email to TSA at Aviation.workers@tsa.dhs.gov.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. § 552a(b)(3) including with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

Disclosure: Pursuant to § 1934(c) of the FAA Reauthorization Act of 2018, TSA is required to collect your SSN on applications for Secure Identification Display Area (SIDA) credentials. For SIDA applications, failure to provide this information will result in denial of a credential. For other aviation credentials, although furnishing your SSN is voluntary, if you do not provide the information requested, DHS maybe unable to complete your security threat assessment.

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Enrollment Services and Vetting Programs, Attention: Vetting Programs (TSA-10)/Aviation Worker Program, 6595 Springfield Center Drive, Springfield, VA 20598-6010.

I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

Last: _____ First: _____ Middle: _____

Date of Birth: _____ SSN: _____

Signature: _____ Date Signed: _____

SAMPLE FORM FOR REFERENCE ONLY

ATTACHMENT D

SAMPLE SPONSOR LETTER

IAD 6-4-1

The sample form shown on the following page is representative of the **SPONSOR LETTER** which is to be submitted by Airports Authority Departments, existing tenants, businesses, and entities to introduce new companies, contractors, and sub-contractors to the Pass & ID office and to designate a primary point of contact of the new entity for communication with the Pass & ID office.

This sample is FOR REFERENCE ONLY.

The current form can be downloaded on the Airports Authority website for Dulles International at <http://www.mwaa.com/business/dulles-pass-id-office> or if you have questions, please contact the Pass & ID Office at 703-572-2780.

To: Pass and ID Office,
 Ronald Reagan Washington National Airport (DCA) MA-110
 Washington Dulles International Airport (IAD) MA-216

From: _____, _____
NAME TITLE

COMPANY / MA#

Date: _____

Re: Introduction Letter for _____
COMPANY NAME

Please be advised that the above identified company will be a:
 Airline Tenant Concessionaire Governmental Agency
 Contractor Sub-Contractor

Working for _____ Contract Number _____
COMPANY NAME

Starting _____ and ending _____ and will be providing services as described below:

The primary point of contact for this company will be:
Primary point of contact: Check here if will be a certification official

Name: _____ Title: _____
 Phone number: _____ Email: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Please select one of the below options.
Note that for contractors and sub-contractors, the Sponsor must select the first option.
 As the Sponsor for this contract, I am authorizing the below list of Division(s) (if applicable) and Job Titles to be established for use in assigning an Identification Badge.

DIVISION NAME (IF ANY)	JOB TITLE	BADGE COLOR	"E"	"D"	"DM"
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The company identified above will be coordinating with Pass and ID directly to establish the Division(s) (if applicable) and Job Titles to be established for use in assigning an Identification Badge.

If you have any questions or concerns, you may reach me at the following phone number _____
 or via email at _____.

Signature: _____ Date: _____

SAMPLE FORM FOR REFERENCE ONLY

ATTACHMENT D-1 SAMPLE DESIGNATED CERTIFICATION OFFICIAL LETTER FOR NON-AIRPORTS AUTHORITY ENTITIES

The sample letter shown on the following pages is representative of the **DESIGNATED CERTIFICATION OFFICIAL LETTER** which is to be submitted by a company to designate Certification Officials to sign an employee's Airports Authority - Airport ID Badge Application.

This form is not for use by Airports Authority departments.

This sample is FOR REFERENCE ONLY.

The current form can be downloaded on the Airports Authority website for Dulles International at <http://www.mwaa.com/business/dulles-pass-id-office> or if you have questions, please contact the Pass & ID Office at 703-572-2780.

(COMPANY LETTERHEAD)
(TO INCLUDE NAME, ADDRESS AND TELEPHONE NUMBER)

DESIGNATED CERTIFICATION OFFICIAL LETTER

- () RONALD REAGAN WASHINGTON NATIONAL AIRPORT
and/or
- () WASHINGTON DULLES INTERNATIONAL AIRPORT

DATE: _____

MANAGER, AIRPORT OPERATIONS DEPARTMENT, MA-110
RONALD REAGAN WASHINGTON NATIONAL AIRPORT (DCA)
WASHINGTON, DC 20001

MANAGER, OPERATIONS DIVISION, MA-210
WASHINGTON DULLES INTERNATIONAL AIRPORT (IAD)
DULLES, VA 20166

Dear Sir:

The purpose of this letter is to advise you that _____
will be engaging in activities on behalf of _____
as described below at the airport identified above and hereby requests authorization to apply for security
identification badges.

The following activities are to be conducted in the described areas of the airport:

To fulfill the requirements of the Airport Security Program and Orders and Instructions (O&I) () DCA 6-4-4
and/or () IAD 6-4-1, as amended, the following individual(s) are designated as certification official(s) as of
the date of this letter, are vested with the authority to act on behalf of the company, and are authorized and
empowered to legally bind the company by their signature.

NAME	BADGE #	PHONE #	EMAIL ADDRESS

SAMPLE FORM FOR REFERENCE ONLY

The above-named individuals(s) are familiar with the Airport Security Program and applicable Airport rules and regulations. 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 that all employee's who are issued Airport ID badges comply with the rules and regulations. _____ will ensure that a strict accounting of all ID badges is maintained, to include prompt reporting of any lost badges and return of ID badges upon termination or transfer of any employee.

I understand that all Airport 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 penalties including but not limited to fines, revocation of access privileges, confiscation of Airport ID Badges, or other penalties as identified in the Orders and Instructions.

As a condition of any employee for _____ applying for an Airport ID Badge, I agree that any 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 the airport will be paid by _____.

I certify that I have authority to bind _____ to this agreement.

Sincerely,

Name: _____

Title: _____

Certification Official Signature Sample

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

SAMPLE FORM FOR REFERENCE ONLY

ATTACHMENT D-2 SAMPLE DESIGNATED CERTIFICATION OFFICIAL LETTER for AIRPORTS OFFICES

The sample letter shown on the following pages is representative of the **DESIGNATED CERTIFICATION OFFICIAL LETTER** for Airports Authority Offices and Departments which is to be submitted to the Pass & ID office designating new department Certification Officials authorized to sign an employee's Airports Authority - Airport ID Badge Application for that department.

This form is only for use by Airports Authority Offices and Departments.

This sample is FOR REFERENCE ONLY.

The current form is available by contacting the Pass & ID office at 703-572-2780.

Metropolitan Washington
Airports Authority
1 Aviation Circle
Washington, DC 20001-6000



DESIGNATED CERTIFICATION OFFICIAL LETTER
MWAA DEPARTMENT

DATE: _____

Department: _____

Division: _____

MA# _____

MANAGER, OPERATIONS DIVISION, MA-110
RONALD REAGAN WASHINGTON NATIONAL AIRPORT
WASHINGTON, DC 20001

MANAGER, OPERATIONS DIVISION, MA-210
WASHINGTON DULLES INTERNATIONAL AIRPORT
DULLES, VA 20166

Dear Sir(s):

To fulfill the requirements of the Airport Security Program (ASP) and Orders and Instructions (O&I) DCA 6-4-4 and/or IAD 6-4-1, as may be amended, the following individual(s) is/are designated as a Certification Official for the department(s) identified above:

NAME	BADGE #	PHONE #	EMAIL ADDRESS

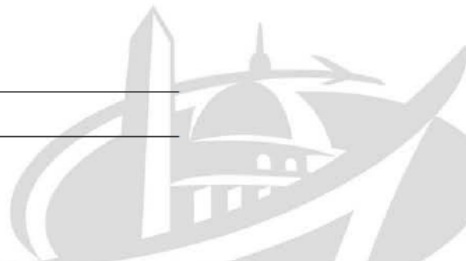
The above-named individual (s) is/are familiar with the security and badging requirements for the respective airports. He/she will ensure employees issued airport ID badges comply with the security requirements for the respective airport. He/she will ensure that a strict accounting of all ID badges is maintained to include prompt reporting of any lost ID badge and return of the ID badge upon termination or transfer of an employee. He/she understands that all airport ID badges are the property of the MWAA and that failure to abide by airport security and badging requirements may result in revocation of access privileges and confiscation of their badge. Any fines levied by TSA will be addressed by MWAA officials.

Sincerely,

Name: _____

Title: _____

Dulles International | Reagan National | Dulles Toll Road
mwaa.com



SAMPLE FORM FOR REFERENCE ONLY

Signature Sample Page

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

SAMPLE FORM FOR REFERENCE ONLY

ATTACHMENT E REFUND/CLAIM PAYMENT REQUEST FORM

IAD 6-4-1

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. Checks should be sent to (Please Print):			
NAME			
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 (<i>Check one</i>):			
<input type="checkbox"/> Return of Lost Badge	<input type="checkbox"/> Return of Parking Permit	Parking Permit Number(s)	
<input type="checkbox"/> Lost & Found Property	<input type="checkbox"/> Other (<i>Describe Below</i>):		
<input type="checkbox"/> Overpayment	_____		
<input type="checkbox"/> Claim Payment for	_____		
2. Calculation of amount due:			
a.	_____ credentials returned @ _____	per credential = _____	
b. Other (<i>Describe</i>)	_____	Other = _____	
_____	_____	Total = _____	
I certify that the information above is correct and that payment has not already been received.			
SIGNATURE OF REQUESTER (<i>If applicable</i>) Please type/print name below signature			DATE
PART C. TO BE COMPLETED BY AUTHORITY REPRESENTATIVE			
The above property (has been):			
<input type="checkbox"/> Returned	<input type="checkbox"/> Other	_____	
The refund will be issued as:			
<input type="checkbox"/> Cash Disbursement	<input type="checkbox"/> Credited to Credit/Debit Card	The amount due is _____	
<input type="checkbox"/> Check to be processed by Accounts Payable (MA-22B)	_____		
AUTHORITY REPRESENTATIVE SIGNATURE		DATE	ROUTING SYMBOL
PART D. TO BE COMPLETED BY ACCOUNTING			
ACCOUNTING CODE		DATE PROCESSED	INITIALS

SAMPLE FORM FOR REFERENCE ONLY

ATTACHMENT E-1 PAYMENT VOUCHER FORM

IAD 6-4-1

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY DULLES INTERNATIONAL AIRPORT FINGERPRINTING VOUCHER

This voucher is issued to the Metropolitan Washington Airports Authority in exchange for one IAD Employee fingerprint or TSA STA fee for the employee named below. The undersigned authorized representative of the airline\company hereby agrees to redeem this voucher and reimburse the Authority the established fee for the issuance of this fingerprint in the amount noted below within 10 days of receipt of a bill from the Authority.

Employee Name (Type or Print)

Amount of Fee (Voucher Value)

Company (Type or Print)

Social Security Number

CERTIFICATION

Authorized Company Signature

Agent Cashier Office

Title

Date

Date

SAMPLE FORM FOR REFERENCE ONLY

ATTACHMENT F

SAMPLE ACCESS CONTROL REQUEST FORM

IAD 6-4-1

The sample form shown on the following pages is representative of the **ACCESS REQUEST FORM** which is to be submitted by Airports Authority Departments, existing tenants, businesses, and entities to establish, modify, or remove access through portals/doors/gates under the control of the automated access control system.

This sample is FOR REFERENCE ONLY.

The current form can be downloaded on the Airports Authority website for Dulles International at <http://www.mwaa.com/business/dulles-pass-id-office> or if you have questions, please contact the Pass & ID Office at 703-572-2780.

Metropolitan Washington
Airports Authority
1 Aviation Circle
Washington, DC 20001-6000



**AUTOMATED ACCESS CONTROL SYSTEM
ACCESS REQUEST FORM
WASHINGTON DULLES INTERNATIONAL AIRPORT**

Company Name _____ Date: _____

Certification Official / Point of Contact:

Name: _____ Title: _____

Phone number: _____ Email: _____

As the Certification Official for the entity identified above, I hereby request that the access requested be
() Created () Modified () Terminated for the () Division () Job title and/or () Individual(s)
as indicated.

() Division _____ () Job Title _____

Individual Name	Badge Number	Individual Name	Badge Number

Signature: _____ Date: _____

Sponsor approval

Required for all new entity establishments. Required for modifications by Contractors and Sub-Contractors.

As the Sponsor for the entity identified above, I hereby approve the requested access as indicated on the following pages.

Signature: _____ Date: _____

Name: _____ Title: _____

Phone number: _____ Email: _____

Airport Operations

Date Received: _____ By: _____ Date Approved: _____ By: _____

Date Change Made: _____ By: _____

Comments: _____



SAMPLE FORM FOR REFERENCE ONLY

PLEASE SELECT THE AREAS YOU DESIRE TO HAVE ACCESS.

Common Access

- Sterile/Concessions Only
- General AOA
- AOA Driver Gates **
- South Vehicle Gates **

GA/FBO Areas

- Signature Flight
- Dulles Jet Center
- Jet Aviation
- Ross Aviation
- Landmark Aviation
- Other GA **

United Only

- Customer Service
- Lounge/Club ++
- Ramp/Ground
- Maintenance
- Wide Body
- SOC/Flight Ops ++

Terminals

- Terminal A
 - o Ramp/Apron
 - o Jet bridge/Hold room
 - o Elevator/Stairs
 - o Lounge/Office **
 - o Roof
- Terminal B
 - o Ramp/Apron
 - o Jet bridge/Hold room
 - o Elevator/Stairs
 - o Freight Elevators ++
 - o Lounge/Office **
 - o Roof
- Terminal C
 - o Ramp/Apron
 - o Jet bridge/Hold room
 - o Elevators/Stairs
 - o Roof
- Terminal D
 - o Ramp/Apron
 - o Jet bridge/Hold room
 - o Elevators/Stairs
 - o Roof
- Main Terminal **
 - o Baggage/Chute
 - o Kiosk/Offices
 - o Basements
 - o Elevator/Stairs
 - o Security/Bypass

MWAA (MWAA approval)

- ARFF Station 302
- ARFF Station 304
- Police Station
- Police Range
- JP Morgan Chase

Restricted Access Areas

****Additional Approvals Required****

- MWAA IT Comm Rooms
- Mechanical/Telcom Rooms
- MWAA Warehouse
- APM Tunnels
- AMF Access
- E Gates
- Fuel Tank Facility
- CBP FIS Access
- CBP IAB Access
- FAA Tower
- Historic FAA Tower

OTHER AREAS (Please describe:

** = Please Specify
 ++ = Restricted

Specific Card Readers needed.

IAD 6-4-1

ATTACHMENT G

SAMPLE NOTICE OF VIOLATION FORM

The sample form shown below is representative of the **Notice of Violation Form** which is used in citing individuals for violations of the requirements of this O&I. Notice of Violation issued to an entity or company will be on approved Airports Authority letterhead.

For questions or concerns regarding the **Notice of Violation Form** and the enforcement process, please contact the Airport Operations Office by phone at (703)-572-2730 or at the address below:

Airport Operations Department
 Attn: Airport Operations Duty Manager - Supervisors
 P.O. Box 17045, MA-210
 Washington Dulles International Airport
 Washington, DC 20041-0045

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY - Reagan National					Notice of Violation #00001		
LAST NAME	FIRST	MIDDLE	DCA BADGE #	DATE	TIME		
EMPLOYER			TYPE OF VEHICLE	AIRPORT REGISTRATION #			
LOCATION/DESCRIPTION OF VIOLATION				ACCIDENT <input type="checkbox"/> YES <input type="checkbox"/> NO		RAMP CONDITION	
SPECIFIC VIOLATIONS REFERENCED IN CURRENT ORDERS & INSTRUCTIONS							
VEHICLES O&I 3-2-4, AS AMENDED	POINTS	VEHICLES O&I 3-2-4, AS AMENDED	POINTS	SECURITY O&I 6-4-4, AS AMENDED	LEVEL	SECURITY O&I 6-4-4, AS AMENDED	LEVEL
<input type="checkbox"/> ALTERING/FORGING/ LOANING AIRPORT ID BADGE	12	<input type="checkbox"/> SPEEDING	6	<input type="checkbox"/> TAMPERING/INTERFERENCE/ COMPROMISE/ MODIFICATION/ CIRCUMVENTING SECURITY SYSTEM/ MEASURE/PROCEDURE	3	<input type="checkbox"/> FAIL TO MAINTAIN ESCORT /IMPROPER ESCORT	1
<input type="checkbox"/> MOVEMENT AREA VIOLATION	12	<input type="checkbox"/> OPERATING WITHOUT DECAL	3	<input type="checkbox"/> NOT COMPLYING WITH SYSTEMS, MEASURES, OR PROCEDURES.	3	<input type="checkbox"/> FAIL TO CHALLENGE	1
<input type="checkbox"/> LEAVING THE SCENE OF AN ACCIDENT WITH INJURY	12	<input type="checkbox"/> FAIL TO YIELD RIGHT OF WAY	3	<input type="checkbox"/> FAIL TO SUBMIT TO INSPECTIONS	3	<input type="checkbox"/> FAIL TO DISPLAY ID OR RESPOND TO A CHALLENGE	1
<input type="checkbox"/> DUI	12	<input type="checkbox"/> IMPROPER/PARTIAL MARKINGS	3	<input type="checkbox"/> BOARDING A FLIGHT WITHOUT SCREENING	3	<input type="checkbox"/> FAIL TO REPORT LOSS OR THEFT OF BADGE.	1
<input type="checkbox"/> SUSPENDED/REVOCAED STATE DL	12	<input type="checkbox"/> OPERATING WITHOUT STATE DL	3	<input type="checkbox"/> IMPROPER USEAIRPORT ID OR PINS CODES	3	<input type="checkbox"/> FAIL TO RETURN ID BADGE	1
<input type="checkbox"/> LEAVING THE SCENE OF AN ACCIDENT - NO INJURY	8	<input type="checkbox"/> FAIL TO OBEY A SIGN, SIGNAL OR INSTRUCTION	2	<input type="checkbox"/> FAIL TO SURRENDER ID BADGE ON DEMAND	2	<input type="checkbox"/> FAIL TO REPORT ALARMS OR REMAIN WITH UNSECURED DOOR	1
<input type="checkbox"/> RECKLESS DRIVING	8	<input type="checkbox"/> CARELESS OPERATION	2	<input type="checkbox"/> PIGGYBACKING/TAILGATING.	2	<input type="checkbox"/> FAIL TO REPORT VIOLATIONS OR EQUIP MALFUNCTION	1
<input type="checkbox"/> BEING AT FAULT IN AN ACCIDENT	8	<input type="checkbox"/> ILLEGAL PARKING	2	<input type="checkbox"/> FAIL TO SECURE ACCESS DOOR/GATE.	2	<input type="checkbox"/> FAIL TO SAFEGUARD/MAINTAIN APPROVED ID	1
<input type="checkbox"/> FAIL TO REPORT AN ACCIDENT	6	<input type="checkbox"/> OTHER VIOLATION AS NOTED		<input type="checkbox"/> PROPPING OPEN A SECURITY DOOR	2	<input type="checkbox"/> OTHER VIOLATION AS NOTED	
<input type="checkbox"/> OPERATING IN AN AREA WITHOUT AUTHORIZATION	6			<input type="checkbox"/> FAIL TO REMAIN IN STERILE AREA AFTER BEING SCREENED PRIOR TO BOARDING A FLIGHT	2		
PENALTIES: <input type="checkbox"/> RETRAINING REQUIRED (TYPE) _____ <input type="checkbox"/> BADGE CONFISCATED FOR _____ HRS / DAYS <input type="checkbox"/> POINTS (DRIVING ONLY) _____ <input type="checkbox"/> FINE(SIDA ONLY) _____							
I HEREBY ACKNOWLEDGE RECEIPT OF THIS CITATION AND UNDERSTAND THAT MY SIGNATURE DOES NOT CONSTITUTE AN ADMISSION OF GUILT. I FURTHER UNDERSTAND THAT FAILURE TO ACKNOWLEDGE THIS CITATION BY MY SIGNATURE MAY RESULT IN IMMEDIATE SUSPENSION OF MY DCA ISSUED ID BADGE AND/OR AOA MOTOR VEHICLE OPERATOR'S PERMIT PENDING A HEARING BEFORE THE MANAGER, AIRPORT OPERATIONS DIVISION.							
ISSUED BY	ISSUER SIGNATURE		VIOLATORS SIGNATURE		DATE	VIOLATOR DECLINED SIGNATURE ()	

SAMPLE FORM FOR REFERENCE ONLY

ATTACHMENT G-1

NOTICE OF VIOLATION LEVELS - Individuals

VIOLATION	Severity Level
Attempted or actual tampering, interference with, compromise, modification, or circumventing of a security system, measure, or procedure OR causing others to do the same.	3
Enter, attempt to enter, or be present within the Secured Area, AOA, SIDA, or Sterile Area, without complying with the systems, measures, or procedures.	3
Failure to submit to inspections by security personnel when entering or present in the Secured Area, AOA, SIDA, or Sterile Area.	3
Boarding a flight without being screened by TSA Agents. (Minimum 1 Year Revocation)	3
Attempted or actual improper use, duplication, or sharing of any Airport issued or approved ID Badge or access medium including PINs.	3
Failure to surrender ID Badges to Dulles International security officials on demand.	2
Piggybacking/Tailgating.	2
Failure to secure access door/gate.	2
Propping open a security door (unless authorized by Airport Operations Center Personnel).	2
Failure to remain in Sterile Area after being screened prior to boarding a flight.	2
Failure to properly display Approved ID Badges.	1
Failure to challenge persons not displaying Approved ID Badges.	1
Failure to respond to a Challenge about displaying Approved ID Badges.	1
Failure to immediately report the loss or theft of an Approved ID Badge.	1
Failure to return or update Approved ID Badge when employment ends or is otherwise required.	1
Failure to report security door alarms and/or remain with unsecured doors until the Police respond.	1
Failure to report security equipment malfunction to Airport Operations Center Personnel.	1
Failure to report security violations to Airport Operations Center Personnel, or Police.	1
Failure to safeguard and maintain Approved ID Badges in good condition.	1

ATTACHMENT G-2

NOTICE OF VIOLATION LEVELS – Company/Entity

IAD 6-4-1

VIOLATION	Severity Level
Failure to immediately provide the Pass & ID Office or Airport Operations Center Personnel notification when an employee resigns, is furloughed, or dismissed from the organization or to follow this notification with written confirmation, immediately but no later than twenty-four (24) hours after the action to the Pass & ID Office or Airport Operations Center Personnel; e.g., phone, fax or e-mail.	3
Failure to collect 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. These ID Badges must be returned immediately to the Pass & ID Office or Airport Operations Center Personnel.	3
Failure to pay any TSA penalty levied against Dulles International caused by their employees' failure to adhere to the ASP as required by 49 CFR Part 1542, or Dulles International O&Is or Security Bulletins.	3
Failure to ensure that employees who require the use of a motorized Airport vehicle possess a valid state driver's license and permit for the type of vehicle being operated, and have been trained and qualified for a Dulles International Secured Area Operator's Permit.	2
Failure to ensure that the ID Badge audit lists provided by the Pass & ID Office are verified and returned promptly.	2
Failure to ensure that all badge applicants read and understand Dulles International's security training and related training documents.	2
Failure to ensure that no employer's lock, cipher lock, or other security device is used on any door, gate, or jet bridge that has a Dulles International access control system card reader or other Airport locking device installed.	2
Failure to ensure that all ID Badge applications are submitted to the Pass & ID Office.	1
Failure to ensure that while an employee is in a Security Controlled area, that the employee is actively engaged in an activity required by his company.	1
Failure to define the access requirements based on location of company activities for each employee, and ensure that the Pass & ID Office is immediately notified in writing of any changes to these requirements.	1
Failure to ensure that company vehicles are inspected and marked in accordance with the related Dulles International's Driver O&I, and that Dulles International is listed as an additional insured party under the vehicle insurance policy.	1
Failure to ensure that employees properly display their ID Badge and challenge other employees whose ID Badges are not displayed or incorrectly displayed.	1
All other violations will be assigned a minimum severity level as determined by the issuing officer.	1

ATTACHMENT H SAMPLE UNACCOUNTED ID BADGE FORM

IAD 6-4-1

Metropolitan Washington
Airports Authority
1 Aviation Circle
Washington, DC 20001-6000



REPORT OF UNACCOUNTED BADGE

Please print clearly

NAME: _____
(LAST) (FIRST) (MI)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ SSN: _____

Employer: _____ SUPERVISOR: _____

I, the undersigned in accordance with Title 49 Codified Federal Regulation 1542.211 (a)(3)(ii), do hereby declare to the Airport Security Coordinator (ASC) for *(Check all that apply)*

Ronald Reagan Washington National Airport and/or Washington Dulles International Airport,

that the badge I was issued is unaccounted for because of the following:

- Lost – Provide an explanation of the circumstances of the loss in the area below.
- Stolen – Provide the Police agency to whom the theft was reported along with the Report Number in the area below and attach a copy of the police report.
- Otherwise unaccounted for – Provide an explanation in the area below of the circumstances which led to the badge being unaccounted for.

Additional information as required above (attach separate pages as necessary):

Applicant Signature _____ Date _____

I, the undersigned Certification Official, hereby acknowledge that the above individual has reported to me that the badge is unaccounted due to the reason indicated. I further certify and attest that the individual does have a valid need to have their badge reissued and hereby request that the Washington Dulles International Airport ASC approve reissuance.

Certification Official Signature _____ Date _____

Certification Official Printed Name _____

Badge #: _____ Mag Stripe #: _____

() First Replacement () Second Replacement () Third Replacement or Unusual circumstances – ASC approval required

Pass & ID Tech Name: _____ Date: _____

ASC (or designee) Determination () Approved () Denied

ASC (or designee) Signature: _____ Date: _____

FOR AGENT CASHIER USE:

() CASH () CHECK → () COMPANY OR () PERSONAL () FEE WAIVED – REQUIRES ASC/DESIGNEE APPROVAL

() MONEY ORDER () CREDIT CARD → () COMPANY OR () PERSONAL RECEIPT # _____

Dulles International | Reagan National | Dulles Toll Road
mwa.com



SAMPLE FORM FOR REFERENCE ONLY

ATTACHMENT I

SAMPLE RETURNED BADGE RECEIPT



Metropolitan Washington Airports Authority
AIRPORT OPERATIONS DEPARTMENT
PASS AND ID OFFICE - BADGE RETURN RECEIPT

COMPANY NAME		DATE		
DBA				
CERTIFYING OFFICIAL NAME				
MAILING ADDRESS				
CITY	STATE	ZIP		
PHONE NUMBER	FAX			
EMAIL ADDRESS				
The following badges are being returned to the Pass and ID office at:			Pass and ID use Only	
<input type="checkbox"/> Ronald Reagan Washington National Airport (DCA) <input type="checkbox"/> Washington Dulles International Airport (IAD)			RECEIVED BY (TECH INITIALS)	
	BADGE HOLDER NAME	BADGE NUMBER	EXPIRATION DATE	KEY #S
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
SIGNATURE OF CERTIFYING OFFICIAL		DATE		
TO BE COMPLETED BY PASS AND ID OFFICE TECH				
DEACTIVATED IN ICE	DATE:	BY:		
APPLICATION FILE PULLED	DATE:	BY:		
COMMENTS/NOTES:				

SAMPLE FORM FOR REFERENCE ONLY



Orders and Instructions

Subject: Airport Identification Badge and Security Requirements at Dulles International

Effective Date: August 1, 2022

Number: IAD 6-4-1

OPI: Airport Operations/Security

Date: 7/12/2022

DocuSigned by:
Richard J Golinowski
4B88A8CA87E5490...

Vice President and Airport
Manager, Dulles International