



LOUIS ARMSTRONG
NEW ORLEANS
INTERNATIONAL AIRPORT

**AUTHORIZED SPONSOR
ROLES
&
RESPONSIBILITIES**

**MSY SECURITY
BADGE PROCEDURES**

**MSY SECURITY
VIOLATION PROGRAM**

AUTHORIZED
SIGNATORY
ROLES
&
RESPONSIBILITIES



Airport Security Badge Office – Contact Information

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Security Department Room # 341
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Physical Address: 900 Airline Drive Kenner, LA 70062
Main Office #: 504-303-7760
Fax: 504-303-7771
Badge Office Hours: Monday - Friday 8:00a.m. To 4:00p.m.
Appointments Only

LOCATION

Former Terminal, Level 3, Room #341
900 Airline Drive
Kenner, LA 70062

Visit parkmsyexpress.com for parking information. New employees and active contractor employees must park in the Economy Garage. This is a paid parking garage that only accepts credit/debit cards. There is a printable Airport ID Badge Office flyer with directions that can be provided to your employees, located at: <https://flymsy.com/business/working-at-msy/airport-badging/>

HOURS OF OPERATION

Monday -	8:00 a.m. - 12:00 p.m.
Thursday	1:00 p.m. - 4:00 p.m.
Friday	8:00 a.m. - 12:00 p.m.

The Airport Security Badge Office observes the following holidays set by the City of New Orleans City Council:

- New Year's Day
- Martin Luther King, Jr. Day
- Mardi Gras
- Good Friday
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Election Day
- Thanksgiving Day
- Veterans Day (Day after Thanksgiving)
- Christmas Eve
- Christmas Day
- New Year's Eve

Additional Badge Office Contact Information

Training Representative	(504)303-7760
Customer Service (Lost & Found)	(504)303-7790
Airport Operations	(504)303-7520
Airport Communications Center	(504)303-7700
Airport Emergencies	(504)464-2700

AUTHORIZED SIGNATORY

What is an Authorized Signatory?

“Authorized Signatory” is the designated representative authorized to sponsor individuals and request airport identification media (badge) on behalf of their agency. **Each company is allowed a maximum amount of 3 individuals to be designated as authorized signatories.**

Why Have an Authorized Signatory?

The Transportation Security Administration (TSA) requires individuals to accept the responsibility for authorizing Security Identification /Access Media applications. In order to comply with this regulation, and to make the process accessible and easy to manage, MSY offers the Authorized Signatory training class. Individuals designated as authorized signatory must receive initial Authorized Signatory training, as well as the recurrent training every year.

A Letter or email from the Authorized Signatory of the company appointing you as the primary and/or secondary Authorized Signatory Representative is required.

Requirements to Become an Authorized Signatory

- **Complete the application process to obtain a badge**
 - Complete CHRC/STA background check (if applicable)
 - Provide an authorized signatory letter for your company
- **Complete the initial mandatory interactive computerized training course**
 - Must be retaken every year
- **Maintain a valid MSY airport badge**
 - Badge must always be in good standing when acting as an authorized signatory
- **Complete the Sponsor Card in the Badge Office**
 - Create username and password credentials with Badge Office personnel
 - Have signature captured by Badge Office personnel
- **Authorized Signatory (AS) must possess a SIDA, Sterile, or Public badge.**
 - SIDA badged AS can sign for SIDA, Sterile, and Public badges.
 - Sterile badged AS can sign for Sterile and Public Area badges.
 - Public badged AS can sign for Public badges ONLY.

Responsibilities

- Must be devoted to the position full time and be able to regularly communicate with the Badge Office. It is strongly recommended to at least have a secondary Authorized Signatory depending on the size of your company.
- Update the Badge Office on any changes to your contact information or company address
- Manage applications and forms for employees on company roster
 - Input new applicants into MSY ID Web Portal
 - All applications and forms must be signed in **wet blue or black ink. Never** sign a blank or incomplete application/form. Employees must fill out application/form in front of their Authorized Signatory prior to coming to the Badge Office.

- Confirm that your employee's application has been reviewed and filled out entirely
- All applications must be neat, legible, and printed on 8x11 letter-sized paper with all text visible.
- Ensure that all employees that are working for your company has a signed application on file with the Badge Office.
- Certify that all information for applicants are entered correctly into the MSY ID web portal
- Manage badge privileges of employees on your company roster
 - Request and maintain appropriate access levels for your employees with the appropriate endorsements
 - **Only 70%** of your company's roster is allowed to have escort privilege
 - Applicants who need to drive must complete the specific area driver course and have a valid U.S. driver's license
- Oversee the CHRC/STA background check process for your employees and be aware that it takes 3-14 days for clearance. You will be your employee's point-of-contact for this process. You will only inquire about your employee's results if you have not heard from the Badge Office within the projected timeframe.
 - Applicants that are born outside of the U.S. can take longer than 14 days, despite citizenship status.
 - Applicants that have issues with their CHRC results will have to schedule an appointment for Background Adjudication. The details of this appointment are confidential and are not shared with the Authorized Signatory. You will be notified if the applicant has not met the qualifications to obtain a badge.
- Be aware that any individual who is disqualified from obtaining a Security Identification/Access Media may not be escorted into any non-public areas of the Airport.
 - Any individual awaiting CHRC/STA check approval **may not be escorted** into any non-public areas of the Airport.
 - Knowingly providing an escort for a disqualified/pending individual will result in a security violation and/or removal of signatory authority.
- Ensure employees have valid U.S. government-issued identification eligible to work. The Badge Office does not accept LA Wallet or any copies, **original identification only**.
- Ensure all security services are paid accordingly and let employees know to receive a receipt for all security services.
- **IMMEDIATELY** notify the Airport ID Badge Office whenever an employee, contractor or vendor having a valid MSY ID badge is terminated by deactivating the employee badge on the MSY ID Web Portal.
 - The Authorized Sponsor must collect the employee's MSY ID badge and key(s) issued and return them to the Airport ID Badge Office within 5 business days. Failure to do so will result in a **\$200.00** fee per badge and/or key.

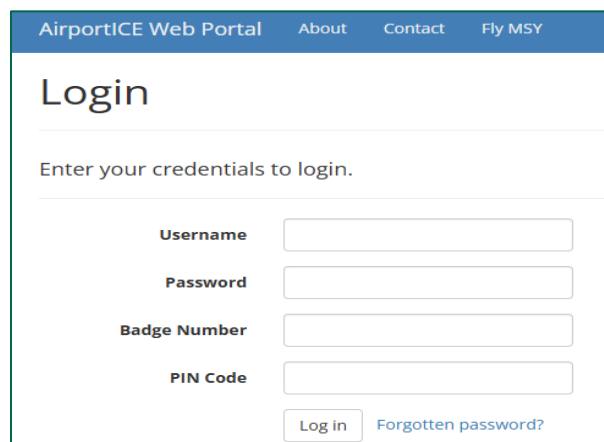
MSY ID Badges & Keys Remain NOAB Property

The Authorized Signer shall **IMMEDIATELY** notify the Airport ID Badge Office whenever an employee, contractor or vendor having a valid MSY ID badge is terminated by deactivating the employee badge on the MSY Portal website. The employer (**Authorized Signer**) will collect the employee's MSY ID badge and key(s) issued and return them to the Airport ID Badge Office Room #341 within **5 business days**. A **\$200.00** fee will be charged to your company for each badge or key not reported or returned within **5 business days upon termination**.

MSY ID Web Portal

The MSY Security Department has deployed a Web Portal for authorized signatories to enhance the process of new employee badging and manage current badge holders. Before logging into the Web Portal for the first time, you (AS) must set up your secure login and password with the Badge Office personnel. Once completed, go to msyid.com, enter your username (**case sensitive**), password (**case sensitive**), Airport ID# (**do not include leading zero's and/or letter**) and your personal 5-digit pin# that you use to access secured doors. In the Web Portal, authorized signatories can do the following:

- Create new applications for new employees
- View your company's active badges
- Immediately deactivate badges for employees that are either suspended or terminated
- View list of employee badges that are expiring soon
- View list of badges that have unaccounted for and has been marked as lost
- View any security violations committed by an employee
- View status of pending employee background check investigations
- Download documents provided by the Badge Office
- View a list of badges with escort and percentage. (**Only 70% of badged employees in your company can have escort**).
- Authorized Signatories are required to add new applicants in the Web Portal before sending them to the Airport ID Badge Office. The applicant information will automatically be deleted out of the portal after 30 days. If the new applicant is not submitted through the Web Portal, they will not be processed.
 - If the applicant has or had an airport ID badge, the sponsor is not required to submit them through the Web Portal.



The screenshot shows the 'AirportICE Web Portal' login interface. At the top, there are navigation links for 'About', 'Contact', and 'Fly MSY'. The main heading is 'Login'. Below the heading, there is a prompt: 'Enter your credentials to login.' The form contains four input fields: 'Username', 'Password', 'Badge Number', and 'PIN Code'. At the bottom of the form, there is a 'Log in' button and a link for 'Forgotten password?'.

Entering a New Applicant in MSY ID Web Portal

- Visit www.msyid.com to begin the process and login with credentials created with the Badge Office.
 - When logging in for the first time, you will be prompted to change your password.
 - Please contact the Badge Office for assistance if you have trouble logging in.
- Go to **Manage** and then click “**New Application**”
 - Complete all fields for applicant’s “**Personal Information**”
 - Please provide complete and accurate information
 - Full name must match government issued identification
 - Please refrain from using any punctuation
 - Complete all fields for applicant’s “**Identifying Documents**”
 - Two forms of identification are required
 - When entering identification information, please be aware that INS Card does not mean insurance. This type of identification is specifically used for non-U.S. citizens.
 - If entered incorrectly, it can result in an error and a longer process time for the applicant.
 - If an applicant is using a health insurance card as their secondary ID, please enter their social security number as a second ID in the system instead.
 - When entering INS Card information (example: Green Card), **please enter this ID first** as their primary type of identification. U.S. Passports and Certificates of Naturalization must be entered in as a primary identification as well.
 - The correct badge type must be selected (**reference pg.# 26**) and should match the badge type on the physical application.
 - Select **Employer Type**, select yes or no for **Driver Privilege** and/or **Escort Privilege**, Select **Level of Access**.
 - After completing previous steps, click “I agree, submit application.” From here, you can also print out the forms needed for submission.
- **ALL** new applicants **must** be entered into the MSY ID Web Portal prior to their appointment with the Badge Office with the exception of applicants that have previously been badged at the airport. If they have not been entered into the badging system, the applicant will be turned away from their appointment and asked to contact their authorized sponsor for assistance.
- Applications are held in the MSY ID web portal queue for only 30 days after submission.
- Authorized sponsors cannot access the MSY ID web portal if their badge is expired.

MSY
SECURITY
BADGE
PROCEDURES



BADGE OFFICE ETIQUETTE

- All employees must check in with the Security Guard when they first arrive.
 - The appointment list is printed for the Security Guard twice a day (once in the morning and once in the afternoon).
 - If an employee is not on the appointment list, the employee will be asked to show their appointment confirmation to the Security Guard.
 - If appointment cannot be verified by Badge Office personnel, the employee will be turned away from the Security Guard.
 - Services that do not require appointments are badge returns, lost badge/key replacements, and assistance for malfunctioning badges.
- When allowed to proceed to the Badge Office by the Security Guard, employees must ring the doorbell for service.
- There are two badging stations in the Badge Office. Applicants are serviced one at a time at each station (**Station #1 and Station #2**).
- The only guests allowed with each applicant are translators and children.
 - Any additional guests will have to wait in the lobby area with the Security Guard
- New applicants must arrive to their appointment photo ready.
 - Employees will be asked to remove their headwear unless it is daily religious attire.
- Phone usage is not allowed inside of the Badge Office. Customers must step outside into the lobby area near the Security Guard to take a phone call.
- Applicants must maintain and present neat paperwork to the Badge Office. **This means no folding, rolling, creasing, and/or staining of paperwork.**
 - If this occurs, the applicant will have to retrieve a new application from their authorized sponsor.

SECURITY SERVICES

- **New Applications & Fingerprinting**
 - This service is for individuals that are either applying for a new badge or adding/changing a company on their existing badge. An appointment is required.
- **Badge Renewals**
 - This service is for current badge holders that need to update their airport badge that either is expiring within the next 30 days or has recently expired. An appointment is required.
- **Badge/Key Returns**
 - This service is for returning airport badges and/or keys that are no longer in use. No appointment is necessary. A receipt will be provided at the time of service.
- **Background Adjudication**
 - This service is for individuals who are either applying for a badge or is currently an active badge holder with a record that needs verifying. This process is confidential and details are not shared with the individual's employer. An appointment is required.
- **Changing/Adding an Employer**
 - This service is for employees who are either switching their badge to another employer or adding a company to their current badge. This service requires an application from the new employer. Additional training may apply. An appointment is required.
- **Changing Badge Type**
 - This service is for employees changing their current badge type. This service will require the ID badge permit application and fingerprint form. Additional training and fees may apply. An appointment is required.
- **Adding Driver Privilege**
 - This service is for SIDA badge holders that are adding driver privilege to their active badge. Employees must complete the mandatory driver course and obtain driver form from authorized sponsor. An appointment is required.
- **Adding Escort Privilege**
 - This service is for SIDA badge holders that are adding escort privilege to their active badge. Employees must obtain escort form from their authorized sponsor. An appointment is required.
- **Adding a Customs Seal**
 - This service is for employees with active SIDA badges that require a need to access the CBP area for international flights. Application and approval are processed through the CBP office at the North Terminal. An appointment is required for adding the seal once approved.

- **Temporary Badge Issuance**
 - This service is for airport employees who need to work or conduct business in the Sterile, Secured, or AOA areas of MSY on a temporary basis. An appointment is required as well as an email sent in advance. An authorized sponsor must be present with the airport employee and a fee is required.
- **Key Request**
 - This service is for employees that require a key to their work area. A key request form must be submitted with the authorized sponsor's signature on it. Once key is approved and cut by locksmith, the employee will be notified to make an appointment to pick up their key.
- **Access Request**
 - This service is for employees that need access on their badge to enter a certain area for work. The authorized sponsor must send an email to msybadgenotifications@flymsy.com with the **door/gate # and the employee's name, employee's badge #, and reason for request.**
- **Video Request**
 - Authorized sponsors must send an email to request to view security footage. The email must include the incident time, place, & the activity that they are looking for.
- **K-9 Request**
 - **K-9 requests for gate 167V must be sent at least 24 hours in advance via email.** This is for companies driving into gate 167V with equipment that need to be searched.
- **Setting Up New Company**
 - To become established in the airport badging system, each new company must be sponsored by an existing active company at Louis Armstrong International Airport. A sponsor letter (**See Enclosure #1 on pg.# 29**), new application, and appointment is required.

ONLINE SCHEDULING

Please visit the following website to make the necessary reservations for services provided by the Airport Security Badge Office: <https://signup.com/group/7569976156076740127>

Please advise that employees must adhere to the selected appointment time, otherwise, they will have to reschedule. Services that do not require appointments are lost badge replacements, individual employee badge return, malfunctioning badge assistance.

- **Badge Pickup and Updates**

- **Monday - Friday**
- For airport employees that need to pick up their new airport ID badge, renew their current airport ID badge, change or add an employer, or add driver/escort/or CBP privileges
- Training must be completed prior to appointment.
- Current government issued photo identification is required
 - Physical IDs only, LA Wallet is not accepted

- **New Badge Applications & Fingerprinting**

- **Monday - Thursday**
- For airport employees that need to submit badge applications and begin the background check process.
- Must have required documents, required identification for badge type, and either a money order, company check or cashier's check.

- **Employee Badge Training**

- **Tuesdays**
- For new and current employees that do not have access to the internet to complete the required training to obtain their airport ID badge.
- If taking a drive course, employees must bring a valid driver's license.

- **Background Check Adjudication**

- **Wednesdays and Fridays**
- For employees that need to clarify any issues identified during the badging/CHRC process.
- All inquiries must be made in person with Badge Office personnel
- This process is confidential

SECURITY SERVICE PROCEDURES

New Application Procedures

It is your responsibility as an authorized sponsor to ensure that you provide all of the required documentation to your applicant for the Badge Office before your applicant can proceed with fingerprinting.

- All new applicants must be entered into the MSY ID Web Portal by their Authorized Signatory.
- All applications must be printed legibly or typed, on letter-sized paper with all text of the document visible.
- The employer must provide the applicant an Identification Badge Permit Application, Fingerprint/CHRC form (if applicable), and Privacy Act form. **(SIGN IN INK ONLY).**
- The applicant must read, understand, agree to, comply with, sign and date the Identification Badge Permit Application, Fingerprint form (if applicable), and Privacy Act form.
- The Authorized Signer must complete Section II of the Identification Badge Permit Application. Signature comparisons will be made with the Signature on file in the Airport ID Badge System. **(SIGN IN INK ONLY).**
- The Authorized Signer **must not pre-sign the badge application** and must be the last person to sign and date the application.
- By signing the application, the Authorized Signer certifies that he/she has reviewed the information and statements contained on the application and the information is true and correct to the best of his/her knowledge. The employer must complete #18-26: state an applicant's Employer Type, level of access, need for Escort Privilege, Driver Privilege, and certify that he/she verified the employee identification by two forms of identification; one of which must bear the applicant's photo.

Fingerprinting

- The applicant must complete the Fingerprint/CHRC application.
- The applicant must bring required identification. At least one form must be a government issued photo ID **(See Enclosure #2).**
- **A non-refundable \$55.00 fee is required at the time of service. Payment must be in the exact amount by Money Order, Cashier/Certified Bank Check, or Corporate Check ONLY**
- There is a possibility that an individual fingerprints result will come back as unclassifiable. If the results are unclassifiable, an email will be sent to an Authorized Signatory requesting that the individual schedule an appointment to come back to the Badge Office to be re-fingerprinted. If the fingerprint result comes back unclassifiable twice, a Manual Name Check will be submitted for the applicant. This process may take up to 30 days.
- Airlines are required to fingerprint their employees and submit the cleared CHRC letter with the Badging Application when they apply for an airport ID badge. The Badge Office cannot submit the STA without a copy of the airline employee's CHRC results.
- If the applicant fails to complete the ID badging process within the 30-day period of their background clearance, the applicant paperwork will be shredded and they will need to start the badging process over. An additional fee will be required.

NOTE: Fresh cuts; lotions, etc. interfere with fingerprinting

Badge Renewals

- SIDA and Public badges are renewed every year. Sterile badges are renewed every six months.
- You will need your current Airport badge for your renewal appointment. Expired badges require an additional late fee and Expired Badge form signed by an authorized sponsor.
 - Your expired badge will be confiscated by Badge Office personnel if you do not have the form or fee at the time of renewal.
- This process can be done as early as 30 days prior to the badge expiration date.
- If an employee is out on medical leave, leave of absence, or temporary duty and cannot renew their badge on time, it is the authorized sponsor’s responsibility to inform the Badge Office via email or phone call before the badge expires to avoid any penalties.
- Your badge will automatically deactivate at 12:01a.m. on the day after the expiration date.
- Please schedule an appointment for this service under “**Badge Pickup and Updates**”
- Employees must provide an updated physical government issued photo ID if the ID on file in the badging system is expired.
 - Employees with driver privilege must provide an updated driver’s license
- Please refer to **pg.# 27** for renewal fee information.
- All training must be completed prior to reporting to the Airport Badge Office for a badge renewal.
- Access the Airport online training center by using the following website: <https://msy.iet-ls.com>.

Required Training Courses:

<p>Public & Sterile Badge (Initial & Renewal)</p>	<p>Customer Service Human Trafficking Prevention at Airport Title VI & Non-Discrimination</p>
<p>SIDA Badge (Initial)</p>	<p>Customer Service Human Trafficking Prevention at Airport Title VI & Non-Discrimination Full Security (SIDA) Training Safety Awareness Orientation</p>
<p>SIDA Badge (Renewal)</p>	<p>Customer Service Human Trafficking Prevention at Airport Title VI & Non-Discrimination Recurrent Security (SIDA) Training Safety Awareness Orientation</p>

Additional Required Course for Certain Badge Holders

Employees with ramp/non-movement area driver privileges	Non-Movement Area Driver Training (Recurrent for renewals only)
Badge Sponsors	Authorized Signatory
Employees with movement area driver privileges – NOAB/ARFF/Breeze Mechanics/FAA ONLY	Movement Area Driver Training (must be completed every year)
Local Law Enforcement Officers/ Security Guards	Public Vehicle Investigations

- Training courses must be completed via the Google Chrome Browser on either a computer or mobile device.
- Badge holders without access to an electronic device to complete the training can schedule an appointment online to take required training on-site in the Training Center.

Badge/Key Returns

- All MSY Airport badges and keys are property of the New Orleans Aviation Board and must be returned when they are no longer in use.
- There is no appointment needed to return a badge and/or key.
- A receipt will be provided at the time of the return. If the number of badges or keys being returned exceeds the amount of 3, the receipts will be emailed to the authorized sponsor(s).
- Authorized sponsors must deactivate their employee’s badges in the MSY ID Web Portal if the employee has been terminated.
 - The Authorized Sponsor must provide a note when deactivating an employee’s badge.
 - The Authorized Sponsor must return the badge to the Badge Office within 5 business days.
- A **\$200.00** fee will be charged to your company for each badge or key not reported or returned within 5 business days upon termination.

Background Adjudication Process

- An employee with a criminal record may need to go through an adjudication process before they will be eligible for an Airport ID badge. Due to confidentiality and Transportation Security Administration (TSA) Regulations, the ID Badge Office cannot release any information regarding the employee criminal record history. If an employee clears the adjudication and

his/her STA is cleared, the ID Badge Office will give the employee their training voucher to complete the online training.

- This process requires an in-person appointment and cannot be conducted over the phone. The authorized sponsor does not need to be present.
- Employees who receive a letter from the Transportation Security Administration in reference to their Security Threat Assessment must respond back to the letter and provide the information requested to adjudicate the STA process.

Changing or Adding an Employer

- Airport employees can work for more than one company at the airport. They must inform the Badge Office when this situation happens.
- When an employee is either adding or changing an employer on their current badge, they must provide the Badge Office the Identification Badge Permit application (the first two pages of the badging application).
- It is the employee's responsibility to inform the Badge Office Personnel if he/she will be working for both companies
- If the employee will work for both companies, the badge will go under the highest priority company. The employee will have the access for both companies.
- The employee must surrender his/her current badge in order to receive the new one if changing the primary employer.
- The appointment for this service can be scheduled under either "New Applications & Fingerprinting" or "Badge Pickup and Updates"

Changing Badge Type

- The employee will need to provide the Badge Office the Identification Badge Permit Application. Any additional required training for the badge type will need to be taken before the appointment.
- Additional identification may also be required depending on the badge type (See pg.# 26)
- If an employee is changing their Public (White) Badge to either a Sterile badge or SIDA badge, they will need to do the following:
 - Provide an Identification Badge Permit Application and a Fingerprint Form to the Badge Office
 - Must be fingerprinted, which requires the \$55 fingerprint fee
 - Once the fingerprint results are cleared, the employee must surrender his/her current badge in order to receive the new one.
 - If the employee is applying for a SIDA badge, the applicant must bring in a second form of ID and complete the full Security (SIDA) training before he/she can receive his/her badge. A valid Driver's license and completion of the necessary full driver training is required if applying for a SIDA badge with driver privilege.
- The appointment for this service can be scheduled under either "New Applications & Fingerprinting" or "Badge Pickup and Updates"

Adding Driver Privilege

- Employees with a current SIDA badge that need driver privilege must provide the Driver Privilege Form to the Badge Office.
- They will need to complete and pass either the full non-movement or full movement training course depending on their employer. This will need to be taken prior to their appointment.
- A \$40 reprint fee may apply depending on when the employee obtained their current badge.

- Please schedule an appointment for this service under “**Badge Pickup and Updates**”

Adding Escort Privilege

- Employees with a current **SIDA badge** that need escort privilege must provide the Escort Authority Access form to the Badge Office.
 - **Only 70%** of your company’s roster is allowed to have escort privilege. This percentage cannot be exceeded.
 - No additional training is required
 - **Once an employee applies for badging, they cannot be escorted.**
 - Individuals without a MSY badge can only be escorted into SIDA/Sterile areas for 3 days or less
- A \$40 reprint fee may apply depending on when the employee obtained their current badge.
- Please schedule an appointment for this service under “**Badge Pickup and Updates**”

Adding a Customs Seal

- Employees holding a SIDA badge requiring a customs seal must complete the process through the **Customs & Border Protection (CBP) Office (located on the 1st floor of the North Terminal)**.
- Customs personnel will provide you with all of the information and steps necessary to obtain a Customs ICON on the lower part of the identification badge.
- Customs personnel will determine if the employee is eligible to receive the CBP seal and will notify the employee and Badge Office when the employee is cleared.
- Once CBP notify the employee, they will return to the Badge Office and the Badge Office Staff will check for the CBP clearance and a customs seal (CBP) will be printed directly on the employee’s SIDA badge.
- Please schedule an appointment for this service under “**Badge Pickup and Updates**”

TEMPORARY ID BADGE PROGRAM

PURPOSE:

The Temporary Badge Program provides authorization to Airport employees not based at Louis Armstrong New Orleans International Airport (MSY) to work or conduct business in the Sterile, Secured, Air Operations Area (AOA) on a temporary basis. Every individual with a Temporary Badge must be under escort at all times. The Temporary Badge may not be used to escort individuals for non-business purposes (i.e. family members, children, friends, etc.). This privilege will only be issued to individuals who have unescorted privileges to the SIDA at their home-based airport. The individual requesting a temporary identification badge will receive and sign a mini briefing of SIDA requirements to adequately train the individual on the security requirements that apply to the SIDA at MSY.

BACKGROUND:

The Temporary Airport ID Badges are the property of the New Orleans Aviation Board (NOAB) and will be returned to the NOAB on demand. The individuals will have in their possession their home-based ID badge and the MSY Temporary ID Badge before entering into the SIDA/AOA Areas of the airport. All Temporary ID badges must be returned on or before the DATE/TIME APPROVED FOR USE.

The primary location for issuance of the Temporary badge will be the MSY Security Badge Office during their normal operating hours or at MSY Airport Operations Office after hours. All Temporary Badges

must be issued by the Airport to the individual to be escorted. Unlike the Temporary Badges will not be issued to companies/individuals/authorized signatories to store and issue to individuals they are escorting.

If the need for a temporary badge arises outside of the Security Office operating hours due to an unforeseen circumstance, the MSY Airport Operations Office may issue a limited time (no more than 24 hours). All limited Duration Temporary badges must be returned as soon as possible after use, but no later than 24 hours from the time of issuance. Failure to return the temporary badge to the original point of issuance or the Security Badge Office, will result in a \$200.00 badge fee assessed to the company requesting the badge.

The identification presented for verification must be the employees Home Based Airport Identification Badge and official government identification. Airport ID Badges will be issued in the following categories:

1. SIDA/AOA Access
2. STERILE Access

Due to the critical security nature of the Sterile/SIDA/AOA ID badge and the TSA directed Requirements concerning missing ID badges, a penalty will be assessed for failure to return the badge within the required time. Upon termination of tour at MSY, each authorized signatory representative shall collect the Airport ID Badge and return it to the office that issued the ID badge. Replacement of damaged Temporary Airport ID Badges shall not be accomplished without the return of the original badge. Charges for ID Badge issuance shall be posted in the Airport Badge Office.

Temporary Badge Steps for Issuance

The Temporary Badges are valid for up to 3 months. The categories that Temporary Badges could be issued in are SIDA and Sterile access levels. The Authorized Signatory must request the level of access and the number of temporary badges needed for each access level. The request must be emailed to the Badge Office to MSYBadgeNotifications@flymsy.com. The Temporary Badge request will take 1 - 5 business days for approval. Once approved a Badge Office personnel will send an email to the Authorized Signatory to advise when to pick up the Temporary Badges. The cost for the Temporary Badge is \$10.00 per badge and will be due at issuance. *It is important to request the correct amount because the company will be charged for each temporary badge that is requested.*

To obtain the Temporary Badge, the Authorized Signatory must accompany the applicant to the Badge Office during normal business hours. The applicant must present his/her current badge from their home-based airport and their current driver's license to the Badge Office representative.

The Temporary Badge holder and their Authorized Signatory understand that they must be escorted into their working area and must be under escort at all times. They also understand that they must carry an official government issued ID at all times and may only gain access to the above-mentioned areas through a TSA Passenger Screening checkpoint. Access the Sterile, or Secured areas through a bypass door or direct access point are strictly prohibited.

Use of the Temporary Badge is a privilege and may be revoked at any time by the Airport Security Coordinator or their duly authorized representative.

Setting Up a New Company for Security Badging

The Airport Security Badge Office will require the following document to get a new company established in our system.

Letter of Verification/Sponsor Letter

The letter of verification is a document that should come from the company that is sponsoring the new company's activity on the airport (*See Enclosure #1*). It should be written on the letterhead of the company that is sponsoring the new company. The letter should indicate the new company's scope of work, areas that the new company will need access to, the duration of the new company's contract/expected completion date ("Open Ended" or "Ongoing" is not acceptable), and whether or not the new company will need to drive vehicles on the airport. This letter must be provided to the new company before they can acquire security badges. In addition to the letter, the authorized signatory from the established company that is sponsoring the new company must sign #27 on the Identification Badge Permit Application. The designated person from the new company that will be the authorized signatory must complete the application process first and obtain their badge before their employees can begin the application process.

Authorized Signatory

Your company will be requested to set up an Authorized Signatory (*limited to three*). If the Authorized Signatory has not been convicted of any disqualifying offenses in the past 10 years, they will be notified that they are eligible to sign badge applications for other employees. (*See Disqualifying Criminal Offenses on back of the Fingerprint Criminal History Records Check Application*). Each person appointed as the authorized signer must complete the Authorized Signer training course to receive training on their responsibilities.

Authorized Signers are your company's main point of contact for the Badge Office. These Signers will also be the only people who can authorize ID badges for employees with your company. You may wish to set up more than one Authorized Signer to ensure you have adequate staff available to sign badge applications, as well as expired/lost badge forms and/or escort/driver privilege forms. When you want add another person as an Authorized Signatory, please send an email to the Badge Office and have the individual schedule an appointment under "**Badge Pickup and Updates**".

We will require Authorized Signer to complete the Sponsor card. This card must be completed in the presence of the Badge Office Clerk. Also, the Authorized Signer will sign the signature pad in the Badge Office and the signature record will be kept within the ID Badge System.

ADDITIONAL SECURITY PROCEDURE INFORMATION

Vehicle Marking Requirements

If you operate vehicles in the SIDA area, please ensure that they are marked as follows:

- Vehicles must be properly marked with the permanent company name/logo.
- **Magnetic or temporary signs are prohibited!**
- Door Markings: Lettering of name/logo must be 18-inches in diameter with a minimum letter height of 3-inches.
- Logos: Logos must be clearly recognizable and associated with the company.
- Amber Beacon Lights: All vehicles that operate on service roads adjacent to aircraft taxiways, surface movement areas and parking areas must be equipped with amber beacon lights. These lights must be used during limited visibility and hours of darkness.

Security Awareness Information

Security Enhancement Updates

Effective July 27, 2015, all employees traveling as passengers must access the sterile area through a TSA screening checkpoint. Once screened, employees must remain in the sterile area with any accessible property until they board the aircraft. This requirement applies when traveling for all purposes (business, leisure, etc.) unless exempt by federal regulation.

Sterile Area Badges

- Sterile Area badge holders must access the sterile/concourse employment area through the main checkpoint only.
- The Sterile Area badge is only authorized for the sterile (concourses) areas. It is not authorized for access to the ramp or SIDA areas.
- Badge sharing is never permitted.
- Sterile Area badge holders are not allowed to escort into the SIDA areas (***you can only escort in the sterile area when your MSY badge has the E Icon on the lower section of the badge.***)
- Sterile Area badges should be displayed on your outermost garment below the neck and above the waist at all times while in the sterile area (concourses).
- If you lose your sterile badge and the AS is not available, the supervisor on duty must inform AVCOM at (504)303-7700 and during office hours, the AS will need to send the Badge Office an email.
- Law Enforcement Officials, Airport Officials, your employer and Security Personnel can confiscate your Sterile Area badge.
- A Security Breach of rules Notice can be issued as a result of a security violation. Depending on the severity of the security violation/breach you can receive a fine, suspension of access privileges and/or revocation of your sterile Area badge.
- If you witness anyone violating security procedures, please call the Airport Badge Office or AVCOM after hours. To report emergencies or suspicious incidents, contact the Jefferson Parish Sheriff Office (JPSO) at (504)303-7730 or through AVCOM.

Sterile Area Property Screening

- No Person shall transport any Property into a Sterile Area or onto an Aircraft at the Airport unless such Property has first been screened by the TSA, or a Person authorized by the TSA to conduct such screening, except with the prior authorization by the TSA.

Public Badges

- The Public badge is not authorized for access to the ramp, Sterile, or SIDA areas.
- Badge sharing is never permitted.
- Public badge holders are not allowed to escort.
- Public badges should be displayed on your outermost garment below the neck and above the waist at all times while on airport property.
- Law Enforcement Officials, Airport Officials, your employer and Security Personnel can confiscate your Public Area badge.
- If you witness anyone violating security procedures, please call the Airport Badge Office or AVCOM after hours. To report emergencies or suspicious incidents contact the Jefferson Parish Sheriff Office at (504)303-7730 or through AVCOM.

NOTIFICATIONS

CHRC's and Security Threat Assessments Results

The Security Badge Office will notify the Authorized Signer when employees have cleared the fingerprint based Criminal History Records Check (CHRC) and Security Threat Assessment (STA) by email.

Once your company is notified that an employee's CHRC and STA check has been cleared, the employee has 30 calendar days to complete the badging process. If the employee does not retrieve their airport ID badge within 30 days, their paperwork will be shredded. They will be required to start the badging process over and an additional expense of \$55.00 for fingerprints will be required.

Approval and Issuance

- The Badge Office will be notified when an applicant's CHRC results are approved or denied.
- Any disqualifying or unresolved issues arising from the Criminal History Records Check will result in a denial of access privilege. The applicant may request a copy of their fingerprint results in order to obtain the necessary dispositions.
- If an applicant has also applied for Customs access, the CBP Supervisor will forward the approved CBP application to the ID Badge Office prior to issuance of the MSY ID badge. The ICON endorsement will be placed on the front lower section of the MSY ID Badge.

Audit / Billing

- **Active Badge and Restricted Key Report 100% Audit:** The Active Badge and Restricted Key Report is automatically generated and sent to the Authorized Signatory in January annually. The Authorized Signatory has to verify each employee and Restricted Key (*if applicable*) and send the reports back to the Badge Office within 2 weeks of the date that is marked on the report. If the reports are not returned within 2 weeks, all airport badges for your company will be deactivated and Security will not process any new employees. You must keep your reports current at all times. Your company will be charged \$200.00 for each non-return badge or key. It is the Authorized Signatory responsibility to keep account of their employees who received security services from our office.

- **Monthly Expired Report (Badge Expiration by Month):** This report is automatically generated and sent to the Authorized Signatories 30 and 60 days prior to the employee expiration month. If an employee is on long term sick leave, maternity leave, or military leave please notify the Badge Office prior to the expiration date by email.
- **Expired Report:** This report is automatically generated and sent to the Authorized Signatory on the first of every month. All expired badges on this report will be deleted from your roster unless you indicate the necessity for them to remain on the roster however; they need to renew their badge immediately. If you do not respond to this report the Badge Office will request the return of the expired ID badge and an invoice will be sent to your company for a fee of **\$200.00** per non-returned badge. If an employee is on long term sick leave, maternity leave, or military leave, etc..... and you inform Security after the badge has expired, the employee is still responsible for the expired fee.
- **Billable Lost Badge Report:** This report is automatically generated and sent to the Authorized Signatory. The employee on this report airport ID badge will be placed on the lost/stolen report. The Authorized Signatory must submit payment within 5 days upon receiving this report to avoid interruption of service from the Airport Badge Office. If payment is not received, all Airport ID badges for your organization will be deactivated and Security will not process any new employees.

SECURITY FORMS

All Security Forms can be retrieved using the following links:

- <https://flymsy.com/business/doing-business/security-forms/>
 - <https://msyid.com/> (MSY ID Web Portal requires login credentials)
-

Forms

- **Identification Badge Permit Application**
 - Required for all new employees and current employees that are adding or transferring to another company (2 Pages)
- **Fingerprint - Criminal History Records Check Application**
 - Required for employees that request access to restricted areas that requires a fingerprint/background check be performed.
- **Privacy Act Notice**
 - Required for all employees (2 Pages)
- **Key Request**
 - Required for an employee that is requesting a new key from the Security Office
- **Expired / Lost / Stolen ID & Key Form**
 - Required for all employees who either lost a badge or key, or has an expired badge that needs to be renewed. Fees may be associated as well as re-training.
- **Escort Authority Access Request Form**
 - Required for employees wishing to add the “E” or Escort Authority to their badge with their authorized sponsor’s approval.
- **Driver Privilege Form**
 - Required if a sponsor needs to add, remove, or reinstate driver privileges for an employee. Fees may be associated as well as training.

► All forms must be completely filled out in the presence of the Authorized Signatory prior to coming to the Badge Office. The Badge Office will not accept any forms that are not properly copied and all forms must have original signatures. The Badge Office will not accept scanned or fax copies.

QUALIFICATIONS FOR MSY ID BADGE TYPES

The applicant must satisfy qualifications (*where applicable*) in the following areas prior to issuance of an MSY ID Badge.



**WHITE
PUBLIC**

- Identification Badge Permit Application
- Privacy Act Notice Form
- 1 form of ID (**Government issued picture ID**)
- **\$30.00** Initial Badging Fee
- Approved STA
- Complete Customer Service, Human Traffic, & Title VI Non-discrimination Training
- Complete Signatory Training (**if applicable**)



**STERILE
PUBCLR**

- Identification Badge Permit Application
- Privacy Act Notice Form
- Fingerprint Form
- 2 forms of ID
- **\$55.00** Fingerprint Fee
- Approved STA and CHRC
- Complete Customer Service, Human Traffic, & Title VI Non-discrimination Training
- Complete Signatory Training (**if applicable**)



**LEO
SIDA**

- Identification Badge Permit Application
- Privacy Act Notice Form
- 2 forms of ID
- Complete SIDA and Customer Service, Human Traffic, Title VI Non-discrimination, & Safety Awareness Orientation Training
- Complete Driver and Signatory Training (**if applicable**)



**SIDA
&
CONTRACTOR
SIDA**

- Identification Badge Permit Application
- Privacy Act Notice Form
- Fingerprint Form
- 2 forms of ID
- **\$55.00** Fingerprint Fee
- **\$35.00** Fee (**Contractor ONLY**)
- Approved STA and CHRC
- Complete SIDA, Customer Service, Human Traffic, & Title VI Non-discrimination, & Safety Awareness Orientation Training

FORMS OF IDENTIFICATION

The applicant must bring two **ORIGINAL** forms of Identification for SIDA Badge and one form for Public/Public Clear Badge (*See Enclosure #2*). Always check each form to make sure it appears to be authentic. Phone images/photo-copied pictures are not valid. The applicant must bring the following documents:

- a) U.S. Citizens must provide their government issued photo ID, such as a Driver's License, State ID or Passport
- b) Individuals who are not U.S. citizens must provide the:
 - (1) Alien Registration card
 - (2) I-94 Arrival/Departure Form
- c) For individuals who hold a non-immigrant visa must provide the visa card
- d) For individuals who are U.S. citizens born abroad or naturalized U.S. citizens, provide:
 - (1) U.S. Passport
 - (2) Certificate of Naturalization
 - (3) Certification of Birth Abroad, Form DS-1350 or Form FS-240

Second document can be another form of government issued identification with the applicant's name on it such as a Student ID, Social Security Card, U.S. Birth Certificate, Health Insurance Card, Voter's Registration Card etc.....

BADGING FEES:

- Fingerprint Fee: **\$55.00**
- All Badge Renewal Fees: **\$30.00**
- All Late Badge Renewal Fees: **\$60.00**
- Initial Contractor Fee: **\$35.00**
- Public (White) Badge Initial Fee: **\$30.00**
- Air Carrier Badge Renewal Fee: **\$30.00**
- Air Carrier Late Badge Renewal Fee (**Employee pays \$30**): **\$60.00**
- Name Change/New Picture Reprint Fee: **\$40.00**
- Damaged Badge Reprint Fee: **\$40.00**
- Driver Privilege Reinstatement Fee: **\$40.00**
- **If a sponsor needs to add escort/driver to the applicant badge the fee is \$40.00.**
- **Customs/Border/Protection, EJLD, FAAF, FBI, Homeland Sec. Investigation, JPSO, KPD, Louisiana Dept of Wildlife & Fisheries, National Weather Svcs, SCSO, US Border Patrol, US Capitol Police, US Fish & Wildlife, US Marshal, US Postal Services, US Postal Service Inspectors, & US State Depart.: No Renewal Fee ~ Late Renewal Fee: \$30.00**

Lost Badge / Key Fees:

- Lost Badge Fee \$200.00 (Each)
- Lost Key Fee \$200.00 (Each)

- If an applicant ID badge is stolen and they provide a police report there will be no charge for the new badge.

Refund:

The employee will be refunded **\$50.00** if lost badge/key is returned to the Badge office within 10 business days. The employee will have to fill out a refund form in the Badge Office.

The employee will be refunded **\$200.00** if lost badge/key is returned within 24 hours of obtaining a replacement badge.

Refunds are processed through the NOAB Accounting Department and can take up to 3 weeks to process. The employee will be notified when the refund is available for pick up.

Methods of Payment:

- Company checks, money orders, certified/bank checks (**ONLY**)
 - Make Payable to **New Orleans Aviation Board** (Please do not abbreviate)
- Billing (**only those currently being billed and/or approved**) - The Badge Office will only bill for those companies that submit a request to MSY Accounting Department via email (msybadgenotifications@flymsy.com). Once the Invoice is sent to the Badge Office from MSY Accounting Department, the Badge Office will provide the services.
 - Renewal fees cannot be billed for in advance. They are accumulated for each company and invoiced for periodically.
- Debit/Credit card options are not available.
- We will correct our errors at no charge to your agency or employee.
- All costs associated with damaged/lost/stolen/replacement badge/keys are the employee's or company responsibility.

Please note that companies can prepay for security service fees for several of their employees. They must specify the service and quantity to Badge Office Personnel when doing so. The funds will be kept on record in the Badge Office.

(SAMPLE – DO NOT USE AS ORIGINAL)

NOTE: DOCUMENT MUST BE ON YOUR COMPANY’S LETTERHEAD

To include: Name, Address, and Telephone Number

Airport Security Manager
Airport Security ID Badge Office
Louis Armstrong New Orleans International Airport
900 Airline Drive
Kenner, LA 70062

Dear Airport Security Manager:

The following individual(s) are representatives of **(Company Name)** and re-authorized signatures for Airport Identification Badges issued by the Louis Armstrong New Orleans International Airport (LANOIA), New Orleans Aviation Board Airport Security Department.

(Company Name) is engaged in **(give a brief description of your activities at Louis Armstrong New Orleans International Airport to include locations of the Airport where proposed activities will occur, and the reason why your employees will require access to the secure area of the airport).**

Names of Authorized Signatories

Signatures

Enter Name of Authorized Signatory Here

Enter Name of Authorized Signatory Here

Enter Name of Authorized Signatory Here

The above-named individuals are familiar with the Airport Security Program and will ensure **(Company Name)** employees who are issued LANOIA Airport ID badges comply with the Program. **(Company Name)** will ensure a strict accounting of all MSY ID Badges is maintained, to include prompt reporting of any lost badges and return of MSY ID Badges upon termination or transfer of any employee.

For Security Identification Display Area (SIDA), AOA and Sterile Area badges, a signed application by one of the aforementioned individuals authorizes the Airport ID Badge Office to process a fingerprint-based Criminal History Records Check (CHRC) and an appropriate badge, in accordance with all applicable provisions of 49 CFR 1542.209 and 49 CFR 1544.229.

I certify that any Transportation Security Administration Regulation fines levied against the Airport as a result of any **(Company Name)** employee’s failure to adhere to the Louis Armstrong New Orleans Int’l Airport Security Program will be paid by the **(Company Name)**.

Sincerely,

Enter Name of Main Company Contact
Enter Title of Main Company Contact

LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity and Employment	LIST C Documents that Establish Employment
<ol style="list-style-type: none"> 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (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 	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS 2. Certification of report of birth issued by the Department of State (Forms DS-1350, 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p>For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p>The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p>		
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	<p>OR</p>	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List B document. • Receipt for a replacement of a lost, stolen, or damaged List C document.

MSY
SECURITY
VIOLATION
PROGRAM



Louis Armstrong New Orleans International Airport is committed to providing the airport community with a safe and secured workplace. This document describes the purpose and structure of the MSY Security Enforcement Program. It is designed to educate and train companies and their employees about the safety and security rules of MSY. Through a violation program that is structured to hold security and safety violators accountable for safety and security related offenses. All agencies, air carriers, companies or individuals with access to any restricted area of MSY are accountable to the standards of the violation program.

The program is an awareness and enforcement security program. The program will determine corrective actions and penalties for violations and infractions. This document describes the violation system, penalties, and hearing process.

The rules and regulations are defined in the Transportation Security Administration (TSA) Regulations; MSY Airport Security Program and the MSY Rules and Regulations. The program does not limit, supersede, or replace any other laws, rules or regulations.

Who will be held accountable to the Standards of the Security Enforcement Program?

All individuals with access to any restricted area of MSY are accountable to the Rules and Regulations outlined in the program.

Security Violations Procedures

Any violation of a severe nature, as determined by the Director of Aviation or his designated representative, resulting in property damages and/or bodily injury may warrant immediate suspension of access privileges. The Director of Aviation or his designated representative shall hold airport administrative review, before any permanent suspension is taken against any violator.

1. Infractions and Violation Notice

- **Notice of Violation**

The Notice of Violation will be issued by MSY Airport Security Department for security violations as defined in the Airport Rules and Regulations and Airport Security Program.

- **Notice of Safety Infractions**

Notice of Safety Infractions will be issued by MSY Airport Operations for violations involving ground movement and safety of aircraft, vehicle, aircraft fueling, fuel storage, and handling occurring within the Airport Operations Area (AOA).

2. Notification and Citation Return Requirements

Within 72 hours of issuance of a “Notice,” the supervisor of the notice/citation recipient must return the signed notice to the Airport Security Department identifying the corrective action taken. Failure to do so will result in deactivation of the notice recipient’s security identification badge.

3. Violation

Violations will be assessed for each infraction listed on a notice. These violations will be cumulative and will become part of the notice recipient’s record, without regard to the employing organization. The violation associated with each type of notice is categorized into the following groups.

- Airfield Operations Area Safety Infractions
- Safety and Security Violations
- Airfield Driving Area Violations

Penalties

Violation Infraction	1 st Offense	2 nd Offense	3 rd Offense	ASC Discretion
Driving Violation or Safety Infraction	Corrective Training Class	Driver Reinstatement fee	3 Day Suspension	
Safety & Security Violation	Corrective Training Class	3 Day Suspension	7 Day Suspension	Loss of unescorted Access for up to 6 Months
Escort Violation	Corrective Training Class	Loss of Escort Privileges for 6 Months	Loss of Escort Privileges for 12 Months	Loss of Escort Privileges Permanent
Circumventing System	MSY ID Badge Revoked			
Concessionaire Knife Audit	Corrective Training Class	3 Day Suspension	7 Day Suspension	MSY ID Badge Revoked
Prohibited Items found during AWS (Firearms & Explosives)	MSY ID Badge Revoked			
Prohibited Items found during AWS (Knives)	Corrective Training Class	3 Day Suspension	7 Day Suspension	MSY ID Badge Revoked

4. Procedures for Corrective Training – Training Department

A notice to recipient with a violation is required to attend a SIDA approved Corrective Training program. All training must be completed within 10 days from the date of receipt. Proof of attendance must be forwarded to the Airport Security Department.

An individual will be directed to re-attend MSY SIDA/Driver training and successfully re-take the FULL SIDA/Driver examination regardless of the number of violations. Additionally, individuals will be directed to complete additional training as may be deemed, in the discretion of the

Airports Authority, necessary or advantageous to ensure compliance with 49 CFR 1542 requirements and/or Airport Rules and Regulations.

Violation or Infraction	Airfield Operations Approved Training Program
Driving Violation	Driver Training Class offered by Airport Training Department
Security Violation	Airport Security Training Class offered by Airport Training Department

5. Failure to attend Mandated Training - Additional Penalties

Failure to attend and complete the Corrective Training within the prescribed ten (10) day period will result in immediate revocation of the privilege for which the notice was issued (Drivers, Escort (Icon), or Security Access).

6. Notice

A recipient of a notice to suspend or terminate a badge privilege must contact the Airport Badge Office (504-303-7760) within 5 days of the date the notice was issued. Failure to respond will result in suspension of the privilege for one (1) year.

7. Hearing Process

A recipient of a notice to suspend or terminate a badge privilege may request a hearing to contest the suspension or termination of the privilege. This request must be made within five (5) days of the date the notice was issued. Persons appealing their violation are encouraged to bring all supporting documentation and witnesses that are applicable to their violation. A hearing for an appeal date will be determined upon request.

VIOLATION GUIDELINES

• Security Violations

- Mutilated Airport issued ID badge (laminare separating).
- Not displaying Airport issued ID badge (ID in possession).
- Smoking out of designated areas on the airfield (AOA).
- No company ID number on vehicle (or shop number).
- Improper signs on vehicle - Vehicle must meet sign requirements (Signs must be of commercial design on both sides of the vehicle, Company logos must be a minimum of 18-inches in diameter with a minimum letter height of 3-inches).
- Allowing unauthorized access to AOA via tenant-controlled gate.
- Failure to challenge or report persons without Airport issued ID.

- Failure to control and monitor escorted persons or vehicles.
- Forcing or propping open doors/gates to the AOA and leaving unattended.
- Airport issued ID badge not in possession.
- Display or use of an invalid ID badge (Lost, Stolen, Deactivated, Expired).
- Failure to challenge persons not properly displaying an Airport approved/issued ID badge.
- Early departure from an access point (door/gate) before it is locked or secured. Improper stop and wait procedures.
- False 911-duress code or false fire alarm at a card reader-controlled access point.
- Vehicles driving on SIDA/AOA without proper displaying a logo or company name on both sides of the vehicle in a location opposite the front seat.
- Failure to remain with an individual or vehicle when escorting.
- Failure to maintain proper escort.
- Persons on the SIDA/AOA without Airport Identification badge.
- Tampering with or abuse of access card readers or door locking mechanism.
- Failure to secure Jetway/Fire door unlocked and unattended (leaving a Security Door in timed override and leaving the area unattended).
- Using Airport issued ID badge for unauthorized/intended use.
- Failure to report/respond and or secure Restricted Access Doors/alarms.
- Airport ID badge holder has unauthorized access to secured area.
- Conviction/commission of any crime on AOA regardless of classification.
- Piggybacking - Allowing unauthorized, unbadged person(s) and or vehicles through access point.
- Door held open too long.
- All gates or access points must be closed by the user immediately after passage. Any unsecured access point observed open should immediately be reported to Airport Police and a violation will be issued.
- Violation of Authorized Signatory responsibilities (Any willful or gross negligence of authorized signatory responsibilities. Examples - application falsification, forgery, and negligent acts pertaining to audits and recordkeeping.

- **Severe Violations**

Any security violation of a severe nature, as determined by the Director of Aviation, will warrant immediate suspension of the individual's unescorted access privilege and or may be permanently revoked.

Examples of severe violations are:

1. Falsifying information on the badge application. This is ground for permanent revocation.
2. Circumventing security equipment or facilities or deliberately compromising security.
3. Defacing or vandalizing security systems/devices or Airport Issued ID badge that was reported as lost or stolen.
4. Gaining unauthorized entry through an access point to the AOA by following an individual or vehicle (tailgating).
5. Piggybacking - allowing unauthorized, unbadged person(s) and or vehicles through access point.
6. Using Airport issued ID badge to bypass screening when departing MSY on an outbound flight. (Grounds for permanent revocation).
7. Using Airport issued ID badge to allow another individual to bypass screening when departing MSY on an outbound flight. (Grounds for permanent revocation).
8. Failing to report a lost or stolen badge.
9. Failure to report security incident.
10. Failure to have all concession logs up to date and accurately completed.
11. Failure to present items during concessions audit.
12. Failing to wait for a security door or gate to close.
13. Lending his or her badge to another person (both parties).
14. Borrowing the badge of another person.
15. Threatening other employees.
16. Employee in possession of knife, firearm, and explosive or other dangerous weapons or any item prohibited by TSA in the sterile/SIDA or AOA. (Grounds for permanent revocation).

FAILURE TO COLLECT AIRPORT SECURITY BADGES

The Authorized Signer shall **IMMEDIATELY** notify the Airport Badge Office whenever an employee, contractor or vendor having a valid MSY ID badge is terminated by deactivating the employee badge on the MSY Portal website. The employer (**Authorized Signer**) will collect the employee's MSY ID badge and key(s) issued and returned them to the Airport Badge Office Room #341 within 5 business days. A **\$200.00** fee will be charged to your company for each badge or key not reported or returned within 5 business days upon termination.

Sterile Area Property Screening

No Person shall transport any Property into a Sterile Area or onto an Aircraft at the Airport unless such Property has first been screened by the TSA, or a Person authorized by the TSA to conduct such screening, except with the prior authorization by the TSA.

Compliance with Federal Transportation Security Regulations

All persons shall comply with federal Transportation Security regulations, standards, directives, orders, and other published guidance, including but not limited to 49 CFR 1540 and 49 CFR 1542, as they may be amended from time to time, and with any provisions of the MSY Airport TSA approved Airport Security Program or TSA Security Directives of which they have explicitly been made aware (collectively, "TSR"). The violation of a TSR, as determined by TSA or a court of competent jurisdiction, shall constitute a violation of this section.

Firearms and Dangerous Weapons

Firearms and Explosives: No person (except federal or state law enforcement officers, United States Postal Service, United Customs and Border Patrol and Air carrier (Pilots), Members of the Armed Forces of the United States, and the Louisiana National Guard on official duty, who are authorized and licensed to carry firearms and explosives) shall carry any firearms or explosives on the airport. All persons other than those in the excepted classes shall, while on the airport, surrender all such objects in their possession to the Airport Police Supervisor.

Dangerous Weapons and Prohibited Items

- A. No person (except federal or state law enforcement officers, United States Postal Service, United Customs and Border Patrol and Air carrier (Pilots), Members of the Armed Forces of the United States, and the Louisiana National Guard on official duty), unless authorized by the Authority, shall carry in a sterile area of the airport a knife or other dangerous weapon or any item or material prohibited by Transportation Security Administration Regulations (including but not limited to 14 CFR part 1542) or any TSA Security Directives, to be carried upon an aircraft.
- B. No person shall possess, either on the individual's person or on or in his/her accessible property within a sterile or restricted area of the Airport, a dangerous weapon or an item prohibited by TSA regulations, standard, order or directive to be carried on aircraft.

Unescorted Access to SIDA Privileges

Any person who files a request for Unescorted Access Privileges to any Security Identification Display Area or for the issuance or renewal of any Identification badge, which would allow unescorted access to any Restricted Area of the airport, and whose request is denied shall be ineligible for unescorted access privileges for a period of two years following issuance of such denial, except at the discretion of the Director or Airport Officials.

Reporting of Threat Information, Incidents or Suspicious Activity

All ID Badge holders at MSY Airport shall promptly report to the Airport Police by calling AVCOM (504-303-7700) all threat information, or information regarding incidents or suspicious activities at or related to an Airport, immediately upon learning of such information.

Incidents, suspicious activities and threat information may include, but are not limited to, any incidents of interference with a flight crew, all bomb threats, specific and non-specific, any information relating to the possible surveillance of an Aircraft or the Airport facility, and any communication received by an Air Carrier or tenant, their employees or any MSY ID badge holder that could indicate a potential threat to civil aviation or to persons or property at MSY Airport.

**New Orleans Aviation Board
Airport Security Department**