

Metropolitan Washington Airports Authority

ORDERS & INSTRUCTIONS

**SUBJECT: RONALD REAGAN WASHINGTON NATIONAL AIRPORT
IDENTIFICATION BADGE REQUIREMENTS**

Issuance Date: **FEB 24 2016**

1. PURPOSE

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

This O&I Change is being issued to address recent concerns regarding employee responsibilities, and the enforcement of O&I 6-4-4C issued on October 29, 2015.

2. DISTRIBUTION

This O&I Change is distributed to the Metropolitan Washington Airports Authority (Airports Authority), airlines, tenants, concessionaires, governmental agencies, and others under contract at Reagan National.

3. CHANGE

This Change hereby modifies the listed enclosures of O&I 6-4-4C as follows:

- Replaces in its entirety existing Enclosure B with the attached Enclosure B – Fees and Charges
- Adds a new Enclosure G-1 – Violation Levels

This Change hereby also replaces each of the current sections or subsections of O&I 6-4-4C identified below in their entirety with the following revised sections of the O&I to read as follows:

10. RESPONSIBILITIES

F. Employee Responsibilities [Subsections (1) – (20) of Section 10.F. remain as reflected in O&I 6-4-4C]

- (21) Immediately report to the Pass & ID Office to update your badge if your employment with a secondary employer ends.
- (22) In accordance with TSA requirements, as a badge holder at Reagan National 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.

- (23) Submit to inspections of your person or possessions when entering, attempting to enter, or present within the AOA, the SIDA, the Sterile Area, and/or the Secured Area when requested by TSA, Airport Operations, Airport Police, or Airport Authorized Security Contractors.

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

14. ENFORCEMENT

The Airport Manager, Airport Operations Manager, Airport Security Coordinator, Airport Operations Duty Manager, Airport Operations Safety and Security Specialist, and the Airport Police are all authorized to enforce the airport security rules and 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 of 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

Upon issuance of a Notice of Violation (Enclosure G-1), a copy will be provided to the individual charged with the violation, with duplicates sent to the Airport Operations Department and the employee's tenant manager. The individual's signature is needed to acknowledge receipt of a Notice of Violation. The signature is not an admission of guilt. Refusal to sign the Notice of Violation may result in immediate suspension of access privileges. Additionally, refusal to sign the Notice of Violation does not nullify, impact, or affect the validity of the Notice of Violation in any manner, and the Notice of Violation and any penalties thereof remain in full force and effect.

B. ENFORCEMENT PROCEDURES

(1) Violation and Enforcement

There is a "3 Strike Rule" for violations of airport security rules and regulations. 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 a badge holder will be maintained for as long as the individual possesses an airport 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 Notice of Violation. The severity of individual violations are set forth in the Violation Levels listed in Enclosure G-1.

- (a) For a Level 1 Violation or the first violation within a 12 month period, the badge holder shall have his/her ID access badge confiscated and/or suspended for no less than 24 hours. The individual must attend the security/SIDA training at the Airports Authority training room and successfully pass the interactive video exam, and must pay a fine to have the badge reissued.
- (b) For a Level 2 Violation or the second violation within a 12 month period, the badge holder shall have his/her ID access badge confiscated and/or suspended for no less than 72 hours. The individual must attend the security/SIDA training at the Airports Authority training room and successfully pass the interactive video exam, and must pay a fine to have the badge reissued.
- (c) For a Level 3 Violation or the third violation within a 12 month period, the badge holder shall have his/her ID access badge confiscated and/or suspended for no less than 7 calendar days and may be revoked for up to 10 years. The individual may be required to meet with the ASC (or designee) to review the individual's badge record. The individual must attend the security/SIDA training at the Airports Authority training room and successfully pass the interactive video exam, and must pay a fine to have the badge reissued.
- (d) For serious and egregious violations, the badge may be confiscated and suspended for up to 10 years regardless of the number of violations within the previous 12 calendar months.

An individual may be directed to re-attend security/SIDA training and successfully re-take 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 Airports Authority, necessary or advantageous to ensure compliance with 49 CFR 1542 requirements and/or Airport Rules and Regulations.

(2) Suspension and Revocation

(a) Suspension

If an individual has his/her badge suspended for more than 72 hours, a Notice of Suspension will be hand delivered or sent by certified mail to the individual. A copy will be sent to the individual's employer. The individual and his/her supervisor may be required to meet with the ASC (or designee) to discuss the suspension.

(b) Revocation

If an individual has 3 or more violations in a given year, a Notice of Revocation will be hand delivered or sent by certified mail to the individual. A copy will also be sent to the individual's employer. The individual and his/her supervisor may be required to meet with the ASC (or designee) to discuss the revocation and appeals process.

(c) Immediate Suspension without Notice

In the event of a serious violation including but not limited to those listed in Paragraph 14 B (2) (d) below, the ID badge may be confiscated immediately or placed in an inactive status without prior notice. Confiscated badges are to be turned over to an Operations Duty Manager or the Pass and ID office immediately. The person whose ID badge has been confiscated or made inactive shall be notified by the ASC as soon as possible. The Airport Manager or designee may suspend an individual's access immediately and without prior notice if there is an imminent substantial threat to public safety or deliberate impeding of the operation of the airport.

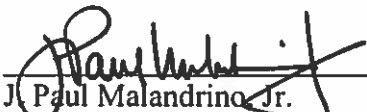
(d) Grounds for Immediate Revocation or Suspension

- (1) **Security.** The ASC may suspend or revoke a person's ID badge for serious or repeated violations of federal security regulations, the Reagan National ASP, or Reagan National rules and regulations, including this O&I, that protect security at Reagan National (for example, failure to submit to screening by TSA before attempting to board a flight; allowing another person to use your badge; using your badge to bypass screening of baggage or any prohibited item).
- (2) **Safety.** The ASC may suspend or revoke a person's ID badge for serious or repeated violations of safety laws or Reagan National rules and regulations protecting safety at Reagan National (for example, failure to comply with OSHA rules, failure to obey traffic rules on the AOA).
- (3) **Interference with the operation of Reagan National.** The ASC 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 (for example, stealing from passengers' luggage, shoplifting, aggressive confrontations with passengers or co-workers).

(3) Appeal Hearings

Notices of Violation, Suspension or Revocation may be appealed to the Airport Manager or his/her Designee. The individual must submit a written request for a hearing to the Airport Manager or his/her Designee within 10 business days of receipt of the notice. A copy of the request must also be sent to the Airport Operations Manager and the ASC. The Airport Manager or his/her Designee will conduct a hearing within 10 business days of receipt of the request for a hearing. A decision will be issued within 10 business days of the date of the hearing. A request for a hearing will have no impact upon the suspension or revocation of access until the final determination is made.

This Order and Instruction Change "DCA 6-4-4C Change 1" is hereby authorized by the undersigned.



J. Paul Malandrino, Jr.
Airport Manager

2/24/16

Date

Enclosures (2)

ENCLOSURE B
FEES

PASS & ID BADGING RATES AND CHARGES

EFFECTIVE February 19, 2016

Fees and Charges are subject to change without notice.

Initial Issuance		Rate
Fingerprint Collection (Includes submission for CHRC as needed)		\$29.00
Security Threat Assessment (STA)		\$11.00
US Customs & Border Protection Fingerprint Collection		\$29.00
Fees for Replacement of Lost Badges		
1st Replacement		\$50.00
2nd Replacement (if within 365 days of first loss)		\$100.00
*3rd Replacement (if within 365 days of first loss)		\$200.00
*Must submit letter from employer to the Airport Manager		
Penalties	Suspension of SIDA Privileges	Fine
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 Days minimum	\$300.00
<p>All violations are subject to retraining requirements which must be completed at the Pass and ID office.</p> <p>The Airport Manager or his/her designee reserves the right to impose higher penalties or fines based on the severity of the Security Violation.</p> <p>For 3rd Security Violations or for serious and egregious violations, the badge may be confiscated and suspended for up to 10 years regardless of the number of violations within the previous 12 calendar months.</p>		
Fines and Charges are subject to change without notice.		

ENCLOSURE G-1

VIOLATION LEVELS

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.	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 Reagan National 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.	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.	1
Failure to report security violations to Airport Operations, or Police.	1
Failure to safeguard and maintain Approved ID badges in good working condition.	1
All other violations will be assigned a minimum severity level as determined by the issuing officer.	Minimum level 1