Metropolitan Washington Airports Authority

ORDERS & INSTRUCTIONS

SUBJECT: WASHINGTON DULLES INTERNATIONAL AIRPORT Date Issued: 12/04/2017
IDENTIFICATION BADGE REQUIREMENTS

1. PURPOSE

This Order & Instructions (O&I) sets forth requirements and procedures for issuing, replacing, displaying, accounting for, and retrieving Identification (ID) badges granting unescorted access to a Secured Area, Security Identification Display Area (SIDA), 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).

2. DISTRIBUTION

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

3. CANCELLATION

This O&I cancels the following list of documents:
Washington Dulles International Airport Security Bulletins:
  111306.1 dated 11/13/2006
  111306.2 dated 11/13/2006
  111306.3 dated 11/13/2006
  02052009 dated 02/05/2009
  01082016 dated 01/08/2016
  10072015 dated 10/07/2015
  20160729-1 dated 07/29/2016

4. REFERENCES

a. 49 CFR Parts 1540, 1542, 1544, 1546, and 1548
b. Ronald Reagan Washington National Airport Security Program (ASP), as amended
c. Washington Dulles International Airport Security Program, as amended

5. ENCLOSURES

Enclosure A - Sample Dulles International ID Badges
Enclosure B - Pass & ID Badging Rates and Charges
Enclosure C - Sample Metropolitan Washington Airports Authority Pass & ID Airport Identification Badge Application
Enclosure D - Sample Sponsor Letter
6. **DEFINITIONS**

a. **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.

b. **Air Operations Area (AOA).** A portion of an airport specified in the ASP that includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under 49 CFR Part 1544 or 1546, and any adjacent areas such as general aviation areas that are not separated by adequate security systems, measures, or procedures. This area does not include the Secured Area. At Dulles International, ID Badge Holders must display their ID badges on the AOA.

c. **Airport Security Coordinator (ASC).** The Airport’s primary and immediate contact for security related activities and communications with TSA.

d. **Automated Access Control System (AACS).** A computer-based automated access control system. The system components include computers, keyboards, monitors, printers, cameras, video recorders, communication lines, photo ID badges, and ID badge readers.

e. **Certification Official.** An individual, designated by an entity registered with the Pass & ID Office, who is authorized to act as the entity 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 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.

f. **Contractor/Vendor.** A contractor/vendor is 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.
g. **Criminal History Records Check (CHRC).** A process for taking and processing fingerprints against the Federal Bureau of Investigation (FBI) database.

h. **Employer/Company/Entity.** 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 Airports Authority, the employer is the Department or Division Manager.

i. **Escort.** Escort means to accompany or monitor the activities of an individual who does not have unescorted access authority to be in the Secured Area, SIDA, or restricted areas of Dulles International.

j. **Reserved**

k. **Identification (ID) Badge.** A credential card issued by the Airport, 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.

l. **Merchandise.** Equipment or goods that are bought or sold and are intended for use in the Sterile Area by persons who are not in possession of a Dulles International issued or approved ID media or are under the escort of a person in possession of a Dulles International issued or approved ID media.

m. **Personal Identification Number (PIN).** A four digit number used in conjunction with the identification media to gain access to Security Controlled Areas.

n. **Secured Area.** A portion of the Airport 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 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.

o. **Security Controlled Area.** The portions of the airport specified in the ASP which includes the AOA, Secured Area, SIDA, 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.

p. **Security Identification Display Area (SIDA).** The portion of an airport specified in the ASP in which all airports approved personnel ID media must be displayed on the outermost garment, above the waist and below the neck, and the picture facing to the front of the ID of the person to whom it was issued. This area includes the Secured Area and may include other Security Controlled Areas of the airport.
q. Security Threat Assessment (STA). A process that enables TSA to determine if an applicant poses a security threat against the United States.

r. South Outer Perimeter Area (SOPA). Is 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.

s. Sponsor. The entity or individual responsible for establishing business legitimacy for a company/entity seeking unescorted access to the SIDA. Sponsor is responsible for establishing access requirements and ensures that all Airport access media is returned to Pass & ID when a company they sponsor no longer needs unescorted access to the Security Controlled Areas of the Airport.

t. Sterile Area. Facilities and areas used at an airport defined in the ASP that provide passengers access to boarding aircraft and to which access generally is controlled by TSA, or by air carrier operators by the screening of persons and property. Under TSA Security Directives, 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.

u. Transportation Security Administration (TSA). The TSA is a component of the Department of Homeland Security and is responsible for security of the nation’s transportation systems.

7. GENERAL

The Federal Laws and Regulations governing Airport security requires that only those individuals who are required because of their employment duties, to be in specific areas of the Airport that are controlled for security purposes, receive ID badges granting unescorted authorized access to a Secured Area. Dulles International uses a computer-based AACS which requires specific people working at or needing access to the Security Controlled Area at Dulles International to apply for an ID badge. This ID badge serves as a photo ID, entry control device, and if appropriate, a Secured Area Vehicle Operator permit. All individuals who are issued ID badges by Dulles International are subject to, and must comply with, this O&I. The Dulles International ASC, Associate ASC and the Manager of the Pass & ID Office have primary responsibility for managing Dulles International ID badges.

8. AUTOMATED ACCESS CONTROL SYSTEM

To enhance security and meet the requirements of Federal Regulations, Dulles International utilizes an AACS. This system manages access to areas of Dulles International that are controlled for security purposes. It ensures that only those individuals authorized to have unescorted access to certain areas are able to gain entry, ensures that an individual is immediately denied entry when that person’s access authority for that area is withdrawn, and provides a means to differentiate between individuals authorized to have access to an entire area and individuals authorized access to only a particular portion of an area.
Access portals (doors 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 inserted on the keypad after swiping the ID badge or airline crews must insert a crew code into the card reader.

9. DULLES INTERNATIONAL ID BADGE

ID badges are issued to individuals who are assigned to, or who have a continuing presence at, Dulles International who have been authorized unescorted access to Security Controlled Areas by Airport Management 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 Airport Management and potential prosecution by the TSA. Dulles International ID badges serve as a photo ID and an entry control device. They also serve to identify the badge holder to others and are color-coded to indicate whether the badge holder is authorized to be present in the particular area without an escort. 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; in order to verify that they are authorized to be in that location.

All ID badges are the property of the Airports Authority and shall be surrendered upon demand to any of the following Dulles International security officials when they properly identify themselves: Airport Manager, Airport Operations Manager, Deputy Airport Operations Manager, Airport Operations Senior Duty Managers, (SDM), Airport Operations Duty Managers (including Pass & ID and Safety & Security Specialists), Airport Police, and security guards contracted by the Airports Authority. In addition, a person’s Sponsor or employer may confiscate the person’s ID badge if it is that company’s policy.

a. Description

ID badges are typically valid for a 12-month period, expiring on the birthday of the individual. This date is referred to as the expiration date of the ID badge. The Renewal Process may be initiated up to 30 calendar days prior to the ID badge expiration which may result in some ID badges being valid for no more than a 13-month period. Some ID badges may be set to expire prior to the individual’s birthday.
ID badges with expirations other than an individual’s birthday may include but are not limited to:

(1) Contractor employees whose ID badges are issued to expire on the job completion date, so long as it is within 12 months of the issue date.

(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) 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.

b. ID Badge Colors and Endorsements

The color designates the level of access authorized to the ID Badge Holder (Enclosure A).

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
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<tr>
<td>Purple</td>
<td>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. The issuance of this ID badge is restricted to Airports Authority and Federal Law Enforcement personnel. This ID badge may be granted Escort, Driver (Non-Movement and Movement), Customs, and Command Post endorsements for one or both Airports.</td>
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| Blue | The blue ID badge provides unescorted access to:  
- Secured Area (aircraft ramps/bag tunnel)  
- Sterile Area (passenger concourses)  
- SIDA (Indoor areas under Sterile Areas)  
- AOA  
- SOPA  
This ID badge may be granted Escort, Driver (Non-Movement and Movement), Customs, and Command Post endorsements. |
| Green          | The green ID badge provides Unescorted access to:
 |               | • Secured Area (aircraft ramps/bag tunnel)
 |               | • Sterile Area (passenger concourses)
 |               | • SIDA (Indoor areas under Sterile Areas)
 |               | • AOA
 |               | • SOPA
 |               | This ID badge may be granted Escort, Driver (Non-Movement and Movement), and Customs endorsements. |
| Red           | 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.
 |               | This ID badge is not eligible for Escort or Driver endorsements. |
| Toll Road Only| The Dulles Toll Road blue and white ID badge only provides access to the Dulles Toll Road Administration building. |

**Endorsements available for ID Badges.**

**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.

**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.

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.

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 his/her 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 Airport ID. A holder of a Red ID Badge is not eligible for Escort endorsement and privileges.

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.

Command Post - This is a restricted endorsement that is assigned at the discretion of the Airport Security Coordinator. 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.

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. The applicant must be tested, and pass, in compliance with the AOA driving rules and regulations as defined in the Airports Authority’s O&I 3-2-2 regarding the Vehicle Control Program. There are two types of driver endorsement:

- Non-movement area “D” is required to drive a vehicle on any of the ramps or roads inside the Airport fence line, and
- 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 Department and completion of enhanced training.
c. 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 and the 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 Enclosure B.

(2) United States Customs & Border Protection Seal

The Seal is free. If fingerprints are required, a fee will be assessed. The fee is listed in Enclosure B.

(3) ID Badge Reissuance or Replacement

Unaccounted ID badges cause security problems for Dulles International. A completed Unaccounted ID badge Form (Enclosure 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 Enclosure B.

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

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

d. 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.

e. ID Badge Reissuance Fee Refund

An ID Badge Holder who properly reported the loss of his/her 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.
f. **ID Badge Ownership**

All ID badges are the property of Dulles International and shall be surrendered upon demand by authorized Dulles International personnel. Airport ID badges may be confiscated by, or surrendered to, the following: Airport Manager, Airport Operations Manager, ASC, Airport Duty Managers, Airport Operations staff (including Pass & ID and Safety and Security Specialist), and Airport Police. In addition, an employee's supervisor is authorized to confiscate an ID badge, if that is company policy.

g. **Multiple Employers**

If an individual is employed by more than one employer, the employee must complete a separate ID Badge Application Form (Enclosure 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).

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.

10. **RESPONSIBILITIES**

a. **Airport Manager/Airport Operations Responsibilities**

The Airport Manager is responsible, directly or by delegation, for the overall operation, maintenance, and security of Dulles International which includes the Pass & ID Office and the administration of ID badges. The Airport Manager has delegated the responsibility for Dulles International’s security to the Manager, Airport Operations, who has in turn designated the ASC and the Associate ASC to coordinate and manage airport security and the ASP.

The ASC serves as Dulles International’s primary and immediate contact for security related activities and communications with the TSA. Dulles International’s 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 are also responsible for enforcing ASP compliance rules and regulations. All of these positions have the responsibility to ensure that all provisions of this O&I are enforced.

Primary responsibilities of the ASC in the ID badging process are to evaluate a candidate’s documented criminal history to ensure the individual qualifies for an ID badge, determine the access eligibility granted to individuals, and to take corrective
action for instances of noncompliance with TSA regulations, the ASP, and Dulles International’s rules and regulations as in this O&I.

The Airport Operations Manager’s staff (Deputy Manager Airport Operations, Airport Operations Senior Duty Managers, Airport Operations Duty Managers, the Safety & Security Specialist, and Airport Operations Specialist) 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 Secured/SIDA areas and to maintain security awareness during every 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.

During the hours that the Pass & ID Office is closed, the Airport Operations staff has the capability to immediately deactivate ID badges reported lost or stolen, and to immediately deactivate the ID badges of individuals who have resigned, been furloughed, or employment terminated by their employer.

b. Airport Police Responsibilities

The Vice President of Public Safety through Dulles International’s Police Officers has full responsibility for exercising Police powers granted the Airports Authority by Federal and Commonwealth of Virginia statutes, including those laws affecting Airport security. The Dulles International Police Department operates 24 hours a day, 7 days a week to protect and serve our customers.

Dulles International’s Police have the following responsibilities:

(1) Conduct 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) Conduct random tests of access portals during security checks and to check 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.

(3) Monitor and respond to door alarms, and take appropriate enforcement action against offenders.
c. **Pass & ID Office Responsibilities**

Under the direction of the ASC, the Pass & ID Office has the responsibility to ensure that all ID badge applications are completed accurately, are processed efficiently, and the results communicated to applicants in a prompt and courteous manner.

Additionally, the Pass & ID Office has the following responsibilities:

1. Issue and account for all ID badges, ID stock, and make available the required ID badge application forms.
2. Conduct periodic audits to compare Dulles International’s computer records with a company’s employee status, and to track the percentage of unrecovered ID badges.
3. Ensure that the CHRC and STA are completed properly, and that the results of CHRC/STA check permit issuance of an ID badge.
4. Immediately deactivate upon notification, all ID badges reported lost or stolen.
5. Immediately deactivate upon notification, the ID badges of individuals who have resigned, been furloughed, or dismissed.
6. Ensure that an approved Sponsor Letter (Enclosure D) and Designation of Certification Official Letter (Enclosure D-1 or D-2 as appropriate) is on file with the Pass & ID Office. Such forms shall be available in the Pass & ID Office.
7. Monitor the security training provided to employees and ensure that training equipment is available during published training hours.
8. Respond to inquiries from ID Badge Holders to ensure they understand how to properly display and use their ID badge.
9. Process training and payment records for badged individuals who have received violations.
10. Inform ID Badge Holders of the refund process for returned lost ID badges and make available the Airports Authority’s Refund/Claim Payment Request Form (Enclosure E).

**d. Accounting and Terminal Agent Cashier Responsibilities**

The Accounting Division, Revenue & Collections Office is responsible for collecting the information it needs relating to the ID badge fees from the Pass & ID Office. The Terminal Agent’s Cashier is responsible for collecting funds associated with the ID badging process and handling all refund processing.
e. Entity/Employer Responsibilities (Includes Airports Authority Department and Division Managers)

Only entity employees 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. 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 have/has 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 Airport Security Program (ASP), and TSA Regulations 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. 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.

3. 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.

4. Immediately provide the Pass & ID Office or Airport Operations notification 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). The ID badge will be immediately deactivated upon notification. The employer must follow this notification with written confirmation, immediately but no later than 24 hours after the action to the Pass & ID Office or Airport Operations (e.g., phone, fax or e-mail).

5. 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). These ID badges must be returned immediately to the Pass & ID Office or Airport Operations.

(6) 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.

(7) 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.

(8) Ensure that the ID badge audit lists provided by the Pass & ID Office are verified and returned promptly.

(9) Ensure that all ID badge applicants read and understand Dulles International’s security training and related training documents.

(10) Ensure that employees properly display their ID badge and challenge other employees whose ID badges are not displayed or incorrectly displayed.

(11) 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 (Enclosure B).

(12) For those entities 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.

(13) 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.

(14) 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.

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 Airports Authority security badge or other identifier used to obtain access to a secure area of an Airport-issued before, on, or after the date of enactment of this paragraph (enacted December 26, 2007), and who does not collect or make reasonable efforts to collect such badge for the employee on the date that the employment of the employee is terminated, and does not notify the operator of the Airport of such termination within 24 hours of the date of such termination, shall be liable to the Government for a civil penalty not to exceed $10,000.”
f. **Employee Responsibilities**

Only employees 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. All employees 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 employee will be working and who has the responsibility to certify the information submitted on the application.

By applying for an Airport ID badge, the applicant is agreeing to be bound and liable under the terms of this O&I, the Airport Security Program (ASP), and TSA Regulations 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.

Employees 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 Secured Area, SIDA, or Sterile Area, 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 AOA, Secured Area, SIDA, Sterile Area, and SOPA 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 AOA, Secured Area, SIDA, Sterile Area, and SOPA of Dulles International.

5. Allow no more than one person through a card reader that controls entry/exit to secured areas of Dulles International unless under authorized escort. Do not allow “Piggybacking” or “Tailgating”.

6. Ensure that any card reader controlled security access exit 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 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 or the Police by telephone or radio, keeping the individual under observation.

(9) Allow ID badges to be inspected by the security personnel at each manned vehicle 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, ASC, 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 Airport 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 Pass & ID Office, Airport Operations, or Police. If you find a lost ID badge, you must immediately return it to the Pass & ID Office, Airport Operations, or Airport Police.

(16) Immediately report any security equipment malfunction to Airport Operations.

(17) Immediately report any security violations to the Pass & ID Office, Airport Operations, 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.

(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 Enclosure B, Pass & ID Badging Rates and Charges.

(20) Immediately return ID badges to your employer, the Pass & ID Office, or Airport Operations 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.

(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.

(24) ID Badge Holders, except for law enforcement officers and individuals authorized by the Airport Security Coordinator, may not possess any weapons, firearms, ammunition, explosives or other prohibited items within the Security Controlled Areas. In addition to the weapons identified in Airports Authority Rules and 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 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.

11. ID BADGE ISSUANCE PROCEDURES

The procedures detailed below are arranged in step-by-step order and 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 Airport ID badge, and have received specific training from the Airport prior to any other employee submitting a 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 Airport Security Program, and TSA Regulations as a result of the actions or omissions of anyone for whom one of the Certification Official(s) has requested an ID badge.

(1) 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 Supervisor:

(a) If the entity is an Airline, Tenant, Concessionaire, Contractor, or Sub-contractor to the Airports Authority, documentation must include the following:

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

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

(i) A completed Sponsor letter from the tenant on the tenant’s letterhead (Enclosure D); and
(ii) A completed Designation of Certification Official Letter (Enclosure D-1); and
(iii) A completed Access Request form for each job title being authorized for access (Enclosure F).

(c) If the entity is a Governmental entity, documentation must include the following:

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

(2) 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 7 business days, if there is a change.

(3) Additional Requirements for Contractors, Vendors, and Concessionaires. ID badges will only be issued to contractors and sub-contractors who have been issued an Airport Work Permit to perform work for the Airports Authority or Dulles International tenants. A copy of the Airport Work Permit must be submitted along with the Sponsor Letter (Enclosure D) from the on-Airport entity sponsoring the work and the Certification Official Letter (Enclosure D-1). Airport ID badges will be issued for the duration of the specified project/contract or 12 months, whichever is the shorter period.

b. New ID Badge Procedures

(1) The employer will provide the employee with an ID Badge Application Form (Enclosure 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 Airports Authority web page, www.mwaa.com, please click on “Business” in the upper blue 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 recently released regulations covering badging. Previous forms of the ID Badge Application Form will not be accepted in order to comply with the latest TSA Security 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 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.

(3) The designated Certification Official(s) must complete Section V of the ID Badge Application Form and sign it. The designated Certification Official(s) for an Air Carrier self-certifying CHRC results must complete Section IV of the ID Badge Application Form. 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.

(4) If an AOA Operator’s Driver Permit is requested, the applicant must be tested and pass Dulles International’s AOA driving rules and regulations as defined in the Airports Authority’s O&I IAD 3-2-2, Vehicles Control Program, as amended. Completion of the training entitles the driver to access Dulles International’s vehicle gates.

(5) 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.

(6) Section VI must be completed and signed by a security or SIDA Instructor who has been approved by Airport Management. If security training is completed by an air carrier or major tenant, a representative of that office will complete this section. If completed electronically in the Dulles International Training room, no signature will be required.

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

(8) 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.

(9) 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.

c. Criminal History Records Check (CHRC) and Security Threat Assessment (STA).

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

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

d. Multiple Employers

If an individual is employed by more than one employer, the employee must complete a separate ID Badge Application Form (Enclosure 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 will be reissued with the current information.

e. 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, a change of address, or a change in employer. The updated information will be entered into the ID Badge Holder’s electronic file. No fee is charged for this service.

f. ID Badge Renewal Procedures

For those individuals who are not submitted in the Rap Back program, a renewal applicant will undergo a CHRC every other year as follows: Even Year of Birth = recurrent CHRC conducted in Even year; Odd Year of Birth = recurrent CHRC conducted in Odd year. This requirement does not include direct employees of a Federal, State, or local government who, as a condition of employment, have been subject to an employment investigation that includes a fingerprint-based CHRC, or to employees of the U.S. Department of Defense (DOD) operating within exclusive DOD areas of a regulated Airport.

(1) ID badges will have an expiration date, which is indicated on the front of the ID badge.

(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 shall 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 direct Federal employees need only to present their valid driver’s license and department issued credentials as acceptable identification documents. A direct 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.

(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.
(5) A new ID badge picture will be taken at least every five years for active badge holders.

g. Damaged/Malfunctioning ID Badge Replacement Procedures

(1) 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.

(2) 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.

(3) 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.

h. 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 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 Enclosure B) must be paid before the ID badge is issued. Limited exceptions for payment of replacement fees may be made by the ASC.

i. 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.

j. ID Badge Renewal for Those on Military Leave.

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.
k. Forgotten ID badge

The Pass & ID Office does not issue temporary ID badges. If an ID Badge Holder leaves his ID badge at home, he/she must return home and get it. An ID Badge Holder in this situation may not be escorted into the SIDA, Secured Area, or Sterile Area by another ID Badge Holder.

l. Termination Of Access Need Including Voluntary Or Involuntary Termination

(1) Employers must verbally notify the Pass & ID Office or Airport Operations immediately, or 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 Airport Operations 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; e.g., letter, fax, or e-mail. Entities who fail to make timely notification as outlined in this section are subject to penalties as outlined in this O&I.

(2) 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 Airport Operations within 72 hours.

Employers who fail to return ID badges may be assessed a fee (as specified in Enclosure 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.

12. GENERAL SECURITY REQUIREMENTS FOR AIRPORT ID BADGE HOLDERS

The requirements listed below are the general requirements for all Airport ID Badge Holders. Failure to comply with the requirements is a violation of this O&I. Violations may result in penalties including, but not limited to, Airport fines, TSA fines, and permanent revocation of an Airport 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 as marked with the Yellow Placards when entering and leaving the Sterile Area.

b. **Jet Bridge Access During Passenger Boarding Operations**

(1) When passenger boarding operations are being conducted, the authorized Gate Agent shall swipe their ID badge and enter their PIN. The Gate Agent may then open the door for 120 minutes continuously. This 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 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:
      1. Delivery operators must wait for the guard before entering the building.
2. 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 Airport issued 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 shall be made to the Airports Authority Operations Office at 703-572-2730 or to the Airports Authority Police Department via the Public Safety Communications Center at 703-572-2400.

(3) If 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 shall remain at the location and monitor the area for unauthorized access until relieved by Airports Authority personnel.

e. Challenge Procedures

(1) Each ID Badge Holder has the responsibility to challenge any individual who is clearly observed in the AOA, Secured Area, SIDA, Sterile Area, or SOPA and not properly displaying a valid Airport issued or approved ID badge.

(2) Badged persons who see an individual in the AOA, Secured Area, SIDA, Sterile Area, or SOPA, 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 challenger must contact Airports Authority Operations or the Police by telephone or radio, keeping the individual under observation, if possible.

(6) Employees shall report such infractions to Airports Authority Operations or Police as soon as possible. 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 Airports Authority Police. The employee should provide a description of the individual and their last known location to the Airport Police.

(7) If there is any doubt whether the ID badge presented by an individual is valid for that part of the AOA, Secured Area, SIDA, Sterile Area, or SOPA, the person conducting the challenge should contact Airport Operations for assistance.

f. Escort Procedures

(1) General escort procedures are used when individuals have business in the AOA, Secured Area, SIDA, Sterile Area, or SOPA and do not possess an Airport issued or approved 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 individual at all times so as to maintain control of their actions should the individual engage in activities other than those for which the escorted access was granted. The escorter is responsible for maintaining proper control and contact with the escortees at all times.

(4) Persons applying for an ID badge (except sterile area concessionaire employees who are addressed in Paragraph 12.f.(12)) may be escorted in secured areas of Dulles International during the normal processing periods of CHRC/STA, not to exceed 30 consecutive days.
(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 ASC. Such requests must be submitted at least 45 calendar days prior to the anticipated escort activity and will contain such detail as deemed appropriate by the ASC.

(6) To maintain effective control, the maximum number of persons to be escorted is five (5), unless prior permission is granted by Airport Operations Department 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 regulations must be followed. If escorted individuals engage in activities other than those for which escorted access was granted, the escort must notify Airport Operations or Police immediately.

(8) Escorted individuals, at or related to construction sites, including their tools and equipment, must be in the job site boundaries within line-of-site (20 feet), and under the control and observation of the escorting person at all times until they are escorted from the security controlled area.

(9) A person may not be escorted into the Security Controlled Area for more than thirty (30) consecutive 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 thirty (30) consecutive days must initiate the badging process prior to entering the Security Controlled Area.

(10) Persons that have been issued an ID badge may not be escorted except by Airports Authority Police or Airport Operations Personnel. This includes, but is not limited to, personnel who have been issued an ID badge and have lost it, left it at home, or have had it confiscated.

(11) Persons who have been denied the issuance of an ID badge may not be escorted.

(12) **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:

1. The individual must be escorted at all times.
2. This initial visit is allowed to see the work site and to apply/interview for the position. After that initial visit, the
individual must be badged to access the sterile area of the terminal or any concourse.

3. Exceptions to the one time escort provision may be requested for certain scenarios involving corporate or training personnel necessary for the operation of the Concessionaire.
   (a) A written request for Escort Exception should be submitted to the ASC at least three (3) business days in advance. Requests received less than three (3) business days in advance may be denied.
   (b) The request should specify the name 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 (5) business days in any six (6) 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.
   1. The Red Badge holder reported to work through a TSA Screening Checkpoint and has not left a Security Controlled Area since being screened.
   2. The escort is only for work or training purposes; i.e. to assist in trash removal, stock retrieval, Human Resources/Employment functions and employee formal training.
      (a) Escorts for non-work related purposes (i.e. smoke breaks, personal matters, etc.) are prohibited.
   3. The escort is limited to the minimum number of people needed to accomplish the task.

ID Badge Holder Security Screening Requirements

(1) All ID Badge Holders and his/her possessions must be screened at a TSA passenger security screening checkpoint prior to boarding an aircraft flight.
   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 you exit the sterile or secured areas, you must be TSA screened again prior to boarding a flight.
   iii. Badge holders may take family members through the employee screening checkpoint on the departures level provided everyone has an aircraft boarding pass.

(2) All red badge holders working or present in the Sterile Area shall be screened at a TSA security screening checkpoint when entering the Sterile Area from a public area. Red badge holders may not enter through vehicle gates or access points other than the TSA security screening checkpoint.

(3) Failure to follow these procedures is a serious security violation and will be reported immediately to the TSA.
h. **Use of a ID badge or PIN**

1. Persons who have been issued an ID badge will protect their ID badge and/or PIN numbers that they have been provided with and will 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 AACS controlled access points.

3. Any person witnessing the unauthorized use of an ID badge, PIN, or crew code must immediately report it to Airport Operations or Airport 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 ASC authorizes its return to the badge holder and the loss of badging privileges is a possibility.

i. **South Outer Perimeter Area Special Procedures**

1. Exception to personnel ID badge display requirements.
   i. Personnel who are involved in the following activities are exempt from the ID badge display requirements of this O&I. However, these individuals shall keep their ID badge readily available on their person or within nearby access so as to be readily presentable if/when challenged.
      1. Fire Department Personnel within the confines of Fire Station 302.
      2. Personnel operating within the Live Fire Training facility when safety necessitates the removal of the ID badge.
      3. Personnel involved in the Airports Authority game control program activities during times the individual is actively involved in the game control program activity between check-in and check-out.
      4. Personnel approved by the Airports Authority for vegetation management when safety necessitates the removal of the ID badge.
      5. Other personnel as may be approved in advance in writing by the ASC.

13. **ENFORCEMENT**

The Airport Manager, Airport Operations Manager, Airport Security Coordinator (ASC), 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 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 Issued to Individuals

Upon issuance of a Notice of Violation (either as Enclosure G-1 or as a letter), a copy will be provided to the individual charged with the violation either in person via certified mail, 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 (5) business days after being sent by certified mail, whichever occurs first.

The individual’s signature is needed on hand delivered Notices of Violation to acknowledge receipt of a Notice of Violation. Notices of Violation delivered by certified mail do not require a signature. 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 For Individuals

(1) Violation and Enforcement

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 Airport ID badge.

Violations of this O&I are in addition to any other violation enumerated by the Airports 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 other provisions of the rules and regulations of the Airports Authority, federal regulations or statutes of the State of Virginia.

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.

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 shall constitute a separate offense.

The severity of individual violations is 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 ID Badge Holder shall have his/her ID 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 penalty to have the ID badge reissued.

(b) For a Level 2 Violation or the second violation within a 12-month period, the ID Badge Holder shall have his/her ID 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 penalty to have the ID badge reissued.

(c) For a Level 3 Violation or the third violation within a 12 month period, the ID Badge Holder shall have his/her ID 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 ID 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 penalty to have the ID badge reissued.

(d) For serious and egregious violations, the ID badge may be confiscated and suspended for up to 10 years regardless of the number of violations within the previous 12 calendar months.

(e) Warning Notices – Warning Notices may be issued at the discretion of the issuing officer only for violations which result from a failure of the individual to satisfy a compliance test conducted by or under the direction of the TSA or Airport Operations.

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 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 ID badge suspended for more than 7 calendar days but less than one calendar year, a Notice of Suspension will be hand delivered or sent by certified mail to the individual. A copy will be sent to the Certification Official for 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 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 ASC, 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 13.b.(2)(d) 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 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 deliberateimpeding 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, the Dulles International ASP, or Airports Authority Rules and 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).

2. **Safety.** The ASC may suspend or revoke a person’s ID badge for serious or repeated violations of safety laws or Airports Authority Rules and Regulations protecting safety at Dulles International (for example, failure to comply with OSHA rules, failure to obey traffic rules on the AOA).

3. **Interference with the operation of Reagan National or Dulles International.** 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 or Dulles International (for example, stealing from passengers’ luggage, shoplifting, aggressive confrontations with passengers or co-workers).
c. Notices of Violation Issued to Companies and Entities

Upon issuance of a Notice of Violation, a copy will be provided to the entity charged with the violation either by hand delivery or sent by certified mail 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 (5) business days after being sent by certified mail, whichever occurs first. Failure by the entity to receive the Notice of Violation 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 Notice of Violation and any penalties thereof remain in full force and effect.

d. Enforcement Procedures for Companies and Entities

(1) Violation and Enforcement

There is a “3 Strike Rule” for violations of Airport security rules and regulations. Violations are accumulated over a 5 year period from the date that the first violation is issued. Although violations accumulate over a 5 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 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 violations is set forth in the Violation Levels listed in Enclosure G-2.

(a) For a Level 1 Violation or the first violation within a 5-year period, the entity Certification Official(s) must attend the security/SIDA training at the Airports Authority training room and successfully pass the interactive video exam and must pay a penalty.

(b) For a Level 2 Violation or the second violation within a 5-year period, the entity shall 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 ASC (or designee) to review the entity’s record, the entity Certification Official(s) must attend the security/SIDA training at the Airports Authority training room and successfully pass the interactive video exam and must pay a penalty.

(c) For a Level 3 Violation or the third violation within a 5-year period, the entity shall have their ability to request ID badges suspended for no less than 60 calendar days and may be revoked for up to 10 years. The entity may be required to meet with the ASC (or designee) to review the entity’s record, must appoint new Certification Officials, and must pay a penalty.
(d) For serious and egregious violations, the entity may have their ability to request ID badges revoked for up to 10 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 Airports Authority, necessary or advantageous to ensure compliance with 49 CFR 1542 requirements and/or Airport Rules and Regulations.

(2) Suspension and Revocation

(a) 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 request of the entity.

(b) Grounds for Immediate Revocation or Suspension

(1) Security. The Airport Manager or designee may suspend or revoke the entity’s ability to request ID badges for serious or repeated violations of federal security regulations, the Reagan National ASP, the Dulles International ASP, or Airports Authority Rules and Regulations, including O&Is, that protect security at Reagan National or Dulles International (for example, failure to return 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).

(2) Safety. The ASC may suspend or revoke the entity’s ability to request ID badges for serious or Airports Authority Rules and Regulations protecting safety at Dulles International (for example, failure to comply with OSHA rules, failure to obey traffic rules on the AOA).

(3) Interference with the operation of Reagan National or Dulles International. The ASC 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).
e. **Appeal Hearings**

(1) Notices of Violation, Suspension or Revocation may be appealed one time to the Airport Manager or his/her Designee.

(2) The individual must submit a written request for the appeal hearing to the Airport Manager or his/her Designee within 10 business days of receipt of the Notice of Violation. A copy of the request must also be sent to the Airport Operations Manager and the ASC.

(3) The Airport Manager or his/her Designee will conduct a hearing within 10 business days of receipt of the request for a hearing.

(4) If the violator is not present at the appeal review, the Notice of Violation shall be considered uncontested and remain in effect as issued.

(5) A decision will be issued within 10 business days of the date of the hearing.

(6) A request for a hearing will have no impact upon the suspension or revocation of access until the final determination is made.

(7) Under no circumstances will Dulles International be responsible for lost wages or employment due to suspended or revoked access or driving privileges.

14. **CONFISCATED/REVOKED ID BADGES**

If an ID badge is confiscated or revoked 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, theft from co-workers or persons or entities operating on the Airport, shoplifting, aggressive confrontations with passengers or co-workers), Dulles International reserves the right to deny reissuance of the ID badge for a period of one (1) to ten (10) years and may not require proof of judicial punishment (i.e. Null Process due to no one pressing charges).

15. **AUDIT**

a. The Airport will complete a comprehensive audit of all Airport issued identification media every twelve (12) months, and on at least ten (10) percent of the ID badges via random selection every six (6) months.

b. The Pass & ID Office will send each entity a list of active ID badges for each audit. Entities may request an ID Badge Holder listing for that entity from the Pass & ID Office on a routine basis at any time.

c. Entities must review the audit list provided, update it, certify that all the remaining ID Badge Holders continue to need unescorted access to the Security Controlled Areas, and return the certified audit list to the Pass & ID Office within the timeframe specified. Failure to return an audit in accordance with the timeframe specified may...
result in a Notice of Violation and penalties including, but not limited to, penalties, suspension of denial of ID badge applicant processing for the entity, and permanent revocation of identification media

d. 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 to the Pass & ID Office immediately.

e. 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 no longer process replacement ID badges or 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 Section 15.F as well as any other penalties issued by the Airport.

f. If after 30 calendar days the entity has failed to reduce the number of outstanding unexpired, deactivated ID badges below five (5) percent, the entity will be charged $200 for each ID badge that has not been reported lost before the communication initiating the audit was sent. This fee shall be separate and apart from any Notice of Violation issued and penalty assigned.

g. If an audit reveals repeated instances of poor control of access media by an entity, a Notice of Violation may be issued and penalties assessed including but not limited to penalties, suspension of denial of ID badge applicant processing for the entity, and permanent revocation of identification media will be considered by Dulles International.

Brian A. Leuck  
Acting Vice President, Airport Manager

12/4/17  
Date

Enclosures (9)
## DULLES INTERNATIONAL ID BADGES

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purple</strong></td>
<td>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. The issuance of this ID badge is restricted to Airports Authority and Federal Law Enforcement personnel. This ID badge may be granted Escort, Driver (Non-Movement and Movement), Customs, and Command Post endorsements for one or both Airports.</td>
</tr>
</tbody>
</table>
| **Blue** | The blue ID badge provides unescorted access to:  
- Secured Area (aircraft ramps/bag tunnel)  
- Sterile Area (passenger concourses)  
- SIDA (Indoor areas under Sterile Areas)  
- AOA  
- SOPA  
This ID badge may be granted Escort, Driver (Non-Movement and Movement), Customs, and Command Post endorsements. |
| **Green** | The green ID badge provides unescorted access to:  
- Secured Area (aircraft ramps/bag tunnel)  
- Sterile Area (passenger concourses)  
- SIDA (Indoor areas under Sterile Areas)  
- AOA  
- SOPA  
This ID badge may be granted Escort, Driver (Non-Movement and Movement), and Customs endorsements. |
| **Red** | 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.  
This ID badge is not eligible for Escort or Driver endorsements. |
| **Toll Road Only** | The Dulles Toll Road blue and white ID badge only provides access to the Dulles Toll Road Administration building. |
# PASS & ID BADGING RATES AND CHARGES

**EFFECTIVE upon publication of this O&I**

<table>
<thead>
<tr>
<th>Initial Issuance</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fingerprint Collection (Includes submission for CHRC as needed)</td>
<td>$29.00</td>
</tr>
<tr>
<td>Security Threat Assessment (STA)</td>
<td>$11.00</td>
</tr>
<tr>
<td>US Customs &amp; Border Protection Fingerprint Collection</td>
<td>$29.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fees for Replacement of Lost ID badges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Replacement</td>
<td>$50.00</td>
</tr>
<tr>
<td>2nd Replacement (if within 365 days of first loss)</td>
<td>$100.00</td>
</tr>
<tr>
<td>3rd Replacement (if within 365 days of first loss)</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Penalties for Individuals</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Violation or 1\textsuperscript{st} Security Violation</td>
<td>24 hrs minimum</td>
</tr>
<tr>
<td>Level 2 Violation or 2\textsuperscript{nd} Security Violation</td>
<td>72 hrs minimum</td>
</tr>
<tr>
<td>Level 3 Violation or 3\textsuperscript{rd} Security Violation</td>
<td>7 Calendar Days minimum</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Penalties for Companies</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Violation</td>
<td>------------</td>
</tr>
<tr>
<td>Level 2 Violation</td>
<td>15 calendar days minimum</td>
</tr>
<tr>
<td>Level 3 Violation</td>
<td>30 calendar days minimum</td>
</tr>
</tbody>
</table>

The Airport Manager, or his/her designee, reserves the right to impose higher penalties or penalties based on the severity of the Security Violation.

All violations are subject to retraining requirements which must be completed at the Pass & ID Office.

For a 3\textsuperscript{rd} Security Violation or for serious and egregious violations, the ID badge may be confiscated and suspended for up to 10 years regardless of the number of violations within the previous 12 calendar months.

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**Fees, Penalties, and Charges are subject to change without notice.**
ENCLOSURE C
SAMPLE DULLES INTERNATIONAL ID 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 Airports 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
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:

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 or 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 understand and will comply with the following security requirement: All badge holders are required to be screened by TSA at a passenger screening checkpoint prior to boarding a flight. If, after you have been screened, you exit the sterile or secured areas of the airport you must be re-screened. Using your badge to circumvent screening is a serious violation and will result in revocation of the badge for up to one year. In addition, TSA will pursue civil penalties as it deems appropriate.

I certify that I have read the above security procedures and been provided the opportunity to have my questions answered. I further understand that failure to comply with any of them may result in revocation of my Identification Badge or key(s). That is to say, with my Identification Badge or key suspended, I will lose access to security controlled areas of the airport, neither can I be escorted.

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 conducted for this applicant in accordance with TSR 1544.229 or 1544.230 and verify that a copy of the Privacy Act Notice on Page 4 of this application has been provided to the applicant. I further certify that an fingerprint-based CHRC has been processed according to the following dates:

_____________ Date of Submission of the fingerprint-based CHRC (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 offence 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.

Air Carrier: ____________________ Fingerprint Case Number: __________________________

Certification Official Name (Print): ______________________________

Certification Official Signature: _______________________________ Date: ________________

The Federal Transportation Security Administration requires the Airports Authority to include the following statement on this application and to have each applicant sign and date 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: __________________

09/18/2015 LAST NAME: ___________________ FIRST NAME: __________________ Page 2 of 4

SAMPLE FORM FOR REFERENCE ONLY
Section V – Company Information and Certification

Company/Sponsor __________________________ Employer (if other than Sponsor) __________________________
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

<table>
<thead>
<tr>
<th>DCA Badge Type Requested</th>
<th>IAD Badge Type Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue – Unescorted access to the SIDA, Secured Area, and Sterile Area.</td>
<td>Blue - Unescorted access to the AOA, SIDA, Sterile Area, and Secured Area with Command Post</td>
</tr>
<tr>
<td>Yellow – Unescorted access to the Sterile and security controlled areas, except air carrier operation areas.</td>
<td>Green - Unescorted access to the AOA, SIDA, Sterile Area, and Secured Area</td>
</tr>
<tr>
<td>Orange – Unescorted access to the Sterile Area through the passenger-screening checkpoint only.</td>
<td>Red - Unescorted access to the Sterile Area.</td>
</tr>
<tr>
<td>R/W/B – Unescorted access to the SIDA, Secured Area, and Sterile Area for TSA senior staff members.</td>
<td>Joint Use DCA and IAD Badge – Restricted availability</td>
</tr>
<tr>
<td></td>
<td>Purple - Unescorted access to DCA and IAD’s AOA, SIDA, Secured Area, Sterile Area</td>
</tr>
</tbody>
</table>

Special Endorsements:
- Gate Agent – Required for jet bridge door timed override for loading and unloading 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.

<table>
<thead>
<tr>
<th>Airfield Driving Privileges</th>
<th>DCA</th>
<th>IAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Movement Area (Basic driver permit required for all persons driving inside the security fence line)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Movement Area (Advanced Permit required for all persons requesting access to runways or taxiways)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

I certify that the applicant needs access as marked to perform his/her duties.

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

Section VI – Training Endorsements

This applicant has successfully completed the following training:

- DCA Security/SIDA (Required for all badge holders) | Yes | No | Date: ____________ | By: ____________
- IAD Security/IDA (Required for all badge holders) | Yes | No | Date: ____________ | By: ____________
- Certification Official (Required to sign badge applications for company) | Yes | No | Date: ____________ | By: ____________

Driver Training Completed For: DCA | IAD | DCA / IAD

- Non-Movement Area Training video required for all persons driving inside the security fence line.
- Advanced Movement Area Training class provided by Airport Operations required for initial training of all persons requesting access to runways or taxiways.
- Movement Area Training video required for initial and recurrent training of all persons requesting access to runways or taxiways.

19/15/2015 LAST NAME: __________________________ FIRST NAME: __________________________

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:

The Privacy Act of 1974

5 U.S.C. 552a(e)(3) - Privacy Act Notice


Purposes: The Department of Homeland Security (DHS) will use the biographical information to conduct a security threat assessment to evaluate your eligibility for the program to which you are applying. Your fingerprints and associated information/biometrics 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/biometrics 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 the fingerprints for enrollment into the US-VISIT’s Automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA’s records to ensure the validity of your name and SSN.

Routine Uses: This information may be shared 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 Transportation Security Threat Assessment System (T-STS), DHS/TSA 002. For as long as your fingerprints and associated information/biometrics 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: Furnishing the information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for identification media. If you choose to furnish your SSN, TSA also requests you to authorize TSA and SSA to verify your SSN by signing the following statement:

I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration. Office of Intelligence and Analysis (OIA), Attention: Aviation Programs (TSA-OIA)/Aviation Worker Program, 601 South 12th Street, Arlington, VA 22202.

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.

FULL LEGAL NAME

Last: __________________________ First: __________________________ Middle: __________________________

DATE OF BIRTH: __________________________ SSN: __________________________

SIGNATURE: __________________________ DATE SIGNED: __________________________

09/15/2015

Page 4 of 4

SAMPLE FORM FOR REFERENCE ONLY
ENCLOSURE D
SAMPLE SPONSOR LETTER

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. For the current form or if you have questions, please contact the Pass & ID Office at:

Manager, Physical Security Division
Airport Operations Department
P.O. Box 17045
Washington Dulles International Airport
Washington, DC 20041-0045
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 ____________________________________________________________________________,
   COMPANY NAME
   Contract Number __________________________

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: _______

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.

<table>
<thead>
<tr>
<th>DIVISION NAME (IF ANY)</th>
<th>JOB TITLE</th>
<th>BADGE COLOR</th>
<th>“E”</th>
<th>“D”</th>
<th>“DM”</th>
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</thead>
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</tbody>
</table>

I further understand that I must submit an access request form for each Job Title which details the requested access to the specific areas and card readers needed for the completion of the contract. I understand that any additional access required may only be requested in writing by the sponsor prior to it being reviewed.

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
ENCLOSURE 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.

SAMPLE FORM FOR REFERENCE ONLY

If you have questions, please contact the Pass & ID Office at:

Manager, Physical Security Division
Airport Operations Department
P.O. Box 17045
Washington Dulles International Airport
Washington, DC 20041-0045
703-572-2780
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.

<table>
<thead>
<tr>
<th>NAME</th>
<th>BADGE #</th>
<th>PHONE #</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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:_________________________________

Name:________________________________________ Signature:_________________________________

SAMPLE FORM FOR REFERENCE ONLY
ENCLOSURE D-2
SAMPLE AIRPORTS AUTHORITY DESIGNATED CERTIFICATION OFFICIAL LETTER

The sample letter shown on the following pages is representative of the **Airports Authority DESIGNATED CERTIFICATION OFFICIAL LETTER** which is to be submitted by Airports Authority departments 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 departments.**

This sample is FOR REFERENCE ONLY. For the current form or if you have questions, please contact the Pass & ID Office at:

Manager, Physical Security Division
Airport Operations Department
P.O. Box 17045
Washington Dulles International Airport
Washington, DC 20041-0045
703-572-2780
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:

<table>
<thead>
<tr>
<th>NAME</th>
<th>BADGE #</th>
<th>PHONE #</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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: ___________________________

Name: ___________________________  Signature: ___________________________

SAMPLE FORM FOR REFERENCE ONLY
ENCLOSURE E  
AIRPORTS AUTHORITY REFUND/CLAIM PAYMENT REQUEST FORM

<table>
<thead>
<tr>
<th>Metropolitan Washington Airports Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refund/Claim Payment Request</td>
</tr>
</tbody>
</table>

### PART A. TO BE COMPLETED BY APPLICANT

1. 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 (Check one):**
   - Return of Lost Badge
   - Return of Parking Permit
   - Lost & Found Property
   - Other (Describe Below):
     - Parking Permit Number(s)

2. **Calculation of amount due:**
   - **a.** Credentials returned @ per credential =
   - **b.** Other (Describe)
     - Other =
     - **Total =**

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

**SIGNATURE OF REQUESTER**

Please type/print name below signature ________

---

### PART C. TO BE COMPLETED BY AUTHORITY REPRESENTATIVE

The above property (has been):

- Returned
- Other

The refund will be issued as:

- Cash Disbursement
- Credited to Credit/Debit Card
- Check to be processed by Accounts Payable (MA-22B)

**AUTHORITY REPRESENTATIVE SIGNATURE**

______

**DATE**

**ROUTING SYMBOL**

**PHONE**

---

### PART D. TO BE COMPLETED BY ACCOUNTING

**ACCOUNTING CODE**

______

**DATE PROCESSED**

______

**INITIALS**

---

SAMPLE FORM FOR REFERENCE ONLY
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
ENCLOSURE F
SAMPLE ACCESS REQUEST FORM

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. For the current form or if you have questions, please contact the Pass & ID Office at:

Manager, Physical Security Division
Airport Operations Department
P.O. Box 17045
Washington Dulles International Airport
Washington, DC 20041-0045
703-572-2780
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 _________________________________

<table>
<thead>
<tr>
<th>Individual Name</th>
<th>Badge Number</th>
<th>Individual Name</th>
<th>Badge Number</th>
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<tbody>
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</tbody>
</table>

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: ________________________________

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

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
- Foss Aviation
- Landmark Aviation
- Other GA **

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

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

**Specific Card Readers needed:**

<table>
<thead>
<tr>
<th>Box 1</th>
<th>Box 2</th>
<th>Box 3</th>
<th>Box 4</th>
<th>Box 5</th>
<th>Box 6</th>
<th>Box 7</th>
<th>Box 8</th>
<th>Box 9</th>
<th>Box 10</th>
</tr>
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</tbody>
</table>

**SAMPLE FORM FOR REFERENCE ONLY**
ENCLOSURE 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

REPRESENTATIVE SAMPLE ONLY – ACTUAL FORM MAY VARY
### VIOLATION LEVELS - Individuals

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>Severity Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempted or actual tampering, interference with, compromise, modification, or circumventing of a security system, measure, or procedure OR causing others to do the same.</td>
<td>3</td>
</tr>
<tr>
<td>Enter, attempt to enter, or be present within the Secured Area, AOA, SIDA, or Sterile Area, without complying with the systems, measures, or procedures.</td>
<td>3</td>
</tr>
<tr>
<td>Failure to submit to inspections by security personnel when entering or present in the Secured Area, AOA, SIDA, or Sterile Area.</td>
<td>3</td>
</tr>
<tr>
<td>Boarding a flight without being screened by TSA Agents.</td>
<td>3</td>
</tr>
<tr>
<td>Attempted or actual improper use, duplication, or sharing of any Airport issued or approved ID badge or access medium including PINs.</td>
<td>3</td>
</tr>
<tr>
<td>Failure to surrender ID badges to Dulles International security officials on demand.</td>
<td>2</td>
</tr>
<tr>
<td>Piggybacking/Tailgating.</td>
<td>2</td>
</tr>
<tr>
<td>Failure to secure access door/gate.</td>
<td>2</td>
</tr>
<tr>
<td>Propping open a security door (unless authorized by Airport Operations).</td>
<td>2</td>
</tr>
<tr>
<td>Failure to remain in Sterile Area after being screened prior to boarding a flight.</td>
<td>2</td>
</tr>
<tr>
<td>Failure to properly display Approved ID badges.</td>
<td>1</td>
</tr>
<tr>
<td>Failure to challenge persons not displaying Approved ID badges.</td>
<td>1</td>
</tr>
<tr>
<td>Failure to respond to a Challenge about displaying Approved ID badges.</td>
<td>1</td>
</tr>
<tr>
<td>Failure to immediately report the loss or theft of an Approved ID badge.</td>
<td>1</td>
</tr>
<tr>
<td>Failure to return or update Approved ID badge when employment ends or is otherwise required.</td>
<td>1</td>
</tr>
<tr>
<td>Failure to report security door alarms and/or remain with unsecured doors until the Police respond.</td>
<td>1</td>
</tr>
<tr>
<td>Failure to report security equipment malfunction to Airport Operations.</td>
<td>1</td>
</tr>
<tr>
<td>Failure to report security violations to Airport Operations, or Police.</td>
<td>1</td>
</tr>
<tr>
<td>Failure to safeguard and maintain Approved ID badges in good condition.</td>
<td>1</td>
</tr>
<tr>
<td>All other violations will be assigned a minimum severity level as determined by the issuing officer.</td>
<td>Minimum level 1</td>
</tr>
</tbody>
</table>
## ENCLOSURE G-2
### VIOLATION LEVELS – Companies/Entities

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>Severity Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to immediately provide the Pass &amp; ID Office or Airport Operations 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 &amp; ID Office or Airport Operations; e.g., phone, fax or e-mail.</td>
<td>3</td>
</tr>
<tr>
<td>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 &amp; ID Office or Airport Operations.</td>
<td>3</td>
</tr>
<tr>
<td>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&amp;Is or Security Bulletins.</td>
<td>3</td>
</tr>
<tr>
<td>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.</td>
<td>2</td>
</tr>
<tr>
<td>Failure to ensure that the ID badge audit lists provided by the Pass &amp; ID Office are verified and returned promptly.</td>
<td>2</td>
</tr>
<tr>
<td>Failure to ensure that all badge applicants read and understand Dulles International’s security training and related training documents.</td>
<td>2</td>
</tr>
<tr>
<td>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.</td>
<td>2</td>
</tr>
<tr>
<td>Failure to ensure that all ID badge applications are submitted to the Pass &amp; ID Office.</td>
<td>1</td>
</tr>
<tr>
<td>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.</td>
<td>1</td>
</tr>
<tr>
<td>Failure to define the access requirements based on location of company activities for each employee, and ensure that the Pass &amp; ID Office is immediately notified in writing of any changes to these requirements.</td>
<td>1</td>
</tr>
<tr>
<td>Failure to ensure that company vehicles are inspected and marked in accordance with the related Dulles International’s Driver O&amp;I, and that Dulles International is listed as an additional insured party under the vehicle insurance policy.</td>
<td>1</td>
</tr>
<tr>
<td>Failure to ensure that employees properly display their ID badge and challenge other employees whose ID badges are not displayed or incorrectly displayed.</td>
<td>1</td>
</tr>
<tr>
<td>All other violations will be assigned a minimum severity level as determined by the issuing officer.</td>
<td>1</td>
</tr>
</tbody>
</table>
ENCLOSURE H
UNACCOUNTED BADGE FORM

REPORT OF UNACCOUNTED BADGE
Please print clearly

NAME: ____________________________

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 ( ) FEW WAIVED – REQUIRES ASC DESIGNEE APPROVAL

( ) MONEY ORDER ( ) CREDIT CARD ( ) COMPANY OR ( ) PERSONAL RECEIPT __________

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

SAMPLE FORM FOR REFERENCE ONLY

H - 1
ENCLOSURE I
RETURNED BADGE RECEIPT

<table>
<thead>
<tr>
<th>Company Name</th>
<th>DATE</th>
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<tbody>
<tr>
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</table>

**CERTIFYING OFFICIAL NAME**

**MAILING ADDRESS**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP</th>
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</thead>
<tbody>
<tr>
<td>PHONE NUMBER</td>
<td>FAX</td>
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</table>

**EMAIL ADDRESS**

**Metroopolitan Washington Airports Authority**

**Airport Operations Department**

**Pass and ID Office - Badge Return Receipt**

The following badges are being returned to the Pass and ID office at:

- Ronald Reagan Washington National Airport (DCA)
- Washington Dulles International Airport (IAD)

<table>
<thead>
<tr>
<th>Badge Holder Name</th>
<th>Badge Number</th>
<th>Expiration Date</th>
<th>Key #s</th>
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<tbody>
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</tbody>
</table>

**Signature of Certifying Official**

**Date**

---

**Sample Form for Reference Only**

**To be completed by Pass and ID Office Tech**

- Deactivated in ICE: DATE: BY:
- Application File Pulled: DATE: BY:

**Comments/Notes:**