

**Metropolitan Washington Airports Authority**  
**ORDERS & INSTRUCTIONS**

**SUBJECT: SECURITY VEHICLE GATE PROCEDURES  
AT WASHINGTON NATIONAL AIRPORT**

**Issuance Date: 7/15 /97**

### **1. PURPOSE**

This Orders & Instructions (O&I) establishes the procedures for the use of AOA/SIDA vehicle gates at Washington National Airport, effective July 21, 1997.

### **2. APPLICABILITY & DISTRIBUTION**

This O&I is applicable to all organizations and employees at Washington National Airport, including the Metropolitan Washington Airports Authority (the Authority), Federal, airline, tenant, and concessionaire employees, and the subtenant and subcontractor employees of these organizations. This O&I is distributed to Authority offices at the supervisory level and above and to management personnel of the Federal offices, airlines, tenants, and concessionaires at Washington National Airport. Receiving organizations should ensure that their employees are familiar with the contents of this document.

### **3. REFERENCE**

DCA 3-2-4G: *Operating Rules for Vehicles on the Air Operations Area*, DCA 3-2-5F; DCA 6-4-4A, *Washington National Airport Identification Badge Requirements*, and DCA 3-2-1H: *Air Operations Area Vehicle Operator Permit Program*.

### **4. DEFINITIONS**

- a. Air Operations Area (AOA): An area of the Airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft.
- b. AOA Vehicle Gate: A computer controlled mechanical gate to control access onto the AOA.
- b. Card Reader: A computer controlled device to read and record a magnetically encoded card.
  - (1) AOA Vehicle Gate Card Reader: A card reader adjacent to the AOA vehicle gate, with a keypad for entering PIN number. (Exhibit A)
  - (2) Passenger Verification Card Reader (PVCR): A card reader adjacent to the AOA vehicle card reader, without keypad. (Exhibit B)

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## 5. POLICY

In accordance with Federal Aviation Regulations (FAR), every individual authorized access to the AOA must process through an FAA approved security device. Effective July 21, 1997, all individuals possessing a current authorized red background colored DCA badge must process through either the AOA vehicle gate card reader (as the driver of the vehicle) or the PVCR (as a passenger).

## 6. PROCEDURES & RESPONSIBILITIES

**6.1** Prior to entering or exiting the AOA through an AOA vehicle security gate the driver must:

- a. Ensure that each of the vehicle's passengers red ID badges gets swiped through the PVCR by either doing it for them, or having the passenger do it.
- b. Swipe his/her red ID badge through the AOA vehicle security gate card reader, and enter the appropriate PIN number.

A green light on the card reader, indicating an authorized and recorded entry, must be visible for each entry.

**6.2** In the event of a red light response, indicating that ACCESS is DENIED, the driver must choose to either:

- not proceed, or
- have the passenger(s) exit the vehicle.

**6.3** Persons not holding a DCA AOA ID badge may be escorted in accordance with the procedures outlined in DCA 6-4-4A, *Washington National Airport Identification Badge Requirements*, dated 7/10/91.

**6.4** As a DCA AOA ID badge holder, each individual has the responsibility to report to the Operations Duty Officer at (703) 417-8050:

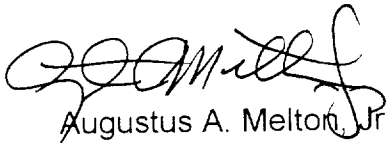
- red light indications of ACCESS DENIED
- any non-compliance with these or other related AOA procedures
- card reader malfunction
- any questions about these procedures.

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## 7. ENFORCEMENT

All vehicle gates are monitored continuously by closed circuit television, and patrolled regularly by Airport Operations and Police personnel. Enforcement of this Orders and Instructions is in accordance with the provisions of the Metropolitan Washington Airports Regulations and Federal Aviation Regulations. Airport management reserves the right to suspend, revoke, or refuse to issue a DCA AOA ID badge to any person who fails to abide by the provisions of this O&I.



Augustus A. Melton, Jr.  
Airport Manager  
Washington National Airport

Attachment Exhibit A: AOA Vehicle Gate Card Reader  
Exhibit B: Passenger Verification Car Reader

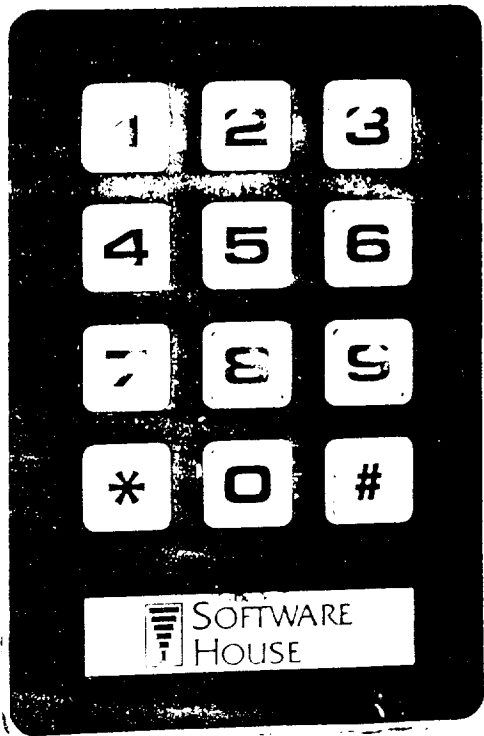


EXHIBIT A

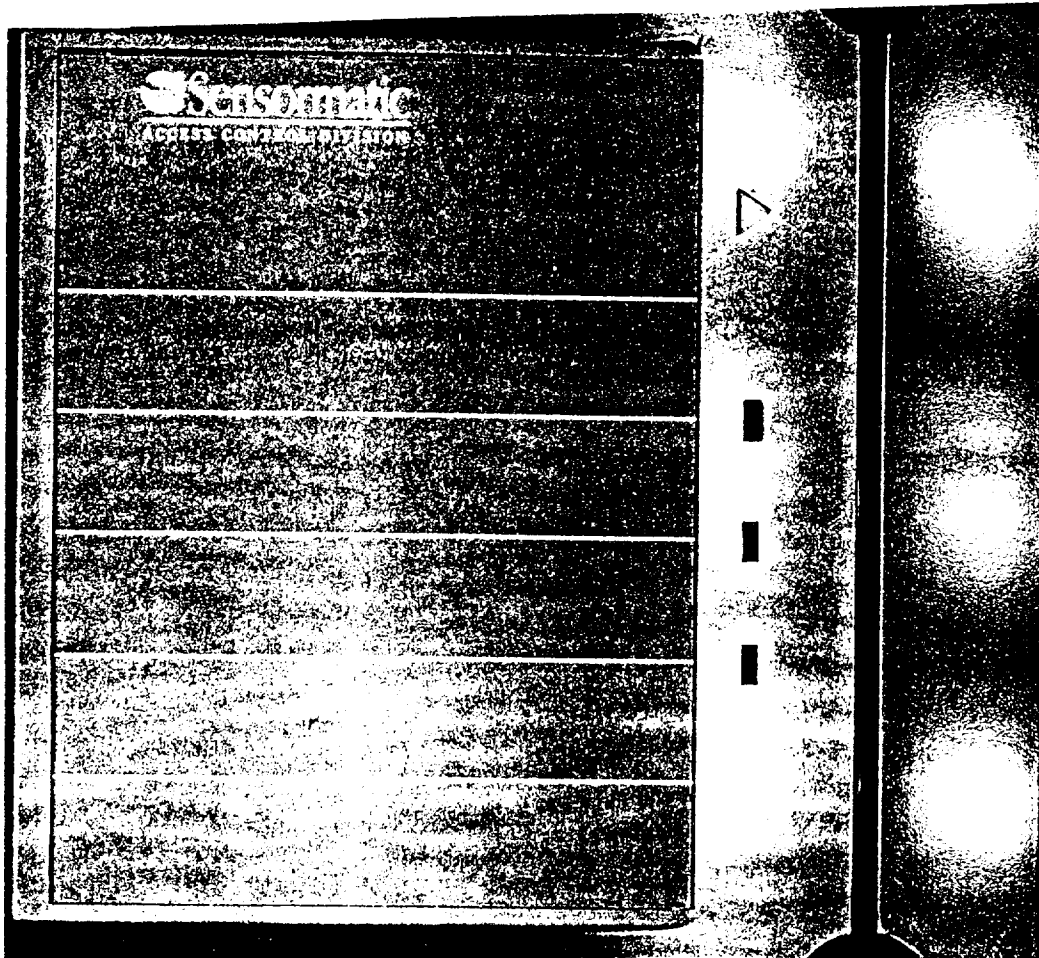


EXHIBIT B