



TENANT DIRECTIVE

BWI: 301.1
DATE: August 12, 1993
DISTRIBUTION: D

TITLE: BWI EMPLOYEE IDENTIFICATION PROGRAM

I. REFERENCES:

- A. Code of Maryland Regulations 11.03.01.09D, Personnel Identification.
- B. Airport Security Program for Baltimore/Washington International Airport (BWI), dated July 16, 1991, with amendments.
- C. This Directive supersedes BWI Tenant Directive 301.1, dated April 7, 1993.

II. DIRECTIVE STATEMENT:

- A. Persons who require unescorted access to the Security Identification Display Area (SIDA) of the Airport grounds or terminal building shall be issued a BWI Airport Employee Identification (ID) Badge and a Personal Identification Number (PIN). To gain access into the SIDA, the ID Badge must be inserted into a magnetic stripe card reader and the PIN entered into a keypad located at the SIDA access point (door/gate).
- B. Persons entering the SIDA or any non-public area of the Airport grounds or terminal building at Baltimore/Washington International Airport (BWI) are required to display a current BWI Airport Employee Identification Badge issued by the Director of Operations, BWI Airport.
 1. Access can be restricted to a single access point or multiple access points.

2. Access to the Terminal building Federal Aviation Administration (FAA) spaces are restricted to those persons authorized in writing by the FAA.
 3. Access to the Federal Inspection Site of the International Arrivals Building (IAB) is restricted to those persons authorized by U.S. Customs. Application for IAB access must be obtained by the applicant or employer from the BWI Airport U.S. Customs office. Persons authorized access to Federal Inspection Site must have an approved U.S. Customs seal on their BWI Airport Identification Badge.
 4. The degree of all other access will depend upon each employee's need for access as determined and approved by the respective tenant manager and the Manager, Airport Operations Center.
- C. Employers of persons applying for the BWI Airport Employee Identification Badge must certify in writing on the BWI Employee Identification Badge application that a five (5) year employment background (history) check has been completed for each applicant. This information shall contain employer's names and employee's duties performed, unless specifically exempted by the Federal Aviation Administration. Certification of the background check is the sole responsibility of the Employer, and verification may be requested at any time by the Director of Operations, BWI Airport.
- D. To differentiate access, identification badges are designed and issued in accordance with the following criteria:
1. The BWI Employee Identification Badges have background colors of **RED, BLUE, AND YELLOW** for access as follows:
 - a. The **RED** Badge allows access to the SIDA "Secured Area" and the remainder of the Airport Operations Area (AOA).
 - b. The **BLUE** Badge allows access to the remainder of SIDA which includes the air cargo areas and the General Aviation areas.

- c. The **YELLOW** Badge does not allow access to any restricted areas. The yellow badge will allow an airport employee who does not possess a red or blue badge access through a pier security screening checkpoint, when only ticketed passengers are permitted on the pier.
 2. The red and blue Badges are vertically oriented with the badge expiration month and year on the left edge, the company code on the right edge, and the picture at top center. These Badges also serve as the Airfield Operators Permits for those individuals authorized to operate motor vehicles in the Air Operations Area. Badges incorporating an Airport Operators Permit **MUST** have the **Letter "V"** (vehicles) or **Letter "L"** (loading bridge) or both printed in the lower right hand corner. The **Letter "P"** (power gate) **MAY** also appear there. The Badges also incorporate the customs seal for those authorized to enter the IAB during Customs clearance procedures. Emergency Status is designated by a yellow background around the picture. Contractors and Vendors are further designated by a white "C" or "V" located below the company code.
 3. The yellow Badge is horizontally oriented in the form of a name tag. The picture is on the left side with the employee's name and the company name underneath. The expiration date is in small numbers and located on the bottom right side.
- E. All BWI Employee Identification Badges have expiration dates. This date will normally be the same as the expiration date of the employee's state driver's license. For those individuals involved in short term projects requiring airfield access, such as construction workers, the expiration date will coincide with the completion of the project.

III. PROCEDURES:

A. Issuance Procedures:

1. An application for a BWI Employee Identification Badge/Airfield Operators Permit (MAA-113 R-9/91, see

Attachment I) must be completed by each applicant. Application forms for BWI Employee Identification Badges/Airfield Operators Permits may be obtained from either the BWI Airport Security Center, or the Airport Operations Center.

2. Tenant managers must certify that a five (5) year employment background check has been completed on each applicant for an Employee ID Badge. The tenant manager shall specify the access and airfield operators permit requirements for each employee, and sign the application.

NOTE: All applicants must receive the Maryland Aviation Administration's Security Identification Display Area (SIDA) training before an ID Badge can be issued.

3. Applicants requiring access to the IAB during passenger/cargo processing, which requires a U.S. Customs seal, must bring proof of approval from U.S. Customs.
4. If the applicant is obtaining an Airfield Operators Permit, he/she must take and pass a written test and view an airfield safety video before an ID Badge can be issued.

NOTE: If the Airfield Operators Permit is being issued for the operation of an aircraft loading bridge **ONLY**, the test is not required but the applicant must have a completed form MAA-106, MAA Equipment Training Record, (see Attachment II).

5. When procedures 1, 2, 3, and 4 above have been completed, the employee shall hand carry the application to the BWI Airport Security Center for review and processing.
6. The BWI Airport Security Center will review the applications for completeness and further processing. If the applicant has checked YES to the felony conviction question (Section I.1.), the applicant must be interviewed by the Manager, Airport Security Center or his/her designated representative.

- B. Upon approval of the application, the Airport Security Center will:
1. Fingerprint and photograph the employee.
 2. Badges will be issued starting at 10:00 a.m. of the next business day following application/processing. Each applicant must sign the application form.
 3. Processing hours for employee identification badges will be from 7:30 a.m. to 5:00 p.m. Monday - Thursday and 7:30 a.m. to 4:30 p.m. on Friday. The Airport Security Center will be closed on the last Friday of each month.

C. Enforcement:

1. The BWI Employee Identification Badge is a privilege extended to eligible personnel. All employees are subject to a background security check.
2. In the event an employee is considered a potential security risk, based upon information disclosed in the Police background investigation, a Review Board may be convened by the Director of Operations, BWI Airport to consider the findings and to determine if the employee's Identification Badge is to be issued or withdrawn if previously issued.
 - a. Review Board members will include the Director of Operations, BWI Airport, as chairman; the Manager, Airport Security Center or representative; and the affected employee's manager or designated representative. The Commander, Airport Police, or his designated representative will serve as advisor to the Board.
 - b. The concerned employee may be requested to appear before the Review Board.

D. Unauthorized Use of Identification Badge:

An Identification badge used by a person other than the person to whom it was issued will be confiscated by the Airport Police, or an Airport Operations representative. The badge will not be returned until authorized by the Director of Operations, BWI Airport, or the Manager, Airport Security Center.

E. Escort Privilege

1. Persons displaying a Red Identification Badge are authorized to escort an unbadged person(s) within the "Secured Area" of the Security Identification Display Area (SIDA). Persons displaying a Blue Badge are authorized to escort unbadged person(s) only on the remainder of the SIDA or AOA.
2. Unbadged persons must remain under the continuous surveillance of the authorized and badged Airport employee at all times while within the SIDA.
3. All persons, badged or unbadged, are subject to security screening prior to entry onto the sterile gate concourse area. All employees will pass through the passenger screening point when entering the sterile gate concourse from the terminal ticket concourse area. The exception to this restriction is an Airport Law Enforcement Officer, in uniform, on duty with a BWI Airport ID Badge; a U.S. Immigrations and Naturalization Service or U.S. Customs Inspector, armed, in uniform, with a BWI ID Badge; and a BWI Airport firefighter/paramedic, in uniform, with a BWI ID Badge, on an emergency run.

F. Termination of Employment:

1. Employers are responsible for immediately notifying the Airport Security Center at 859-7124 or the Airport Operations Center at 859-7018, of a terminated employee and returning the ID badge to the BWI Airport Security Center or the Airport Operations Center. Failure to return a terminated employee's Identification Badge or notification of employee termination will result in a \$25.00 charge levied against the employer to cover all costs associated with a security system audit.
2. The BWI Airport Operations Center will forward terminated employee Identification Badges to the Airport Security Center for disposition.

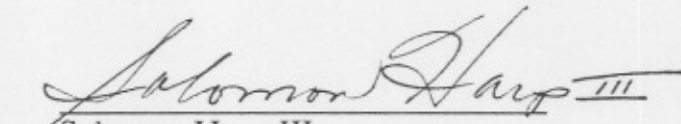
G. Lost Identification Badge:

1. In accordance with the Airport Security Program, the BWI Airport Operations Center and/or Airport Security Center, must be advised immediately when an identification Badge has been lost.

2. A replacement Identification Badge may be obtained upon payment of a Twenty-Five Dollar non-refundable administrative fee to the MAA and presentation of the receipt of payment to the Airport Security Center.

H. Identification Badge Audit Procedures:

1. The BWI Airport Security Center will conduct an audit of each tenant's complete employee data base compared to the existing identification badge data base annually to verify active badges.
2. Each tenant will, upon request, submit a complete list of active employees and a list of those employees terminated since the last audit was completed.
3. The Airport Security Center will compare these lists with the list of current employees in the badge imaging system and the security system for verification and deletion as necessary.


Solomon Harp III
Director of Operations
BWI Airport

SH/ga
Attachments

BALTIMORE/WASHINGTON INTERNATIONAL AIRPORT
APPLICATION FOR BWI ID BADGE/AIRFIELD OPERATORS PERMIT

Section I. Applicant Data: (Please Type or Print)

Last Name										First Name										Middle Name									
SSN										Driver's License Number										State		Expires				Race			
DOB mm dd yy				Sex		Color hair/eyes				Phones: home								work											
Address: (street)										(city)										(state) (zip)									

1. Have you EVER been convicted of a felony or sentenced to one or more years in a penal institution? (Applicants subject to background check.) YES NO
If YES furnish details

2. I HEREBY AUTHORIZE MARYLAND STATE POLICE TO USE MY PHOTO WHILE CONDUCTING CRIMINAL INVESTIGATIONS AND REALIZE IT MAY BECOME EVIDENCE IN A CRIMINAL PROCEEDING. YES NO

Applicant's Signature Date

Section II. Employment History: (for last five years)

From:	Employer's Name, Address, Phone	Reason for leaving
To: PRESENT		
From:		
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(use additional sheets if necessary)

Section III. Applicant's Receipt of Badge:

I acknowledge receipt of BWI ID Badge No. _____. I certify that the contents of this application are true and correct to the best of my knowledge and belief. I agree to comply with all rules, regulations or directives issued by MAA or its authorized agents governing ID Badge display and use. I further understand that the ID Badge will be revoked for any of the following reasons:

1. False information on this application.
 2. Failure to comply with security rules, regulations or directives.
 3. Security risk exists as determined by criteria in Sections I. or II.
- I have received an abbreviated list of BWI security rules. The information in Section I. & II. is correct and I understand the requirements enumerated above and in BWI Tenant Directive No. 301.1.

PIN

Signature of Applicant Date

EQUIPMENT TRAINING RECORD

Copy _____ - Tenant Agency

NAME _____ DRIVER'S LICENSE NUMBER _____

INSTRUCTOR/AIRLINE _____ COMPLETION DATE _____

<u>LOADING BRIDGE:</u>	<u>Check</u>	<u>Initial</u>	<u>Remarks</u>
Drive	_____	_____	_____
Maneuver	_____	_____	_____
Position at Aircraft	_____	_____	_____
Remove from Aircraft	_____	_____	_____
Park	_____	_____	_____
Procedures	_____	_____	_____
Shut Down - Stow	_____	_____	_____
Safety	_____	_____	_____
Gate Position	_____	_____	_____

PLANEMATE:

Drive	_____	_____	_____
Maneuver	_____	_____	_____
Position at Aircraft	_____	_____	_____
Remove from Aircraft	_____	_____	_____
Dock	_____	_____	_____
Procedures	_____	_____	_____
Safety	_____	_____	_____

MAIN DECK LOADER CAS MODEL 314:

Tow	_____	_____	_____
Maneuver	_____	_____	_____
Position at Aircraft	_____	_____	_____
Load/Unload	_____	_____	_____
Remove from Aircraft	_____	_____	_____
Procedures	_____	_____	_____
Limits	_____	_____	_____
Safety	_____	_____	_____