

NEW CASTLE AIRPORT (ILG) ID BADGE Policy and Procedures

The Airport Operations Office is responsible for the issuance of Airport Identification Badges to individuals requesting access to the Airport. ID Badges are issued only to individuals that require access to New Castle Airport's SIDA/Restricted Areas, and/or access to the AOA. In light of increased security, all Airport Badging / Access Control policies and Procedures are under continuous review, and subject to revision. Please ensure that you read and understand the Badging Policy and Procedures below.

AIRPORT BADGING - HOURS / LOCATION / PHONE

The Airport Operations Office is located on the 1st floor of the main terminal building.

Office hours are:

Monday	9:00 AM – 5:00 PM
Tuesday	9:00 AM – 5:00 PM
Wednesday	9:00 AM – 5:00 PM
Thursday	9:00 AM – 5:00 PM
Friday	9:00 AM – 5:00 PM

Contact Info:

Office Phone: (302) 328-4632
Fax: (302) 325-5126

Mailing Address: New Castle Airport
151 North DuPont Hwy.
New Castle, DE 19720

Website: <http://www.newcastleairportilg.com>

BADGE APPLICATION

Individuals who require unescorted access to the Air Operations Area (AOA), Restricted, Secured or Sterile Areas must possess an Airport ID Badge. Badge issuance with SIDA/Restricted access is limited to those individuals who have cleared the FBI-based Criminal History Records Check as well as the TSA performed Security Threat Assessment (STA), and have successfully completed the New Castle Airport's approved SIDA Training course. Individuals requesting a badge for access onto the AOA must demonstrate a need for access and successfully pass the New Castle Airport's approved Drivers Training course. In addition, all Badge applicants must provide documentation that establishes identity and employment eligibility (See Identification for examples).

Application for a Badge is made on the New Castle Airport's Badge Application Form. This Form must be completely filled out, properly signed and submitted to the Operations Office for processing. The Form will be checked by this Office for accuracy including proper signatures and dates. Badge Application Forms are available at

the Operations Office or on the Airport's website. Only the "original copy" of a completed Application Form will be accepted. Do not submit a photo copy; it will not be accepted for processing.

There is a processing fee for each Application processed. Billing invoices will be generated on a monthly basis and mailed to each company.

IDENTIFICATION/DOCUMENTATION

All Badge applicants must present two (2) forms of identification or documentation when applying for an Airport ID Badge. At least one ID must have been issued by a Government Authority and at least one must include a photo. The documentation must be able to verify the applicant's identity as well as employment eligibility. See examples below:

Documents that establish Identity

Valid State Driver's License
Valid State ID Card
US Passport
Military ID
Active Issued ID
Resident Alien Card

Documents that establish employment eligibility

Birth Certificate
Social Security Card
U.S. Passport
Permanent Resident Alien Card
U.S. Citizen ID Card
Certification of Naturalization
Native American Tribal Document

AUTHORIZING SIGNATURE FORM

Each company that requests Airport ID Badges must identify one or more responsible company employees as "Authorizing Signers". Only Badge Application Forms signed by an "Authorizing Signer" will be accepted for processing. Names of individuals authorized to sign Badge Application Forms for a particular company are on file in the Operations Office. Each Badge Application submitted for processing will be checked to ensure that it is authorized by one of the authorized signers. The signature of an Authorized Signer on a Badge Application Form certifies that the applicant is an employee of the particular company, requires unescorted access to the AOA, and that the Application has been reviewed for completeness. The Authorizing Signer is also responsible for indicating on the Badge Application that the employee will have a need to access the SIDA/Restricted area and/or drive on the AOA.

SECURITY TRAINING

Badge applicants must be able to comprehend the Airport's security rules, guidelines, regulations and procedures and possess the ability to perform the responsibilities associated with unescorted access privileges. To fulfill this requirement, all individuals applying for an Airport photo ID Badge with SIDA/Restricted Area access must first undergo security training. Employees will undergo a class instructed security training program. Applicants will need to come in for processing / fingerprinting before attending the training.

As part of training, applicants must pass a test which certifies their understanding of the information presented. Those failing the test will be permitted to repeat the training after a minimum of a one-class period between

training times. A request to retake the training must be made in writing, by an Authorized Signer, and will be reviewed for approval on a case-by-case basis. Questions regarding this request or any other special arrangements must be directed to the airport's Airport Security Coordinator.

FBI-FINGERPRINT CHECK

All individuals applying for an Airport ID Badge with SIDA/Restricted Area access privileges' must undergo a FBI fingerprint-based Criminal History Records Check as part of the Badge issuance process. Fingerprint results must come back cleared without a disqualifying crime as referred in TSA 1542 before issuance of the Airport Photo ID Badge. The Airport will deny issuance of the Airport ID Badge to any employee who is currently being charged with or is convicted of one of the TSA disqualifying crimes within the last ten years.

SECURITY THREAT ASSESSMENT

All individuals applying for an Airport ID Badge with SIDA/Restricted Area access must undergo a TSA Security Threat Assessment (STA) as part of the Badge issuance process. The Airport will not issue an Airport ID Badge until the TSA has completed an STA on the applicant.

RENEWAL

It is the responsibility of each individual to renew his or her Badge. Airport ID Badges are issued with an expiration date that is no more than 1 year from the issue date. All individuals are required to undergo SIDA Refresher Training upon renewal. All individuals with AOA access are required to complete a Driver's Training refresher course annually. Failure to renew the Airport ID Badge prior to the expiration date will result in loss of airport access privileges.

BADGE REPLACEMENT

Badges that have been lost or stolen must be reported **immediately** to the Operations Office. This notification will allow the "revocation" of lost or stolen Badges in the Security Card Access System, so if found, the Badge cannot be used to gain access.

Individual's who require a replacement Badge must complete a "Badge Application Form" before a replacement may be issued. This Form must be signed by the Authorizing Signer for the company. Badge Application Forms are available in the Operations Office.

The replacement costs are as follows:

1st Replacement:	-	\$ 80.00
2nd Replacement	-	\$ 250.00
3rd Replacement is at the discretion of the Airport Security Coordinator		

RETURN OF AIRPORT ID BADGES

It is the responsibility of each company to maintain accountability of all Airport ID Badges issued to their employees. Badges must be retrieved and returned to the Airport when an individual no longer requires access to the AOA, Restricted or Secured Areas, resigns, is terminated, retires, is laid-off, or on strike. Badges must be returned to the Operations Office on a "Separation Form" within 3 days (72 hours) of the separation. (Note: Contractor Badges are valid only for the construction project for which they were issued. Upon completion of the project, all Badges must be returned.)

In cases when an ID Badge is not retrieved from the individual at the time of separation, the Operations Office must be notified, by telephone or in person, **within eight (8) hours**. In cases of termination for cause and the company does not have the ID Badge, notification must be made **immediately**. Upon this notification, the Operations Office will "revoke" the individual's access authority in the Security Card Access System, to prevent them from accessing the AOA, Restricted or Secured Areas. In these cases, a Separation Form must still be filled out and submitted, indicating what steps the company has taken to retrieve the ID Badge from the individual. All Badges issued to your company must be accounted for. Failure to notify the Airport about any ID Badge that you can no longer account for is a violation of the Airport Security Plan and may result in administrative sanctions and/or civil penalties. A \$100 Failure to Return Fee will be charged if the ID Badge is not returned to the Operations Office within (90) ninety days from the date of separation / deactivation. This fee of \$100.00 per Badge is Non-Refundable!

ID BADGE AUDITS

The Transportation Security Administration requires that the Airport regularly audit ID Badge records to ensure accuracy and accountability. Paper Audits will include a listing of all Airport ID Badges issued to a particular company. Companies will be required to review the list, ensuring that all individuals are still employed by them, still require Airport access, and are in possession of their Airport ID Badge. Physical Audits, in addition to a review and certification of the employee listing by each company, may require each badge holder to report to a specific location for a physical inspection of their ID Badge. Failure to complete Audits as requested will result in the suspension of Airport ID Badge issuance privileges.

RECORD KEEPING

Companies are required to maintain records pertaining to ID Badge Issuance for all employees. These records must be maintained for the duration of time that the employee is with the company, and up to 180 days from the date of termination/separation. It is recommended that companies keep this documentation in a separate file; remember, it is subject to audit by the Airport or TSA. Records must be made available to the Airport for inspection to determine compliance with all security requirements. The records shall include, but not be limited to the following:

- a) A copy of the Badge Application
- b) A copy of the Separation Form
- c) Any other information as required by the Airport.

Each company must provide the Airport with the location the records will be stored and the name or title and phone number of the individual who maintains the records.