

LA/Ontario Security Credential Unit



NEWSLETTER

FEBRUARY 2010



Employee Security File

In accordance with the Transportation Security Administration (TSA) regulations, companies requesting restricted area access at ONT must maintain an employee security file for all employees who have been issued an ONT badge. It is strongly recommended that a separate folder or a section of the employee folder be utilized to maintain the following items:

- ◆ Copies of identity and authorization to work documents
- ◆ Evidence of fingerprint clearance
- ◆ Record of Airport Security Training. Note: must be a roster signed by the employee acknowledging that they have received training. The 2nd page of the badge application will not be accepted.
- ◆ If applicable, restricted area driver training log
- ◆ If applicable, background verification checklist with notations of completed verification.
- ◆ 10-year employment background verification documents (if applicable)

The ONT Security Badge Office will perform periodic audits of employee security files to verify compliance.

You are required to maintain employee security files for at least **180 days** after unescorted access privileges have ended.



Mandatory Annual Authorized Signer Refresher Training

Pursuant to recent TSA mandates, **ALL** Authorized Signers are required to undergo annual training on the responsibilities and duties of being a signatory authority. For compliance, the Security Badge Office has developed an Authorized Signer Refresher course for all current authorized signers. Things to know:

Next Class Thursday, February 11, 2010 at 1:30 pm

All classes after will be scheduled on Wednesdays at 1:30pm at the Administration Conference Room 106, Annex Building

Reservations are required

To schedule a reservation, email your name, company name, company code, contact email and your preference for a class to ontsecuritybadgeoffice@lawa.org.

You will receive a confirmation email for the class you are scheduled to attend. The authority expiration date will be one year from class attendance.

Authorized Signers who fail to attend training each year will lose his/her signing authority, without exception. Please feel free to contact the Security Badge Office at (909) 933-5670 should you have any questions.



The Transportation Security Clearinghouse (TSC) has announced an increase in their fee structure. The increase is due to the TSC increase for conducting the Security Threat Assessments (STA). As a result, effective Monday, February 8, 2010, the cost for a complete fingerprint based background package will be \$38.00.

Upcoming Holiday
The Security Badge Office
will be closed on:

Monday, February 15, 2010

In observance of



Ontario Security Badge Office
1923 E. Avion Street
Ontario, CA 91761

Hours of Operation

Monday-Friday
7:30 a.m. – 11:30 a.m.
Saturday & Sunday.....CLOSED

Fingerprinting

Monday - Thursday
By appointment only

To Reach Us

Phone (909) 933-5670
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Email Address

ontsecuritybadgeoffice@lawa.org