

LA/Ontario Security Credential Unit



NEWSLETTER

SEPTEMBER 2009



Employee Security File

In accordance with the Transportation Security Administration (TSA) regulations, companies 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.
- ◆ Restrictd area driver training log (if applicable)
- ◆ 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 assess privileges have ended.

REMINDERS:

- ◆ All applicants with a driver's icon must present a valid driver's license, plus photocopy of the drivers' license for every transaction at the Badge Office. In addition, proof of citizenship, plus a photocopy of the citizenship document is required.
- ◆ Each organization must limit the number of employees with escort authority. No more than 50% of badged employees should have an Escort Icon.
- ◆ If presenting a birth certificate as employment eligibility, the name that appears on the driver's license and birth certificate must match. If the names do not match, the applicant must provide formal documentation to support the nexus between the names (i.e. marriage certificate, adoption paperwork, divorce decree).



ONT BADGE OFFICE WEBSITE

The ONT Security Badge Office has a new website available to all authorized signers. The website is located at: http://www.lawa.aero/welcome_ont.aspx?id=2390

Valuable information is posted here such as:

- ◆ Monthly Newsletter—Current events, reminders and new information
- ◆ **Coming Soon**—Security information & reminders
- ◆ **Coming Soon**—Information on badge accountability audits



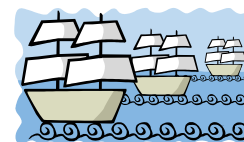
Annual refresher training is required for all Authorized Signers. Signers who fail to attend a re-training session will be removed as a Authorized Signer.

Upcoming Holiday

The Security Badge Office will be closed on:

Monday, October 12, 2009

In observance of **Columbus Day**



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

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