

Los Angeles World Airports

January 16, 2009

All Security Badge Administrators
Los Angeles World Airports

LAX

Re: New Procedure for ACAMS Access Requests

LA/Ontario

LA/Palmdale

To Whom It May Concern:

Van Nuys

Effective immediately, the Security Badge Office, Security Access Analysis Unit (SAAU), will process **all** ACAMS access requests, including Fire/Life/Safety, Imperial Delta Gates, Keypad Alarm Response, TBIT Doors/Elevators, and Special Access Categories.

City of Los Angeles

Antonio R. Villaraigosa
Mayor

Board of Airport
Commissioners

Organizations requiring access must submit requests on company letterhead or LAWA Memorandum, signed by a management representative, with the following information:

Alan I. Rothenberg
President

Valeria C. Velasco
Vice President

Joseph A. Aredas
Michael A. Lawson
Sylvia Patsaouras
Fernando M. Torres-Gil
Walter Zifkin

1. Date
2. Subject line indicating access requested (i.e. Terminal 3 – Door 245)
3. Terminal number(s) and Door/Elevator/Gate number(s)
4. Name and badge number of each person(s) requiring access
5. Strong justification for access requested
6. Contact information (name, title, and contact number)

Gina Marie Lindsey
Executive Director

If the reason meets the criteria for operational necessity (i.e. access is critical to operations and no other access points are available in the immediate vicinity), access will be granted to the person(s) listed on the request.

If access cannot be granted or if there are any discrepancies within the request, the company will be contacted and advised of the reason for the denial or discrepancy. At that time, alternatives will be discussed with the affected company in an attempt to balance the need for a secure environment at the location with the company's needs.

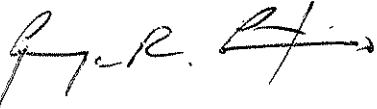
In the event Airport Police discovers that a person/entity deliberately attempts to circumvent the system and requests access for convenience rather than an operational need, the following may occur:

- SAFE violation citation to the person sending the request
- Badge deactivation and confiscation to the badged "field" employee (if access was granted)
- The special access requested will be rescinded for all employees of the company that currently has the special access

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Please send all requests to the Security Badge Office, Security Access Analysis Unit (SAAU), through email at SAAUnit@lawa.org. If you have any questions, please contact the Security Badge Office at (310) 646-0508.

Sincerely,



George R. Centeno
Chief of Airport Police
Airport Security Coordinator
Los Angeles International Airport

GRC:AA:ccn

cc: E. Henning, Security Badge Office
Vulnerability Assessment and Analysis Unit (VAAU)