



Security Credentials Section



AIRPORT POLICE DIVISION

APRIL – MAY 2019

BADGE OFFICE NEWS

I. TENANT SUITE PROGRAM (EMERGENCY PREPAREDNESS TRAINING)

Effective May 1, 2019, LAWA's Emergency Management Division (EMD) will implement a mandatory emergency preparedness training program for all badged employees of all airlines, contractors or stakeholders at LAX.

- ◆ This program is mandated by **LAX Rules and Regulations**. Please access the link below (*Ctrl button & click on link*) for additional information. <https://www.lawa.org/en/rules-and-regulations/lax-rules-and-regulations>
- ◆ All Security Badge and Terminal ID card holders are required to complete this training bi-annually.
- ◆ The following email and training links will be available from **May 01, 2019**:
 - **Email Link:** emdtrainingprogram@lawa.org
Attn: Cassandra Heredia, Chief of Operations II
 - **Training Link:**
www.emdtrainingprogram.lawa.org

II. NEW VERSIONS OF BADGING FORMS

Effective May 1, 2019, The Badge Office will be releasing new versions for all Badge-related forms. The revision date on all Badge Office forms will be **May 2019**. All previous versions of our Badging forms/applications will be **obsolete** effective **July 1, 2019**, and will **not** be accepted at the Badge Office. The new forms/applications will be available online at: <https://www.lawa.org/en/lawa-security-badge-office>.

- ◆ The revised **Badge Applications** will reflect the following **additional language** per new **TSA Directive**: "any employee holding a credentialing granting access to a **SIDA** may be screened at any time while gaining access to, working in, or leaving a **SIDA**."
- ◆ **Effective July 1, 2019**, only the revised **May 2019 version** of all the applications will be accepted in the Badge Office. You may confidentially destroy any prior versions at your office, or return them to the Badge Office for destruction.
- ◆ Hard copies of the **May 2019** version of the applications should be available at the Badge Office by the week of **May 20, 2019**.

III. ICARE FOR SAFETY

Planning & Development and the **Guest Experience Team** are pleased to launch "iCARE for Safety" to ensure we keep our airport colleagues and guests safe. Please access the information via this link: <https://www.lawa.org/-/media/A78BDE95E3D24B6BB62D7045EC7044D0>

IV. PROHIBITED ITEM TRAINING

(Concessionaires/Terminal ID & SIDA Badge Holders who work for those companies in the Sterile Areas at LAX)

Effective **January 2019**, the Los Angeles World Airports requires that all **applicants who work in the Sterile Areas of the Airport** and are applying for a new, renewing or replacing a damaged, lost, or stolen **Terminal Identification Card** or **Security Identification Badge**, must attend a mandatory **Prohibited Items Training** and obtain an approval stamp, prior to being badged.

- ◆ Authorized Signers should email **alert-vaau@lawa.org** to enroll employees for the **Prohibited Items Training**. Fingerprint approval from the Badge Office website is a requirement for the enrollment of all new applicants.
- ◆ The **Prohibited Items Training** will be held for one (1) hour at: **10285 Post Way, Los Angeles, CA 90045**, 2nd Floor, VAAU Training Room 227.
- ◆ Training days and times are as follows:
 - Every Monday @ 8:00 am
 - Every Wednesday @ 3:00 pm
 - Every Friday @ 2:00 pm
 - Every Saturday @ 11:00 am
- ◆ Spanish classes provided upon request
- ◆ The Prohibited Items Training is required for all Concessaires companies operating at LAX.
Contact VAAU at (424) 646-5647 with Questions

V. DELAYED PROCESSING TIMES AT THE BADGE OFFICE

The Management of the Security Credentials Section (Badge Office) regret the extended wait time at the Badge Office. We are diligently working on renewing **22,000** badges that **expire on June 30, 2019**.

VI. BADGE OFFICE IS OPEN ON SATURDAY UNTIL JUNE 2019

HOURS: 7AM — 4 PM

Appointments for Saturdays are available through our online appointment system **FOR BADGES EXPIRING ON OR BEFORE JUNE 30, 2019**.

<https://badgeappointments.lawa.org/Calendar/Tools/Home.aspx?ReturnUrl=%2fCalendar%2f>

**May 11, May 18, May 25, June 01,
June 08, June 15, June 22, Jun 29**

PRIORITY: BADGE HOLDERS WITH EXPIRATION DATES UP TO JUNE 30, 2019.

VII. CERTIFIED SERVICE PROVIDER PROGRAM (CSPP)

LAWA Board of Airport Commissioners recently extended the Certified Service Provider License Agreements (CSPLA) for over **75** companies at LAX. This means that the Security Badge Office will be renewing approximately **15,000** badges for the affected companies before **June 30, 2019**.

Badge Renewal Strategy for Companies in CSPLA:

- ◆ All CSPP companies whose badges have the CSPLA **expiration date of June 30, 2019** will be required to renew their badges as follows:
- ◆ The primary process of badge renewal for applicants of CSPP companies is through the **SBO Badge Appointment Online System**. Companies/Applicants are required to secure appointments for badge renewals via the following link as soon as possible: <https://badgeappointments.lawa.org/Calendar/Tools/Home.aspx?ReturnUrl=%2fCalendar%2f>

Badges with ICONS:

Custom Seal: Contact **U.S. Customs** at (310) 215-2407 for Custom Seal Icon "**ROLL OVER**" consideration. The Badge Office has informed US Customs about the CSPLA badge extension project.

Aircraft Surface Movement (ASM) Icon: Per FAA guidelines, the ASM Icon is valid for one (1) year only from the date of training. The Badge Office will not extend the expiration date of the badge beyond the AMS training expiration date. **Applicants with expiring ASM training should contact Airfield Operations at (424) 646-7473 for training dates and times.**

Critical Employee Icon: LAWA Emergency Management Division has authorized the Badge Office to **ROLL OVER** this Icon for the **CSPLA badge renewal project only**.

Restricted Area Driver (RAD) Icon: The Badge Office will **ROLL OVER** the RAD Icon for the CSPLA badge renewal project.

Escort Icon: The Badge Office will **ROLL OVER** the Escort Icon for the CSPLA badge renewal project.

Please make arrangements for your employees with the **ASM Icon** to attend the training as soon as possible. There is no penalty for taking the training in advance of the expiration date.

Please contact your Badge Coordinator at the Badge Office for questions regarding the above information.

Please contact Airfield Permits Unit (424) 646-5880, or by email at airfieldpermits@lawa.org or all questions regarding the Certified Service Provider Program requirements.