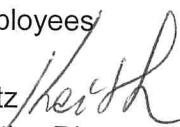




## MEMORANDUM

**DATE** January 29, 2020

**TO** All LAWA Employees

**FROM** Keith Wilschetz   
Deputy Executive Director  
Operations & Emergency Management

**SUBJECT** Computer Based Training (CBT) Rollout for Badge Icons

As a follow up to the memo sent October, 2019 regarding Computer Based Training (CBT), all LAWA employees will be required to utilize the eLearning portal ([www.lawatraining.org](http://www.lawatraining.org)) for the Restricted Area Driver (RAD) and the AOA Familiarization (AOA) icon courses beginning March 2, 2020. There will be no change to the Air Traffic Control (ATC) course procedures and the Aircraft Surface Movement (ASM) course is for tenants only. All LAWA Authorized Signers will be notified via email by February 3, 2020 with instructions on how to create and edit employee profiles.

Also as of March 2, 2020, the RAD icon will no longer be automatically rolled over at each badge renewal for LAWA employees. Those who have the RAD icon will be required to take the CBT RAD course and test every 24 months prior to each badge renewal. LAWA employees obtaining a RAD icon for the first time will also need to complete the CBT RAD course and on-line test. The additional requirement to complete 8-hours of behind-the-wheel training does not change.

Each employee will be required to bring their respective printed and signed (by an Authorized Signer) course completion certificates to their badge renewal. Employees who require the AOA Familiarization Icon must present their AOA certificate to the Airport Operations front desk staff on the 2<sup>nd</sup> floor to receive the AOA stamp on the badge application. For RAD, the certificate must be submitted to the Security Badge Office (SBO) upon check-in.

If you have any questions regarding this new program, please contact the Airport Operations Training Unit at [AirOpsTraining@lawa.org](mailto:AirOpsTraining@lawa.org).

KW:JM:ks

Attachment (1)

**AOA Familiarization  
(AOA)**



**Aircraft Surface  
Movement  
(ASM)**



**Air Traffic Control  
(ATC)**



**Restricted Area Driver  
(RAD)**



*Will NOT rollover after June 30, 2020*

# **- ADVISORY -**

**If you require these  
icons on your badge, a  
change in training  
procedures is coming.**

**Take the online courses and test  
electronically on your own time  
anywhere at [www.lawatraining.org](http://www.lawatraining.org)**


**Security Badge Office supervised RAD  
test will no longer be available after  
**June 30, 2020****

**Contact your Authorized Signer for  
details**





# COMPUTER BASED TRAINING (CBT) FOR BADGE ICONS

Who?	What?	When?	How?
<ul style="list-style-type: none"><li>- Airport employees and contractors who have access to the AOA</li></ul>	<ul style="list-style-type: none"><li>- AOA Familiarization (AOA)</li><li>- Valid for 24 months</li></ul>	 <ul style="list-style-type: none"><li>- To be implemented to all LAWA Divisions on <b>3/2/2020</b></li></ul>	<ul style="list-style-type: none"><li>- <b>Authorized Signers (AS)</b></li><li>- LAWA Airport Operations (<a href="mailto:airopstraining@lawa.org">airopstraining@lawa.org</a>) will notify all Authorized Signers via email with instructions on how to access and use the Computer Based Training System</li></ul>
<ul style="list-style-type: none"><li>- Airport employees who taxi or tow aircraft a distance of more than 1,500 feet</li></ul>	<ul style="list-style-type: none"><li>- Aircraft Surface Movement (ASM)</li><li>- Valid for 12 months</li></ul>	 <ul style="list-style-type: none"><li>- For LAX Tenants only</li></ul>	
<ul style="list-style-type: none"><li>- All airside drivers</li></ul>	<ul style="list-style-type: none"><li>- Restricted Area Driver (RAD)</li><li>- Valid for 24 months</li></ul>	 <ul style="list-style-type: none"><li>- To be implemented to all LAWA Divisions on <b>3/2/2020</b></li><li>- <b>*NEW PROCEDURE</b> Does NOT rollover after June 30, 2020</li></ul>	<ul style="list-style-type: none"><li>- <b>Student</b></li><li>- Your Authorized Signer will provide you with your User ID &amp; Password</li></ul>
<ul style="list-style-type: none"><li>- LAWA Airport Ops</li><li>- LAWA Bus Ops</li><li>- Select LAWA Maintenance</li><li>- FAA</li><li>- LAFD</li></ul>	<ul style="list-style-type: none"><li>- Air Traffic Control (ATC)</li><li>- Valid for 12 months</li></ul>	 <ul style="list-style-type: none"><li>- Implemented on <b>12/2018</b></li></ul>	