



# MLB AUTHORIZED SIGNATORY TRAINING HANDBOOK

Name of Authorized Signatory: \_\_\_\_\_

Authorized Signatory Training Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

***Introduction***

This handbook was created to assist all Authorized Signatories in navigating their responsibilities and to serve as a point of reference when needed. The intent of the handbook is to provide a comprehensive guide to locate answers to any questions you may have. This handbook should be considered a living document which means any and all information is subject to any necessary changes. The Airport Badge Office will share changes and updates through Authorized Signatory emails.

Authorized Signatories must attend annual training. Within one year (12-months) following their initial training, recurrent training must be completed. This required training will be administered by the MLB badge office staff via the AAAE IET Authorized Signatory Course. The training is held on the second and fourth Tuesdays of the month at 10:00 am by appointment only.

All authorized signatories are required to bring in their company's authorized signatory letter and the MLB Authorized Signatory Training Certification Form. Both documents must be completed and signed certifying the information listed.

Feel free to contact the Airport Badge Office at (321) 409-2192 or [badging@mlbair.com](mailto:badging@mlbair.com) for any questions.

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## **DEFINITIONS**

**AAAE** – means American Association of Airport Executives

**Active Badge** – means a current, unexpired MLB security badge.

**Air Operations Area (AOA)** – means a portion of an airport, specified in the airport security program, in which security measures specified in 49 CFR Part 1500 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under 49 CFR Parts 1544 or 1546, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the Secured Area.

**Airport Operator** – means a person that operates an airport serving an aircraft operator or a foreign air carrier required to have a security program under Parts 1544 or 1546 of 49 CFR Chapter XII.  
I.e. Melbourne Orlando International Airport (MLB).

**Airport Security Program (ASP)** – means a security program approved by TSA under § 1542.101 of 49 CFR Chapter XII.

**Airport Tenant** – means any person, other than an aircraft operator or foreign air carrier that has a security program under Parts 1544 or 1546 of 49 CFR Chapter XII and an agreement with the airport operator to conduct business on airport property.

**Applicant** – means an individual who is applying for any identification media.

**Approved** – unless used with reference to another person, means approved by TSA.

**Authorized Signatory** – mean the individual or designated representative authorized to sponsor individuals and request airport identification media for them. The Authorized Signatory shall also serve as the company representative and liaison between the company, its employees, and Melbourne Orlando International Airport (MLB).

**Authorized to Work** - means an individual is a citizen or national of the United States, an alien lawfully admitted for permanent residence in the United States, or an alien authorized under the immigration laws of the United States to be hired, recruited, or referred for employment in the United States.

**Badges** – means any credential, card, badge, or other media issued for identification purposes and use at an airport. This includes, but is not limited to, media signifying unescorted access to an air operations area (AOA), secured area, security identification display area (SIDA), sterile area, or to any public area.

**Company** – means any airport employer, tenant or t-hangar leaseholder who operates a company, business or leases property from the Melbourne Orlando International Airport and may request their employees apply for and/or receive an airport-issued identification media.

**Current Media Holder** – means an individual who holds an airport-issued identification media as of the date of issuance of this SD, including non-LEO Federal employees.

**Employees** – means an individual who works for a company, business, or airport employer or who is a leaseholder or a tenant of a t-hangar who is applying for or is a current media holder.

**Escort** – means to accompany at all times, and maintain constant visual and audible contact with an individual who does not have unescorted access authority into or within the AOA, SIDA/Secured, and/or Sterile areas of airports. Escorts must comply with all rules of the Escort Authority Program.

**Escort Authority Program** – means rules and regulations set forth to provide guidelines for individuals who have escort authority to accompany an individual who does not have unescorted access authority into or within the AOA, SIDA/Secured, and/or Sterile areas of airports.

**Expired Badge** – means a MLB security badge that has not been renewed prior to the expiration date.

**FAA** – means the Federal Aviation Administration.

**IET** – means Interactive Employee Training

**GVOT** – means Ground Vehicle Operations Training

**RVOT** – means Ramp Vehicle Operations Training

**Secured Area** – means a portion of an airport, specified in the airport security program, in which certain security measures specified in Part 1542 of 49 CFR Chapter XII are carried out. This area is where aircraft operators and foreign air carriers that have a security program under Parts 1544 or 1546 of this chapter enplane and deplane passengers and sort and load baggage, and any adjacent areas that are not separated by adequate security measures.

**Security Identification Display Area** – SIDA means a portion of an airport specified in the airport security program, in which security measures specified in 49 CFR Part 1542 are carried out. This area includes the secured area and may include other areas of the airport.

**Security Threat Assessment (STA)** – means a check conducted by TSA of databases relevant to confirming (1) that an individual does not pose a security threat, (2) that an individual possesses lawful status in the United States, and (3) an individual's identity.

**Sterile Area** – means a portion of an airport defined in the airport security program that provides passengers access to boarding aircraft and to which that access generally is controlled by TSA, or by an aircraft operator under Part 1544 of 49 CFR Chapter XII or a foreign air carrier under Part 1546 of said chapter, through the screening of persons and property.

**Transportation Security Administration (TSA)** – means an agency of the U.S. Department of Homeland Security that has authority over the security of the traveling public in the United States.

**Trusted Agent** – means the airport operator employee or agent who collects information from applicants and current airport identification media holders used in the CHRC and STA, transmits the information to the designated aviation channeler, authorizes the issuance of identification media, or issues the identification media.

**TSA Personnel** – means all individuals employed by TSA, including Transportation Security Officers (TSO) and Transportation Security Inspectors (TSI).

**Unescorted Access Authority** – means the authority granted to individuals to gain entry to, and be present without an escort in, the AOA, SIDA/Secured, and/or Sterile areas of airports.

## **AUTHORIZED SIGNATORY REQUIREMENTS**

An Authorized Signatory is designated for each company participating in the Airport Security Program. Primary responsibilities include but are not limited to:

- Maintain and provide the most current MLB Security Identification Badge Application to the employees of the company you represent.
- Request and maintain only the appropriate access levels and/or driving privileges for employees of the company you represent.
- Only request non-movement or movement driving privileges for authorized individuals with a demonstrated need to access the airfield at MLB.
- Instruct applicants to provide the appropriate and valid forms of identification and documentation for fingerprinting, badge issuance and badge renewal.
- Ensure company applicants are trained on, understand, and remain compliant with, applicable TSA regulations and the MLB Badge Rules and Regulations to include any and all new security changes and regulatory requirements.
- Attest that you have reviewed all applications for accuracy, the applicant has a demonstrated need for the requested access level, and you have authorized MLB to fingerprint and/or badge your employee.
- Never sign a blank MLB Security Identification Badge Application or Key Request Form.
- Sign and certify the accuracy of all completed applications, forms, and audits submitted to the MLB Badge Office.
- Respond to MLB Badge Office and TSA audits and requests for information within the designated time frame.
- Review the MLB Authorized Signatory Handbook and you will abide by all rules, standards, and policies in the booklet as set forth by MLB.
- Immediately notify the MLB Badge Office of any lost or stolen badges or keys.
- Ensure that your contact information remains current at all times with the MLB Badge office and that you understand that it is your responsibility to immediately notify the MLB Badge Office if there are any changes to your status as an Authorized Signer.
- Never knowingly approve someone for the application process who has been convicted of any TSA disqualifying crime(s)
- Acknowledge and understand that the company you represent will be invoiced for any fees and/or fines incurred by the badge applicants, badge holders, or authorized signatories sponsored by you and your company.
- Attest that a specific need exists for providing the individual applicant with the requested unescorted access authority, and the individual applicant acknowledges and understands their security responsibilities in 49 CFR 1540.105(a).

All Authorized Signatories must:

- Complete the MLB Authorized Signatory Training Certification Form annually.
- Complete Signatory Authority Training on an annual basis. To schedule a new Authorized Signatory class call 321-409-2192.
- Maintain an active MLB security badge at all times.
- Maintain a current and updated audit listing of all active MLB security badges for your company.
- Ensure that all MLB Security Identification Badges and control access keys are immediately revoked and returned to the MLB Badge Office upon separation of employee(s) from the company

- Immediate termination of the MLB security badge is critical, as the purpose is to remove the possibility of the employee (or someone else) using the security badge to cause harm or damage to the airport
  - MLB security badges can be revoked twenty-four hours per day / seven days per week at:
    - (321) 409-2192 during normal business hours (9:00 am - 3:00 pm Monday - Friday)
    - (321) 288-0147 after normal business hours
  - MLB Badge office staff will provide you with a receipt for all returned badges and control access keys during normal business hours.
- ➔ Maintain an updated Authorized Signatory Designation letter at all times.
- The owner, CEO, and/or authorized senior management for each company will designate the Authorized Signatory(s) for their company.
  - A new form must be submitted before a new authorized signatory is able to attend authorized signatory training and for any changes (new, removal and addition).
  - Up to four (4) Authorized Signatories are allowed.
  - Authorized Signatory on record, who are current with all requirements, may sign your own application.
- If any signatories are out of compliance then the following actions will occur:
- the badges that have previously been authorized for my company or t-hangar will be deactivated and/or revoked; and
  - my signature authorization will not be accepted on any applications until I am in compliance
- ➔ Each week a Stop List will be sent via e-mail to all Authorized Signatories at the e-mail address that is on file in MLB Badge office.
- The Stop List contains an alphabetical listing of all MLB badges that have been reported lost or stolen and those applicants that have been denied a badge by either the TSA or MLB.
  - The Stop List should be made available to all your badge holders with a need to know, i.e. escorts, or employees assigned as door/gate monitors.
  - Prior to allowing an escorted, unbadged individual into any secured area of the airport the Stop List should be reviewed by checking the ID of the individual by name comparison against the Stop List.
  - When a lost or stolen badge has been re-issued to a badge holder the badge number will change by adding a "01" "02" or "03" at the end. Badge number are located in the upper right corner of all MLB badges. When checking badged employees against the Stop List verify the name and the badge number listed.



## **SENSITIVE SECURITY INFORMATION (SSI)**

Sensitive Security Information (SSI) is information that, if publicly released, would be detrimental to transportation security, as defined by Federal regulation 49 C.F.R. part 1520 ([http://www.tsa.gov/sites/default/files/ssi\\_best\\_practices\\_guide\\_for\\_non-dhs\\_employees.pdf](http://www.tsa.gov/sites/default/files/ssi_best_practices_guide_for_non-dhs_employees.pdf)).

Although SSI is not classified information, there are specific procedures for recognizing, marking, protecting, safely sharing, and destroying SSI. As persons receiving SSI in order to carry out responsibilities related to transportation security, you are considered “covered persons” under the SSI regulation and have special obligations to protect this information from unauthorized disclosure.

### ***SSI REQUIREMENTS***

The SSI regulation mandates specific and general requirements for handling and protecting SSI.

- ➔ You Must – Lock Up All SSI: Store SSI in a secure container such as a locked file cabinet or drawer (as defined by Federal regulation 49 C.F.R. part 1520.9 (a)(1).
- ➔ You Must – When No Longer Needed, Destroy SSI: Destruction of SSI must be complete to preclude recognition or reconstruction of the information (as defined by Federal regulation 49 C.F.R. part 1520.19).
- ➔ You Must – Mark SSI: The regulation requires that even when only a small portion of a paper document contains SSI, every page of the document must be marked with the SSI header and footer. (As defined by Federal regulation 49 C.F.R. part 1520.13). Alteration of the footer is not authorized.

**BADGE OFFICE INFORMATION**

The MLB Airport Badge office is located at One Air Terminal Parkway, Melbourne, FL 32901, inside the main terminal, on the west side of the atrium, near the car rental area.

Contact Information:

(321) 409-2192

badging@mlbair.com

Hours of Operation:

Monday – Friday 9:00 am – 3:00 pm

Closed for lunch from 12:00 pm – 1:00 pm

Closed on weekends and all City of Melbourne observed holidays

MLB Badge office does not accept or require badge appointments.

## **AIRPORT BADGING FORMS**

Please use the following link to access the forms:

<http://mlbair.com/AirportOperations/AirportOverview/AirportBadging.aspx>

### **FORMS**

- ➔ Access or Clearance Level Change Form
- ➔ Authorized Signatory Designation Letter
- ➔ Authorized Signatory Training Certification Form
- ➔ Key Request Form
- ➔ Lost/Stolen Badge and Key Report Form
- ➔ Parking Permit Application
- ➔ Security Identification Badge Application

All forms must be printed in color and the original provided to the MLB Badge Office. The Security Identification Badge Application may be double sided, must be printed in color, signed in blue ink, and the original must be provided to the MLB Badge Office. All forms must be completed in their entirety or they may not be accepted by the MLB badge office staff. In addition to the website (mlbair.com), all forms are available at the MLB Badge Office.

All forms require an active Authorized Signatory signature.

### ***Parking Permit Application***

- ➔ Carefully read all the instructions.
- ➔ The parking permit applications must be completed in its entirety, annually.
- ➔ If the applicant has more than two vehicles they may list the additional vehicles on the back of the permit.
- ➔ The applicant must sign the completed permit application, have their supervisor sign, and then forward to the MLB badge office for the Airport Security Coordinator authorization and parking lot assignment.
- ➔ Criminal History Records checks are required for applicants parking in Lot 1 and Lot 2.
- ➔ After the permit has been approved by all parties, the badge office staff will contact the applicant to come and pick up their parking placard/hang tag permits.
- ➔ Each vehicle parked in reserved parking shall prominently display the assigned parking placard from the rear view mirror support, information side facing forward.

### ***Access or Clearance Level Change Form***

- ➔ Carefully read all the instructions.
- ➔ The form must be completed in its entirety.
- ➔ The authorized signatory must list each access or clearance level changes requested. They should be specific indicating the exact changes required i.e. door or gate number(s), and provide justification for the requested changes.
- ➔ The applicant must sign the completed form, have their supervisor sign, and then forward to the MLB badge office for the Airport Security Coordinator authorization.

### ***Authorized Signatory Designation Letter***

- ➔ The owner, CEO, and/or authorized senior management for each company will complete the letter and designate the authorized signatory(s) for their company.
- ➔ After the owner, CEO, and/or authorized senior management designates the authorized signatories they will each complete the bottom section of the letter with their individual requested information.
- ➔ The completed letter must be forwarded to the MLB badge office and the designated authorized signatories must schedule and complete the signatory authority training.

### ***Authorized Signatory Training Certification Form***

- ➔ All authorized signatories are required to complete the Authorized Signatory Training Certification Form.
- ➔ Carefully read all the information listed in the form.
- ➔ The authorized signatory must certify and acknowledge their understanding of the information listed by signing and completing the requested information on the form.
- ➔ The completed form must be forward to the MLB badge office.

### ***Key Request Form***

- ➔ Anyone requesting a key must be a current MLB badge holder.
- ➔ The form must be completed in its entirety.
- ➔ The authorized signatory must list each key # and description requested. They should be as specific as possible.
- ➔ The applicant must sign the completed form, have their authorized signatory sign, and then forward to the MLB badge office for the Airport Security Coordinator authorization.
- ➔ The fees/fines incurred for lost key(s) are invoiced to the authorized signatory company. The fees/fines are \$100 for each lost key, plus the additional cost to re-core the lock and have new keys made.

### ***Lost/Stolen Badge and Key Report Form***

- ➔ Immediately notify the MLB Badge Office of any lost or stolen badges or keys.
  - Notification can be made twenty-four hours per day / seven days per week at:
    - (321) 409-2192 during normal business hours (9:00 am - 3:00 pm Monday - Friday)
    - (321) 288-0147 after normal business hours
- ➔ Carefully read all the instructions.
- ➔ The form must be completed in its entirety.
- ➔ The badge holder must complete the narrative portion indicating the last time they saw their badge, when they noticed it missing, (detailed descriptions including dates) and the efforts that they went through to find it.
- ➔ The applicant must sign the completed form, have their authorized signatory sign, and then forward to the MLB badge office for the Airport Security Coordinator authorization.

### ***Security Identification Badge Application***

- ➔ Ensure that the correct application is being used. The revision date will located on the bottom of the application.
- ➔ The applicants must carefully read all the instructions.
- ➔ Applications must be printed in color.
- ➔ The application must be completed in its entirety in front of the authorized signatory.

- ✈ Please be sure to enter any and all legal names the employee has ever used on any legal documents. This includes, but is not limited to, maiden names, and any name used if the employee has emigrated from another country. If the employee has an alias that is not disclosed, the employee's Security Threat Assessment (STA) may take longer or may not clear at all. Even if the STA clears for the employee's initial badge, it is also possible for TSA to revoke the employee's badge even after the employee has been badged for weeks, months, or even years.
- ✈ The applicant must complete Sections 1 – 5.
- ✈ The authorized signatory must complete Section 6.
- ✈ Section 2 Citizenship Information may require the applicant provide additional documentation proving the applicants legal status.
  - Examples of proof of citizenship are:
    - Valid U.S. Passport
    - State Issued Birth Certificate
    - Certification of Naturalization
    - Consular Report of Birth Abroad
    - List not all inclusive, refer to USCIS Form I-9
  - Non-US citizens should provide at least one of the following:
    - Alien Registration Number (ARN)
    - I-94 Arrival/Departure Form Number
  - Other US citizens naturalized or born abroad should provide at least one of the following:
    - US Passport Number (ARN)
    - Certificate of Naturalization (ARN or INS)
    - Certificate of Birth Abroad (Form DS-1350)
  - Non-immigrant Visa holders must provide the following:
    - Non-immigrant Visa Control Number
    - Passport Number
    - Passport Issuing Country

*Documents listed are not all inclusive, refer to USCIS Form I-9. All documents must be original and unexpired.*

- ✈ The applicant must check the box in Section 5 that acknowledges they understand their responsibilities under 49 CFR 1540.105(a) as a MLB security badge holder who is being allowed escort authority privileges.
- ✈ The applicant must sign the completed application in more than one section and the authorized signatory must sign in Section 6. Signatures accepted with blue ink only.
- ✈ The authorized signatory must ensure that all boxes are checked in section 6
  - TYPE OF MEDIA REQUESTED  
Check all boxes that apply:
    - AOA or SIDA
    - AOA and Renewal
    - SIDA and Renewal
    - Replacement for Lost/Stolen Badge
  - ESCORT PRIVILEGES REQUIRED  
Check all boxes that apply:
    - Yes or No
    - If escort privileges are required then authorized signatories must check the box below the "Yes" box which reads;

If YES, (CHECK BOX) I attest that a specific need exists for providing the individual applicant with unescorted access authority.

- DRIVING PRIVILEGES REQUIRED

Check the applicable box:

- None
- Non-Movement Area (Ramps/Aprons Only)
- Movement Area (Runways/Taxiways)

- KEYS REQUIRED

Check the applicable box:

- None
- Yes
- If yes, please list the key #'s requested

- VERIFIED APPLICANTS CITIZENSHIP & IDS

Authorized Signatories are required to verify their applicant's citizenship and ensure that they have and will bring the proper forms of ID's to the MLB badge office. Proper forms of ID's are listed on the last page of the application packet.

- Yes, I as Authorized signatory have personally verified this badge applicant's acceptable forms of ID's.

- CBP AREA REQUESTED

The Customs and Border Protection (CBP) area requires an additional form to be completed by the applicant and forwarded to the CBP office. The forms must be presented at least 30 days prior to the issuance of the MLB Security Identification Badge. If the applicants are denied access to the CBP area, there is a possibility that they will not be permitted to receive a MLB Security Identification Badge.

Check the applicable box:

- None
- Zone 1
- Zone 2
- Zone 1 & 2

- NOTES

This area is for the authorized signatory to notate any special instructions.

## **BADGING INFORMATION**

### ***Initial Badge Applications***

- ➔ After the entire application is completed and verified for accuracy by the authorized signatory the applicant may bring the application and the proper forms of ID's to the MLB badge office during normal business hours for fingerprinting and application processing. (It takes a minimum of 3-14 business days for TSA to approve the applications.)
- ➔ If any portion of the application is incomplete the application will not be accepted by the MLB badge office staff and the applicant will be instructed to return to the authorized signatory for corrections.
- ➔ If the applicant is required to complete any additional training it must be completed after they turn the application into the MLB badge office, but prior to the issuance of the MLB badge.
  - SIDA Training
  - Non-movement area ramp training (RVOT)
  - Movement area ramp driver training (GVOT)
- ➔ When all requirements are met and the applicant vetting has been approved, the MLB Badge office staff will notify the applicant via phone or e-mail that they are cleared to receive their badge and they must return to the MLB badge office to have their picture taken and badge issued.
- ➔ When the applicant has been notified of the clearance, please ensure they come in as soon as possible. Fingerprints are only valid for thirty (30) days from the date of fingerprinting. If they take longer than the 30 days the MLB badge office staff must resubmit the fingerprints prior to badge issuance.

### ***Renewal Badge Applications***

- ➔ MLB Security badge holders are able to renew their badges up to sixty (60) days prior to the expiration of their current badge.
- ➔ After the entire application is completed and verified for accuracy by the authorized signatory the applicant may bring the application and the proper forms of ID's to the MLB badge office during normal business hours for fingerprinting and application processing.
- ➔ If any portion of the application is incomplete the application will not be accepted by the MLB badge office staff and the applicant will be instructed to return to the authorized signatory for corrections.
- ➔ If the applicant is required to complete RVOT or GVOT driver training it must be completed up to 30 days after the renewal badge is received

### ***Expired Badges***

- ➔ Displaying and/or using an invalid or expired MLB security badge is a security violation and will result in a security violation, which includes fines and badge holder re-training.
- ➔ MLB badge holders who have a MLB security badge that has expired 30 days or less will need to complete a new badge application and undergo a new security threat assessment, and have their CHRC resubmitted before a new badge will be issued. This process may take an additional business day to complete.
- ➔ An expired MLB security badge in excess of 30 days will require a longer vetting period as the applicant must re-start the entire process as a new applicant.

## **TESTING PROCEDURES**

Training is computer based training provided by AAAE IET, done on-site in the main terminal. All training courses must be pre-scheduled. RVOT and GVOT may be scheduled by contacting the Safety & Training Coordinator at (321) 508-1516. All other training may be scheduled by contacting the MLB Badge Office at (321) 409-2192.

### ***RVOT Testing***

Ramp Vehicle Operations Training is required to operate any type of motorized vehicle or equipment into the non-movement areas of the airport. This training is computer based training and must be pre-scheduled and successfully completed. This training is required prior to the issuance of your initial MLB security badge and every time you renew your MLB security badge.

### ***GVOT Testing***

Ground Vehicle Operations Training is required to operate any type of motorized vehicle or equipment into the Movement areas of the airport. GVOT operations require constant communication with the ATC. This training is computer based training, classroom instruction, and a practical exam, and must be pre-scheduled and successfully completed. This training is required prior to the issuance of your initial MLB security badge and every time you renew your MLB security badge.

Please allow approximately one and a quarter hours driving training.

For additional information:

[https://www.faa.gov/airports/runway\\_safety/media/ground\\_vehicle\\_guide\\_proof\\_final.pdf](https://www.faa.gov/airports/runway_safety/media/ground_vehicle_guide_proof_final.pdf)

### ***SIDA Testing***

All Applicants applying for an MLB Security badge who need unescorted access to the Sterile or Secured areas of the airport are required to watch, and successfully pass, the SIDA training. This training is computer based training and must be pre-scheduled.

- An individual is allowed to take the SIDA test only one (1) time in a business day.
- If an individual is not successful in passing all training concepts, the individual must wait until the following business day to receive the SIDA training again. If the individual fails a second (2nd) time the individual must wait one (1) business day before the individual may re-test for the SIDA training.
- If the individual fails the third attempt, they may not re-apply for the SIDA training for one (1) full calendar month.

Please allow approximately one and half hours for SIDA training.



## ESCORTING PROCEDURES

- Employees authorized by their company to act as an escort for personnel who do not have unescorted privileges must be fluent in the English language.
- The Escort Program applies to all areas within the perimeter of the Airport. (i.e. AOA, SIDA/Secured, and/or Sterile areas).
- Must have an unexpired MLB Security Identification Badge with the green circled E insignia designating they are an authorized escort.
- Escort only as many visitors as can be properly controlled; MLB recommends no more than 10 visitors per escort.
- Accompany the visitor(s) **at all times**.
- **Must continually maintain visual and audible contact at all times with visitor(s) under escort.**
- Only allow the visitor(s) to go where the escort's badge has granted access.
- Immediately notify the Melbourne Airport Police Department (321-288-0147) when a visitor(s) engages in suspicious or in appropriate activities.
- If a badge holder has lost, misplaced, or forgotten their MLB security identification badge they are not allowed to be escorted or permitted within an area requiring a badge.
- If an applicant has been denied a badge they will be placed on a stop list and are NOT allowed to be escorted onto airport property where a security badge is required.
- If you see an un-badged individual within the perimeter areas of the airport that is not under escort follow the proper challenge procedures.
- Challenge procedures are:
- Approach the un-badged individual in a non-threatening and helpful manner and inquire as to the reasons why the un-badged individual is within the secure area portion of the Airport.
- When an un-badged individual cannot produce an MLB security identification badge, the individual conducting the challenge must escort the person out of the secure area and immediately report this incident to a Melbourne Airport Police Officer for further investigation.
- If an authorized individual cannot approach an un-badged person for safety reasons, the authorized individual must keep close surveillance of the un-badged person and immediately contact a Melbourne Airport Police Officer to report the incident.
- The 24 hour Melbourne Airport Police Department (MAPD) emergency notification number is 321-288-0147, which is located on the back of the MLB security identification badge.
- Escort privileges may be denied or revoked at any time.
- I acknowledge and understand my responsibilities under 49 CFR 1540.105(a) as a MLB security badge holder who is being allowed escort authority privileges.
- I am aware that any deviations to the aforementioned requirements may result in security violation and that I may be subjected to a TSA civil penalty pursuant to 49 CFR Part 1542 – Airport Security.

### **STERILE AREA ACCESS**

Employees whose primary job is in the secured area and when reporting to work with property, prior to entering the secured area they will be required to present the property to their ground services shift supervisors or airport operations shift supervisor for inspection and their name and information will be logged.

Should any employee need to enter the sterile area, they are required to go through the security checkpoint or if it is closed they may use their authorized access points to enter the sterile area.

Employees traveling as passengers must access the sterile area through a TSA screening checkpoint with any accessible property they intend to carry onboard the aircraft and must remain in the sterile area after entering. This requirement applies when traveling for all purposes (business, leisure, etc.) unless exempt by federal regulation.

## **WEAPONS**

No weapons are permitted in the Airport Terminal including Public, Sterile Areas, Security Identification Display Area (SIDA) or Air Operations Area (AOA) unless in accordance with local, state or Federal laws.

## **BADGE AND CONTROL ACCESS KEY AUDITS**

### ***BADGE AUDITS***

MLB badge audits are conducted at least three times in a calendar year. Once a year a 100% audit is conducted that requires 100% of all badges to be accounted for. Twice a year we conduct a smaller badge audit with a random selection of companies audited equivalent to 10% of all MLB badges. After the audit list is received by the company the information will be audited and cross referenced with MLB's data to ensure the accountability of all badges listed. If any discrepancies are noted in the audit, authorized signatories will be notified and corrections must be made within a time frame specified by the MLB Badge Office.

Company badge audits are conducted at least one time in a calendar year. This requires all authorized signatories to provide the MLB badge office with a current listing of all their employees who possess a badge issued by their company which allows unescorted access into the AOA or secured areas of the airport.

The audits should list the badge holders name, badge expiration date, badge number, whether you will keep or revoke the badge and any additional notes necessary.

Sample badge audit:

#### **MLB BADGE AUDIT - INSERT COMPANY NAME**

NAME	EXPIRATION	BADGE #	KEEP	REVOKE	NOTES
DOE, JOHN	7/31/2019	35695	X		
SMITH, JOHN	1/22/2021	24542		X	TERMINATED - BADGE BEING RETURNED
JONES, DEBBIE	11/30/2020	37873	X		

Badge verification completed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Date

\_\_\_\_\_  
Phone Number

### ***KEY AUDITS***

MLB key audits are conducted at least one time in a calendar year. The key audit should not include keys that allow access into an employees work space unless it provides direct access into the AOA or secured areas of the airport. After the audit list is received by the company the information will be audited and cross referenced with MLB's data to ensure the accountability of all keys listed. If any discrepancies are noted in the audit, authorized signatories will be notified and corrections must be made within a time frame specified by the MLB Badge Office.

Company key audits are conducted at least one time in a calendar year. This requires all authorized signatories to provide the MLB badge office with a current listing of all their employees who possess a key issued by their company which allows them direct, unescorted access into the AOA or secured areas of

the airport. This key audit should not include keys that allow access into an employees work space unless it provides direct access into the AOA or secured areas of the airport.

All company issued keys should be stamped "DO NOT DUPLICATE" and should also have stamped control numbers. Each company should maintain a current verifiable audit system requiring accountable from each employee who is issued a key. A sample Key Access Signature Form is available at the MLB Badge office upon request.

The key audits should list the badge holders name, key number, serial number badge number, and Department/Company name.

Sample key audit:

Name	Key #	Serial #	Department/Company
DOE, JOHN	5R	1	BLUE SKIES AIR
SMITH, JOHN	T22	2	BLUE SKIES AIR
JONES, DEBBIE	DC	25	BLUE SKIES AIR

Key verification completed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Date

\_\_\_\_\_  
Phone Number

Only current MLB badge holders will be issued keys.

We may at any time conduct random, unscheduled badge and key audits of all companies at MLB.

**MLB SECURITY VIOLATION FINES AND OTHER FEES**

New Badge Fee = \$75

Renewal Badge Fee = \$35

Parking Permit Fee = \$60

Non-Based Parking Permit Fee = \$200

DESCRIPTION OF SECURITY VIOLATION	1 <sup>ST</sup> VIOLATION	2 <sup>ND</sup> VIOLATION	3 <sup>RD</sup> VIOLATION	4 <sup>TH</sup> VIOLATION
Accessing area not properly badged/authorized for	Written warning and remedial training	\$100 fine and remedial training	\$200 fine and remedial training	\$500 fine and permanent badge revocation
Allowing unauthorized person to piggyback	Written warning and remedial training	\$100 fine and remedial training	\$200 fine and remedial training	\$500 fine and permanent badge revocation
Circumventing the security system	Written warning and remedial training	\$100 fine and remedial training	\$200 fine and remedial training	\$500 fine and permanent badge revocation
Disclosing security sensitive information to unauthorized person(s)	\$100 fine and remedial training	N/A	N/A	N/A
Displaying and/or using invalid or expired badge	\$50 fine and remedial training	\$100 fine and remedial training	\$200 fine and remedial training	\$500 fine and permanent badge revocation
Failure to challenge unauthorized person(s)	Written warning and remedial training	\$100 fine and remedial training	\$200 fine and remedial training	\$500 fine and permanent badge revocation
Failure to follow security procedures	Written warning and remedial training	\$100 fine and remedial training	\$200 fine and remedial training	\$500 fine and permanent badge revocation
Failure to properly display badge on person	Written warning and remedial training	\$100 fine and remedial training	\$200 fine and remedial training	\$500 fine and permanent badge revocation
Failure to properly escort non-badged person(s)	Written warning and remedial training	\$100 fine and remedial training	\$200 fine and remedial training	\$500 fine and permanent badge revocation
Failure to report lost or stolen badge immediately	Written warning and remedial training	\$100 fine and remedial training	\$200 fine and remedial training	\$500 fine and permanent badge revocation
Failure to return badge when no longer an employee and/or tenant of the airport	\$100 fine	N/A	N/A	N/A
Giving unescorted access to unauthorized person(s)	\$100 fine and remedial training	\$200 fine and remedial training	\$500 fine and permanent badge revocation	N/A
Leaving door/gate in open position unattended	\$100 fine and remedial training	\$200 fine and remedial training	\$500 fine and permanent badge revocation	N/A
Lending badge to other person(s)	\$500 fine and permanent badge revocation	N/A	N/A	N/A
Lost security badge	\$50 replacement fee	\$100 replacement fee	\$200 replacement fee	Permanent badge revocation
Lost control access key(s)	\$100 fine and costs to re-core door/gate	\$200 fine and costs to re-core door/gate	\$300 fine and costs to re-core door/gate	Permanent badge revocation
Tampering or destroying any part of the security system	\$500 fine and remedial training	N/A	N/A	N/A

## **TRANSPORTATION SECURITY ADMINISTRATION (TSA)**

### 49 CFR Part 1542 – Airport Security

- Subpart A - General (§§ 1542.1 - 1542.5)
- Subpart B - Airport Security Program (§§ 1542.101 - 1542.113)
- Subpart C - Operations (§§ 1542.201 - 1542.221)
- Subpart D - Contingency Measures (§§ 1542.301 - 1542.307)

### ***49 U.S. CODE 46301- CIVIL PENALTIES***

(6) FAILURE TO COLLECT SECURITY BADGES.— Notwithstanding paragraph (1), any employer (other than a governmental entity or airport operator) who employs an employee to whom an airport security badge or other identifier used to obtain access to a secure area of an airport is issued before, on, or after the date of enactment of this paragraph and who does not collect or make reasonable efforts to collect such badge from the employee on the date that the employment of the employee is terminated and does not notify the operator of the airport of such termination within 24 hours of the date of such termination shall be liable to the Government for a civil penalty not to exceed \$10,000.

<https://www.law.cornell.edu/uscode/text/49/46301>

## **MLB BADGE RULES AND REGULATIONS**

The following rules and regulations are part of the MLB security identification badge application. All badge applicants must sign the application stating that they certify, acknowledge receipt of, and have read the MLB Badge Rules and Regulations and agree to comply with and abide by all applicable Federal, State, local, and MLB rules, regulations, laws, ordinances, and training received.

- Security identification badge applications are required for issuance of new or renewal security identification badges. Applicants must read, complete and sign all applicable areas of the application in the presence of their authorized signatories before submitting application to the MLB badge office. There is a \$75 fee for new badges and a \$35 fee for renewals.
- Once the authorized signatory signs and dates the Melbourne Orlando International Airport (MLB) security identification badge application you have two weeks to present the completed application and acceptable forms of identification to the MLB badge office. No faxes or scanned copies of the application or your identification will be accepted.
- The U.S. Department of Homeland Security (DHS) and the Transportation Security Administration (TSA) requires that all individuals that request unescorted access to the secured areas of the airport must submit to and pass a Security Threat Assessment (STA) and a fingerprint-based Criminal History Records Check (CHRC).
- Individuals applying for unescorted access to the Sterile or Secure areas of the airport must attend a Security Identification Display Area (SIDA) training class.
- All applicants must submit proof of identity, citizenship status and/or legal employment status. Acceptable forms of IDs are listed in the USCIS Form I-9 attached. If applicant was born outside the U.S. and are now a citizen, they must present a current/unexpired U.S. passport, a certified copy of their Certificate of Citizenship, Certificate of Naturalization, or a Certification of Birth from Abroad (form DS 1350, FS-240, or FS-545). These documents will be presented at the time applications and fingerprints are to be completed.
- I agree to comply at all times with the MLB Rules and Regulations, and the provisions of Title 49, CFR, Parts 1540, 1542, and 1544.
- All persons in the SIDA, Secured Areas, and Air Operations Area (AOA) portion of MLB will be required to display on their persons, at all times, the properly issued MLB security identification badge. The MLB security identification badge will be displayed on the upper portion of the body on the outer garment so as to be clearly visible.
- It is the responsibility of each MLB security identification badge holder to challenge any individual not displaying their MLB security identification badge while on Airport property.
- Challenge procedures are:
  - Approach the un-badged individual in a non-threatening and helpful manner and inquire as to the reasons why the un-badged individual is within the secure area portion of the Airport.
  - When an un-badged individual cannot produce an MLB security identification badge, the individual conducting the challenge must escort the person out of the secure area and immediately report this incident to a Melbourne Airport Police Officer for further investigation.
  - If an authorized individual cannot approach an un-badged person for safety reasons, the authorized individual must keep close surveillance of the un-badged person and immediately contact a Melbourne Airport Police Officer to report the incident.
  - The 24 hour Melbourne Airport Police Department (MAPD) emergency notification number is 321-288-0147, which is located on the back of the MLB security identification badge.
- The MLB security identification badge must be produced if asked to be verified by TSA, law enforcement, Airport staff or authorized badge holders. If a MLB Security badge holder does not have



their badge at the time of verification, they will be escorted out of the restricted area and not allowed access until they can produce their MLB security identification badge.

- Each person must enter AOA, SIDA/Secure, and Sterile Area using their issued MLB security identification badge. Multiple persons entering an automated access point on a single entry transaction is PROHIBITED. The only exceptions are the electric eyes on the ramp where all vehicle occupants must process their MLB security identification badge on the reader. Each badge holder must swipe their badge and wait for the door to securely close before the next person swipes their badge. All badge holders shall wait until the door or gate is fully closed before leaving the area.
- If an alarm is activated, the individual must remain in the area and immediately contact the MAPD.
- Employees traveling as passengers must access the sterile area through a TSA screening checkpoint with any accessible property they intend to carry onboard the aircraft and must remain in the sterile area after entering. This requirement applies when traveling for all purposes (business, leisure, etc.) unless exempt by federal regulation.
- My security identification badge is issued to support my job duties and responsibilities at the airport and should only be used for official business purposes. I will never utilize my security identification badge for personal or off-duty use. Never put MLB security identification badges on any social media.
- It is not permissible, under any circumstances, to use another person's MLB security identification badge or to allow another person to use your MLB security identification badge.
- Keys are only issued to individuals that possess valid MLB security identification badges.
- MLB security identification badges, access keys, and parking placards remain the property of MAA and must be surrendered upon demand.
- I will return my MLB security identification badge to my company or MLB Badge office immediately when it is no longer required for the performance of my duties, termination of employment or work assignment, or I am no longer associated with a hangar at MLB.
- All lost, misplaced, or stolen MLB security identification badges or keys must be immediately reported to the signatory authority and thereafter to the Airport Security Coordinator (ASC) or their designee at MAPD in writing. The original, signed form must be received by the ASC no later than the next business day. Forms are available on the website at [www.mlhair.com](http://www.mlhair.com). There will be a \$50 fee invoiced for the lost, misplaced or stolen badge.
- If a badge holder has lost, misplaced, or forgotten their MLB security identification badge they are not allowed to be escorted or permitted within an area requiring a badge.
- Failure to return any MLB security identification badges or control access keys will subject you to a fine of \$100 for each unreturned item and the additional cost incurred to re-core the lock and cut new keys. Upon signing the MLB badge application, the badge applicant authorizes their signatory authority to invoice them or deduct from the applicant's wages the cost(s) associated for failure to return any security identification badges or control access keys after they separate employment or affiliation with the airport.
- Mutilation or alteration of any MLB security identification badges, access keys, and/or parking placards will invalidate these items. They are in no way transferable and may not be duplicated.
- If applicant/badge holder is required to operate ANY type of motorized vehicle on the ramp they must have ramp vehicle operations training. This training must be completed prior to the issuance of your initial badge and each time you renew your MLB security identification badge. You must present your valid Florida driver's license for verification. If you do not have a Florida driver's license you must provide verification from that state's Department of Motor Vehicles (DMV) that proves you possess a valid driver's license. You may not operate motorized vehicles or equipment in areas which you are not authorized for. (i.e. non-movement areas may not operate in any movement areas such as taxiways or runways.) Per FAA and MAA rules, regulations, and recommendations if a badge holder's driver license is suspended then their badge may be changed to reflect the removal of ramp driving authorization.

- Renewal badge holders have 30 days from the date they renew their badge to attend a ramp vehicle operations retraining class. Again, you must present your valid Florida driver's license for verification. If you do not have a Florida driver's license you must provide verification from that state's DMV that proves you possess a valid driver's license.
- MLB security identification badge holders operating motorized equipment on airport property or Ramp/AOA areas will ensure that all vehicle and passenger gates are locked or must be attended at all times. Personnel monitoring gates are responsible to ensure persons utilizing these gates are in compliance with MAA and TSA Regulations. Including verification of name(s) against the TSA Stop List. Gate monitors must keep a current Stop List in their possession at all times.
- MLB security identification badge holders may ONLY escort a person in the AOA, SIDA, Secure, or Sterile area if they are a designated authorized escort. The MLB Security Identification Badge will reflect an approved escort with the green circled E insignia. If an applicant has been denied a badge they will be placed on a stop list and are NOT allowed to be escorted onto airport property where a security badge is required.
- Escorts must continually maintain visual and audible contact at all times with the persons under escort while within the AOA, secured area or SIDA in a manner sufficient to identify whether the escorted individual is engaged in activities other than those for which escorted access was granted. If a problem occurs, contact the MAPD for assistance.
- After notification that an applicant's background has been completed, applicants must obtain their MLB security identification badge within 30 days of that notification. If the badge is not received within the 30 days, the CHRC must be processed again.
- All MLB security identification badge holders must renew their issued identification security badge before the expiration date which is listed on the front of the badge. You may renew up to **60** days prior to the expiration. Each time you renew your MLB security badge you must complete another MLB badge application. Additionally, if you require Customs and Border Protection (CBP) area approval a separate application must be submitted to CBP and that approved application must be received in the badge office prior to issuance of your renewal badge.
- MLB badge holders who do not renew expired badges within 30 days of expiration will need to complete a new badge application and undergo a new security threat assessment before a new badge will be issued. This process will take an additional business day to complete. An expired badge in excess of 30 days will require a longer vetting period. Use of an expired badge is a security violation and may result in denial of badge renewal, criminal and/or civil penalties.
- Badge applicants and signatory authorities have a continuing obligation under 49 CFR 1542.209(l) to disclose to MLB within 24-hours if a badge holder is arrested or convicted of any disqualifying criminal offense that occurs while they have unescorted access authority.
- If the CHRC or STA discloses information that would disqualify an individual from receiving or retaining unescorted access authority and the individual believes there may be an error in the CHRC, the individual must notify the ASC within 30 days of their intent to correct any information they believe to be inaccurate. It is the individual's responsibility to correct any areas they believe are not accurate in the CHRC.
- MLB security identification badge holders or applicants may request a copy of their Federal Bureau of Investigation (FBI) CHRC by providing a written request to the Airport Security Coordinator.
- MAA reserves the right to refuse or revoke authorization of any individual for MLB security identification badges where such action is determined to be in the best interest of airport security.
- Individuals accessing or present within the sterile area, secured area, SIDA, AOA or boarding aircraft are subject to search by TSA of his or her person, vehicle and/or accessible property pursuant to Title 49 USC §44903.
- No information may be released that may compromise the contents of MLB's Airport Security Program.

- I fully acknowledge my security responsibilities as outlined in TSR 1540.105(a) – Security Responsibilities of Employees and other Persons, and will comply with all airport security rules. I further acknowledge that I may lose my access privileges or be subject to civil penalties for violating these rules. Authorized Signatories shall attest that an applicant acknowledges their security responsibilities.
- I have read, acknowledge, and will comply with the MLB Rules and Regulations. Violations of any of the MLB Rules and Regulations and/or Applicable Code of Federal Regulations may subject you and/or your signatory authority to all penalties and fines that may be levied by MAA, TSA, or any other applicable government agencies, up to and including revocation of your MLB security identification badge.
- No weapons permitted in the Airport Terminal (including Public and Sterile Areas), Security Identification Display Area (SIDA) or Air Operations Area (AOA) unless in accordance with local, state or Federal laws.
- All Badging Rules and Regulations are under continuous review, and subject to revision.