

# OMAHA AIRPORT AUTHORITY



# BADGING GUIDE

Omaha Airport Authority  
**Badging Office**

## Contact Information

**5229 Boeing Ct.  
Omaha, NE 68110  
(402) 661-8088  
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Email: [badgingoffice@flyoma.com](mailto:badgingoffice@flyoma.com)

<https://www.flyoma.com/omaha-airport-authority/badging/>

# OMAHA AIRPORT AUTHORITY

## BADGING GUIDE

The following information is a general overview of the policies and procedures of the Airport Authority's Badging Office (ABO). It is intended for individuals who have been authorized by their company, and the Airport Authority, to sign badging documentation on behalf of the company. The information is not all-inclusive but should be sufficient to assist you through the fingerprinting and badging process at Eppley Airfield. These policies and procedures are subject to change without notice. Should you have any questions or need specific information please contact the Airport Badging Office at (402) 661-8088.

### Badging Office Contact Information

The Badging Office can be contacted by mail, email or phone at:

Omaha Airport Authority  
Badging Office  
5229 Boeing Ct  
E-mail: [badgingoffice@flyoma.com](mailto:badgingoffice@flyoma.com)  
Omaha, NE 68110

Phone: (402) 661-8088  
Fax: (402) 661-8089

<https://www.flyoma.com/omaha-airport-authority/badging/>

### Badging Office Hours

The Airport Authority Badging Office is located at 5229 Boeing Ct, Omaha NE 68110 and is open Monday through Friday from 7:00 a.m. to 5:00 p.m. excluding Airport Authority recognized holidays. You may contact the Airport Badging Office at (402) 661-8088 during these hours. For immediate assistance after hours, the Airport Police Department may be contacted at (402) 661-8100.

### Definitions

Airport Badging Office (ABO) – Administrative office responsible for airport issued ID media.

Air Operations Area (AOA) - That portion of the Eppley Airfield within the perimeter fence where aircraft operations and support services take place. This includes the General Aviation Area and Airfield, but does NOT include the Secured Area/SIDA or Cargo SIDA.

Airport Security Coordinator (ASC) - The Airport Authority's primary and immediate point of contact with the TSA for security related activities or communications.

Airport Security Program (ASP) - A security program approved by TSA under Transportation Security Regulations that provides for the safety and security of persons and property in air transportation. The ASP is Sensitive Security Information and cannot be distributed without the permission of the ASC and TSA.

Authorized Signatory (Authorized Signer) - is the individual or designated representative authorized to sponsor individuals and request airport identification media for them.

Cargo Area - That portion of the air operations area utilized primarily by freight-only aircraft. This area is designated as a SIDA.

Certified Trainer (CT) - An individual within an organization that is tasked with providing drivers training to employees with non-movement area driving privileges at Eppley Airfield.

Criminal History Record Check (CHRC) – A fingerprint-based criminal record check conducted through the FBI in order to obtain an individual's criminal record.

Escort - To accompany or monitor the activities of an individual who does NOT have unescorted access authority to the Secured Area, SIDA, AOA, or Sterile Area.

General Aviation Area - The portion of Eppley Airfield located on the east side of the airfield and used by fixed based operators, corporate aviation, and private individuals for general aviation activities and support services.

ID Badge - Identification media issued by the OAA for identification, access, and driving purposes. ID badges contain a photograph and other information pertaining to access authority.

Movement Area - The runway and taxiway system of the airport which is used for taxiing, takeoff, and landing of aircraft and is controlled through communications with the Air Traffic Control Tower (ATCT).

Non-Movement Area - Taxiways, aprons, and other areas not under the control of the air traffic control tower.

Omaha Airport Authority (OAA) - Owner and operator of Eppley Airfield.

Rap Back – The service provided by the FBI that will allow government agencies to receive notification of subsequent activity as it relates to a CHRC on individuals badged with the OAA.

Secured Area - The portion of Eppley Airfield within the perimeter fence where aircraft operators enplane and deplane passengers; and sort and load baggage. This is the area around the terminal building and boarding concourses. The Secured Area is a SIDA.

Security Identification Display Area (SIDA) - The portion of Eppley Airfield within the perimeter fence where the display of an airport approved ID badge is required. This is the area around the terminal building and boarding concourses, which is also the Secured Area; and the cargo area.

Security Threat Assessment (STA) - 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.

Sensitive Security Information (SSI) – Information that would be detrimental to transportation security if publicly disclosed. SSI requires protection against indiscriminate public disclosure.

Sponsoring Company – A company or other entity authorized by the OAA to request the issuance of ID badges to its employees, contract employees, or others.

Sterile Area - The portion of the terminal building providing passenger access to boarding aircraft; and to which access is controlled by TSA through the screening of persons and property.

Transportation Security Regulations (TSR) - The regulations issued by the Transportation Security Administration, in title 49 of the Code of Federal Regulations, chapter XII, which includes parts 1500 through 1699.

Transportation Security Administration (TSA) – Part of the Department of Homeland Security responsible for security of the nation's transportation systems.

Unescorted Access Authority - The privilege granted to individuals by the Omaha Airport Authority to gain entry, and be present in, the Secured Area, SIDA, AOA, and sterile area without an escort.

## **Signatory Authority**

Authorized Signatory (or Authorized Signer) is defined by the TSA as the individual or designated representative authorized to sponsor individuals and request airport identification for them.

Authorized Signers are designated by a senior management official of an OAA approved sponsoring company to sign badging documentation on behalf of the company.

The Airport Authority requires that an Authorized Signer obtain an airport issued ID badge appropriate to his or her level of access and/or that level of access for which he or she is requesting the issuance of ID badges to others. Authorized Signers who request the issuance of ID badges for unescorted access to a SIDA must undergo a CHRC and an STA prior to acting as a signatory. Authorized Signers who request the issuance of ID badges for unescorted access to an AOA must undergo an STA prior to acting as a signatory. Authorized Signers may only request an ID badge commensurate to their level of access.

Requests for Airport Authority issued ID badges, and other badging services, are made by sponsoring companies on behalf of their employees or contract employees. Authorized Signature forms are maintained by the Airport Authority to identify the signatures of individuals who are Authorized Signers. Additions or deletions to the authorized signature form must be made in writing by a sponsoring company senior management official on company letterhead or a current signatory.

The number of Authorized Signers for a sponsoring company should be limited to the minimum number possible. The maximum number of Authorized Signatories for any one sponsoring company is four.

## **Authorized Signer Training**

Authorized Signers must complete initial signatory training in the duties and responsibilities of the position and Security Identification Display Area (SIDA) training prior to signing badging documentation. Authorized Signers are also required to complete recurrent training on an annual basis.

## **Authorized Signer Responsibilities**

- Must be familiar with badging forms.
- Must be familiar with Air Operations Area (AOA), Security Identification Display Area (SIDA), Sterile Area and Secured Area training requirements.
- Must be familiar with acceptable forms of identification and work authorization.
- Must be familiar with Badging Office policy regarding appointments, training and testing.
- Responsible for accuracy and completeness of applications, or other badging documentation.
- Responsible for following up on application issues that may arise.
- Must be familiar with the Badging Office audit process.
- Must be familiar with TSA regulations 1540.103, 1540.105, 1540.209, 1542.211, USC Sec 1001 Title 18.
  - Information on Transportation Security Regulations may be found at [TSA.gov/research](https://www.tsa.gov/research) or at [gpoaccess.gov](https://www.gpoaccess.gov).
  - Must attest that the applicant acknowledges their security responsibilities under CFR 1540.105(a).
  - Must acknowledge review of the Privacy Act Statement.
- Must be familiar with the handling and dissemination of the results of Criminal History Record Checks and notification information as it pertains to the OAA enrollment of Rap Back.

- Must be familiar with the TSA Security Threat Assessment process.
- Must be familiar with airside driver application requirements, including the Certified Driver Training Program.
- Responsible for immediately reporting lost or stolen badges and changes in an individual's access authority.
- Authorized Signers that are negligent in their duties will be removed from signatory privileges.

## **Appointments**

Most of the business of the Badging Office is handled by appointment; the length of the appointment will vary depending on the service provided. Please call (402) 661-8088 to schedule appointments. Applicants arriving late for appointments will be rescheduled.

- Allow approximately 20-30 minutes for fingerprinting.
- Allow approximately 90-120 minutes for new ID badges; new badges include SIDA or AOA training, driver training and testing as applicable, discussion and badge preparation.
- Renewal badges are handled in the same manner as new badges for time frames, training, testing, etc.
- Up to 6 badge appointments may be scheduled on the hour.
- Contact the Badging Office to schedule appointments for groups of more than 6 individuals.

## **Security Threat Assessment**

Prior to the issuance of an ID badge, the Airport Authority is required to submit information of applicants to the TSA to conduct a Security Threat Assessment (STA) for the individual. The STA may take up to thirty days to complete. An ID badge will not be issued until TSA approves the issuance of the ID badge.

The STA process requires that the Badging Office verify the identity of the ID badge applicant, as well as, the individual's authorization to work in the United States. This is accomplished by reviewing one of the sets of documents described below and maintaining a copy of the documents for audit by the TSA.

If the TSA determines that an applicant shall not be issued an ID badge, the TSA will provide instruction to the individual on a redress procedure. In the event the applicant does not respond to the TSA instructions within 60 days, the TSA will not issue an approved STA.

## **Badging Approval**

Upon successful completion of the Security Threat Assessment, and CHRC if applicable, the Badging Office will provide notice of the applicant's approval addressed to the primary Authorized Signer. Once an applicant is approved for badging, they must obtain the ID badge within 30 days of the notice date. If the badge is not obtained within the 30-day time frame, the applicant must begin the application process over with the associated costs.

Individuals who are not approved for badging may **not** be escorted under any circumstance.

## **Badge Revocation**

In accordance with TSA Regulations, individuals who require a CHRC to obtain an ID badge shall be entered into the National Centralized Revocation Database (CRD) if the ID badge is revoked for failure to comply with aviation security requirements. Entry into the CRD shall be for a period of 5 years from the date the violation occurred. Individuals who have had their OAA ID revoked under these circumstances may, within 3 days of notification, appeal the revocation to the Airport Security Coordinator (ASC). The ASC will conduct a hearing

to consider evidence as to why the individual should not have their ID revoked and their name entered into the CRD. Failure to request a hearing within 3 days of notification will result in the entry of the revoked individual into the CRD.

## Identification and Employment Authorization

Identity and employment authorization is documented by the presentation, by the individual, of one of the following sets of documents.

- U.S. birth certificate and State issued driver's license.
- U.S. birth certificate and State issued identification card.
- U.S. birth certificate and Federal, State, or local government ID card.
- U.S. birth certificate and U.S. military ID card.
- U.S. birth certificate and Native American tribal ID card with photo.
- U.S. birth certificate and U.S. Passport.
- U.S. Passport and State issued driver's license.
- U.S. Passport and State issued identification card.
- U.S. Passport and U.S. military ID card.
- U.S. Passport and Federal, State, or local government ID card.
  
- U.S. military ID card and State issued driver's license and Social Security card.
- U.S. military ID card and State issued identification card and Social Security card.
- U.S. military ID card and Native American tribal ID card and Social Security card.
- Federal government ID card and State issued driver's license.
- Federal government ID card and State issued identification card.
- Naturalization Certificate and State issued driver's license and Social Security card.
- Naturalization Certificate and State identification card and Social Security card.
  
- Foreign passport and Resident Alien card.
- Foreign passport and Permanent Resident card.
- Foreign passport with employment authorization stamps/attachments and State issued driver's license.
- Foreign passport with employment authorization stamps/attachments and State issued identification card.
- Foreign passport and Employment Authorization card.
  
- Resident Alien card and State issued driver's license and Social Security card.
- Resident Alien card and State issued identification card and Social Security card.
- Permanent Resident card and State issued driver's license and Social Security card.
- Permanent Resident card and State issued identification card and Social Security card.
  
- **All documents must be valid and unexpired.**
- **At least one document must have a photo.**
- If in doubt, bring any additional forms of official identification that you have been issued to the Badging Office at the time of application.
- Federal, State and local government issued ID cards must contain a photograph or information such as name, date of birth, gender, height, eye color and address.
- Birth certificates must be original or certified copies issued by a State, county, municipal authority, or territory of the United States bearing an official seal and in good repair.
- Driver's license issued by a Canadian government authority is acceptable.
- Presentation of false, altered, or invalid documents may result in civil or criminal prosecution.
- This is a comprehensive but not all-inclusive list. Direct any questions regarding acceptable documents to the OAA Airport Badging Office at (402) 661-8088.
- Should conform to I-9 guidelines for documentation

Employers, and others, who sponsor airport ID badges are responsible for ensuring the individuals it sponsors are authorized to work in the United States; and if the employment authorization for any individual expires, the Badging Office must be immediately notified and the ID badge returned.

## **Fingerprinting**

Fingerprinting is performed according to the provisions of Transportation Security Regulation Part 1542.209 to obtain a criminal history record check on an individual. At the time of the appointment, the applicant must arrive with a completed Fingerprint/ID Badge Application form (BA211) with an authorizing signature and at least two acceptable forms of identification. Fingerprints will not be taken unless the identity of the applicant is confirmed by the presentation of the two forms of ID (see above). One ID must be issued by a governmental authority and at least one must have a picture of the applicant. Fingerprinting is completed electronically, and the applicant will be required to wash their hands prior to scanning the fingerprints.

The Omaha Airport Authority has entered an agreement with the TSA enrolling all SIDA and Secured SIDA applicants into the Rap Back program. Therefore, all applicants will be fingerprinted using the OAA SON/UID. The submission of fingerprints will initiate an enrollment of the applicant into the Rap Back program and will be maintained until the termination or revocation of the ID badge.

The applicant will also be required to complete a Fingerprint Application at the Badging Office where the applicant attests to the fact that during the past ten years the individual has not been convicted of a list of disqualifying crimes. Knowing and willful false statements on the Fingerprint Application constitutes a criminal offense and can be prosecuted under Section 1001 of Title 18, United States Code.

Individuals who have not reached their 19<sup>th</sup> birthday must bring a parent or legal guardian with them to the fingerprint appointment and they will need to sign the Fingerprint Application authorizing a criminal history record check for the applicant. The parent or guardian must also provide government issued photo identification prior to signing the application and must be indicated on the birth certificate or guardianship document.

No fingerprinting or badging will be conducted for individuals who have not reached their sixteenth birthday.

## **CHRC Adjudication**

The Badging Office will review the criminal records of applicants and make a determination on disqualification. With the implementation of the Rap Back program, the OAA will receive a notification when changes to a record are updated. There are instances when a criminal record discloses a prior arrest but does not indicate if the individual was convicted or not. In those instances, a letter is sent advising the Authorized Signer that additional information is required from the applicant in order to make a determination on disqualification. Information in the criminal record may not be released without written authorization from the person the record pertains to. The Badging Office Supervisor may advise them on what steps need to be taken to a disposition.

If a CHRC or a notification discloses an arrest for a disqualifying criminal offense, the individual must remain under continuous escort while in the Sterile Area. In addition, the individual must receive TSA selectee screening at the checkpoint until the adjudication of the arrest results in a non-disqualifying determination.

In the interest of safety and security, the Airport Authority reserves the right to deny an individual an ID badge based on factors other than the results of the CHRC or STA to include individuals listed in the National Centralized Revocation Database (CRD).

## **New ID Badges**

ID badges authorizing unescorted access authority to the SIDA, AOA or Sterile Area are issued only at the request of a sponsoring company's Authorized Signer and the ID badge being requested is necessary in the performance of the applicant's assigned duties. It is expected that sponsoring companies make significant employment investigations to establish the identity of employees for whom they are requesting an ID badge, and their authorization to work in the United States.

Authorized Signers making requests for badging must have a signature on file and must make the request on an Airport Authority Fingerprint/ID Badge Application form (BA211). Individuals arriving at the Badging Office must present the Fingerprint/ID Badge Application form, bearing an authorized signature, prior to being badged. The Airport Authority has sole discretion for the decision to grant unescorted access authority (an ID badge) for all applicants.

- Badges granting unescorted access to the SIDA and Sterile Area, or for contractors, will only be issued upon the successful completion of a fingerprint-based criminal history record check, and the TSA Security Threat Assessment.
- ID badges granting access to the AOA only, are issued on the presentation of identification and employment authorization, and the successful completion of the TSA Security Threat Assessment.

## **Renewal ID Badges**

Individuals wishing to renew their ID badge must present a Fingerprint/ID Badge Application form (BA211) bearing an authorized signature, along with their current ID badge, prior to having the badge renewed. Individuals must present a "set" of documents on the list of acceptable documents found on page 5 at the time of badge renewal.

Individuals that drive on the airside and who are renewing their ID badge must present their unexpired driver's license at their renewal appointment. A copy of the license will be made and kept on file by the Badging Office.

The Badging Office is required to review the identification and employment authorization documents on initial badge application and each time the badge or employment authorization document is renewed for all non-US Citizens. All identification and work authorization documents must be presented at the renewal appointment. All documents must be unexpired. A copy of these documents will be made and kept on file by the Badging Office.

Renewal badges will be accomplished by appointment and may be issued up to 60 days prior to expiration. Renewal badging will include the SIDA/AOA training and testing; and driver training/testing for airside drivers. Individuals that fail to achieve a passing test score will not receive the updated badge until a passing test score is accomplished (see section specific to the type of training area requirements and privileges).

The Omaha Airport Authority has entered an agreement with the TSA enrolling all SIDA and Secured SIDA applicants into the FBI Rap Back program. Therefore, the review of the CHRC will be conducted by the Badging Office.

## **Replacement ID Badges**

Individuals who need a badge replaced due to damage or malfunction must present the current ID badge and a valid government issued photo ID, in order to have it replaced. Replacement ID badges may be issued on a drop in basis provided time is available. If it is determined that the individual is responsible for the damage to, or malfunction of, the ID badge, a replacement fee will be charged.

## Expired ID Badges

Expired ID badges are automatically deactivated by the access control system. Expired ID badges should be returned to the Badging Office for renewal or surrendered as appropriate. Sponsoring company Authorized Signers must ensure that employees renew ID badges prior to expiration. Any attempt to use an expired ID badge is expressly prohibited and will result in a penalty. Expired badges will incur an additional fee.

In order to renew an expired ID badge, individuals must present a Fingerprint/ID Badge Application form (BA211) bearing an authorized signature, along with their expired ID badge prior to being re-badged. The process for renewing an expired badge is as outlined above for Renewal ID Badges.

An expired ID badge no longer authorizes an individual unescorted access authority to the SIDA, AOA or Sterile Area. An expired ID badge holder may not be in the SIDA, AOA or Secured SIDA and may not be escorted. Individuals with SIDA or Sterile Area access who have a badge that is expired for more than 30 days will have to undergo a new fingerprint-based criminal history record check and/or a STA due to the interruption in unescorted access authority.

## Lost/Stolen ID Badges

Individuals, as well as a company's Authorized Signer, must report a lost, stolen or an otherwise unaccounted for ID badge to the Airport Authority **IMMEDIATELY**. Reports may be made to the Badging Office at (402) 661-8088 during normal office hours; or by contacting the Airport Communications Center at (402) 661-8100 when the Badging office is closed. ID badges also serve as access media; therefore, it is extremely important for the ID badge to be deactivated in order to remain in compliance with TSA Security Regulations and the Airport Security Program. In the interest of safety and security, verbal requests for the deactivation of a lost or stolen ID badge will be honored, however a written request sent via email is required as a follow up to the Airport Badging Office.

If an individual needs an ID badge replaced due to loss or theft, they must declare in writing to the Airport Authority that the ID badge is lost or stolen, and they are seeking a replacement badge. Individuals who need a badge reissued due to loss or theft must present a Fingerprint/ID Badge Application form (BA211) bearing an authorized signature and a valid government issued photo ID prior to being issued a new badge.

Lost, stolen, or unaccounted for ID badges will incur a loss fee which must be paid by the individual prior to a replacement being issued. Authorized Signers may request the fee to be billed to the company by filling out the appropriate block on the Fingerprint/ID Badge Application form (BA211). See the section below for fees.

## Deactivation of ID Badges

Should a company find it necessary to have an individual's ID badge deactivated, the request should be made by the manager, a supervisor, or Authorized Signer. Requests may be made to the Badging Office at (402) 661-8088 during normal office hours; or by contacting the Airport Communications Center at (402) 661-8100 when the Badging office is closed. In the interest of safety and security, verbal requests for the deactivation of an ID badge will be honored, however verbal requests shall be followed up by a written request addressed to the Badging Office. E-mail requests are preferred. Re-activation or re-instatement of an ID Badge, or access authority, shall be made by an individual's manager, a supervisor, or Authorized Signer in writing addressed to the Badging Office.

Badges that are deactivated for extended leave of absence (i.e., a period of 2 weeks or more) or suspension, must be turned into the ABO until the re-activation of the ID badge. ID badges may be dropped off or picked up in the Airport Badging Office or the Airport Police Department after hours.

## **Termination of Employment/Change in Access Authority**

Companies are required to **IMMEDIATELY** notify the Airport Authority of any change in an employee's access authority, regardless of whether the ID badge has access to open any doors or gates. This includes not only termination of employment but also changes in job functions that would no longer require that the employee have unescorted access authority to the SIDA, AOA or Sterile Area. It is required that this notification be made immediately upon the change occurring, in order that the appropriate documentation may be made to the badge record. Changes can be reported to the Badging Office at (402) 661-8088 during normal office hours; or by contacting the Airport Communications Center at (402) 661-8100 when the Badging office is closed.

The ID badges of terminated employees must be returned to the Badging Office; each ID badge issued by the Airport Authority must be accounted for. Unreturned ID badges will incur an unaccountability fee.

## **SIDA Training**

Training is required under TSR 1542.213 for all individuals who have unescorted access authority to a SIDA. The training must be completed prior to an individual being granted unescorted access to a SIDA. SIDA training is received at the time of badging and consists of a video presentation and test. Individuals are encouraged to ask questions regarding the training to clarify any information they do not understand. ID badge applicants that fail to achieve a passing test score will not be badged and will be required to re-test. Should an individual fail the SIDA test a second time, a letter from their manager to the ASC must be submitted stating the remedial steps that have been taken to ensure the individual can safely carry out security requirements in the SIDA. If the remedial steps are sufficient and approved by the OAA, the individual may re-test a third time. Failure to achieve a passing test score on the third testing attempt will result in revocation of, or a not-issued OAA ID badge. All subsequent training must be completed within 30 days of the initial badging appointment.

## **AOA Training**

Training is required under TSR 1542.213 for all individuals who have unescorted access authority to the AOA. The training must be completed prior to an individual being granted unescorted access to the AOA. Training is received at the time of badging and consists of a video presentation and test. Individuals are encouraged to ask questions regarding the training to clarify any information they do not understand. ID badge applicants that fail to achieve a passing test score will not be badged and will be required to re-test. Should an individual fail the AOA test a second time, a letter from their manager to the ASC must be submitted stating the remedial steps that have been taken to ensure the individual can safely carry out security requirements in the AOA. If the remedial steps are sufficient and approved by the OAA, the individual may re-test a third time. Failure to achieve a passing test score on the third testing attempt will result in revocation of, or a not-issued OAA ID badge. All subsequent training must be completed within 30 days of the initial badging appointment.

## **Non-Movement Area Driving Privileges**

Requests for non-movement area driving privileges, for new badge applicants or initial privileges, shall be made on the Non-Movement Area Driver Application form (BA9). The application requires that the Authorized Signer affirm that the individual's job responsibilities include the need to drive on the airside. The application also requires that the Authorized Signer affirm that the individual holds a valid state issued driver's license (or has been certified to drive on the airside through a company sponsored training program); and, has no driving restrictions that would affect the individual's airside driving ability.

The Airport Authority provides sponsoring companies with a copy of the Training Manual for Airside Ground Vehicle Operators and driver applicants are expected to understand the information in the manual. Each organization with non-movement area qualified employees will be required to identify at least one Certified

Trainer (CT) who will be tasked with ensuring each additional employee with driving privileges is trained to OAA standards. An organization may also elect to have multiple CTs.

To become a CT, the individual must attend a course provided by the OAA which is designed to explain the role and purpose of the CT as well as expand the individual's knowledge on issues related to surface deviations, incident/accident reporting, and ways to enhance situational awareness. The OAA will also provide a training checklist, which must be used by the CT, and retained by each organization. Additionally, the OAA will provide a tour of the organization's operating area. The course will be required as recurrent training when the CT's badge expires, however the tour will only be required during the initial training.

The following training items must be documented on the Non-Movement Area Driver Application before the airside driving privilege is granted for an applicant: the review of the Training Manual for Airside Ground Vehicle Operators, the actual viewing of the movement area/non-movement area boundary markings, and the completion of the OAA Non-Movement Driver Training Checklist. The non-movement area driver training must be completed by a designated Certified Trainer.

The individual must present a valid state issued driver's license or documentation from their company that they have successfully completed a company sponsored driver training program.

The Airport Authority has sole discretion for the decision to grant airside driving privileges for all applicants.

### **Driver Training - Non-Movement Area (Westside)**

Individuals who are authorized by their company to drive on the Westside non-movement area (terminal ramp and cargo) must undergo driver training by the Airport Authority in addition to driver training programs that may be required by their company. Airport Authority driver training consists of a video presentation. On completion of the training, the individual must successfully pass a test based on the presentation and the Training Manual for Airside Ground Vehicle Operators. New badge applicants who fail to achieve a passing test score will not be badged and will be required to re-test after at least 24 hours have passed. Should an individual fail the driver's test a second time, a letter from their manager to the ASC must be submitted stating what remedial steps have been taken to ensure the individual can safely operate a vehicle on the airside. If the remedial steps are sufficient and approved by the OAA, the individual may re-test a third time. Failure to achieve a passing test score on the third testing attempt will result in a denial to drive on the airfield. Driver training and testing requirements must be completed within 30 days of the signed training date by the company CT.

Driver training and testing is also required when renewing badges, as applicable. An individual who fails to pass the driving test on renewal is not permitted to operate a vehicle on the airside until the test is successfully completed as outlined above.

### **Driver Training - Non-Movement Area (Eastside)**

Individuals who are authorized by their company to drive on the Eastside non-movement area (general aviation area) must undergo driver training by the Airport Authority in addition to driver training programs that may be required by their company. Airport Authority driver training consists of a video presentation. On completion of the training, the individual must successfully pass a test based on the presentation and the Training Manual for Airside Ground Vehicle Operators. New badge applicants who fail to achieve a passing test score will not be badged and will be required to re-test after at least 24 hours have passed. Should an individual fail the driver's test a second time, a letter from their manager to the ASC must be submitted stating what remedial steps have been taken to ensure the individual can safely operate a vehicle on the airside. If the remedial steps are sufficient and approved by the OAA, the individual may re-test a third time. Failure to achieve a passing test score on the third testing attempt will result in a denial to drive on the airfield. Individuals should complete all driver training and testing requirements within 30 days of training with their company CT.

## **Driver Training – Movement Area**

Contact the Airport Authority Operations Office at (402) 661-8070 for information on movement area driving Authorization is restricted to Airport Authority personnel and selected FAA personnel with a demonstrated need.

## **Audits**

The Airport Authority Badging Office periodically conducts audits of the identification media, as well as Airport Authority issued keys, in compliance with TSA security regulations and the ASP. Audits require the participation of the sponsoring companies to be accurate and complete. It is important to return the audit materials by the date indicated on the audit instructions. Failure to complete audits by the stated deadline will result in the immediate suspension of company appointments with the ABO. Further noncompliance may result in the deactivation of all company badges and a reactivation fee being assessed. Corrective action must be completed by the deadline for a failed audit to prevent loss of signatory privileges. Audit information and results are subject to review by the TSA.

## **Badging Fees**

The following are fees for badging services; fees are subject to change by the Airport Authority without notice.

• Fingerprinting	\$49
• New ID badge	\$65
• Renewal ID badge	\$50
• Replacement for damaged ID badge if individual is responsible	\$44
• Replacement at the request of the sponsoring company for driving privilege	\$44
• Loss or unaccountability fees:	
▪ First lost/replacement ID badge	\$75
▪ All subsequent lost/replacement ID badges	\$100
▪ All contractor ID badge loss/replacements	\$100
▪ Not Returned ID badges*	\$150
• Loss or unaccountability fees for Airport Authority issued keys	\$150
• Expired Badge Renewal Fee	\$75
• Fingerprint Transmittal or CHRC issuance Fee	\$10

The Airport Authority, based on a sponsoring company's ID badge loss ratio, may adjust loss or unaccountability fees.

Prior to expiration, a partial refund of the loss fee will be reimbursed for lost badges that are found and subsequently returned.

\*An unaccountability fee will be assessed 30 days after the ID badge has not been returned. If the badge has not been returned to the ABO after 60 days, an additional unaccountability fee will be assessed.

## **Civil Penalty – Failure to Collect Airport Security Badges**

On December 26, 2007, via Public Law 110-161, Section 46301 (Civil penalties) of Title 49 United States Code paragraph (a) was amended by adding at the end of the paragraph the following language:

(6) Failure to Collect Airport 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.

## **Fraud and Falsification**

### **§ 1540.103 Fraud and intentional falsification of records.**

No person may make, or cause to be made, any of the following:

- (a) Any fraudulent or intentionally false statement in any application for any security program, access medium, or identification medium, or any amendment thereto, under this subchapter.
- (b) Any fraudulent or intentionally false entry in any record or report that is kept, made, or used to show compliance with this subchapter, or exercise any privileges under this subchapter.
- (c) Any reproduction or alteration, for fraudulent purpose, of any report, record, security program, access medium, or identification medium issued under this subchapter.

## **Security Responsibilities of Employees and Others**

### **§ 1540.105 Security responsibilities of employees and other persons.**

(a) No person may:

- (1) Tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure implemented under this subchapter.
- (2) Enter, or be present within, a secured area, AOA, SIDA or Sterile Area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas.
- (3) Use, allow to be used, or cause to be used, any airport-issued or airport-approved access medium or identification medium that authorizes the access, presence, or movement of persons or vehicles in secured areas, AOA's, or SIDA's in any other manner than that for which it was issued by the appropriate authority under this subchapter.

(b) The provisions of paragraph (a) of this section do not apply to conducting inspections or tests to determine compliance with this part or 49 U.S.C. Subtitle VII authorized by:

- (1) TSA, or
- (2) The airport operator, when acting in accordance with the procedures described in the Airport Security Program approved by TSA.

## **Title 18--Crimes and Criminal Procedure, Part I--Crimes, Chapter 47--Fraud and False Statements**

### **Sec. 1001. Statements or entries generally**

(a) Except as otherwise provided in this section, whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully— (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, imprisoned not more than 5 years or, if the offense involves international or domestic terrorism (as defined in

section 2331), imprisoned not more than 8 years, or both. If the matter relates to an offense under chapter 109A, 109B, 110, or 117, or section 1591, then the term of imprisonment imposed under this section shall be not more than 8 years. (b) Subsection (a) does not apply to a party to a judicial proceeding, or that party's counsel, for statements, representations, writings or documents submitted by such party or counsel to a judge or magistrate in that proceeding. (c) With respect to any matter within the jurisdiction of the legislative branch, subsection (a) shall apply only to-- (1) administrative matters, including a claim for payment, a matter related to the procurement of property or services, personnel or employment practices, or support services, or a document required by law, rule, or regulation to be submitted to the Congress or any office or officer within the legislative branch; or (2) any investigation or review, conducted pursuant to the authority of any committee, subcommittee, commission or office of the Congress, consistent with applicable rules of the House or Senate.

## **Copying Badging Forms**

The badging forms: Non-Movement Area Driver Application (BA9), Fingerprint/ID Badge Application form (BA211), and Escort Application (BA8), along with other blank badging forms may be copied provided the copies are of good quality. Forms that are two sided must be copied on a single sheet of paper; two sided forms that are copied to two separate pages will be rejected. The Badging Office will provide hard copies of badging forms upon request. Forms are also available at <http://flyoma.com/airport-authority/badging>.

## **Instructions for Completing the Airport Authority Fingerprint/ID Badge Application Form (BA211)**

### Sponsoring Company Information Section

The Authorized Signer must complete the Sponsoring Company Information section indicating the type of badge requested and the employer information for the applicant. The Authorized Signer must then print their name, sign and date the form. Electronic signatures are only accepted if the completed form is password protected and submitted to the ABO by direct email within 3 days of completion. The Authorized Signer should only sign the application after it has been reviewed for completeness and accuracy. **Do not sign a blank form.** Signing a blank form will result in immediate suspension of signatory privileges.

### Applicant Information Section

The Applicant must complete the Applicant Section of the form with the required information. Fields that do not apply should be left blank. The Applicant must also sign and date the form.

### Criminal History Record Check (CHRC) Certification Section (Located on the back of the form)

If an individual is exempt from the fingerprint requirement due to their status as a governmental employee, who has undergone a prior criminal history record check, must be indicated by checking the Exempt box. Appropriate credentials must be presented at the time of badging to verify that the individual is an employee of the Federal, State or local government.

The Authorized Signer must print their name, sign, and date the form. Failure to have forms completed or lack of approved documentation will result in the appointment being rescheduled.

### Driver Training Section

The Certified Trainer (CT) is the individual who physically shows the Applicant the movement area/non-movement area boundary markings. The trainer must check the appropriate box indicating that the OAA Non-Movement Area Drivers Checklist has been completed and retained in the company personnel file, print their name, sign and date the form. This must be completed on all new and renewal applications.

## **Instructions for Completing the Omaha Airport Authority Non-Movement Area Driver Application Form (BA9)**

### Sponsoring Company Information Section

The Authorized Signer must complete the Sponsoring Company Information section with the required information being sure to enter all required information. The Authorized Signer must then print their name, sign and date the form. The Authorized Signer should only sign the application after it has been completed by the applicant and the Certified Trainer, then reviewed for completeness.

#### Trainer Information Section

The Certified Trainer (CT) is the individual who physically shows the Applicant the movement area/non-movement area boundary markings. The trainer must indicate the applicable areas physically shown to the applicant, indicate that the OAA Non-Movement Area Drivers Checklist has been completed and retained in the company personnel file, print their name, sign and date the form.

#### Applicant Information Section

The Applicant must complete the Applicant Section of the form with the required information. The Applicant must sign the application indicating they have completed the training items.

### **Instructions for Completing the Omaha Airport Authority Escort Application Form (BA8)**

#### Sponsoring Company Information Section

The Authorized Signer must complete the Sponsoring Company Information section with the required information being sure to check all of the applicable boxes for the operational justification. The Authorized Signer must then print their name, sign and date the form.

#### Applicant Information Section

Either the Authorized Signer or the Applicant must complete the Applicant Section of the form with the required information. The Applicant must sign the application indicating they understand their responsibilities as an escort.

### **Airport Issued Keys**

The Airport Authority maintains a lock and key system for terminal doors and perimeter access gates. Please contact the Badging Office for information regarding the issuance of these keys.

### **Escort Registration Form (PF49)**

The Omaha Airport Authority requires all persons who will be under escort by a local Eppley Airfield tenant in the Secured area or the Sterile area for more than one work shift (12 hours) to register with the Airport Badging Office or the Airport Police Department (outside of normal business hours). The person to be escorted must have an operational need or be on official business. The person to be escorted will sign the form in addition to the Supervisor or employee that is registering the escorted person. Signature acknowledges understanding of the OAA Escort Regulations.

Upon receipt of an escort registration form, a Registration Tag will be issued to the escorted person. The tag must be worn on the outermost garment. The tag is valid for a period of up to 2 weeks, corresponding with the escort registration form and must be returned to the badging office at the end of the escort period. Persons found in the Secured areas with an expired tag will be escorted out of the Secured area and restricted from re-entry until an updated registration is validated by the ABO. Authorized Signers are responsible for maintaining updated registration forms and tags.

### **Escorting and Badging Requirements for Personnel in the Cargo SIDA**

Escorting of individuals is for operational purposes or be on official business only. All persons employed in the Cargo SIDA Area by a Cargo Tenant or Contract Company must initiate the badging process within 2 weeks

from the date of hire. When an individual is escorted into the Cargo SIDA, it is the responsibility of the badged person with escort privileges to keep the individual under escort at all times. Under no circumstance shall a person be left unescorted. Failure to initiate the badging process within 2 weeks of the date of hire for an individual may result in revocation of Escort privileges for the individual or company responsible for escorting the unbadged individual.

### **Special Event Requests**

Special Events are activities that are inconsistent with normal operations, have the potential to impact airport operations, or may involve the public requiring escorted access to the AOA. Special events must be submitted no later than 14 days in advance of the event date utilizing the OAA Special Event Requests Form (BA200) and must be approved by the OAA prior to the event. This form may be found on the OAA Badging link and must be submitted to the Badging Office for review and authorization.