

2018 Air Operations Area(AOA)Badgeholder Responsibilities Training

Badging and Access Control Office



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Penalties and Repercussions

- Badgeholder's are subject to all Transportation Security Administration (TSA) requirements when accessing the AOA, including random searches/inspections pursuant to Title 49 United States Code (USC) §44903. Badgeholder's in violation of TSA/Airport Security regulations may be subject to federal fines of up to \$13,500 per occurrence pursuant to 49 Code of Federal Regulations (CFR) Part 1500, and/or confiscation of the Airport security badge and denial of Security Identification Display Area (SIDA) access privileges;
- Violators may be required to attend the Air Operations Area (AOA) Training again before the badge will be returned.

Definition of the AOA

- Air Operations Area
- A portion of an airport, specified in the airport security program, in which security measures specified in 49 CFR Part 1540 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.

Badgeholder Responsibilities

The following information is provided to insure compliance with Code of Federal Regulations (CFR) Part 1542 at the Long Beach Airport;

- It is the responsibility of EACH BADGEHOLDER to adhere to the following requirements:
 - Badges must be displayed above waistline and below neckline on the outermost garment when on the AOA, which includes hangar space;
 - Assure that all Airport AOA access gates are CLOSED and SECURED when not in use.

Badgeholder Responsibilities

Badges are the responsibility of the badgeholder and specific to that individual. Badges CANNOT be given to unauthorized individuals including, but not exclusive to:

- Shared with coworkers/supervisors who “forgot” their badge;
- Given to family or friends;
- Shared with Airport Personnel or other tenants.

Lost Badges

Badges are solely owned by the Long Beach Airport and must be returned to the Airport upon termination of employment or when no longer in use;

- Lost and/or stolen badges must be reported to the Airport Watch Commander, Access Control Office and/or Manager of Safety and Security IMMEDIATELY at:
 - AirportWC@longbeach.gov, LGBBadging@longbeach.gov, Juan.Lopez-Rios@longbeach.gov
- Please notify your employer as necessary;
- Recovered badges must be returned to Long Beach Airport Access Control Office.

Badge Fees

Charges for Badge Services are as follows:

1. First lost/unaccounted badge: \$150.00
2. Second lost/unaccounted badge: \$200.00
3. Third lost/unaccounted badge: \$250.00
4. No fourth badge will be issued.

*Badgeholders finding and returning a badge they reported as lost will be eligible for a credit of \$100.00 that will be applied to the company.

Unreturned Badges

Upon termination of employment, the badgeholder or employer MUST RETURN his/her badge to the Airport Access Control Office;

- Receipt of Return will be issued by Airport badging personnel to be maintained by the badgeholder as proof of compliance;
- Any Airport badgeholder retaining their badge after termination of employment or expired badge media will be billed by the Long Beach Airport a fee of \$200.00 to cover the cost of retrieval;

Unreturned Badges Continued

- For badges to be eligible for a refund, the badge media must be returned within the period in which the access control media series is still valid;
- Badges are considered “unreturned” on the calendar day following the expiration date printed on the badge media;
- Please notify your employer as necessary.

Escorting Procedures

- Badgeholders may escort unbadged individuals onto the AOA. Escorts are responsible for the people they escort, and must follow these guidelines:
 - Maintain visual contact with the escorted at all times, and visually identify the escorted's actions;
 - Be close enough to verbally communicate in case you need to give instructions or directions;
 - Never leave the escorted unattended. If you must leave for any reason, take the escorted with you.

Challenge Procedures

- Individuals found on the AOA without an ID badge must be challenged, and if not under escort, reported to Airport Communications Center immediately;
- Individuals without an AOA badge claiming to be under escort must be able to identify their escort, and the escort must be located near the unbadged individual. Airport Communications Center must be notified immediately if the escort for the unbadged person cannot be located;
- The challenging should be non-confrontational; if the individual being questioned responds in an aggressively negative manner, stop the challenge, distance yourself from the negative individual, and notify Airport Communications Center immediately.

Special Events and Filming

- All filming and special events are prohibited at the Long Beach Airport, unless permission has been granted by the Manager of Safety and Security and the appropriate permits filed;
- Filming and special events must abide by all of the Long Beach Airport Rules and Regulations and cannot interfere with flight operations.

Airport Rules and Regulations

- All AOA badgeholders should be familiar with the Airport Rules and Regulations;
- A full copy of the Airport Rules and Regulations can be found at:
<http://lgb.org/information/tenant/regs.asp>.

Remember

- Safety and security is the responsibility of everyone here at the Long Beach Airport.
- Please notify the Airport Communications Center ([562-570-2640](tel:562-570-2640)) immediately if you notice ANYTHING suspicious.