

In This Issue:

- Employee Terminations
- Unaccounted for Badge Fee
- Badging Office No-Shows/Lates/Rejections
- Expired Badges
- Appointment Confirmations/Cancellations
- Badging Website Updates
- Escorting Procedures
- Badge Pick-up Line
- Night to Unite
- Sterile Badges—New Expiration Period
- Leave of Absence Policy
- Employee Access Portals
- SIDA Class Limit
- Ordinance 117 and Security Consortium minutes links
- Unreturned Badges

Employee Termination/Separation Notifications

The Badging Office must be notified immediately of badge holder terminations or separations. The Emergency Communications Center (612-726-5577) must be notified if outside of Badging Office hours. If an employee with multiple companies on their badge is terminated by one of the companies, they must return to the Badging Office with a new application filled out for all companies they wish to remain on their badge along with the necessary ID's. They will also need to schedule an appointment or join the walk-in queue to have a new badge printed.

49 U.S. Code § 46301 - Civil penalties

§ 46301.
Civil penalties
(a) General Penalty.—

(6) Failure To [2] Collect [2] Airport [2] Security [2] Badges [2].—
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.

§ 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.

\$200 Non-Returned Badge Fee

Just a reminder that companies will be billed a non-refundable fee of \$200 if a badge isn't returned within 10 calendar days of the deactivation notification.

All badges need to be deactivated and returned to the Badging Office regardless of whether or not an employee has a second company on the badge. The \$200 Non-Returned Badge Fee will be billed to the company that terminated employment if the badge isn't returned within 10 calendar days.



- ✓ **Application filled out completely and properly!**
- ✓ **Acceptable ID's in hand!**
- ✓ **On Time!**

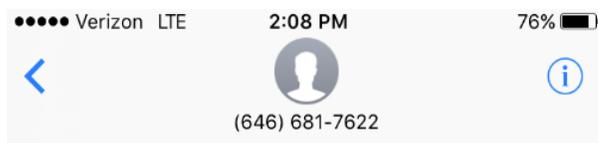
Badging Office No Shows/Lates/Rejections

Average Daily Rejections = 11

It is a requirement for Company Signers to check ID's along with reviewing the badge application to make sure it is filled out correctly and completely. Signers who sign incomplete applications may lose their signer privileges, be issued a Hennepin County Citation, and receive a fine. Authorized Company Signers should not be signing applications until the application is completely filled out by the employee.

Average Daily No Shows/Late Arrivals = 24

Please stress the importance to your employees of canceling appointments if unable to commit to their scheduled day and time. Also, please make sure that your employees are making it to the Badging Office on time for their appointments. They will be removed from the line if not at the Badging Office when summoned (applies to both appointments and walk-in queue).



Text Message
Today 2:07 PM

Thanks! Your confirmation code is H2XVRCFP7F and your FlexAppointment is 7/24/17 at 2:30 PM CDT. If you need to cancel, reply with "C".

Expired Badges

Make sure your employees are scheduling appointments for badge renewals within 30 calendar days of their expiration date. We have processed over 275 expired badges since January. As a result, companies are paying an extra \$60 for re-fingerprinting in addition to lost shift coverage. It is costing employees lost wages and an extra visit to the Badging Office (once for fingerprinting and another for badge pick-up)

Some companies are adopting a policy that requires the employee to cover the cost of an expired badge if they allow it to expire.

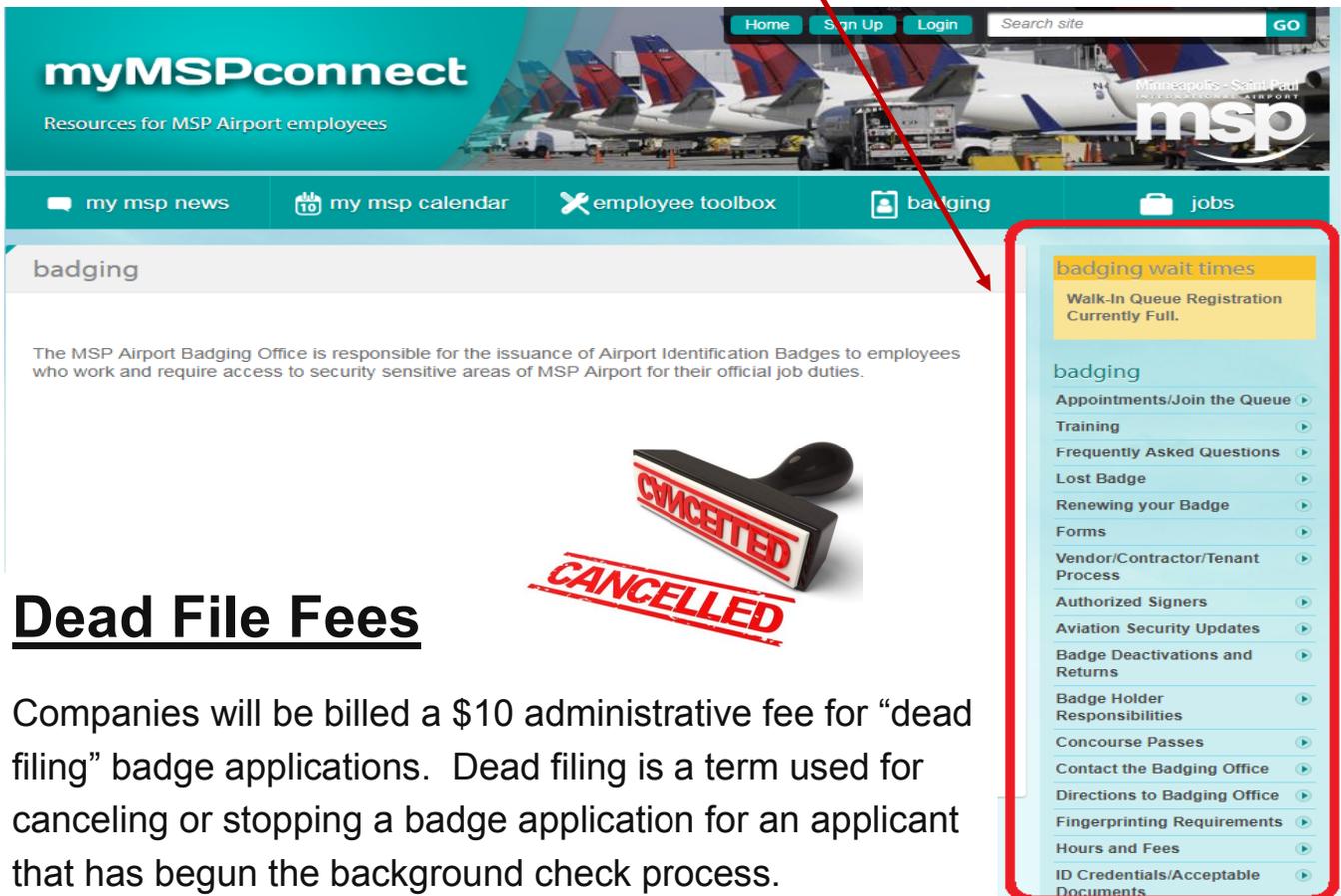
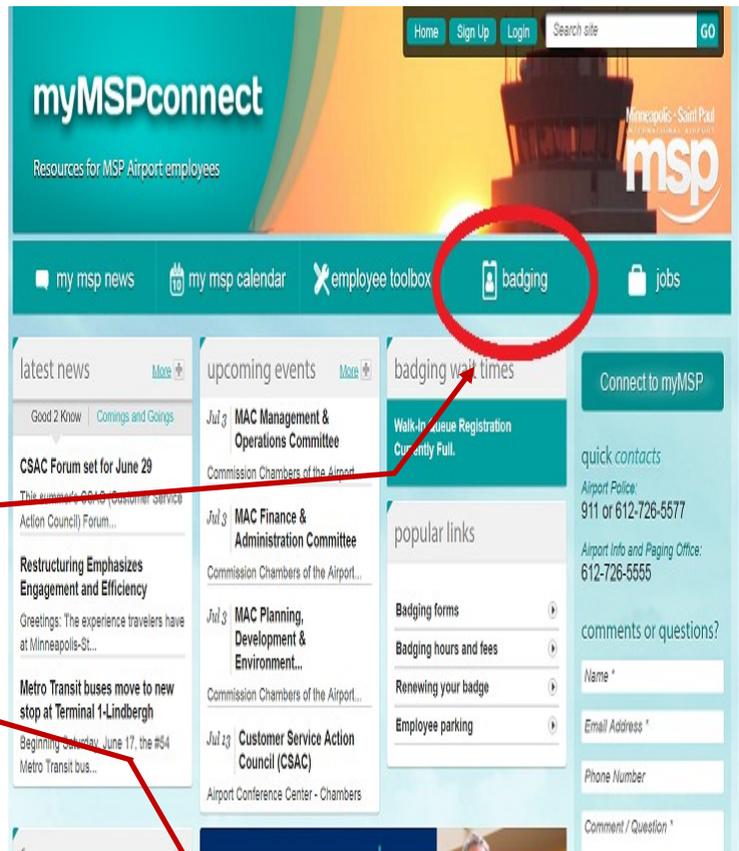


Badging Website Updates

Updates were recently made to the mymspconnect.com website. We have made it easier to acquire information and forms.

Go to mymspconnect.com, click on “badging”, and a new web page will appear with a list of badging topics on the right side.

Please consider checking the website for information before calling the Badging Office.



Dead File Fees

Companies will be billed a \$10 administrative fee for “dead filing” badge applications. Dead filing is a term used for canceling or stopping a badge application for an applicant that has begun the background check process.

Multi-Company Badges

When an employee with multiple companies listed on their badge is terminated/separated from one of the companies, the badge must be deactivated even if he/she is still working for the other company. It is the company's responsibility to confiscate the badge from this former employee. If the badge is not returned within 10 calendar days, the company who terminated/separated employment will be billed the \$200 Non-Returned Badge Fee. The employee will need to schedule an appointment or join the walk-in queue in order to receive a new badge for the company they wish to remain employed with. The employee will also need to bring in their ID's and a badge application from each company they will continue to work for.

Walk-In Queue Capabilities

Estimated Wait Time Texts

Estimated wait time texts are sent approximately every 30 minutes. Please note that the estimated wait times can fluctuate throughout the day due to no-shows, Badging Office breaks/lunches, and other people in the queue moving themselves back in line

Moving Yourself Back in Line

Please make sure your employees are reading the texts they are receiving as there are important instructions included in them. Below is an example on how to move yourself back in line (walk-in queue only). Please advise your employees that they are taken out of the line if they are not at the Badging Office when summoned.

Status update from Walk-Ins:
There are now 17 people ahead of you. Your est. wait is 67 min. Need more time than that? Reply with "M".

M

M 30
Ok, we pushed back your spot in line so you can have more time. Your estimated wait is now 107 min.

If you need even more time, just reply with "M" followed by the # of additional minutes you need (for example, "M 20" if you need 20 additional minutes.)

Walk-Ins: There are 5 people ahead of you. Your estimated wait is 41 min - 44 min. Need more time than that? Reply with "M".

Ok, we pushed back your spot in line so you can have more time. Your estimated wait is now 75 min.

You have reached the front of the line! Please go to Station 4. Thanks for waiting!-

Fingerprint Resubmissions

Those coming to the Badging Office for badge renewals (who have been fingerprinted since early 2015) may not have to be re-fingerprinted on our "live scan" fingerprint machines. We can administratively request resubmission of their prints that the government has on file. Fingerprint fees still apply.



Sterile (Green) Badge Expirations

***Reminder - Sterile (green) badges have an expiration of six months due to the number of non-returned badges.



Leave of Absence Policy

The Badging Office must be notified via e-mail if any employee will be on a leave of absence for 30 or more days so that we can deactivate the badge during that period. Companies are required to retain possession of the badge(s) in a locked drawer or safe. We then require an email notification at least two business days before the employee returns to work so that we can reactivate the badge.

Employee Access Portals

Per MAC Ordinance 117, the use of any employee access door, to include the employee portals at Terminal 1 and Terminal 2, are only to be used in the direct performance of your job duties. Use of these access points for the purpose of travel is strictly prohibited. Any MSP badged individual who is traveling must use a designated TSA passenger checkpoint. Any violation of this rule is grounds for revocation of your MSP Security Badge. There are a limited number of employees at the airport with access to the “employee portals” as it is needed for them to fulfill their job duties. The majority of the employees at the airport are required to use the TSA security checkpoints.



SIDA Class Limit

The APD Learn Center has implemented a policy that will limit the number of applicants a company may send to a SIDA Class. Each company is now limited to a maximum of 10 employees for each SIDA Class. The new policy has been put into place to help maintain training timeframes and staff hours used for the SIDA training.



Escorting Procedures

- ◆ Persons authorized to perform escorts must have an “E” displayed on their MAC-issued badge.
- ◆ The escort must be in the performance of their official job duties and must be able to monitor, direct and control the actions of the escorted individual.
- ◆ Individuals who are escorted into Sterile or SIDA areas without being screened through the checkpoint must remain under escort until they submit to screening or exit the security area.
- ◆ A person may not escort more than four vehicles at one time unless authorized by the Airport Security Coordinator or designee.
- ◆ All persons under escort must possess a valid government-issued photo identification such as a driver’s license, passport or military ID.
- ◆ Escort authority is not granted to individuals who have committed security violations or other criminal offenses on airport property within the previous year.

Who cannot be escorted?

- Badge holders who do not have their badge with them
- Employees with a revoked or suspended badge
- Someone currently in the badging process
- Someone who applied for and was denied a badge
- Someone who needs access for more than 7 days lifetime
- Un-badged person with no legitimate reason to have access

Please contact Airport Police if you see violations of any of these rules/regulations.



Badge Pick-up Line

Just a reminder that our Badge Pick-Up Line is still available.

This line is ONLY for applicants who have cleared background checks within 30 days and need to pick up a badge that doesn’t require SIDA class. This line isn’t for renewals, fingerprinting, badge changes, etc. The Badge Pick-Up Line is available Monday-Thursday from 8-10:00 a.m. and 1-2:00 p.m. Please note that there will be a wait to pick up the badge as it needs to be printed. The wait time will depend on how many other people are also picking up their badges. Wait times typically range from 5 to 45 minutes.

Security Consortium Minutes and Ordinance 117

Below is a link to the listing of Security Consortium minutes (including the last Security Consortium held on July 19th) and MAC Airport Security Ordinance 117.

<http://www.mymsspconnect.com/badging/security-updates>

*****Unaccounted For Badges*****

- ◆ Unaccounted for airport ID badges must not exceed 5% of the total number of active badges in a specific badge category
- ◆ We are now extremely close to hitting that number for the second time in six months
- ◆ If rebadging is necessary:
 - Application/ID's for each sterile badge holder
 - \$20 badge fee/per employee
 - Employee will have to appear in person for rebadging



***The TSA has the right to check your employment records to make sure that only current employees have active badges. Please make sure that your records are up to date. Also, the TSA is checking to make sure that companies are making reasonable efforts to retrieve badges that haven't been returned. Make sure you document what you or your company is doing to retrieve those badges.

The fines are substantial for failing to notify the Badging Office immediately upon terminations and failing to make reasonable attempts to retrieve badges (please see below). The TSA has fined two companies in the past few months.***

49 U.S. Code § 46301 - Civil penalties

§ 46301.
Civil penalties
(a) General Penalty.—

(6) Failure To [2] Collect [2] Airport [2] Security [2] Badges [2].—
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.

§ 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.

Unaccounted For Badges (cont'd)

The forms below can be found at <http://www.mymsspconnect.com/badging/badge-deactivations-and-returns>

EMPLOYEE BADGE HOLDER AGREEMENT

NAME (please print) _____
 _____ Employee ID # (if applicable) _____

As part of your employment with our company, you have been issued an airport security ID badge. Under Airport Ordinance 117, Subdivision 3.9, airport-issued personal identification badges are the property of the Metropolitan Airports Commission and must be returned to the airport upon revocation, suspension, ending of employment at the airport or upon demand of the Commission.

It is vital to airport security that badges are returned immediately upon termination of employment at MSP.

- Upon ending of employment, I agree that I will IMMEDIATELY return my security ID badge to my supervisor or directly to the Airport Badging Office.
- I understand that a receipt will be issued to me showing that the badge has been returned to a company representative.
- I understand that it is against the law for me to fail to return my security ID badge upon ending of employment.

PLEASE NOTE

In addition, if your badge is lost or stolen, you must IMMEDIATELY report this to the Airport Badging Office and your immediate supervisor.

Signature _____
 Date _____

Original to Personnel File

RETURNED MSP AIRPORT BADGE RECEIPT

BADGE HOLDER: _____
PRINT NAME AS IT APPEARS ON BADGE SIGNATURE

DATE TURNED IN TO SUPERVISOR: _____

RECEIVED BY: _____
PRINT SUPERVISOR'S NAME SIGNATURE

 BADGE HOLDER COPY

RETURNED MSP AIRPORT BADGE RECEIPT

I have returned the badge listed below to a Human Resources representative.

BADGE HOLDER: _____
PRINT BADGE HOLDER'S NAME AS IT APPEARS ON BADGE

DATE TURNED IN TO HR: _____

SUPERVISOR: _____
PRINT NAME SIGNATURE

RECEIVED BY: _____
PRINT HR REP'S NAME SIGNATURE

 SUPERVISOR COPY

RETURNED MSP AIRPORT BADGE RECEIPT

I have returned the badge listed below to the appropriate company representative.

BADGEHOLDER: _____
PRINT BADGE HOLDER'S NAME AS IT APPEARS ON BADGE

DATE TURNED IN TO COMPANY REP: _____

HR REP: _____
PRINT NAME SIGNATURE

RECEIVED BY: _____
PRINT COMPANY REP'S NAME SIGNATURE

 FILE COPY

MSP AIRPORT SECURITY BADGE RECOVERY WORKSHEET

The purpose of this form is to record all information regarding the recovery of a terminated employee's MSP Airport Security Badge. This worksheet should be completed for every employee termination whether voluntary or involuntary. All completed Badge Recovery Worksheets should be kept in a separate file indefinitely. The Airport Police Department or TSA may request to review them at any time. TSA ADVISORY ... any employer, who does not collect or make reasonable efforts to collect airport security badge from the employee on the date 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. Terminated badges not returned to the Badging Office within 10 days of termination notice will result in \$200 non-badge fee for company.

COMPANY: _____
 Employee: _____

Last	First	Middle	Badge #
SSN:	Date of Termination:		
Primary Employee	Part-time Employee (working for another airport company)		

<small>Date and Method of Badging Office Termination Notice (phone, email, in person) For tracking purposes, email badging@mymsspconnect.com indicating date of termination and whether badge is in your possession</small>	DATE: _____
<small>Badge Collected at time of Termination?</small>	YES <input type="checkbox"/> If No, why not? _____
<small>IF YES, was the employee given a receipt?</small>	YES - Receipt Issued <input type="checkbox"/> If No, why not? _____
<small>IF YES, when and how was the badge returned to Badging Office? Have a photocopy of the badge when delivering to the badging office and attach photocopy to this form for your file. USE BADGE RETURN DESIGN GROUP BOX Badges mailed to badging office must be received within 10 days of termination notice or incur \$200 non-return badge fee.</small>	DATE: _____ Delivered: _____ Mailed: _____ Comment: _____
<small>If the badge was not obtained at time of termination, what steps have you taken to recover it?</small>	<input type="checkbox"/> Telephone Call(s) <input type="checkbox"/> Email <input type="checkbox"/> Letter of demand <input type="checkbox"/> Other Results: _____
<small>Supervisor/Manager Responsible for Recovery</small>	NAME: _____

DO

- Have new employees sign the employee badge holder agreement (see above)
- Notify the Badging Office immediately of terminations.
- Confiscate badges (including multi-company badges) upon termination/separation.
- Call former employees to return badges.
- Use Badge Recovery Worksheet (see above)
- Return badges in your possession immediately



DON'T

- Don't wait to notify the Badging Office of terminations until the monthly/bi-monthly badge audit is sent out.
- Don't allow employees to keep badge until their scheduled appointment with the Badging Office to get a badge with another company (termination/separated employees).
- Don't allow managers/supervisors unfamiliar with badge return procedures to handle returned badges.

TIPS

- If unable to reach former employee, leave employee a voicemail stating that you are worried about their well-being and will call the police for a welfare check if you don't hear back from them.
- Call former employees emergency contact explaining that former employee is in possession of Federal ID Badge and could face imprisonment and/or a fine for failure to return the badge.

It's Time to Start Planning for:



Please contact Jake Hoehn (jake.hoehn@mspmac.org) ASAP if your company is planning on bringing in temporary help who will need MSP issued security badges in support of Super Bowl LII airport operations. We will need to know the approximate number of temporary employees along with approximate date range they will need badges.



General badging questions:

Badging Office—612-467-0623

Information on badge clearances, authorized signer questions, badge access, or company documentation:

Airport Security Division—612-877-6439