

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
Emp #	Date of Termination:	Badge #
Primary Employee	Part-time Employee (working for another airport company)	

How and When was Badging Office Notified? (phone, email, in person) <i>For tracking purposes, email notification is always recommended. Send to badging@mspmac.org: indicating date of termination and whether badge is in company's possession After hours/weekends call 612-726-5577</i>	DATE: METHOD:												
Was Badge Collected at time of Termination?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> <tr> <td colspan="2" style="padding-top: 5px;">If No, why not?</td> </tr> </table>	YES	NO	If No, why not?									
YES	NO												
If No, why not?													
If YES, was the employee given a receipt?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">YES – Receipt Issued</td> <td style="width: 50%; text-align: center;">NO</td> </tr> <tr> <td colspan="2" style="padding-top: 5px;">If No, why not?</td> </tr> </table>	YES – Receipt Issued	NO	If No, why not?									
YES – Receipt Issued	NO												
If No, why not?													
If Badge was collected from employee, how and when was it returned to Badging Office? <i>Make photocopy of the badge before delivering or mailing to Badging Office and attach photocopy to this form for your file.</i> <u>UTILIZE BADGE RETURN READER /DROP BOX WHENEVER POSSIBLE</u> <i>Badges mailed to badging office must be received within 10 days of termination notice or incur \$200 non-return badge fee.</i>	DATE: Delivered Mailed Comment:												
If the badge was not obtained at time of termination, what steps have you taken to recover it?	<table style="width: 100%; border: none;"> <tr> <td colspan="2" style="padding: 5px;">Employee's Phone number on file:</td> </tr> <tr> <td style="width: 60%; padding: 5px;">First Call Attempt</td> <td style="width: 40%; padding: 5px;">DATE:</td> </tr> <tr> <td style="padding: 5px;">Second Call Attempt</td> <td style="padding: 5px;">DATE:</td> </tr> <tr> <td style="padding: 5px;">Email Sent</td> <td style="padding: 5px;">DATE:</td> </tr> <tr> <td style="padding: 5px;">Letter Mailed</td> <td style="padding: 5px;">DATE:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Results:</td> </tr> </table>	Employee's Phone number on file:		First Call Attempt	DATE:	Second Call Attempt	DATE:	Email Sent	DATE:	Letter Mailed	DATE:	Results:	
Employee's Phone number on file:													
First Call Attempt	DATE:												
Second Call Attempt	DATE:												
Email Sent	DATE:												
Letter Mailed	DATE:												
Results:													
Supervisor/Manager Responsible for Badge Recovery	NAME:												