

**GA BADGE RENEWAL FORM /PROCEDURES AND RESPONSIBILITIES**

**NAME:** \_\_\_\_\_

Reason For Badge (check one)  <b>***Airport will verify***</b>	<input type="checkbox"/> Hangar Lease <b>OR</b> Tie Down Rental In My Name <input type="checkbox"/> Sublease or Share a Hangar/Tie Down (Name of Tenant of Record: _____) <input type="checkbox"/> Company Employee (Company Name: _____) <input type="checkbox"/> Other (Explain _____)
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1. **Do Not Loan Your Badge** to anyone; not even a co-worker or family member. \_\_\_\_\_
2. **All badges must be renewed before the badge expires or another deposit may be required.** \_\_\_\_\_
3. **Badges are the property of the Juneau International Airport and may be suspended, revoked or access denied** at any time that the Airport believes that it is in the best interest of the Airport or airport security. Badges are a privilege. \_\_\_\_\_
4. **Badgeholders shall report security breaches or suspicious activity/persons** immediately to the Airport Police LEO. \_\_\_\_\_
5. **Badgeholders shall ensure that no one gains illegal entry** through gates (piggybacking). Ensure gates close securely behind you. \_\_\_\_\_
6. **Escorted person(s) must be under your control** at all times, and within sight and hearing range. \_\_\_\_\_
7. **Report lost or stolen badges immediately to Airport Police.** Fees apply for lost or stolen badges. \_\_\_\_\_
8. **Badges must be returned to the Airport** upon termination of any of the following: lease, tie down agreement, employment, or tenant sponsorship. \_\_\_\_\_
9. **Badgeholder is responsible for any fines, civil sanctions and/or prosecution** resulting from a security infraction, violation or security breach by the badgeholder. \_\_\_\_\_

I, the undersigned, have read and understand and will comply with the above GA Badge Procedures and Responsibilities governing Airport Identification Badges. Failure to comply may result in the loss of Airport Identification Badge privileges and/or fines.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Badgeholder (Both sides must be signed)

\_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

\*\*\*\*\* Airport Use Only \*\*\*\*\*

Airport Witness/ID Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Type(s) of ID/Work Verification received: 1) \_\_\_\_\_ 2) \_\_\_\_\_

<u>Sign/Initial</u>	<u>Date</u>	<u>Badge Process</u>
_____	_____	Verify Reason for Badge
_____	_____	Check & copy ID forms
_____	_____	Authorizes badge type & Access Group
_____	_____	GA
_____	_____	Issues badge

## **Juneau International Airport Escort/Challenge, Gate/Door Use—Recurrent Training**

*(Refer to Airport Security Gate/Door Access Rules for all rules you are required to follow)*

### **Escort Authority** *(the privilege of bringing an Unauthorized Person into a Restricted Area)*

- Escort may only be performed by a Badgeholder in areas authorized by the badge type:
  - SIDA may escort in the SIDA, Sterile, 135 or AOA, if authorized (see #2 below)
  - Sterile may escort in the Sterile area only (no ramp privilege), if authorized (see #2 below)
  - 135-AOA may escort in the 135 or AOA areas only
  - AOA may escort in the AOA area only (general aviation area)
- SIDA and Sterile area Badgeholders must display an escort authority endorsement (“EA”) on the badge to provide escort. 135-AOA and AOA do not need this endorsement on their badge but will still be trained in escort procedures.
- Escort of unbadged individual(s) is only for those persons with a need to be in the secured area, including:
  - Escort of contractor for repair or work
  - Escort of another employee during their training period
  - Escort of a (screened) vendor
  - Escort of a ticketed (and screened) passenger
  - Escort of emergency personnel, armed law enforcement or special security personnel
  - Escort for other reasons as approved by Airport Management
- Know who you are escorting. Request photo identification (unless known) and request work credentials or paperwork (unless known).
- Unbadged person(s) must remain under “positive” escort for the duration that they are in the secured area. Positive escort means that the person(s) under escort must be in sight and within hearing range of the authorized escort.
- Escort authority may only be transferred to another badged employee with escort authority for that area.
- Escort is only for unbadged individual(s); not for a ‘badged’ individual who has lost/forgotten their badge.
- Vehicles may be escorted under the same escort procedures.
- Escort must notify the Airport or Law Enforcement of unusual activity or possible threatening situations.
- Escort authority may be revoked by the Airport at anytime. Escort authority is a privilege.

### **Challenge Procedures** *(a demand to produce appropriate badge or credential within a Restricted Area)*

- All JNU badged individuals are required to challenge persons in any part of the AOA (all areas). SIDA and 135-AOA badges must be displayed at all times while in those areas; AOA badges must be produced upon request.
- Ensure that the individual has a badge or credential appropriate to the area that they are in. If they cannot produce a badge or credential, ask if they are under escort of another JNU badged individual. If they are not under escort, challenger shall escort the individual out of the AOA and notify Airport LEO/Police immediately of any *intentional* breach.
- Any badge or credential produced upon request must have a photo that matches the individual, and be current (not expired). Credentials include Federal Inspectors (FAA, TSA, U.S. Customs, etc.), Law Enforcement, and Airline crew (Alaska Airlines, Empire Air, etc.).

### **Gate/Door Use** *(accessing the Restricted Areas of the airport)*

- Access to the restricted area (all AOA) must be through a controlled gate or door. All gates and doors are controlled through automated proximity or swipe card, or by key, padlock or cipher code. All persons accessing must have an approved JNU badge or credential (or be under escort).
- Never allow another person or vehicle to gain access to the AOA (all areas) unless they are under escort. All persons/vehicles entering the AOA (all areas) must swipe/scan/unlock (etc.); no “piggybacking” off another badged individual’s entry (unless under escort).
- STOP and WAIT** for gate/door to close prior to leaving the area; or relock the access point. Report any malfunctioning gate/door or suspicious persons/vehicles within the fenced area immediately by notifying Airport LEO/Police (586-0899), Airfield Maintenance (789-4001) or Airport Management (789-7821).

I have read and acknowledge the rules associated with Escort Authority, Challenge Procedures and Gate/Door Use.

\_\_\_\_\_  
Signature

(Both sides must be signed)

\_\_\_\_\_  
Date