

# AUTHORIZED SIGNATORY TRAINING

Yuma County Airport Authority



# Course Description

- This course:
  - Focuses on authorized signers for the airport.
  - Is required training for Authorized Signers.
  - Emphasizes mandated rules and regulations in meeting airport security requirements.



# Method of Instruction

- Live instruction
- Q & A
- Test



# Learning Objective

- Upon completion of the training, the signer will be familiar with being a signatory for their organization and understand:
  - The importance of proper documentation for identification and credentialing.
  - Identification document requirements and the deactivation and retrieval process for badges.



# Definitions

- **Airport operator** – Means a person that operates an airport serving an aircraft operator or a foreign air carrier required to have a security program under Parts 1544 or 1546 of 49 CFR Chapter XII.
- **Airport tenant** – Means any person, other than an aircraft operator or foreign air carrier that has a security program under Parts 1544 or 1546 of 49 CFR Chapter XII and an agreement with the airport operator to conduct business on airport property.



# Definitions

- **Air Operations Area (AOA)** – means a portion of an airport, specified in the airport security program, in which security measures specified in 49 CFR Part 1500 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.



# Definitions

- **Applicant** – an individual who is applying for any ID media. The term “applicant” does NOT include direct employees of a Federal, State, or local government who are law enforcement officers (LEOs) and, as a condition of employment, have been subject to an employment investigation that includes a fingerprint-based Criminal History Records Check (CHRC), or to employees of the U.S. Department of Defense (DOD) operating within exclusive DOD areas of a regulated airport.



# Definitions

- **Airport Security Program (ASP)** – means a security program approved by TSA under §1542.101 of 49 CFR Chapter XII.
- **Authorized Signatory (AS)** – the individual or designated representative authorized to sponsor individuals and request airport ID media for them.
- **Airport-issued ID media** – any media issued by an airport operator.





# Definitions

- **Badge application** – A form that is to filled out by those requesting access to the AOA or SIDA.
- **Badging office** – Located in the main terminal building
- **Criminal History Background Check** – (CHRC) – A check done by submitting fingerprints to the FBI.
- **Employee** – An individual who works or does business at the airport.
- **Escort** – means to accompany or maintain constant visual contact with an individual who does not have unescorted access authority into or within a secured area or SIDA.



# Definitions

- **Sensitive Security Information – (SSI)** - Sensitive Security Information is information that, if publicly released, would be detrimental to transportation security, as defined by Federal Regulation 49 C.F.R. Part 1520.
- **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.



# Definitions

- **Trusted Agent – (TA)** – an airport operator employee or agent who collects information from applicants and current airport ID media holders used in the CHRC and STA, transmits the information to a Designated Aviation Channeler, authorizes the issuance of ID media, or issues the ID media.



# Definitions

- **Transportation Security Administration – (TSA)** The Transportation Security Administration (TSA) is an agency of the U.S. Department of Homeland Security that has authority over the security of the traveling public in the United States. It was created as a response to the September 11, 2001 attacks.



# Authorized Signatory

- What is an Authorized Signatory?

**Authorized Signatory (AS)** – the individual or designated representative authorized to sponsor individuals and request airport ID media for them.

# Authorized Signatory

- Application? Company Application for Authorized Signatory
- Training? Annual
- Testing? Yes
- What does he/she manage? Company roster and badge requests.
- Responsibility? Report lost or stolen badges, or access that needs to be discontinued.

# Authorized Signatory

- Can a company have more than one authorized signatory?

Yes, provided that they have met all the requirements.

# Badge Applications

- Yumaairport.com
  - Airport ID Badge

We recommend that you fill the PDF on the computer as it will provide an application that is easier to read.

For all other forms please contact Mark Workman at [Mark@yumaairport.com](mailto:Mark@yumaairport.com).



# Old Badges

- Must be returned to Airport Operations.

# Types of access

- **AOA** – Access to the air operations area.
- **SIDA** – Access to the secured area.

# AOA Access

## **Air Operations Area (AOA) Access Requirements:**

- Unescorted AOA Access Application
- Provide acceptable identification (See List of Acceptable Documents)
- Security Threat Assessment



# AOA Application

## **Application**

- Filled out completely
- Signed by Applicant
- Signed by Authorized Signatory

Note: Encourage applicant to fill out Application as much as possible, this will expedite STA processing and avoid delays in getting an ID Badge.



# AOA Application (cont.)

## **Filling out the AOA Application**

### Section I – Applicant Information

- Non US born citizens need to provide documentation (e.g. passport)

### Section II – Aircraft Information

- General Aviation applicants need to fill this out

### Section III – ID Rules and Requirements

- All applicants must sign

### Section IV – Authorized Signatory

- Filled out by the trained Authorized Signatory

### Section V – Certification

- All applicants must sign



# AOA Application (cont.)

## **Filling out the AOA Application**

For Official Use Only – Operations staff

Privacy Act Notice – Signed by Applicant



# Security Threat Assessment

- Required for ALL ID Badge holders
- Vetting is conducted by TSA
- Processing time is about 3 business days
- Delays can be caused by applications that are incomplete or not properly filled out.



# Badge Renewal Requirements

- Return old badge
- Get new photograph taken
- Badging office will provide new badge
- Re-submit STA
- Badging office may issue renewal ID media pending the results from the STA



# Fees

- **Effective 10/1/2017**
- AOA Badges: \$10
- Lost ID Fee: \$150.00

Questions?