


Shirley Franklin
Mayor

Benjamin R. DeCosta
Aviation General Manager

MEMORANDUM

TO: Airport Users' Authorizing Agents

FROM: Richard L. Duncan, Aviation Security Director 

DATE: October 15, 2009

SUBJECT: TRANSPORTATION SECURITY REGULATION PART 1542, IDENTIFICATION MEDIA AND H-JAIA AIRPORT SECURITY PROGRAM

Security Identification Badges (SIDA and NON-SIDA)

Enclosed is a roster of personnel who have active security badges. The roster includes eight other status categories which are unaccounted badges; they are: Cntry of Brth and/or Ctzship Req, Company Request, Inactive, Lost, Mismatched cmpny name/badge type, Security Manager Request, Sponsor Request and Terminated. Please verify the status of each employee listed. For those employees who are no longer with your company or who no longer require unescorted access, please line through the name and note the status ("YES" or "NO") in appropriate column. Additionally, all inactive badges must be returned to this office. A badge return form is enclosed for your use. Badges that have not been returned to your control must be noted on the bottom half of the form. **Please note that we will assess a \$200.00 fee for all non-returned badges in accordance with our policy.**

Vehicle Access Permits

If applicable, we have enclosed a roster of active vehicle permits. Please verify the status of each permit. For vehicles which no longer require access, please return or indicate the status of the permits. **Please note that we will assess a \$200.00 fee for all non-returned permits in accordance with our policy.**

Vehicle Access Decals

If applicable, please include a list of active vehicle decals issued by Department of Aviation Security with the following information: Decal#, Year, Make, Model, Color, and Tag number of vehicle. For vehicles which no longer require access, please indicate that the issued decal(s) have been destroyed.

ALL AUDIT RESPONSES MAY BE EMAILED TO Securityid@atlanta-airport.com or FAXED TO 404-305-2424. Your rosters may also be hand delivered to our office or returned via mail.

The annotated rosters or written replies must be signed, dated, and returned to this office by November 15, 2009. Again, I emphasize that badges which are not required by your employee must be returned immediately. Rosters may be hand delivered to our office or returned via mail. Our mailing address is:

Department of Aviation
Security Division
P.O. Box 20509
Atlanta, GA 30320

Failure to respond to this audit will result in the suspension of access capabilities to conduct business at this airport. If you have any questions concerning this process, please contact Karen Brown, Aviation Security Representative Senior at Securityid@atlanta-airport.com. We thank you in advance for your prompt action and support of the Airport Security Program.

RLD: JLW/kb
ENCLOSURES

