

Shirley Franklin
Mayor

Benjamin R. DeCosta
Aviation General Manager

MEMORANDUM

TO: All Airport Tenants & Station Managers

FROM: Richard L. Duncan, CPP
Aviation Security Director

DATE: October 16, 2009

SUBJECT: Badge Audit, Non-Returned Badges & Replacement Issues

As the Security Division badge audit for all airlines will commence in the month of October, it is imperative that all Authorized Signatories (AS) and/or Station Managers are informed about the process of completing their audit. Please be aware of the following items:

- Badges that are no longer in use must be returned to the Security Division within a 48-hour period to be deactivated.
- Any badges that have not been returned to the Security Division are subjected to a \$200.00 fee (per badge).
- Once an audit has been completed by the AS, it must be returned to the Security Division within the designated time frame indicated; it is imperative that the AS include any badges that have not yet been returned for deactivation.
- Once the audit has been completed by the AS and an invoice has been generated by the Department of Aviation for any non-returned badges, no refunds will be provided unless proper documentation can be submitted indicating a verifiable mistake has been made.
 - Proper documentation includes a legible copy of the Security Division badge return form completed with the appropriate employee and/or badge information and signatures.
- Once the Security Division officially closes the audit process, a letter of companies who have not responded will be sent out via fax and email, and will be posted on the Security Division website; all company badges will be deactivated accordingly.

In addition, please be advised that it is the **employee's responsibility to pay for any damaged badges that require replacements**. Companies will not be charged for damaged badges unless it has been specifically approved in writing.





Hartsfield-Jackson
Atlanta International Airport

We can help each other by ensuring that the AS, administrative staff, and employees familiarize themselves with our website for all updates, forms, and departmental information – www.atlanta-airport.com/Business/Security

If you have any questions, please contact the Security Division via email at SecurityID@Atlanta-Airport.com. We thank you in advance for your support of the Airport Security Program.

RLD:ac