



Shirley Franklin  
Mayor

Benjamin R. DeCosta  
Aviation General Manager

**MEMORANDUM**

**TO:** Primary & Secondary Authorizing Agents

**FROM:** Richard L. Duncan, CPP  
Aviation Security Director

**DATE:** June 15, 2009

**SUBJECT:** **Mandatory** Authorizing Agent Update – Make Up

You failed to attend the **mandatory** Authorizing Agent training class held on June 8<sup>th</sup> and June 9<sup>th</sup>, 2009. Effective June 1<sup>st</sup>, 2009, per the Transportation Security Administration Security Directive (SD 1542-04-08), all Authorizing Agents must be trained on federal regulations and departmental procedures. Your absence from this meeting resulted in your company being non compliant.

There is a **mandatory** one-hour make-up class scheduled for **Tuesday, June 23<sup>rd</sup>, 2009**, that must be attended by either the Primary or Secondary Authorizing Agent. The class will be held in the H-JAIA Gateway Conference Room, located on the Atrium's 4<sup>th</sup> floor. Each class will begin on the hour and does not require advanced registration; please see the time schedule below:

Tuesday-06/23/09	9:00am-10:00am	10:00am-11:00am	11:00am-12:00pm	12:00pm-1:00pm
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**Effective Monday, June 15<sup>th</sup>, 2009**, your company badge account will be **suspended** and security staff will not process your company for new badges or renewals. The suspension will be lifted Wednesday, June 24<sup>th</sup>, 2009 if you have attended the mandatory make-up class. If you do not attend this **mandatory** make-up class your company badge account will be terminated meaning; all current badges will be **deactivated** until the issue is resolved with the Security Director and/or Manager and a new Authorizing Agent has been appointed.

If you have any questions, please contact the Security Division via email at [Securityid@Atlanta-Airport.com](mailto:Securityid@Atlanta-Airport.com). We thank you in advance for your support of the Airport Security Program.

RLD:ac

