

LAX Security Credential Section (Badge Office)



AIRPORT POLICE DIVISION

NEWSLETTER

MARCH 2018

Company Audits

In accordance with the Transportation Security Administration (TSA) regulations, all companies participating in the LAX Security Badge Program must submit to and successfully pass an audit of employee Security Files. Failure to comply with audit requirements, or failure of the audit itself, could result in a loss of access to Airport facilities, as this is a federal requirement.

Badge Office personnel are required to review employee Security Files of individuals who are badged under your organization. It is strongly recommended that a separate folder be created strictly for these Security Files,



and that they be kept in a secure, locked location. Security Files for each employee should contain:

- Evidence of fingerprint clearance
- Record of Airport Security Training
- Restricted area driver training log (if applicable)
- 10-year background verification checklist (if applicable)

Additionally, at the time of the audit, your organization must provide a copy of current employment verification documentation for specified employees. This documentation can include payroll rosters, check stubs, or W2s. Companies are required to maintain employee security files for at least 180 days after employees no longer require access.

Do You Have Questions Regarding?

SAFE Program/Violations

Contact the Safe Program Coordinator
(424) 646-5889

Escort Icon Classes

Contact the Vulnerability Assessment & Analysis Unit
(424) 646-8228

RAACI & Aircraft Surface Movement Classes

Contact Airfield Operations
(424) 646-7475

Authorized Signer Refresher Course

As part of TSA mandates, each Authorized (Signer) must attend a Refresher course on an annual basis. For those Signers who haven't recently attended this training, please take time to mark your calendars with your Signatory Authority expiration date. Each Signer can find their expiration date when obtaining their company's Organization Fact Sheet, located below their phone number.

Signers who fail to attend refresher training each year will lose his/her signing authority and the ability to access the online report system, without exception. You will also be unable to send anyone for badge or fingerprint appointments.

Don't wait until your authority, and access to the online report system, expires to schedule your training. To schedule a reservation, email your name, company name, signatory identification number(s), contact email, and your 1st and 2nd choices for training dates to: sbotraining@lawa.org. Class dates are subject to closure without notice. You will receive a confirmation email for the class you are scheduled to attend. Please bring a copy of the email confirmation with you to the training class.

If you miss your training date, you will need to send another email request with two more training dates. **YOU WILL NOT AUTOMATICALLY BE SCHEDULED FOR THE NEXT TRAINING CLASS.**

Please feel free to contact your Badge Office Coordinator at (424) 646-5500 should you have any questions or concerns.

Security Credentials Section Forms

The Security Credentials Office website (<http://www.sbo.lawa.org>) now offers certain forms online, for the benefit of Authorized Signers.

Please take note, however, that any forms printed online & submitted to the SBO must be printed in **COLOR!** Forms printed in black & white will no longer be accepted!

If you do not have access to a color printer, please continue to pick up necessary forms directly from our office.



HOLIDAY CLOSURE

The SBO will be closed in observance of

Cesar Chavez Day

Monday, March 26, 2018

SBO will be closed:

Friday, March 9, 2018

Friday, March 23, 2018

LAX Security Credential Section

7333 World Way West
Los Angeles, CA 90045

Hours of Operation

Monday—Thursday...7:00 a.m.—6:00 p.m.
1st Friday.....CLOSED
2nd Friday.....7:00 a.m.—6:00 p.m.
Saturday & Sunday.....CLOSED

Fingerprinting Schedule

Monday - Friday

To schedule a fingerprint appointment, please visit our website at: sbo.lawa.org

Badging Schedule

Monday - Friday

To schedule a badging appointment, please visit our website at: sbo.lawa.org

Certified Trainer Class

Class held every Wednesday at 8:00 a.m.
For reservations please contact your Security Badge Office Coordinator

Authorized Signer Class

Class held every Wednesday at 10:00 a.m.
For reservations please contact your Security Badge Office Coordinator

Authorized Signer Refresher Course

Classes held every Tuesday and Thursday at 11:00 a.m.

To schedule a reservation, please email: sbotraining@lawa.org

Driver's Test

Mon, Tues, Thurs & Friday at 8:00 a.m.
Wednesday at 2:00 p.m.

To schedule a driver's test appointment, please visit our website at: sbo.lawa.org

To Reach Us

Telephone: (424) 646-5500
Email: BadgeOffice@lawa.org