New Company & Authorized Signatory (AS) Orientation
**Authorized Signatory (AS) Information**

**Authorized Signatory (AS) Definition**

“*Authorized Signatory*” is the designated representative authorized to sponsor individuals and request airport identification media on behalf of their agency.

- New Company & Authorized Signatory (AS) Orientation is required for all *first time* New Company Authorized Signers.

- The Orientation PowerPoint is a self-study program designed to help explain the process and responsibilities associated with becoming an Authorized Signatory at Westchester County Airport.
New Company Authorized Signatory (AS) Process

**Step 1:** For all new companies who wish to apply for Airport Identification Badges (SIDA, FBO, CO or GA) at Westchester County Airport; first, the Authorized Signatory has to be designated and be approved by the Airport Property Manager and Security Manager.

**Step 2:** The designated Authorized Signatory will be the first person in their company to apply for and successfully obtain their Airport Identification Badge.

**Step 3:** Once the Authorized Signatory has obtained their ID Media they can take the orientation and provide the necessary New Company AS Documents.
Step 4: After viewing the orientation PowerPoint, the AS will provide the Airport Security Department with an

- **Authorized Signatory Appointment Letter**
  - Printed on the New Company’s letterhead & signed by company management and/or the Authorized Signatory
  - List the individual(s) to serve as the Authorized Signatory

- **Authorized Signatory Training Packet & Test**
  - Authorized Signer’s responsibilities
  - Questions about the New Company's “Facility Access Policy” and the rules and regulations of the AS program

***All Documents listed above are required before any other Company employees will be processed for their Airport Identification Badge***
Sample AS Appointment Letter

From: [Company Name]
[Street Address]
[City, State ZIP Code]

To: Westchester County Airport
Security Department

[Date]

To Whom it may Concern:

This letter is to certify that [First Name, Last Name of AS] is the authorized Signer for [Company Name]. The following listed below, have been trained on the responsibilities and regulations at the Westchester County Airport and will be able to account for all airport issued badges that have been approved.

Sincerely,

[First Name, Last Name]
[Title]
[Company]
# Facility Access Policies

1. The company I represent operates the facility/hangar at the airport with direct access to the airfield (AOA)?
   - **YES** If "YES", continue to the question #2
   - **NO** If the answer is "NO" skip to the question #10

2. Westchester County Airport transfers the responsibility of managing the access to the AOA as specified in 49 CFR TSR 1542 to its tenants. You are required to answer these questions if your facility uses a proprietary access control system (the system that is not maintained and controlled by the Airport Security department).
   - How many total access points from the public area of the facility leading directly into the AOA (including vehicle and pedestrian gates outside the facility)?
   - How many total internal access points from the public area of the facility into the AOA (do not include external vehicle and pedestrian gates in this count)?

4. Are all the access points in the facility leading from the public into the AOA controlled by the access control system that is capable of preventing and detecting the unauthorized entry?
   - **YES** If the answer is "YES" skip to question #7
   - **NO** If the answer is "NO" go to the next question

5. If not all the doors/gates with direct access to the AOA are operated by the access control system, how many of them are protected by the key/lock system?

6. Are all the keys issued for this/these locks accounted for?
   - **YES** Go to the question #7
   - **NO** If "NO" please contact Airport Security

7. I am aware of the TSA and Westchester County Airport rule that no individual can be granted unescorted AOA access without going through the airport ID process and obtaining necessary security background checks through the Airport Security.
   - **YES**
   - **NO**

8. I understand that no individual with an expired airport ID can be granted access to the AOA and that facility access cards shall be deactivated immediately at all AOA access points upon the airport ID expiration date.
   - **YES**
   - **NO**

9. I understand that any violation of these rules (#7 and #8), if observed by the TSA personnel inspecting the airfield, can lead to civil penalties in excess of $11,000 and/or disciplinary actions by the Airport Security, including the temporary or permanent suspension or revocation of the airport ID.
   - **YES**
   - **NO**

10. My company has a system to track the expiration dates for airport badges that I and other Authorized Signers from my company are responsible for, and I disable the AOA access for all airport ID holders at my facility (if applicable) who fail to renew their airport ID before the expiration date.
    - **YES**
    - **NO**

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**TEST:**

1. The requirements for a person to become an Authorized Signatory are:
   - **a)** passing all required background checks
   - **b)** attend annual Authorized Signatory training
   - **c)** pass airport security training courses
   - **d)** all of these

2. The airport relies on _________ to help determine badge types each company employee needs in order to do their job.
   - **a)** authorized signatory
   - **b)** the police
   - **c)** FAA
   - **d)** TSA

3. Authorized signatories have the critical responsibility of complying with _________ within the airport’s requested time frame.
   - **a)** TSA mandated badge audits
   - **b)** FAA Cert inspections
   - **c)** passing a security threat assessment
   - **d)** missing paperwork and incomplete ID forms

4. Airport ID badges must be immediately deactivated _________.
   - **a)** when an employee leaves the company and if a badge is lost or stolen
   - **b)** by TSA
   - **c)** as a test on a regular basis
   - **d)** when an employee goes on break

5. Common reasons for delays in applicants getting their badges that can be prevented are:
   - **a)** keeping appointment times
   - **b)** passing a security threat assessment
   - **c)** missing paperwork and incomplete forms of ID
   - **d)** passing a criminal history record check

6. Authorized signatories should only send employees with _________ to the ID badging office.
   - **a)** paperwork having TSA signatures
   - **b)** examined and confirmed required ID forms
   - **c)** paperwork examined by the FAA
   - **d)** company uniform
Authorized Signatory (AS) Responsibilities

- All AS should be individuals that can be devoted to the position on a full time basis.
- We encourage companies with a large number of employees to have a secondary AS added to the company profile.

All AS are required to:
- Possess a SIDA, FBO, CO or GA badge
- Successfully complete the SIDA training course (if applying for a SIDA badge) and the annual re-current AS Training Packet & Test.
- Ensure all security fees are paid accordingly.
- Be the liaison between the security department and employees.
- Return ID Media/keys as needed within 24 hours to Airport Security
- Complete Audits by the requested deadline dates.
Authorized Signatory (AS) Responsibilities

- AS must ensure that the information completed by the employee on the HPN ID Badge/Access Application is accurate to his/her knowledge.
- The AS should **NEVER** sign a blank HPN ID Badge/Access Application.
- Incomplete forms will be voided and returned.
- The AS must ensure that the employee brings the proper documentation to the ID Office as specified on form I-9.
Authorized Signatory (AS) Responsibilities

- **SIDA Badges** – Fingerprints and a Security Threat Assessment will be completed. SIDA class training is mandatory once the results are obtained.

- **FBO Badges** - Fingerprint and a Security Threat Assessment will be completed. AOA training is mandatory once the results are obtained.

- **Company “CO” Badges** – A 10-year employment verification **OR** Fingerprints and a Security Threat Assessment will be completed. AOA training is mandatory once the results are obtained.

- **General Aviation “GA” Badges** – A Security Threat Assessment will be completed. AOA training is mandatory once the results are obtained.
Guidelines For Badge Renewal

- It is a best practice to get your badge renewed before it expires.
- The optimal time to come to the Airport ID Badging Office to do so, is on your birthday OR 1 week prior.
- This will ensure that you have 2 years of validity on your ID badge media.
- If an employee lets their badge expire, they will have a grace period of 30 days to renew their badge.
- Due to the new SD 1542-04-08, if you are a SIDA OR FBO badge holder and you need to renew, you will also need to be re-fingerprinted every 2 years.
- You may also have to pay the fingerprinting fee of $30.00 again.
Authorized Signatory (AS) Responsibilities

When you are aware that a badge is no longer in use, or it has been lost or stolen you must make a notification to the airport via:

- The Security Department ID Office - 914-995-4009
- Airport Operations – 914-995-4850

If there is a change in your contact information it is your responsibility to inform the Security Office.

- Security Manager – Laura Guercio – lega@westchestergov.com
- Security Supervisor – Sarah Cespedes – sac3@westchestergov.com
- Security Supervisor – Steven Fournier – snfa@westchestergov.com