

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.

New Company Authorized Signatory (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*****

Authorized Signatory Appointment Letter

❖ Sample AS Appointment Letter

[Company Letterhead (required)]

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]

Authorized Signatory Facility Access Policy & Test

Facility Access Policies

1. The company I represent operates the facility/hangar at the airport with direct access to the airfield (AOA)?			
NO	If the answer is "NO" skip to the question #10		YES If "YES", continue to the question #2
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)?			
3. How many total <i>internal</i> 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	Initial here please	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	

TEST:

- The requirements for a person to become an Authorized Signatory are:
 - passing all required background checks
 - attend annual Authorized Signatory training
 - pass airport security training courses
 - all of these
- The airport relies on _____ to help determine badge types each company employee needs in order to do their job.
 - authorized signatory
 - the police
 - FAA
 - TSA
- Authorized signatories have the critical responsibility of complying with _____ within the airport's requested time frame.
 - TSA mandated badge audits
 - FAA Cert inspections
 - passing a security threat assessment
 - missing paperwork and incomplete ID forms
- Airport ID badges must be immediately deactivated _____.
 - when an employee leaves the company and if a badge is lost or stolen
 - by TSA
 - as a test on a regular basis
 - when an employee goes on break
- Common reasons for delays in applicants getting their badges that can be prevented are
 - keeping appointment times
 - passing a security threat assessment
 - missing paperwork and incomplete forms of ID
 - passing a criminal history record check
- Authorized signatories should only send employees with _____ to the ID badging office
 - paperwork having TSA signatures
 - examined and confirmed required ID forms
 - paperwork examined by the FAA
 - 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.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
	7. U.S. Coast Guard Merchant Mariner Card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)		
	8. Native American tribal document	8. Employment authorization document issued by the Department of Homeland Security		
	9. Driver's license issued by a Canadian government authority			
	For persons under age 18 who are unable to present a document listed above:			
	10. School record or report card			
	11. Clinic, doctor, or hospital record			
	12. Day-care or nursery school record			
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

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** - Fingerprints 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.

Authorized Signatory (AS) Responsibilities

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