

## **Why is Security Identification/Access Media Required at the Jackson-Medgar Wiley Evers International Airport?**

Airport Security Identification/Access Media is a key element in providing a secure work environment for all employees at the Jackson-Medgar Wiley Evers International Airport (JAN). All personnel engaged in work-related activity at JAN are required to obtain personnel Security Identification/Access Media issued by the Jackson Municipal Airport Authority (JMAA) Identification Office. This booklet is intended to serve as a guide to the various requirements of the badging process.

## **How Do I Know If I Will Need A Security Identification/Access Media?**

All personnel engaged in work-related activity at JAN are required to have an Security Identification/Access Media .Your employer will advise the ID Office of the type of Security Identification/Access Media, and the access privileges you require to work at JAN.

## **What Is Required for My Company's Employees to Apply for Personnel Security Identification/Access Media?**

Each company sponsoring employees for Security Identification/Access Media must first establish at least one Authorized Signatory and an On Line application account.

Further information on the requirements of Authorized Signatorys is available in the Authorized Signatory's Guide to Success.

## **How Do I Apply for Personnel Security Identification/Access Media?**

### **Step 1- On-Line Security Identification/Access Media Application:**

Each applicant must be sponsored by an Authorized Signatory established by their sponsoring employer.

The Authorized Signatory for your sponsoring employer must submit a JMAA Security Identification/Access Media Application through their On-Line Account to the ID Office on your behalf.

### **Step 2-In Person Requirements for Security Identification/Access Media:**

Once an application has been submitted through your sponsoring employer's On-Line Account, you must report to the ID Office in person to continue the process.

- Be sure to bring **the two forms** of identification listed on **your** On-Line Application.
- **These must be the original documents. Copies of identification and employment authorization forms are not accepted.**
- As a reminder, the acceptable types of identification and employment authorization are:
  - Photo ID must be issued by a government agency; and it must be valid such as a driver's license, state ID, or military ID.
  - Employment authorization such as a U.S. Passport, Social Security card, original birth certificate, or Permanent Resident Card ("Green Card").

**Step 3-Criminal History Records Check (CHRC) and Security Threat Assessment (STA):**

- You must undergo a fingerprint based Criminal History Records Check (CHRC) to ensure they are eligible to receive unescorted access privileges.
- The JMAA Security Identification/Access Media Application provides a list of disqualifying criminal offenses that will prevent you from being granted these privileges. Please review this list carefully to be sure you are eligible.
- The ID Office conducts fingerprinting from 7am-12pm and 1pm-4pm Monday-Friday. Fingerprint records are electronically transmitted to the Federal Bureau of Investigations (FBI) and the Transportation Security Administration (TSA) for a CHRC and a Security Threat Assessment (STA).
  - The CHRC is used to ensure applicants are eligible for unescorted access based on their criminal history for the past 10 calendar years, and the STA is used to ensure all applicants are authorized for employment in the United States.
- CHRC and STA inquiries are usually returned to the ID Office in three to five business days.
- You are strongly advised to contact the ID Office to confirm results prior to returning for additional processing.

#### **Step 4- Training:**

- Once the ID Office has received the results of your CHRC and STA, you are eligible to participate in security and driver's training, based on the application provided by your Sponsoring Employer.
  - Everyone must participate in security training; the specific program is dependent on the type of access being requested.
  - You should plan to spend approximately 40 minutes in the security training program.
- If you are seeking a permit to operate a motor vehicle on the JAN ramp and airfield you must **also** participate in Driver's training.
  - Applicants for Class I or "Non-Movement Area" driver's training should schedule approximately 40 additional minutes for this training.
  - Class II or "Movement Area" driver's training is restricted to persons with a direct operational need, and must be approved by the Chief Operating Officer.
- All training is offered on an interactive computer based system.
  - It is best to call the ID Office to schedule appointments for training to ensure that a training station is available for your use.

#### **Step 5- Personnel Security Identification/Access Media Issuance:**

- After successful completion of training:
  - You will have your photo taken;
  - Your personal identification number (PIN) assigned;
  - and your JMAA issued Personnel Security Identification/Access Media and driver's permits issued.
- An employee parking lot Vehicle Hang Tag, authorizing use of the JAN Employee Parking lot is also issued at this time.

- Please note, if your sponsoring employer does not pay for their employees' annual parking fees, you will be expected to make full payment prior to being granted access to the lot or receiving a Hang Tag.

### **How Do I Renew My Personnel Security Identification/Access Media?:**

- Personnel Security Identification/Access Media are valid for one calendar year.
- You are responsible for visiting the ID Office to have your Personnel Security Identification/Access Media renewed in a timely manner.
  - It is a violation of the JMAA Security program to attempt to work with an expired Personnel Security Identification/Access Media.
- Applications to renew Personnel Security Identification/Access Media are accepted 30 days prior to expiration date.
- Be sure you schedule sufficient time to have a CHRC and STA conducted, and attend all required training prior to being issued a new Personnel Security Identification/Access Media.
  - Remember, the CHRC/STA process takes 3-5 business days to complete.

### **Return of ID Badges:**

- You are responsible for returning your Personnel Security Identification/Access Media to your sponsoring employer when you are no longer actively employed at JAN.
  - Sponsoring employers are required to return all badges to the ID Office.
  - A fee of \$100.00 will be assessed by JAN for any Personnel Security Identification/Access Media or Vehicle Access Media that are **not returned or renewed**.

## **What should I Do If I Lose My ID Badge or Employee Parking Lot Hang Tag?"**

### **Step 1- Report the Loss**

- You are personally responsible for reporting the loss of any active Personnel Security Identification/Access Media to the ID Office **immediately**.
- It is a violation to the JMAA Security Program to allow a lost or stolen badge to remain unreported.

### **Step 2- Apply for a replacement ID Badge:**

- You must fill out a Lost Personnel Security Identification/Access Media Report;
- Provide two forms of Identification (see the list above);
- Make a payment of \$100.00 for Secured Area (Blue), SIDA Area (Orange), or Sterile Area (White) Personnel Security Identification/Access Media, or \$25.00 for General Access (Green) Personnel Security Identification/Access Media.
  - *Personal checks or money orders will be held for five business days to allow you to "find" lost media.*

### **Step 3- Apply for a Replacement Parking Hang Tag.**

- Applicants for a Replacement Employee Parking Lot Hang Tag must fill out Lost Hang Tag Report, and provide a payment for a new Hang Tag.
- Payments are pro-rated for partial year purchases.

## **JMAA ID OFFICE HOURS**

**Monday-Friday**  
**7am-12pm and 1pm-4pm**

**Mrs. Tonya Coakley**  
**ID Office Technician**  
**601-939-5631 x 233**

