JACKSON MUNICIPAL AIRPORT AUTHORITY

An Authorized Signatory's Guide to Success

What is an Authorized Signatory?

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). A critical part of Security Identification/Access Media is designating a responsible party or parties for Security Identification/Access Media -related applications, utilization, and ultimately returning Security Identification/Access Media to the Airport Identification Office. This is why the Jackson Municipal Airport Authority (JMAA) has implemented the Authorized Signatory Certification Program (ASCP). Under this program, representatives from each of our business partners, tenants, JMAA's own project managers, and supervisory staff specially trained on the rules and regulations, processes and procedures necessary to become an Authorized Signatory. As an Authorized Signatory you will receive specialized training and specific information on your responsibilities and authorities. This booklet is intended to serve as a reference and supplement the Authorized Signatory Training you will receive, so please read it carefully and familiarize yourself with the information. The Airport Identification Office staff is also available to answer questions and provide any additional information you may need.

Why have Authorized Signatories?

The Transportation Security Administration (TSA) requires individuals accept the responsibility for authorizing Security Identification/Access Media applications. In order to comply with this regulation, and to make the process accessible and easy to manage, JMAA created the ASCP.

After receiving specialized training program Authorized Signatories become members of the Airport Identification Office team by extension. They are the "badging expert" within their own companies or departments, able to offer assistance to applicants, as they work their way through the Security Identification/Access Media application process; they approve each application made under their company's authority; they keep track of who from their company or department should receive a

Security Identification/Access Media, and whose privileges are no longer required; and they authorize any and all fees for Security Identification/Access Media badges and background checks.

In addition, by establishing an Authorized Signatory, JMAA can offer Security Identification/Access Media applications through a secure, convenient on line process.

What are the requirements for Authorized Signatories?

Each business entity's operation is different, but here are some guidelines to follow when determining who your Authorized Signatories should be:

If possible, Authorized Signatories should live or work in the local area since they need to be readily available to employees who need their assistance. This also makes it easier for the Authorized Signatories to complete the mandatory annual training and regular security meetings hosted by JMAA.

If necessary, signatory authority can be arranged for people who are out of the area; though this option does take additional coordination and cooperation from other airports with the capacity to conduct a background check and offer the standardized training.

"Out of Area" Authorized Signatory candidates must visit JAN in person at least one time to undertake unescorted access training, and receive a JMAA identification security identification badge.

Authorized Signatory candidates must apply for and be granted their own security privileges before they can assist with applications for others.

Each Authorized Signatory must provide fingerprints for a Criminal History Records Check (CHRC) and a Security Threat Assessment (STA).

Each Authorized Signatory must also pass a standardized computer-based Authorized Signatory training program in addition to training required for unescorted access to the Secured, SIDA or Sterile Area of JAN.

All Authorized Signatories must be active Security Identification/Access Media holders with unescorted access privileges for the Secured, SIDA, or Sterile Areas of JAN.

How Do I Start the Process to Become an Authorized Signatory?

Step 1– JMAA Sponsorship

The process begins with a member of the JMAA staff approving your application for signatory authority.

For tenants and based business partners, your JMAA sponsor is usually the Property Manager or the Chief Administrative Officer.

For professional services, contractors, and service providers, your JMAA sponsor will be the JMAA Project Manager, or the Department head authorizing the work or services.

For Ground Transportation Providers, your JMAA Sponsor will be the JMAA Ground Transportation Coordinator.

If your business with JMAA does not fit into any one of these categories, the Chief Operating Officer or their staff can serve as your JMAA Sponsor.

Step 2— Fingerprinting and STA: Fingerprinting is conducting at the Airport Identification Office from 7am-12pm and again from 1pm-4pm weekdays. The Airport Identification Office is closed during evenings, weekends and holidays.

The Airport Identification Office does accept appointments for large groups with prior notice.

Once fingerprint records and STA information has been collected they are transmitted to the TSA's Transportation Security Clearinghouse for approval.

The approval process takes between three and five business days to complete. It is strongly recommended that you contact the Airport Identification Office to confirm that results have been received prior to returning for the additional processing and training requirements.

What Else do Authorized Signatories Need to Know?

The "30 Day Rule":

JMAA Security Identification/Access Media applications are valid 30 days after submission. Please ensure your employees are aware of this time limitation and submit the application to the Airport Identification Office within that timeframe, or the application will be void.

Failure to Notify:

Authorized Signatories are required to immediate notify the Airport Identification Office of:

Any change in the status of employees they have authorized for a JMAA issued Security Identification/Access Media. This includes termination, reassignment, or completion of a contract; and

Loss or theft of Security Identification/Access Media issued under the Authorized Signatory's account.

Notification must be made to the Airport Security Identification Officer at (601) 939-5631 ext. 233 during business hours or the Department of Public Safety/Airport Operations Center (601) 939-5631 ext. 0 at any other time.

Failure to immediately notify the Airport Identification Office of these circumstances can result in a loss of signatory authority.

No Access for Disqualified or Pending Individuals:

Any person who is **disqualified** from obtaining a/an Security Identification/Access Media may not be escorted into any non-public areas of JAN.

Any person waiting for CHRC or STA check approval **may not be escorted** into any non-public areas of JAN.

Anyone who knowingly authorizes or provides an escort for a disqualified or pending individual will be subject to a security violation, removal of signatory authority, or both.

What are the responsibilities of Authorized Signatories?

Authorized Signatories are ultimately responsible for:

Managing their On-Line Security Identification/Access Media Application Account;

Submitting accurate electronic applications;

Working with their own applicants and in some cases the Authorized Signatories of their sub-contractors to ensure they too are prepared to support the program;

Ensuring their applicants have the two forms of personal ID that meet the regulatory standards established by the TSA; and that their applications provide those same two forms of ID to the Access Control Technician when they come to the airport for fingerprinting, ID's must be in the original form, no photocopies will be accepted;

Be familiar with the acceptable forms of ID and citizenship documents required for people born outside the United States;

Collecting Security Identification/Access Media from employees who leave the company, and return them to the Airport Identification Office;

Immediately notifying the Airport Identification Office if a Security Identification/Access Media is lost, stolen, or not collected after an employee leaves their employment;

Participating in the annual Security Identification/Access Media audit in a timely manner;

Undertake annual computer based training for renewal of unescorted access privileges, and signatory authority.

Who decides who may be Authorized Signatory?

The Airport Identification Office expects that each business entity applying for Security Identification/Access Media, will identify at least one responsible person to serve as the Authorized Signatory and assume the role of primary point of contact between their staff and the Airport Identification Office.

For long term projects (over six months) we recommend that a member of the administrative staff, and an on-site supervisory staff member be designated as Authorized Signatory for their project teams.

Prime contractors may not serve as Authorized Signatory for sub-contractors. Each entity must designate their own representatives.

How do I Establish an On-Line Account?

Once you have established Authorized Signatory status JMAA will set up an On-Line account for all future Security Identification/Access Media applications.

Authorized Signatories will receive a secure Login and Password, to access our On-Line system.

The Authorized Signatories are entrusted to control access to this account to ensure that all applications are approved for processing by JMAA.

General forms and reference information is available from JMAA Sponsors or Project Managers or On-Line at https://www.jmaasecurity.com/

How much time should I plan for my employees to complete the Security Identification/Access Media application?

Step 1-Fingerprinting and STA: Fingerprinting is conducting at the Airport Identification Office from 7am-12pm and again from 1pm-4pm weekdays. The Airport Identification Office is closed during evenings, weekends and holidays.

The Airport Identification Office does accept appointments for large groups with prior notice.

Once fingerprint records and STA information has been collected they are transmitted to the TSA's Transportation Security Clearinghouse for approval.

The approval process takes between three and five business days to

complete. It is strongly recommended that you contact the Airport Identification Office to confirm that results have been received prior to directing applicants return for the additional processing and training requirements.

Step 2-Training: After the CHRC and STA are approved, applicants are eligible for training.

Security Training takes approximately 30 minutes; and

JMAA Driver's Permit Training for Non-Movement Areas or Class 1 Driver's Training takes approximately 40 minutes.

Training to operate a vehicle on the "Aircraft Movement Areas" otherwise known as Class II Driver's Training, is a multi-week in person program. This training is limited to persons with a direct requirement to operate in these areas and must be requested and approved by from the Chief Operating Officer.

Escort Training takes approximately 30 minutes.

Authorized Signatories may call the Airport Identification Office to schedule appointments for training.

Step 3-Security Identification/Access Media: After successful completion of training, applicants will have their photo taken and Security Identification/Access Media will be issued.

Step 3-Training:

After the CHRC and STA are approved, applicants are eligible for training.

Authorized Signatory training takes approximately 40 minutes;

Security Training takes approximately 30 minutes; and

Non-Movement Area or Class 1 Driver's Training takes approximately 40 minutes.

Escort Training takes approximately 30 minutes.

You may call the Airport Identification Office to schedule appointments for training.

Training to operate a vehicle on the "Aircraft Movement Areas" otherwise known as Class II Driver's Training, is a multi-week in person program.

This training is limited to persons with a direct requirement to operate in these areas and must be requested and approved by from the Chief Operating Officer.

Step 4-Security Identification/Access Media:

After successful completion of training, applicants will have their photo taken and Security Identification/Access Media will be issued.

Step 5 - Establishing an On-Line Account:

Following training and issuance of a Security Identification/Access Media, JMAA will issue a secure Login and Password to the Authorized Signatory.

No Information on Disqualifying CHRC's Will be Provided:

When the Airport Identification Office receives a CHRC indicating conviction of a disqualifying crime, the applicant will be notified of their option to provide additional information.

Specific information related to an individual applicant's CHRC is protected by regulation and will not be shared with Authorized Signatories or other parties. Authorized Signatories will be notified of applicant's requirements to provide additional information prior to approval of their applications.

Subsequent Disqualifying Conviction:

If, after being issued a Security Identification/Access Media, an employee is subsequently convicted of a disqualifying crime, the employee and/or employer must report the conviction and surrender the Security Identification/Access Media to the ID Office immediately.

Failure to report this change in eligibility status will result in the issuance of a security violation notice to the Authorized Signatories, and removal of signatory authority.

Everyone Needs a Security Identification/Access Media:

All employees working at the Jackson-Medgar Wiley Evers International Airport, regardless of their access privileges, are required to obtain the appropriate Security Identification/Access Media and display it while they are working.

Security Identification/Access Media and their associated access

privileges are created and issued to employees to meet the requirements of their specific work assignments.

Employees who work for multiple employers based at JAN, must apply for and procure multiple Security Identification/Access Media. Authorized Signatories may only authorize Security Identification/Access Media applications for their own employees.

Failure to display the appropriate Security Identification/Access Media is considered a security violation, and will result in a citation.

General Fees

All employees working at the Jackson-Medgar Wiley Evers International Airport, regardless of their access privileges, are required to obtain an appropriate Security Identification/Access Media and display it while they are working, and to obtain an Employee Parking Lot Vehicle Hang Tag, and display it while utilizing the parking facility. The following fees apply:

Initial Personnel Media Including CHRC and STA - $ 67.00

Replacement Personnel Media Due to Damage - No Fee

Annual Personnel Media Renewal - $ 33.00

Initial Vehicle Media—No Fee

Replacement for Lost/Stolen Security Identification/Access Media:

Personnel Media:

Secured Area	$ 100.00
SIDA	$ 100.00
Sterile Area	$ 100.00

Vehicle Media:

Secured Area	$ 100.00
SIDA	$ 100.00

Employee Parking Hang Tag - $ 60.00 Per Year

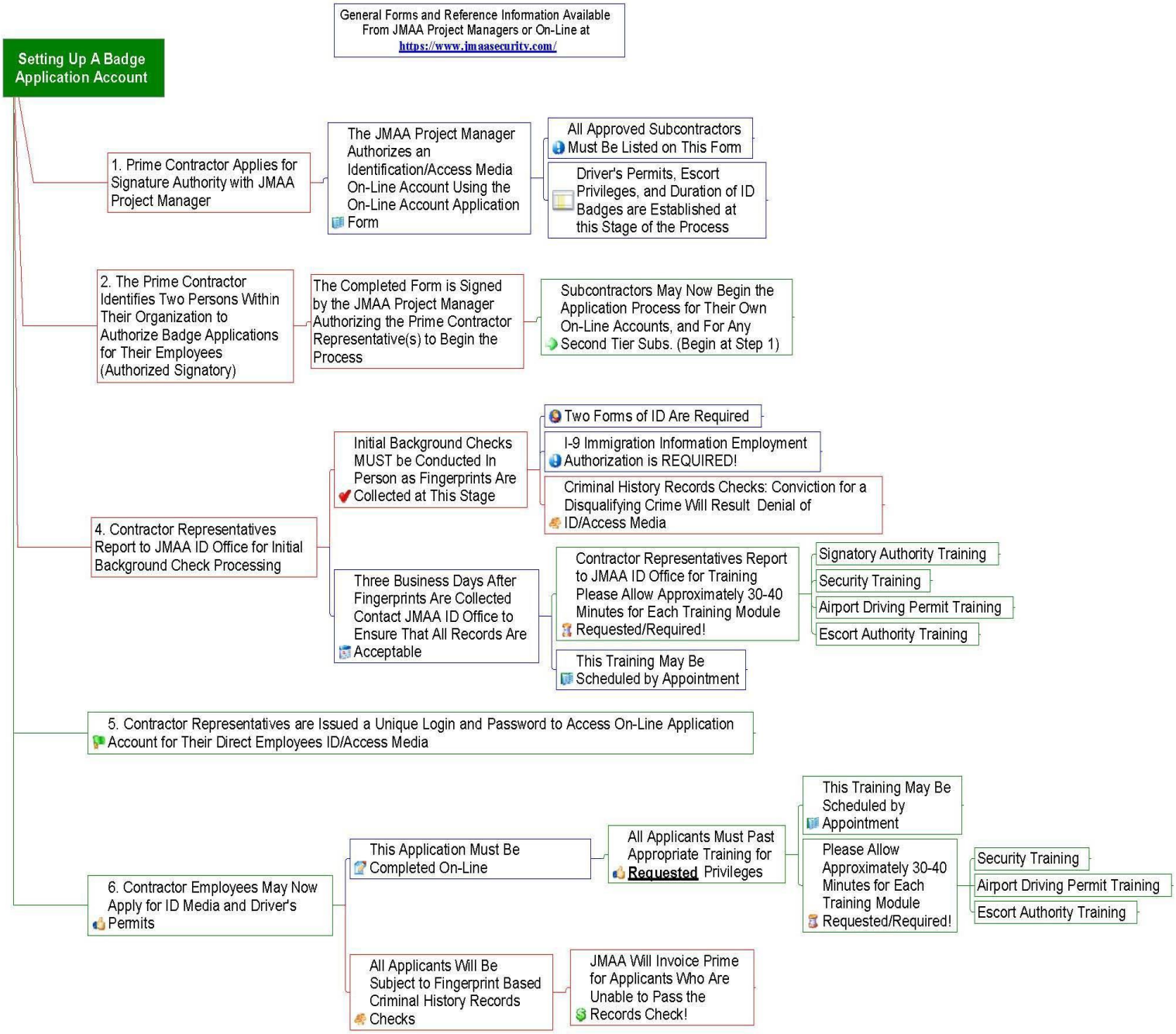
Replacement Employee Parking Hang Tag - $ 5.00/Month Pro-Rated for the Remainder of the Calendar Year

Fees to Business Partners Under Contract to JMAA

JMAA does not charge business partners under contract to JMAA for processing successful candidates for Airport ID Media. If an applicant is denied an Airport ID Media based on a disqualifying crime, JMAA will

invoice the contractor at the rate of $46.00 per denied application.

JMAA does not charge business partners under contract to JMAA for Employee Parking Lot Vehicle Hang Tags, though does apply a $5.00/ Month fee, pro-rated for the remainder of the calendar year, for any replacement Employee Parking Lot Vehicle Hang Tags issued.


General Forms and Reference Information Available From JMAA Project Managers or On-Line at https://www.jmaasecurity.com/
Setting Up A Badge Application Account
1. Prime Contractor Applies for Signature Authority with JMAA Project Manager
The JMAA Project Manager Authorizes an Identification/Access Media On-Line Account Using the On-Line Account Application Form
All Approved Subcontractors Must Be Listed on This Form
Driver's Permits, Escort Privileges, and Duration of ID Badges are Established at this Stage of the Process
2. The Prime Contractor Identifies Two Persons Within Their Organization to Authorize Badge Applications for Their Employees (Authorized Signatory)
The Completed Form is Signed by the JMAA Project Manager Authorizing the Prime Contractor Representative(s) to Begin the Process
Subcontractors May Now Begin the Application Process for Their Own On-Line Accounts, and For Any Second Tier Subs. (Begin at Step 1)
4. Contractor Representatives Report to JMAA ID Office for Initial Background Check Processing
Initial Background Checks MUST be Conducted In Person as Fingerprints Are Collected at This Stage
Two Forms of ID Are Required
I-9 Immigration Information Employment Authorization is REQUIRED!
Criminal History Records Checks: Conviction for a Disqualifying Crime Will Result Denial of ID/Access Media
Three Business Days After Fingerprints Are Collected Contact JMAA ID Office to Ensure That All Records Are Acceptable
Contractor Representatives Report to JMAA ID Office for Training Please Allow Approximately 30-40 Minutes for Each Training Module Requested/Required!
Signatory Authority Training
Security Training
Airport Driving Permit Training
Escort Authority Training
This Training May Be Scheduled by Appointment
5. Contractor Representatives are Issued a Unique Login and Password to Access On-Line Application Account for Their Direct Employees ID/Access Media
6. Contractor Employees May Now Apply for ID Media and Driver's Permits
This Application Must Be Completed On-Line
All Applicants Must Past Appropriate Training for Requested Privileges
This Training May Be Scheduled by Appointment
Please Allow Approximately 30-40 Minutes for Each Training Module Requested/Required!
Security Training
Airport Driving Permit Training
Escort Authority Training
All Applicants Will Be Subject to Fingerprint Based Criminal History Records Checks
JMAA Will Invoice Prime for Applicants Who Are Unable to Pass the Records Check!