

OMAHA AIRPORT AUTHORITY



BADGING GUIDE

Omaha Airport Authority
Badging Office

Contact Information

**4501 Abbott Drive, Suite 2300
Omaha, NE 68110
(402) 661-8088
Fax 402 661-8089**

badgingoffice@flyoma.com

OMAHA AIRPORT AUTHORITY

BADGING GUIDE

The following information is a general overview of the policies and procedures of the Airport Authority's Badging Office. It is intended for individuals who have been authorized by their company, and the Airport Authority, to sign badging documentation on behalf of the company. The information is not all-inclusive but should be sufficient to assist you through the fingerprinting and badging process at Eppley Airfield. These policies and procedures are subject to change without notice. Should you have any questions or need specific information please contact the Badging Office at (402) 661-8088.

Badging Office Contact Information

The Badging Office can be contacted by mail at:

Omaha Airport Authority

Phone: (402) 661-8088

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By e-mail at badgingoffice@flyoma.com

Badging Office Hours

The Airport Authority Badging Office is located in the center of the lower level of the terminal building adjacent to the Airport Police Office and is open Monday through Friday from 7:00 a.m. to 5:00 p.m. except for Airport Authority recognized holidays. Badging Office hours may vary according to the availability of Badging Office personnel. You can contact the Badging Office at (402) 661-8088 during these hours.

Definitions

Airport Badging Office (ABO) – Administrative office responsible for airport issued ID media.

Air Operations Area (AOA) - That portion of the Eppley Airfield within the perimeter fence where aircraft operations and support services take place. This includes the General Aviation Area and Cargo Area, but does NOT include the Secured Area.

Airport Security Coordinator (ASC) - The Airport Authority's primary and immediate point of contact with the TSA for security related activities or communications.

Airport Security Program (ASP) - A security program approved by TSA under Transportation Security Regulations that provides for the safety and security of persons and property in air transportation. The ASP is Sensitive Security Information and cannot be distributed.

Authorized Signatory (Authorized Signer) - is the individual or designated representative authorized to sponsor individuals and request airport identification media for them.

Cargo Area - That portion of the air operations area utilized primarily by freight-only aircraft.

Criminal History Record Check (CHRC) – A fingerprint-based criminal record check conducted through the FBI in order to obtain an individual's criminal record.

Escort - To accompany or monitor the activities of an individual who does NOT have unescorted access authority to the Secured Area, SIDA, AOA, or Sterile Area.

General Aviation Area - The portion of Eppley Airfield located on the east side of the airfield and used by fixed based operators, corporate aviation, and private individuals for general aviation activities and support services.

ID Badge - Identification media issued by the OAA for identification, access, and driving purposes. ID badges contain a photograph and other information pertaining to access authority.

Movement Area - The runway and taxiway system of the airport which is used for taxiing, takeoff, and landing of aircraft and is controlled through communications with the Air Traffic Control Tower.

Non-Movement Area - Taxiways, aprons, and other areas not under the control of the air traffic control tower.

Omaha Airport Authority (OAA) – Owner and operator of Eppley Airfield.

Secured Area - The portion of Eppley Airfield within the perimeter fence where aircraft operators enplane and deplane passengers; and sort and load baggage. This is the area around the terminal building and boarding concourses.

Security Identification Display Area (SIDA) - The portion of Eppley Airfield within the perimeter fence where the display of an airport approved ID badge is required. This is the area around the terminal building and boarding concourses, which is also the Secured Area; and the cargo area.

Security Threat Assessment (STA) - A check conducted by TSA of databases relevant to confirming (1) that an individual does not pose a security threat, (2) that an individual possesses lawful status in the United States, and (3) an individual's identity.

Sensitive Security Information (SSI) – Information that would be detrimental to transportation security if publicly disclosed. SSI requires protection against indiscriminate public disclosure.

Sponsoring Company – A company or other entity authorized by the OAA to request the issuance of ID badges to its employees, contract employees, or others.

Sterile Area - The portion of the terminal building providing passenger access to boarding aircraft; and to which access is controlled by TSA through the screening of persons and property.

Transportation Security Regulations (TSR) - The regulations issued by the Transportation Security Administration, in title 49 of the Code of Federal Regulations, chapter XII, which includes parts 1500 through 1699.

Transportation Security Administration (TSA) – Part of the Department of Homeland Security responsible for security of the nation's transportation systems.

Unescorted Access Authority - The privilege granted to individuals by the Omaha Airport Authority to gain entry to, and be present in, the Secured Area, SIDA, AOA, and sterile area without an escort.

Signatory Authority

Authorized Signatory (or Authorized Signer) is defined by the TSA as the individual or designated representative authorized to sponsor individuals and request airport identification for them.

Authorized Signers are designated by a senior management official of an OAA approved sponsoring company to sign badging documentation on behalf of the company.

The Airport Authority requires that an Authorized Signer obtain an airport issued ID badge appropriate to his or her level of access and/or that level of access for which he or she is requesting the issuance of ID badges to others. Authorized Signers who request the issuance of ID badges for unescorted access to a SIDA must undergo a CHRC and an STA prior to acting as a signatory. Authorized Signers who request the issuance of ID badges for unescorted access to an AOA must undergo an STA prior to acting as a signatory. Each Authorized Signer must also complete Security Identification Display Area (SIDA) training. Authorized Signers may only request an ID badge commensurate to their level of access.

Requests for Airport Authority issued ID badges, and other badging services, are made by sponsoring companies on behalf of their employees or contract employees. Authorized Signature forms are maintained by the Airport Authority to identify the signatures of individuals who are Authorized Signers. Additions or deletions to the authorized signature forms must be made in writing by a sponsoring company senior management official on company letterhead or a current signatory.

The number of Authorized Signers for a sponsoring company should be limited to the minimum number possible. The maximum number of Authorized Signatories for any one sponsoring company is four.

Authorized Signer Training

Authorized Signers must complete initial training in the duties and responsibilities of the position prior to signing badging documentation. Authorized Signers are also required to complete recurrent training on an annual basis.

Authorized Signer Responsibilities

- Must be familiar with badging forms.
- Must be familiar with Air Operations Area (AOA) & Security Identification Display Area (SIDA) training requirements.
- Must be familiar with acceptable forms of identification and work authorization.
- Must be familiar with Badging Office policy regarding appointments, training and testing.
- Responsible for accuracy and completeness of applications, or other badging documentation.
- Responsible for following up on application problems that may arise.
- Must be familiar with the Badging Office audit process.
- Must be familiar with TSA regulations 1540.103, 1540.209, 1542.211 USC Sec 1001 Title 18 USC.
 - Information on Transportation Security Regulations can be found at TSA.gov/research or at gpoaccess.gov.
- Must be familiar with the handling and dissemination of the results of Criminal History Record Checks and recurrent Criminal History Record Checks when applicable.
- Must be familiar with the TSA Security Threat Assessment process.
- Must be familiar with airside driver application requirements.
- Responsible for immediately reporting lost or stolen badges and changes in an individual's access authority.
- Authorized Signers that are negligent in their duties, may be removed from their position.

Appointments

Most of the business of the Badging Office is handled by appointment; the length of the appointment will vary depending on the service provided. Please call (402) 661-8088 to schedule appointments. Applicants arriving late for appointments will be rescheduled.

- Allow approximately 20-30 minutes for fingerprinting.
- Allow approximately 60 minutes for new ID badges; new badges include SIDA or AOA training, driver training and testing as applicable, discussion and badge preparation.
- Renewal badges are handled in the same manner as new badges for time frames, training, testing, etc.
- Up to 3 badge appointments may be scheduled on the hour.

Security Threat Assessment

Prior to the issuance of an ID badge, the Airport Authority is required to submit information regarding ID badge applicants to the TSA to conduct a Security Threat Assessment (STA) for the individual. The STA may take up to two weeks to complete. No ID badge will be issued until TSA approves the issuance of the ID badge.

The STA process requires that the Badging Office verify the identity of the ID badge applicant, as well as, the individual's authorization to work in the United States. This is done by reviewing one of the sets of documents described below, and maintaining a copy of the documents for audit by the TSA.

If the TSA determines that an applicant shall not be issued an ID badge, TSA will provide instruction to the individual on a redress procedure. In the event the applicant does not respond to the TSA instructions within 60 days, the TSA may revoke the STA.

Badging Approval

Upon successful completion of the Security Threat Assessment, and CHRC if applicable, the Badging Office will provide notice of the applicant's approval addressed to the primary Authorized Signer. Once an applicant is approved for badging they must obtain the ID badge within 30 days of the notice date. If the badge is not obtained within the 30 day time frame, the applicant must begin the application process over with the associated costs.

Individuals who are not approved for badging may not be escorted under any circumstance.

Identification and Employment Authorization

Identity and employment authorization is documented by the presentation, by the individual, of one of the following sets of documents.

- U.S. birth certificate and State issued driver's license.
- U.S. birth certificate and State issued identification card.
- U.S. birth certificate and Federal, State, or local government ID card.
- U.S. birth certificate and U.S. military ID card.
- U.S. birth certificate and Native American tribal ID card with photo.
- U.S. birth certificate and U.S. Passport.
- U.S. Passport and State issued driver's license.
- U.S. Passport and State issued identification card.
- U.S. Passport and U.S. military ID card.
- U.S. Passport and Federal, State, or local government ID card.

- U.S. military ID card and State issued driver's license and Social Security card.
- U.S. military ID card and State issued identification card and Social Security card.
- U.S. military ID card and Native American tribal ID card and Social Security card.
- Federal government ID card and State issued driver's license.
- Federal government ID card and State issued identification card.

- Foreign passport and Resident Alien card.
- Foreign passport and Permanent Resident card.
- Foreign passport with employment authorization stamps/attachments and State issued driver's license.
- Foreign passport with employment authorization stamps/attachments and State issued identification card.
- Foreign passport and Employment Authorization card.

- Resident Alien card and State issued driver's license.
- Resident Alien card and State issued identification card.
- Permanent Resident card and State issued driver's license.
- Permanent Resident card and State issued identification card.

- **All documents must be valid and unexpired.**
- **At least one document must have a photo.**
- If in doubt, bring any additional forms of official identification that you have been issued to the Badging Office at the time of application.
- Federal, State and local government issued ID cards must contain a photograph or information such as name, date of birth, gender, height, eye color and address.
- Birth certificates must be original or certified copies issued by a State, county, municipal authority, or territory of the United States bearing an official seal and in good repair.
- Driver's license issued by a Canadian government authority is acceptable.
- Presentation of false, altered, or invalid documents may result in civil or criminal prosecution.
- This is a comprehensive but not all-inclusive list. Direct any questions regarding acceptable documents to the OAA Badging Office at (402) 661-8088.

Employers, and others, who sponsor airport ID badges are responsible for ensuring the individuals it sponsors are authorized to work in the United States; and if the employment authorization for any individual expires the Badging Office must be immediately notified and the ID badge returned.

Fingerprinting

Fingerprinting is performed according to the provisions of Transportation Security Regulation Part 1542.209; and is done to obtain a criminal history record check on an individual. At the time of the appointment, the applicant must arrive with a completed Fingerprint Request form (BA209A) with an authorizing signature and at least two acceptable forms of identification. Fingerprints cannot be taken unless the identity of the applicant is confirmed by the presentation of the two forms of ID (see above). One ID must be issued by a governmental authority and at least one must have a picture of the applicant. Fingerprinting is completed electronically and the applicant will be required to wash his or her hands prior to taking the fingerprints.

The Omaha Airport Authority has entered an agreement with the TSA enrolling all SIDA and Secured SIDA applicants into the Rap Back program. Therefore, after October 1, 2017, all applicants will be fingerprinted using the OAA SON/UID.

The applicant will also be required to complete a Fingerprint Application at the Badging Office where the applicant attests to the fact that during the past ten years he or she has not been convicted of a list of disqualifying crimes. Knowing and willful false statements on the Fingerprint Application constitutes a criminal offense and can be prosecuted under Section 1001 of Title 18, United States Code.

Individuals who have not reached their 19th birthday must bring a parent or legal guardian with them to the fingerprint appointment because they will need to sign the Fingerprint Application authorizing a criminal history record check for the applicant. The parent or guardian must also provide government issued photo identification prior to signing the application.

No fingerprinting or badging will be conducted for individuals who have not reached their sixteenth birthday.

CHRC Adjudication

The Badging Office will, upon the request of the Aircraft Operator, submit fingerprints to their SON/UID number. Those applicants that will be submitted using an Aircraft Operator SON/UID must include the Aircraft Operators Disqualifying Criminal Offenses questionnaire, the Aircraft Operator Privacy Act Notice and the request must be indicated in the appropriate box on the Fingerprint Request form BA209.

The Badging Office will review the criminal records of applicants, and make a determination on disqualification. There are instances when a criminal record discloses a prior arrest but does not indicate if the individual was convicted or not. In those instances a letter is sent advising the Authorized Signer that additional information is required from the applicant in order to make a determination on disqualification. Information in the criminal record cannot be released without the written authorization from the person the record pertains to. The applicant should come to the Badging Office where staff will advise them on what steps need to be taken with regard to obtaining a disposition.

In the interest of safety and security, the Airport Authority reserves the right to deny an individual an ID badge based on factors other than the results of the CHRC or STA.

New ID Badges

ID badges authorizing unescorted access authority to the SIDA, AOA or Sterile Area are issued only at the request of a sponsoring company's Authorized Signer and only for those individuals who have a need to perform their job related functions in that area. It is expected that sponsoring companies make significant employment investigations to establish the true identity of employees for whom they are requesting an ID badge, and their authorization to work in the United States.

Authorized Signers making requests for badging must have a signature on file and must make the request on an Airport Authority ID Badge Application form (BA211). Individuals arriving at the Badging Office must present the ID Badge Application form, bearing an authorized signature, prior to being badged. The Airport Authority has sole discretion for the decision to grant unescorted access authority (an ID badge) for all applicants.

- Badges granting unescorted access to the SIDA and Sterile Area, or for contractors, will only be issued upon the successful completion of a fingerprint-based criminal history record check, and the TSA Security Threat Assessment.
- ID badges granting access to the AOA only are issued on the presentation of two forms of identification; and the successful completion of the TSA Security Threat Assessment.

Renewal ID Badges

Individuals wishing to renew their ID badge must present an ID Badge Application form (BA211) bearing an authorized signature, along with their current ID badge, prior to having the badge renewed. Individuals must present a "set" of documents on the list of acceptable documents found on page 5 at the time of badge renewal.

Individuals that drive on the airside who are renewing their ID badge must present their unexpired driver's license at their renewal appointment. A copy of their license will be made and kept on file by the Badging Office.

The Badging Office is required to review the identification and employment authorization documents on initial badge application and again each time the badge is renewed for all non-US Citizens. All identification and work authorization documents must be presented at the renewal appointment. All documents must be unexpired. A copy of these documents will be made and kept on file by the Badging Office.

Renewal badges will be accomplished by appointment and may be issued up to 60 days prior to expiration. Renewal badging will include the SIDA/AOA training; and driver training/testing for airside driver's.

The Omaha Airport Authority has entered an agreement with the TSA enrolling all SIDA and Secured SIDA applicants into the Rap Back program. Therefore, after October 1, 2017, all applicants will be fingerprinted using the OAA SON/UID.

Replacement ID Badges

Individuals who need a badge replaced due to damage or malfunction must present his or her current ID badge in order to have it replaced. Replacement ID badges may be done on a drop in basis provided time is available. If it is determined that the individual is responsible for the damage to, or malfunction of, the ID badge a replacement fee will be charged.

Expired ID Badges

Expired ID badges are automatically deactivated by the access control system. Expired ID badges should be returned to the Badging Office for renewal or surrender as appropriate. Sponsoring company Authorized Signers must ensure that employees renew their badges prior to expiration. Any attempt to use an expired ID badge is expressly prohibited and may result in penalty.

In order to renew an expired ID badge individuals must present an ID Badge Application form (BA211) bearing an authorized signature, along with their expired ID badge prior, to being re-badged. The process for renewing an expired badge is as outlined above for Renewal ID Badges.

An expired ID badge no longer authorizes an individual unescorted access authority to the SIDA, AOA or Sterile Area. Individuals with SIDA or Sterile Area access who have a badge that is expired for more than 30 days will have to undergo a new fingerprint-based criminal history record check and/or a STA due to the interruption in unescorted access authority.

Lost/Stolen ID Badges

Individuals, as well as a company's Authorized Signer, must report a lost, stolen or an otherwise unaccounted for ID badge to the Airport Authority **IMMEDIATELY**. Reports can be made to the Badging Office at (402) 661-8088 during normal office hours; or by contacting the Airport Communications Center at (402) 661-8100 when the Badging office is closed. ID badges also serve as access media therefore, it is extremely important for the ID badge to be deactivated in order to remain in compliance with TSA Security Regulations and the Airport Security Program.

If an individual needs an ID badge replaced due to loss or theft, they must declare in writing to the Airport Authority that the ID badge is lost or stolen, and they are seeking a replacement badge. Individuals who need a badge reissued due to loss or theft must present an ID Badge Application form (BA211) bearing an authorized signature and a valid government issued photo ID prior to being issued a new badge.

Lost, stolen or unaccounted for ID badges will incur a loss fee which must be paid by the individual prior to a replacement being issued. Authorized Signers may request the fee be billed to the company by filling out the appropriate block on the ID Badge Application form. See the section below for fees.

Deactivation of ID Badges

Should a company find it necessary to have an individual's ID badge deactivated the request should be made by the manager, a supervisor, or Authorized Signer. Requests can be made to the Badging Office at (402) 661-8088 during normal office hours; or by contacting the Airport Communications Center at (402) 661-8100 when the Badging office is closed. In the interest of safety and security verbal requests for the deactivation of an ID badge will be honored, however verbal requests shall be followed up by a written request addressed to the Badging Office. E-mail requests are acceptable. Re-activation or re-instatement of an ID Badge, or access authority, shall be made by an individual's manager, a supervisor, or Authorized Signer in writing addressed to the Badging Office.

Termination of Employment/Change in Access Authority

Companies are required to **IMMEDIATELY** notify the Airport Authority of any change in an employee's access authority, regardless of whether or not the ID badge can open any doors or gates. This includes not only termination of employment but also changes in job functions that would no longer require that the employee have unescorted access authority to the SIDA, AOA or Sterile Area. It is required that this notification be made immediately upon the change occurring in order that the appropriate documentation can be made to the badge record. Changes can be reported to the Badging Office at (402) 661-8088 during normal office hours; or by contacting the Airport Communications Center at (402) 661-8100 when the Badging office is closed.

The ID badges of terminated employees must be returned to the Badging Office; each ID badge issued by the Airport Authority must be accounted for. Unreturned ID badges will incur an unaccountability fee.

SIDA Training

Training is required under TSR 1542.213 for all individuals who have unescorted access authority to a SIDA. The training must be completed prior to an individual being granted unescorted access to a SIDA. SIDA training is done at the time of badging and consists of a video presentation. Individuals are encouraged to ask questions regarding the training to clarify any information they do not understand.

AOA Training

Training is required under TSR 1542.213 for all individuals who have unescorted access authority to the AOA. The training must be completed prior to an individual being granted unescorted access to the AOA. AOA training is incorporated into the SIDA presentation and so these individuals are trained as outlined above.

Non-Movement Area Driving Privileges

Requests for non-movement area driving privileges, for new badge applicants, shall be made on the Non-Movement Area Driver Application form (BA9). The application requires that the Authorized Signer affirm that the individual's job responsibilities include the need to drive on the airside. The application also requires that the Authorized Signer affirm that the individual holds a valid state issued driver's license (or has been certified to drive on the airside through a company sponsored training program); and, has no driving restrictions that would affect the individual's airside driving ability.

The Airport Authority provides sponsoring companies with a copy of the Training Manual for Airside Ground Vehicle Operators; and driver applicants are expected to know the information in the manual. Two training items must be documented on the Non-Movement Area Driver Application before airside driving privilege is granted: the review of the Training Manual for Airside Ground Vehicle Operators, and the actual viewing of the movement area/non-movement area boundary.

The individual must present a valid state issued driver's license or documentation from their company that they have successfully completed a company sponsored driver training program.

The Airport Authority has sole discretion for the decision to grant airside driving privileges for all applicants.

Driver Training - Non-Movement Area (Westside)

Individuals who are authorized by their company to drive on the Westside non-movement area (terminal ramp and cargo) must undergo driver training by the Airport Authority in addition to driver training programs that may be required by their company. Airport Authority driver training consists of a video presentation. On completion of the training, the individual must successfully pass a test based on the presentation and the Training Manual for Airside Ground Vehicle Operators. New badge applicants who do not pass the test will not be badged and will be required to re-test after at least 24 hours has passed. Should an individual fail the driver's test a second time they must present a letter from their manager stating what remedial steps have been taken to ensure the individual can safely operate a vehicle on the airside. If the remedial steps are sufficient, the individual may re-test a third time.

Driver training and testing is also required when renewing badges, as applicable. An individual who fails to pass the driving test on renewal is not permitted to operate a vehicle on the airside until the test is successfully completed as outlined above.

Driver Training - Non-Movement Area (Eastside)

Individuals who are authorized by their company to drive on the Eastside non-movement area (general aviation area) must undergo driver training by the Airport Authority in addition to driver training programs that may be required by their company.

Individuals who are authorized by their company to drive on the Eastside non-movement area must undergo driver training by the Airport Authority in addition to driver training programs that may be required by their company. Airport Authority driver training consists of a video presentation. On completion of the training, the individual must successfully pass a test based on the presentation and the Training Manual for Airside Ground Vehicle Operators.

Driver Training – Movement Area

Please contact the Airport Authority Operations Office at (402) 661-8070 for information on movement area driving authorization. Such authorization is restricted to Airport Authority personnel and selected FAA personnel with a demonstrated need.

Audits

The Airport Authority Badging Office periodically conducts audits of the identification media, as well as Airport Authority issued keys, in compliance with TSA security regulations and the ASP. These audits require the participation of the sponsoring companies to be accurate and successful. When asked to participate in an ID or key audit it is important to return the audit materials by the date indicated for the timely completion of the audit. Audit information is subject to review by the TSA.

Badging Fees

The following are fees for badging services; these fees are subject to change by the Airport Authority without notice.

The Airport Authority, based on a sponsoring company's ID badge loss ratio, may adjust loss or unaccountability fees.

Prior to expiration, a partial refund of the loss fee will be reimbursed for lost badges that are found and subsequently returned. A reduction in the loss fee may be applicable for stolen badges if the individual provides a copy of an official police report that specifically lists the ID badge as property that was stolen.

Civil Penalty – Failure to Collect Airport Security Badges

On December 26, 2007, via Public Law 110-161, Section 46301 (Civil penalties) of Title 49 United States Code paragraph (a) was amended by adding at the end of the paragraph the following language:

(6) Failure to Collect Airport Security Badges. – Notwithstanding paragraph (1), any employer (other than a governmental entity or airport operator) who employs an employee to whom an airport security badge or other identifier used to obtain access to a secure area of an airport is issued before, on, or after the date of enactment of this paragraph and who does not collect or make reasonable efforts to collect such badge from the employee on the date that the employment of the employee is terminated and does not notify the operator of the airport of such termination within 24 hours of the date of such termination shall be liable to the Government for a civil penalty not to exceed \$10,000.

Airport Issued Keys

The Airport Authority maintains a lock and key system for terminal doors and perimeter access gates. Please contact the Badging Office for information regarding the issuance of these keys.

Fraud and Falsification

§ 1540.103 Fraud and intentional falsification of records.

No person may make, or cause to be made, any of the following:

- (a) Any fraudulent or intentionally false statement in any application for any security program, access medium, or identification medium, or any amendment thereto, under this subchapter.
- (b) Any fraudulent or intentionally false entry in any record or report that is kept, made, or used to show compliance with this subchapter, or exercise any privileges under this subchapter.
- (c) Any reproduction or alteration, for fraudulent purpose, of any report, record, security program, access medium, or identification medium issued under this subchapter.

Security Responsibilities of Employees and Others

§ 1540.105 Security responsibilities of employees and other persons.

(a) No person may:

- (1) Tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure implemented under this subchapter.
- (2) Enter, or be present within, a secured area, AOA, SIDA or Sterile Area without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas.
- (3) Use, allow to be used, or cause to be used, any airport-issued or airport-approved access medium or identification medium that authorizes the access, presence, or movement of persons or vehicles in secured areas, AOA's, or SIDA's in any other manner than that for which it was issued by the appropriate authority under this subchapter.

(b) The provisions of paragraph (a) of this section do not apply to conducting inspections or tests to determine compliance with this part or 49 U.S.C. Subtitle VII authorized by:

- (1) TSA, or
- (2) The airport operator, when acting in accordance with the procedures described in the Airport Security Program approved by TSA.

Title 18--Crimes and Criminal Procedure, Part I—Crimes, Chapter 47--Fraud and False Statements

Sec. 1001. Statements or entries generally

(a) Except as otherwise provided in this section, whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully— (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, imprisoned not more than 5 years or, if the offense involves international or domestic terrorism (as defined in section 2331), imprisoned not more than 8 years, or both. If the matter relates to an offense under chapter 109A, 109B, 110, or 117, or section 1591, then the term of imprisonment imposed under this section shall be not more than 8 years. (b) Subsection (a) does not apply to a party to a judicial proceeding, or that party's counsel, for statements, representations, writings or documents submitted by such party or counsel to a judge or magistrate in that proceeding. (c) With respect to any matter within the jurisdiction of the legislative branch, subsection (a) shall apply only to-- (1) administrative matters, including a claim for payment, a matter related to the procurement of property or services, personnel or employment practices, or support services, or a document required by law, rule, or regulation to be submitted to the Congress or any office or officer within the legislative branch; or (2) any

investigation or review, conducted pursuant to the authority of any committee, subcommittee, commission or office of the Congress, consistent with applicable rules of the House or Senate.

Copying Badging Forms

The badging forms: Non-Movement Area Driver Application (BA9), Fingerprint Request (BA209A), ID Badge Application (BA211), Escort Application (BA8), along with other badging forms may be copied provided the copies are of a good quality. Forms that are two sided must be copied on a single sheet of paper; two sided forms that are copied to two separate pages will be rejected. The Badging Office will provide hard copies of any badging form on request. Forms are also available at <http://flyoma.com/airport-authority/badging>.

Instructions for Completing the Omaha Airport Authority Fingerprint Request Form (BA209A)

Sponsoring Company Information Section

The Authorized Signer must complete the Sponsoring Company Information section with the required information. The Authorized Signer must then print their name, sign and date the form. Please check the correct box for the type of fingerprinting requested. The Authorized Signer should only sign the application after it has reviewed for completeness.

Applicant Information Section

The Applicant must complete the Applicant Information section with the required information. Fields that do not apply should be left blank. The Applicant must sign and date the form.

Instructions for Completing the Airport Authority ID Badge Application Form (BA211)

Sponsoring Company Information Section

The Authorized Signer must complete the Sponsoring Company Information section. The Authorized Signer must then print their name, sign and date the form. The Authorized Signer should only sign the application after it has reviewed for completeness.

Applicant Information Section

The Applicant must complete the Applicant Section of the form with the required information. Fields that do not apply should be left blank. The Applicant must also sign and date the form.

Criminal History Record Check (CHRC) Certification Section (Located on the back of the form)

OAA Trusted Agents will certify the results of a CHRC for an individual. Airport Authority Badging Office personnel will complete the CHRC Certification section for all individuals who are required to undergo an initial CHRC, under the Rap Back Program.

For ID badge renewals, please see the instructions for Renewal ID Badges on page 8.

If an individual is exempt from the fingerprint requirement due to their status as a governmental employee, who has undergone a prior criminal history record check, this must be indicated by checking the Exempt box. Appropriate credentials must be presented at the time of badging to verify that the individual is an employee of the Federal, State or local government.

The Authorized Signer must print their name, sign and date the form. Failure to have forms completed or lack of approved documentation will result in the appointment being rescheduled.

Instructions for Completing the Omaha Airport Authority Non-Movement Area Driver Application Form (BA9)

Sponsoring Company Information Section

The Authorized Signer must complete the Sponsoring Company Information section with the required information being sure to enter all required information. The Authorized Signer must then print their name, sign and date the form. The Authorized Signer should only sign the application after it has been filled in by the applicant and the Driver Trainer, then reviewed for completeness.

Applicant Information Section

The Applicant must complete the Applicant Section of the form with the required information. The Applicant must sign the application indicating they have completed the training items.

The trainer is the individual who physically shows the Applicant the movement area/non-movement area boundary. The trainer must print their name, sign and date the form.

Instructions for Completing the Omaha Airport Authority Escort Application Form (BA8)

Sponsoring Company Information Section

The Authorized Signer must complete the Sponsoring Company Information section with the required information being sure to check all of the applicable boxes for the operational justification. The Authorized Signer must then print their name, sign and date the form.

Applicant Information Section

Either the Authorized Signer or the Applicant must complete the Applicant Section of the form with the required information. The Applicant must sign the application indicating they understand their responsibilities as an escort.

Escort Registration Form (PF49)

The Omaha Airport Authority requires all persons who will be under escort by a local Eppley Airfield tenant, in the Secured area or Sterile area for more than one work shift (12 hours) to register with the Airport Badging Office or Police Department. The person to be escorted will sign the form in addition to the Supervisor or employee that is registering the escorted person. Signature acknowledges understanding of the OAA Escort Regulations.

Upon receipt of an escort registration form, a Registration Tag will be issued to escorted person. The tag must be worn on the outermost garment. The tag is valid for a period of 2 weeks, corresponding with the escort registration form and must be returned to the badging office at the end of the escort period. Persons found in the Secured areas with an expired tag will be escorted out of the Secured area. Authorized Signers are responsible for maintaining updated registration forms and tags.