

# Signer Newsletter



## Reminder on expired badges

A \$200 fee will be charged if a badge is not returned within 10 days of a deactivation notice – which includes the badge's expiration, employee termination or separation.

---

## Badging Office makes changes to increase efficiency

The Badging Office continues to make significant changes to streamline the badging process, allowing the office to process a higher volume of badging applications and shorten lead times for appointments.

The newest changes are having SIDA classes completed through the Learning Management System (LMS) instead of through an instructor or video led class, rolling out a new authorized signer portal, having no-appointment badge pick-up hours and transitioning select six-month badged employees to one-year badges.

Offering SIDA classes through the LMS allows applicants to come in for computer-based training any time between 7:30 a.m.-1:30 p.m., instead of having to come in at a set class time for instructor-led training. This gives applicants more options and allows the to fit the course into their schedules.



The new authorized signer portal allows signers to check on an employee's status in the badging process. This will help eliminate phone calls and emails to the office, providing badging staff more time to process applications and issue badges.

The change is being rolled out in phases, so if you haven't received a notification about this yet, keep an eye on your email for an invitation.

Walk-in badge pick-up times are now offered from 7:30 a.m. to 2:00 p.m., Monday through Friday in the sixth-floor Learn Center.

Continuously badged employees who currently receive six-month badges will now be eligible to receive a one-year badge after a full year of continuous employment. This will reduce the amount of

appointments necessary to keep all MSP employees badged, and will allow for more scheduling capacity.

Not maintaining an active badge or failure to comply with badge audits and other regulatory compliance requirements may result in a company and/or an employee to be ineligible for one-year badges.

In addition to these recent changes, over the past year, the office has made many other improvements to increase its efficiency. Those include adding finger printing equipment to each work station, adding additional work stations, enrolling in a RapBack which allows employees to only be fingerprinted once during their tenure at MSP, adding a staffed front desk to the office and increasing staffing to accommodate our new improved capacity.

As MSP's badging needs change and evolve, the badging office will continually evaluate its processes and look for additional opportunities to become more efficient.

---

## Do's and don'ts regarding deactivated badges



### DO

- Notify the Badging Office immediately of terminations
  - Notify Police Dispatch at 612-726-5577 if termination occurs after Badging hours
  - Confiscate badges (including multi-company badges) upon termination/separation
  - Call former employees to return the badge
- Return badges in your possession immediately

### DON'T

- Don't wait to notify the Badging Office of terminations until the audit is sent out
- Don't allow terminated employees to keep a badge with your company name on it, even if they have an appointment with the Badging Office to get a badge with a different company (terminated/separated employees)
- Don't allow managers/supervisors unfamiliar with badge return procedures to handle returned badges

---

## Tips on having a badge returned

- If you're unable to reach the former employee, leave the employee a voicemail stating that you are worried about their well-being and that you will call the police for a welfare check if you don't hear back from them.
- Call the former employee's emergency contact explaining that the former employee is in possession of Federal ID Badge and could face imprisonment and/or a fine for failure to return the badge.
- Email the Badging Office at [badging@mspmac.org](mailto:badging@mspmac.org) with questions.

---

## Badging by the numbers

- 24: hours to notify Badging of a termination, separation, etc.
- 10: days to return a badge after expiration, termination (even if badge holder intends to come in to renew, expired badge MUST be returned within 10 days)
- 30: day window before or after expiration to come in for renewal
- \$200: fine for not returning badge within 10 days of deactivation or badge expiration

- \$13,333: a possible TSA fine for failure to notify Badging Office of termination

---

## Reminders on tools of the trade brought through security

1) Contractors without a badge who need to enter the sterile area to perform equipment repairs with 'tools of the trade' must obtain a concourse pass.

2) The contractor and an airport badged employee from the sponsor tenant must meet on the public side of the checkpoint. No escort authority is required.

3) The badged employee will conduct a visual inspection of the tools to ensure that are all necessary for the job and that there are no additional prohibited items.

4) The badged employee will present the tools to the security checkpoint employee and go through the TSA screening process.

5) The contractor will present concourse pass and be screened into the secure area.

6) The badged employee must maintain control of the tools by monitoring the work the entire time.

7) After completion of the job, the badged employee must ensure that all tools brought into the secure side leave with the contractor.



---

### Quick Links

[Badging Webpage](#)

[Authorized Signer Information](#)

[Badging Application Signer Guide](#)

[MyMSP News](#)