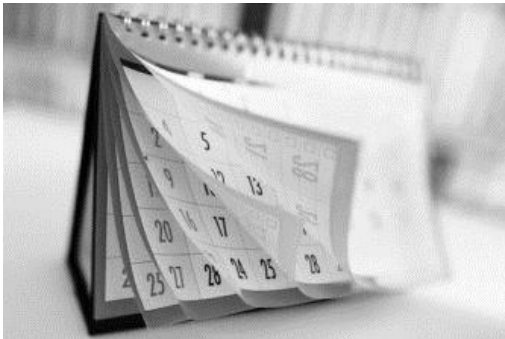


Signer Newsletter



How to handle leave of absence requests for badge holders



The MSP badging "leave of absence" policy applies to all badge holders at MSP - regardless of company or job duties - who will be out of work for 30 days or more.

If an employee is in that situation:

- The company must deactivate the employee's badge by emailing the Badging Office: badging@mspmac.org. The company must specifically state that the badge needs to be on leave of absence, or LOA. Failure to use that phrase or LOA may result in

the termination of the badge.

- The employee's badge must be retained and locked up by your company
- To have the badge reactivated, please notify the Badging Office at least two business days before the employee returns
- If an employee's badge expires while they are on a leave of absence, the badge must be immediately returned to the Badging Office to avoid a fine

Reminder on proper use of concourse passes

For each individual, concourse pass requests should not exceed seven days (consecutive or nonconsecutive). If you expect someone to need access to the secure area of the airport more than seven times, please obtain a badge for them.

Concourse passes should not be requested in lieu of having an individual go through the badging process.



Also, concourse passes cannot be requested for an individual who has begun the badging process, meaning paperwork has been submitted to the Badging Office.

Real ID requirement now 17 months away



Federal agencies, such as the Transportation Security Administration, will continue to accept standard Minnesota driver's licenses and identification cards for official purposes until Oct. 1, 2020.

After Oct. 1, 2020, a REAL ID, Enhanced driver's license or ID or passport will be required for those wanting to board domestic flights.

More information is available at this [Minnesota Driver and Vehicle Services website](#).

Please help spread the word and mention it to friends and family. It helps to make sure we don't have large numbers of travelers caught by surprise when the new rules go into effect in 17 months.

Rap back program update

The Badging Office continues to add badge holders to the TSA'S Rap Back program.

The Rap Back service notifies the Airport Police Department (APD) of new, potentially disqualifying criminal events on the part of a current badge holder, enabling the TSA and airport operators to revoke unescorted access to the airport's secure side.

The program has proven successful in notifying the APD of arrests for possible disqualifying crimes.

If the APD receives a notification of a possible disqualifying crime, the employee's badge will be suspended and the company notified.

Due to privacy laws, however, the APD will not be able to provide details to the company about the possible crime committed, only that the badge has been suspended pending an investigation.

Employees whose badges are suspended as a result of this process are responsible for following up with the APD with any updates to the case.



Signer portal update; details arriving soon by e-mail

The Badging Office is adding new users to the Signer Portal. Please watch your email for registration details.

We are aware of instances of the registration email ending up in junk in-boxes, so please check those as well. A new version of the portal will be released in the coming months.

Watch for details regarding the new features available with this version.

Security is important for MAC-issued keys

Please remember these responsibilities for MAC key holders:

- Only the individual who is issued a MAC key may use it. Key-holders are not allowed to share keys for any reason. Individuals must be in control of all keys issued to them. Keys must not be shared among a group of employees.
- Keys must be treated just like an MSP-issued security badge. They must be kept under strict control in order to maintain the safety and security of the airport.
- MAC's Facilities Department must be notified immediately of lost or stolen keys.
- Facilities must also be notified immediately when an individual who has a key is terminated (resigned/employment terminated/etc.) These keys must also be returned immediately.



Quick Links

[Badging Webpage](#)

[Authorized Signer Information](#)

[Badging Application Signer Guide](#)

[MyMSP News](#)