

# **Pittsburgh International Airport Security Liaison List of Responsibilities 2020**



ALLEGHENY COUNTY  
AIRPORT AUTHORITY

## RESPONSIBILITIES OF THE SECURITY LIAISON

The security liaison has a vital role and is responsible for coordinating the airport security needs of the tenant's employees; and also complying with the security regulations set forth by the Allegheny County Airport Authority. Your diligence in adhering to the listed responsibilities ensures the integrity of the ACAA Security Program and serves the travelling public as well.

As a security liaison your responsibilities include:

- Maintaining a thorough and complete record of all Airport ID Badge applicants sponsored by your company. (including contractors)
  - This information is to include:
    - Full name
    - Badge number with the color code and expiration date
    - The employee's company
- Serving as the tenant contact to convey records for mandated TSA audits for badge and/or key control.
- Ensuring GVO compliance for employees with driving privileges. Employees with driving privileges must complete their movement/non-movement certifications **by the 25<sup>th</sup> of the month prior** to their badge expiring (ex: Expiration in February; complete training by January 25th).
- Signing the coversheet and the bottom of page two of the **Fingerprint Application** indicating that the individual has an operational need for an Airport ID Badge and driving privileges (if applicable).
- Signing the **Renewal/Replacement/Reissue Form** which is required for the employee to annually renew their Airport ID Badge, and replacement of a lost badge. Also to change the employee's security level access or to alter their driving privilege status.
- Advising the Airport ID Badge Office of any changes in personnel status; indicating when an employee no longer requires access to secured areas. This includes if an employee will be on a leave of absence longer than 30 days.
  - a) Immediately reporting an employee's change of status to 412-472-5616 and following up with the **Employment Status Notification Form**.
  - i) Returning the Airport ID Badge and all keys that were assigned to the employee within 24 hours of the change of status.

- ii) If unable to return the individual's badge or keys, you must advise the Airport ID Badge Office on your company's letterhead within one business day of the employee's change of status.
  - iii) A *TSA Badge Retrieval Form* must be submitted to the Airport ID Badge Office in the event that a badge is not returned. Liaisons must make three attempts to retrieve the Airport ID Badge.
  - iv) Should the employee lose their badge or keys immediately contact 412-472-5616 during business hours or contact Operations at 412-472-5630 during non-business hours. Should the employee refuse to relinquish their Airport ID Badge or keys contact 911.
  
- Using the *Door Request Form* to request an employee's required access to secured areas via the ACAA's computerized card access system.
  - This request is to include:
    - The individual's name and the specific door(s) required. (Door number is located on the door frame.)
    - Operational need for access.
  - *The Key Request Form* is to provide contractors access to a gate associated with their project.
  
- Notifying the Airport ID Badge Office when:
  - An employee with driving privileges has had their driver's license suspended or revoked.
  - An employee may have committed a disqualifying offense that may require revoking their Airport ID.
  
- Notifying the Airport ID Badge Office of the need to update the *Security Liaison Signature Form* maintaining the recommended three **current employees** serving as your company's liaison.
  
- Please note that forms used by the ID Badge office change. Make sure you are using the most current form and complete with blue ink. The most current forms can be found at <http://www.flypittsburgh.com/> and the ID Badge office.

