



# MSP Signer News



September 2007, Issue 1

## Monthly Badge Audits

To ensure the accuracy of our badge holder records, we are implementing monthly badge audits. They will serve as a constant reminder to notify us of any terminations.

Upon completion of the audit, the primary contact must return the Audit Certification Form to the Badging Office indicating any corrections.

## Signer Sessions Rolled Out

"If only the signer knew..." was the driving force behind the creation of monthly signer sessions. Four initial sessions were offered in August and received positive feedback.

Starting in September, the sessions will be held on the second Monday of every month. The dates are September 10, October 15, November 12 and December 10.

Meetings will be located in the Hub Building, Level Four, the SIDA Training Room. Refreshments will be served and parking will be validated. Register at [security@mspmac.org](mailto:security@mspmac.org)



Bob Arndorfer, TSA Logistics Manager, received the first annual signer award (a gold-plated wrist brace) in recognition of the quantity (over 800 applications) and quality of his work as an authorized signer.

## TSA Security Threat Assessment Checks Scheduled for October 1, 2007

Effective October 2007, all new and returning badge holders must have a fingerprint clearance **and** a Security Threat Assessment clearance **prior** to receiving their badge. According to the TSA, the turnaround time for the assessments should be 48 hours. Non-airline companies will receive fax clearance notices as before. Notifications to designated airline supervisors will either be e-mailed or faxed. All existing MSP badge holder data will be submitted monthly for the Security Threat Assessment. The badge of any individual failing the assessment will be immediately deactivated and retrieved.

## How to notify the Badging Office about terminations, suspensions or lost or stolen badges

- Phone 612-467-0623
- E-mail to [badging@mspmac.org](mailto:badging@mspmac.org)
- Fax to 612-713-8730
- Deliver in person
- After hours and on weekends, please call the Airport Police Communication Center at 612-726-5577.

*Please make every attempt to recover and return badges.*

### MSP AIRPORT POLICE BADGING OFFICE

Located on Level Five of the Hub Building between the Red and Blue parking ramps.

#### Mailing address:

Badging Office  
Airport Police Department  
Room LT-3255  
MSP Int'l Airport  
St. Paul, MN 55111

#### Hours of Operation

Monday	7 am - 3:30 pm
Tuesday	7 am - 3:30 pm
Wednesday	6 am - 3:30 pm
Thursday	7 am - 3:30 pm
Friday	7 am - 3:30 pm

Closed daily from  
11:30 am to 12:30 pm

#### Fingerprinting Sessions

Tuesday	7 am - 11 am
Wednesday	12:30 pm - 3 pm
Thursday	7 am - 11 am

#### SIDA Training Class

Tuesday	1:30 pm
Wednesday	9:00 am
Thursday	1:30 pm
Friday	9:00 am

#### To Contact Us

Phone 612-467-0623  
Fax - 612-713-8713  
[badging@mspmac.org](mailto:badging@mspmac.org)

#### NEED FORMS?

Contact us at  
[security@mspmac.org](mailto:security@mspmac.org)  
All applications were revised  
Spring 2007.

BADGING OFFICE  
IS CLOSED  
FOR ALL MAC-OBSERVED  
HOLIDAYS