

Metropolitan Washington Airports Authority**ORDERS & INSTRUCTIONS**

ISSUANCE DATE: 9/21/90

SUBJECT: RESTRICTED AREA EMPLOYEE RESPONSIBILITIES**1.0 PURPOSE.**

This Orders & Instructions (O&I) establishes the responsibilities for employees who hold Washington National Airport's Air Operations Area (AOA) Badge. This O&I is issued under the authority of the Metropolitan Washington Airports Regulation, Section 159.89.

2.0 DISTRIBUTION.

This O&I is distributed to branch level and above, all airlines, tenants, concessionaires and service companies located at or conducting operations from Washington National Airport.

3.0 CANCELLATION.

O&I 10-0-3D, Personal Identification Cards and Air Operations Area Badges, dated August 22, 1977.

4.0 REFERENCES.

O&I DCA 6-4-4, Restricted Area and Air Operations Area (AOA) Photo ID Credentials, dated February 23, 1988.

5.0 DEFINITIONS.

- a. Air Operations Area (AOA). The portion of the airport designed and used for landing, taking off or surface maneuvering of aircraft.
- b. Employee. For the purpose of this O&I, the employee is any person who has been issued a valid AOA Badge by the Airport Operations Division.
- c. Restricted Area. The portion of the airport not intended for public use or access. The restricted area also includes the AOA.

6.0 EMPLOYEE RESPONSIBILITIES.


The employee shall display the AOA Badge in plain view on an outer garment, above the waist but below the neck, when in a restricted area. Employees are encouraged to display the AOA Badge in the same manner when on duty at the airport at all times.

The employee shall:

- a. Assure that passage through any restricted area door/gate/access point is limited to authorized personnel. He/she shall ensure that the door/gate/access point closes securely and is locked.
- b. Challenge any person in a restricted area who is not displaying a valid AOA Badge.
- c. Stop at any manned entry point to the restricted area to enable the security person to verify the employee has a valid AOA Badge.
- d. Refuse to allow another person to have, borrow, or use his/her AOA Badge.
- e. Surrender his/her AOA Badge to Airport Operations Officers and/or Police Officers on demand. The employee shall request identification of anyone requesting his/her badge.
- f. Report immediately the loss or theft of his/her AOA Badge to the Airport Operations Division (703-685-8050).
- g. Report security equipment malfunctions or airport security violations to the Airport Operations Division (703-685-8050) and/or Airport Police Department (703-685-8034).
- h. Not prop open any restricted area door/gate/access point or interfere with the operation of any automatic locking mechanism on any door.

7.0 COMPLIANCE.

Violations of any of the provisions of Section 6 of this O&I may result in the suspension or revocation of the AOA Badge or legal action as deemed necessary.


Augustus A. Melton, Jr.
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Washington National Airport