

MEMORANDUM

John F. Kennedy International Airport

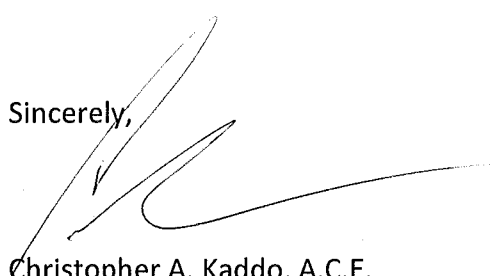
To: Issuing Officers
From: Christopher A. Kaddo, Senior Security Coordinator
Date: December 22, 2016
Subject: **ISSUING OFFICER MINIMUM REQUIREMENT**
Copy To: K. Dickie, C. Kaddo, R. Akhundova, B. Brown, A. Pacheco, F. Garcia

Be advised that all companies requiring Airport Security ID Cards to conduct business at John F. Kennedy International Airport must have at a minimum two (2) Issuing Officers assigned at all times. The role of an Issuing Officer is to serve as a liaison between the company and the Port Authority of New York & New Jersey (PANYNJ) Security ID Office, and to maintain accurate and complete records of all company employees.

Please ensure your company is in compliance with this requirement, and that all current Issuing Officer listings for your company are up to date and accurate. Should you need to make any changes (i.e. Add/Delete) to your Issuing Officer roster, please contact JFKSIDAIO@PANYNJ.GOV, or call (718) 244-8199.

Thank you for your cooperation.

Sincerely,



Christopher A. Kaddo, A.C.E.
John F. Kennedy International Airport
South Service Road, Building 14 - 1st Floor
Jamaica, NY 11430
cakaddo@panynj.gov
(718) 244-4204