Office of Chief Security Officer

SECURITY MANAGERS BULLETIN #2017-01

TO: Issuing Officers

DATE: January 6, 2017

SUBJECT: **REVISED AIRPORT ID CARD PROCESS – SIDA TRAINING**

The Transportation Security Administration (TSA) requires all individuals to successfully complete Security Identification Display Area (SIDA) training before being granted access media for unescorted movement in Secured Areas of an airport. The Port Authority of New York & New Jersey (PANYNJ) has been providing instructor-led SIDA training to fulfill this requirement and is moving toward a Computer-Based Training (CBT) model in the coming months. The deployment of CBT at JFK will require changes to the credentialing process, which will include the applicant attending the SIDA training at the end of the credentialing process.

In an effort to prepare for this transition, applicants will only be eligible to be scheduled for the SIDA course once their application is submitted and they have completed fingerprinting.

Effective Monday February 27, 2017, the process to obtain an Airport Security ID will be as follows:

1. Issuing Officers will submit an application to the Security ID Office. Once the application is accepted, with no errors or omissions, the Issuing Officer will schedule their applicant(s) for a fingerprinting appointment.
2. The applicant will attend their fingerprint appointment with a $30 company check or money order, and their two (2) unexpired forms of identification as selected in their application.
3. The Issuing Officer will receive notification that the applicant's background check (CHRC & STA) has cleared. At that time, the Issuing Officer may schedule the applicant for SIDA training contacting JFKSIDAIO@PANYNJ.GOV.
4. Upon attendance and completion of the SIDA course, the individual may immediately report to the ID Office to pick up their badge. They must bring their original SIDA certificate.
5. **Please note:** As TSR 1544 Air Carriers and Government Law Enforcement Agencies certify their own criminal history records checks (CHRC), such applicants may be scheduled for training at the time their Issuing Officer submits their application.

If you have any questions, please contact Christopher Kaddo, Senior Security Coordinator, at (718) 244-4204 or by emailing CAKADDO@PANYNJ.GOV.

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