

Your Role

Working at
Roswell Air Center



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Welcome to Roswell Air Center (ROW)

As an employee of the Roswell Air Center community, you will play an important role in assisting us with ensuring an environment that is safe and secure. The Roswell Air Center works closely with the Transportation Security Administration (TSA) to implement and enforce security regulations.

The Airport security team is made up of four players, each with their own areas of responsibility. The team includes the Transportation Security Administration (TSA), Roswell Air Center (the Airport), the Airport tenants, and you.

Airport security starts with you and can be as simple as making sure a door is closed, or reporting a suspicious person, so stay alert and be aware of activities around you. You are also responsible to protect Airport security by not sharing any security information, not even with family or friends.

It is **IMPORTANT** that you take the time to become familiar with the following security violations and the penalties and fines associated with each. As a badge-holder at ROW, you will be held accountable for violations of security procedures and regulations. If you are unclear on a particular violation, please ask ROW Security Personnel, or your Authorized Signatory for clarification.

As a community working together to serve the customers at the Roswell Air Center, we depend on each other to be diligent in our jobs, keep our eyes and ears open, and to report suspicious activity in our working environment.

The Airport Security Team thanks you in advance for your support of our efforts to ensure a safe and secure environment for all, employees, and travelers alike. Welcome aboard!

Important Information about Security Violations



A combination of any three (3) or more Breach of Rules Notes (BORN) security violations within One (1) year may result in ***permanent revocation of the offender's ID badge.***

If the ***offender does not commit another offense within one (1) year,*** a future offense will be treated according to the rules as a first offense.

Security ID Badge Suspensions and Revocations

ROW may immediately deactivate a Security ID Badge holder's access privileges when necessary and will take immediate possession of the security ID Badge, turning it in to the Airport Security Office (ASO).

Should an ID Badge holder have their driving privileges suspended by ROW at the time of the violation, the security ID media will be confiscated and turned over to the ASO. This will cause the security function of the security ID Badge to be deactivated and the ID Badge holder will no longer have access to any secured areas of ROW. The ID Badge holder will be immediately escorted from the area and the ID Badge holder must contact their authorized signatory and ASO to have another security ID Badge issued without driving authorization for a fee.

ANY ROW ID MEDIA THAT IS SUSPENDED, REVOKED OR EXPIRED MUST BE SURRENDERED IMMEDIATELY TO THE ASO or an ROW SECURITY OFFICER. EMPLOYERS ARE NOT PERMITTED TO RETAIN ANY SECURITY ID MEDIA UNDER ANY CIRCUMSTANCES PENDING A REINSTATEMENT TO EMPLOYMENT DUE TO AN INTERNAL PERSONNEL ACTION.

Security Violation Procedures/Penalties

Violations of the following Airport Rules and Regulations may be cause for penalties. Violations of the Airport Security Plan (ASP) and/or Transportation Security Administration (TSA) Title 49 of the Code of Federal Regulation (CFR), Parts 1540 and 1542 not listed below do incur penalties and employees may be cited for such violations. A violation deemed severe by the Airport Security Coordinator (ASC) or designee is cause for permanent revocation of the offender's ID badge. A Breach of Rules Notice (BORN) Citation and a letter from the ASC to the offender with a copy to the offender's employer apply to all offenses.

In all circumstances, the Roswell Air Center reserves the right to penalize companies conducting business at the Roswell Air Center for security infractions (example: knowingly encouraging employees to commit violations; not being responsible by supporting the Violation Program, failing to review and return "active badge lists" provided by the Airport Security Office). Penalties may be assessed and determined based on consultation and coordination with TSA.

APPEAL PROCESS

An appeal process is available to those who receive Violation Notices. This process allows the individual an opportunity to reveal any extenuating circumstances which may influence the assessment of penalties associated with the violation.

Individuals cited for TSA Title 49 of the Code of Federal Regulation, Parts 1540 and 1542 and/or the Airport Security Plan (ASP) violations will be ***granted fourteen (14) calendar days from the dated violation notice within which to file an appeal in writing*** before penalties are assessed. The Airport Security Appeals Board is the reviewing body for all such appeals. If no appeal is received, permanent penalties will be assessed based upon the offense cited. See the Airport Rules and Regulations for additional information.

Initial Process:

If a ROW Security ID media holder receives a Breach of Rules Notice (BORN) Violation Citations or has their ID Badge media is suspended/revoked, they may appeal such notice in writing or email to the ASC within five (5) calendar days from the date of the Breach of Rules Notice (BORN) Violation to:

Airport Security Coordinator
Rowell Air Center
1 Jerry Smith Circle
Roswell, NM 88203

CIVIL PENALTIES ASSESSED BY THE TSA

Fines or penalties assessed by the TSA for infractions/violations of applicable TSA regulations and/or the Airport Security Plan may be passed on to the airline/tenant involved.

Ten PENALTIES you want to KNOW.

Pay attention to the following **10 PENALTIES** identified in this booklet—they can have a major impact on your employment at the Roswell Air Center.

Loaning/Borrowing an ID Badge: *Permanent revocation of your ID badge on 1st offense.*

Display or Use of an Invalid ID Badge (lost, stolen, deactivated, expired): *Permanent revocation of your ID badge on 3rd offense.*

Failure to challenge: *Permanent revocation of your ID badge after the 3rd offense.*

Piggybacking: *Permanent revocation of ID badge after 3rd offense.*

Violation of Escort Procedures: *Permanent revocation of ID badge on 3rd offense.*

Forcing a Security Door: *Permanent revocation of ID badge on 3rd offense.*

Using a Secured Door for Other than Official Use:
Permanent revocation of ID badge on 3rd offense.

Duplication/Reproduction of Roswell Air Center Media:
Permanent revocation of ID badge on 1st offense.

Leaving a Security Door Unattended or Failure to Remain at an Alarming Door: *Permanent revocation of ID badge on 3rd offense*

Violating The Five-Foot Clear Zone (Parking or placing objects closer than 5 feet from the perimeter fence line): *Vehicle or equipment impounded. Permanent revocation of your ID badge on the 3rd offense.*

Failure to Display Proper Identification

ID badge not displayed and/or ID badge does not meet the requirements of valid identification and does not fit into any other violation category.

First Offense: Retake the Security ID Training Course (SIDA) within 2 Business Days of the offense or Confiscation of ID badge until the course is retaken.

Second Offense: Confiscation of ID badge for 1 day and \$50.00 fine. Offender and manager/supervisor retake SIDA.

Third Offense: Confiscation of ID badge for 5 days and \$100.00 fine. Offender and manager/supervisor retake SIDA.



Remember: ID badges must be displayed above the waist and on the outermost garment. It is recommended that the identification be displayed above the waist and below the neck.

Violating The Five-Foot Clear Zone

Signs are posted in areas where parking can be no closer than 5 feet from the perimeter fence line.

First Offense: Confiscation of ID badge for 1 day and \$100.00 fine. Retake SIDA.

Second Offense: Vehicle or equipment impounded. Confiscation of ID badge for 5 days and \$200.00 fine. Offender and manager/supervisor retake SIDA.

Third Offense: Vehicle or equipment impounded. Confiscation of ID badge for 30 days and \$300.00 fine. Offender and manager/supervisor retake SIDA.

Improper Permit and Signs on Vehicles

Level 2 Violation: Vehicles must be properly permitted for the area that they will be used and meet sign requirements. Signs must be of commercial design on both sides of the vehicle, firm names must appear in letters a minimum of two inches high.

First Offense: Vehicle removed from Secured Area, SIDA or AOA. Confiscation of ID badge for 1 day and \$100.00 fine. Retake SIDA Training.

Second Offense: Vehicle removed from the Secured Area, SIDA or AOA. Confiscation of ID badge for 5 days and \$200.00 fine. Offender and manager/supervisor retake SIDA Training.

Third Offense: Vehicle removed from the Secured Area, SIDA or AOA. Confiscation of ID badge for 30 days and \$300.00 fine. Offender and manager/supervisor retake SIDA.



Example: You are required to operate a vehicle on the AOA or in a SIDA, or in the Secured Area for your company. Your manager/ supervisor tells you to use another vehicle due to the fact your regular vehicle is in the shop for repairs.

You are responsible to ensure that the vehicle you are operating meets the requirements of proper permit and signage (commercial design with a minimum of 2-inch lettering). If it doesn't, bring it to the attention of your manager/supervisor.

Challenging—Failure to Challenge or Failure to Respond to a Challenge

Failing to challenge someone in an ROW restricted area who is not displaying an ID badge or who is piggybacking. (*Level 1*) Failing to show ID when challenged. (*Level 2*)

First Offense: Level 1 - Retake the Security ID Training Course (SIDA) or Confiscation of ID badge until the course is retaken. Level 2 - Confiscation of ID badge for 1 day and \$100.00 fine. Retake SIDA Training.

Second Offense: Level 2- Confiscation of ID badge for 5 days and \$100.00 fine. Offender and manager/supervisor retake SIDA Training.

Third Offense: Level 2 - Confiscation of ID badge for 30 days and \$300.00 fine. Offender and manager/supervisor retake SIDA Training.



Example 1: You are performing your assigned job duties on the ramp. You observe an individual who doesn't look comfortable/familiar with their surroundings even though they are in uniform. *What do you do?* Approach the individual and *ask to see their ID badge.*

Example 2: You report to work, approach the secured door, swipe your ID badge, enter your PIN and gain access to your authorized work site. After entering the area, you observe an individual who tries to enter behind you. *STOP! Tell them that they must use their own ID badge.* Close the Door. *If they can't open the door, they are not authorized to enter the area.*

If you feel threatened, report immediately to ROW Security or the Police.

Piggybacking

Piggybacking occurs when *someone follows* through an access point without using one's own ID badge/PIN or security key (unless following the escort procedures-see page 21).

If a person *knowingly allows someone* through an access point without the other person using their own ID badge/PIN or security key, both persons will be cited for piggybacking. This includes all badged personal in a vehicle at an ECP.

If a person follows someone through an access point without using one's own ID badge/PIN or security key and without the other person's knowledge, the individual following is cited for *piggybacking* and the other person is cited for *failure to follow stop and wait procedures* (see page 18).

First Offense: Confiscation of ID badge for 1 day and \$100.00 fine. Retake SIDA Training.

Second Offense: Confiscation of ID badge for 5 days and \$200.00 fine. Retake SIDA Training with manager/supervisor.

Third Offense: Confiscation of ID badge for 30 days and \$300.00 fine. Offender and manager/supervisor retake SIDA.



Example: You are running late for work. You must get to the job site on time because you have been warned by your supervisor not to be late again.

As you rush towards the secured door, an individual has swiped and cleared entry to the area, you run towards the door to grab it before it closes.

Whew! You got it just in time, made it to the jobsite on time, THINK! You made it to work on time but have now incurred an infraction against your record. The 3rd offense permanently revokes you ID badge. Does this affect your EMPLOYMENT!

The individual who opened the door will be cited for failure to follow the stop and wait procedures and you will be cited for piggybacking.

Leaving a Security Door Unattended or Failure to remain at an Alarming Door

Holding a door open and leaving the area unattended, or Failure to remain at an Alarming Door. (*Level 2*)

First Offense: Confiscation of ID badge for 2 days and \$100.00 fine. Retake SIDA Training.

Second Offense: Confiscation of ID badge for 5 days and \$200.00 fine. Retake SIDA Training.

Third Offense: Confiscation of ID badge for 30 days and \$300.00 fine. Offender and manager/supervisor retake SIDA.



Example1: You report to work and see a coworker at the door. You Hold the door open as you and your coworker catch up. the door goes into Alarm. You need to leave the area to report to work. Is this what you should do?

No, you MUST Close the door and report the Door Alarm to the Airport Security Office and **MUST** monitor or control access at the door until authorized to leave by Airport Security.

Example2: You use an authorized access control door properly, but the door goes into Alarm. You need to leave the area to report to work. Is this what you should do?

No, you MUST report the Door Alarm to the Airport Security Office and **MUST** monitor or control access at the door until authorized to leave by Airport Security.

Using Secured Doors for Other than Official or Authorized Use

Using the door when not on duty or for unofficial business.
(Level 3)

First Offense: Confiscation of ID badge for 5 days and \$200.00 fine. Retake SIDA Training.

Second Offense: Confiscation of ID badge for 30 days and \$200.00 fine. Retake SIDA Training with manager or supervisor.

Third Offense: Permanent revocation of ID badge.



Example: You are excited, you are heading to catch your flight for a long-awaited vacation. The line at the checkpoint is extremely long. You are anxious and don't want to wait because you might miss your flight. You decide to use your ID badge through another access door to avoid the checkpoint.

You are NOT granted this privilege just because you hold an Airport ID badge.

Your badge is the property of the Roswell Air Center and is ONLY used for OFFICIAL business directly related to your job. THINK about it! Do you want an extended vacation? Furthermore, an airport worker cannot bypass screening if flying as a passenger on a plane, even if traveling on official business.

Forcing a Security Door

Pushing a secured door or gate open instead of using an ID badge or security key, OR using Emergency Exit – when no fire or emergency condition exist. (*Level 3*)

First Offense: Confiscation of ID badge for (5) days and \$200.00 fine. Retake SIDA Training.

Second Offense: Confiscation of ID badge for 30 days and \$300.00 fine. Retake SIDA Training with manager or supervisor.

Third Offense: Permanent confiscation of ID badge.



Example: You have to leave your workplace get lunch. You are in a hurry because you only have an hour before your break is over.

As you approach the secured door, you swipe your ID badge, enter your PIN, but nothing happens. You are frustrated! You need to leave now. You think you will just hit the panic bar to open the door.

WRONG! If you cannot gain access by using your Airport ID badge, ***DO NOT ENTER! / EXIT!***

Call the Airport Security Office and report the door number to Security Personnel who can help with your situation. You will be better off communicating the problem, than to risk a citation because you gained access the wrong way.

Display or Use of an Invalid ID Badge (Lost, Stolen, Deactivated, Expired)

Displaying and/or using an ID badge that has been reported lost or stolen, has been deactivated, or has expired. (*Level 3*)

First Offense: Confiscation of ID badge for (5) days and \$200.00 fine. Retake SIDA Training.

Second Offense: Confiscation of ID badge for 30 days and \$300.00 fine. Retake SIDA Training with manager or supervisor.

Third Offense: Permanent revocation of ID badge.



Example: You report to work and swipe your ID badge and enter your PIN to enter a restricted access point. The reader does not validate your entry. You try to swipe a second time and still do not receive an “OK” to proceed. You’re frustrated because you need to get to work. WHAT is WRONG!

STOP! Call the Airport Security Office and ask Security Personnel for assistance. You will be provided with an explanation of the problem. Your badge may have expired the previous day. At some point you may have reported it lost/stolen, only later to retrieve it—but you forgot to notify the Airport Security Office.

Even if your ID badge may show as valid (expiration date not yet met), you are not granted access without an approval tone from the reader. **DO NOT** proceed to a worksite if both criteria are not met (valid badge/acknowledgement from card reader).

This problem requires immediate resolution. If you fail to pay attention to the warnings, the third offense will not grant you access on a permanent basis.

Violation of Airport Escort Procedures

Citation issued to the person who is escorting. Escorting someone into any restricted area and not following the procedures related to proper identification, vehicle signage, and the requirement to remain with the individual/vehicle being escorted.

****SPECIAL NOTE**** If you have been issued a ROW Airport ID badge but it is not in your possession (for reasons that may include; leaving it at home, left in vehicle, etc.) you may NOT be escorted. If this occurs both the **escorter** and the **escortee** will be cited. **This is a Level 4 offense – Permanent Revocation**

The Airport Security Coordinator (ASC) or designee may review/evaluate emergency circumstances and is the only official authorized to make exceptions to the escorting procedure with prior approval.

First Offense: Confiscation of ID badge for (2) days and \$100.00 fine. Retake SIDA Training.

Second Offense: Confiscation of ID badge for (5) days and \$200.00 fine. Retake SIDA Training with manager or supervisor.

Third Offense: Confiscation of ID badge for 30 days and \$300.00 fine. Offender and manager/supervisor retake SIDA.

Leaving Prohibited Items Unattended In A Secured Area

When tools or other equipment is brought into a secured or sterile area, control must be maintained 100% of the time. If the items are left in an area, that area MUST be locked and secured - OR responsible personnel MUST be within sight of the items. If you are not sure if the area will be secured with a lock, or if there is a possibility that someone may gain unauthorized access, take any prohibited items with you. **(Level 3)**

If you are unsure as to which items are “prohibited” see the list at the appendix or refer to the TSA website at: www.tsa.gov. Go to “Our Travelers”/ “Air Travel”/”Prohibited Items”

First Offense: Confiscation of ID badge for 5 days and \$200.00 fine. Retake SIDA Training.

Second Offense: Confiscation of ID badge for 30 days and \$300.00 fine. Retake SIDA Training with manager or supervisor.

Third Offense: Permanent revocation of ID badge.

Failure to Follow Stop and Wait Procedures at Vehicle Gates, or Secured Doors

Opening an ECP, Gate, or door to a restricted area and leaving the area without securing the ECP, Gate, or door. (**Level 2**) (EXCEPTION: ROW Security Personnel directs you to do otherwise).

First Offense: Confiscation of ID badge for 1 day and \$100.00 fine. Retake SIDA Training.

Second Offense: Confiscation of ID badge for 5 days and \$200.00 fine. Offender and manager/supervisor retake SIDA Training.

Third Offense: Confiscation of ID badge for 30 days and \$300.00 fine. Offender and manager/supervisor retake SIDA Training.



Example: You need to access the airfield via an ECP vehicle gate. You swipe your badge, enter your PIN, the vehicle gate opens to allow you access. You proceed through the gate and continue driving to your job site.

STOP! Someone is following through the open gate behind you. *Have they swiped a badge?* —Do they have access? Are they AUTHORIZED?

You are responsible to ensure the vehicle/persons entering behind you do not do so. Once you have entered the AOA or the SIDA side, STOP, WAIT, Ensure the ECP (the Door or the Gate) is secure – ONLY then can you proceed.

Loaning/Borrowing an ID Badge to/from Another Person

Breach of Rules Notice (BORN) Citation issued to owner of Airport ID badge loaned to someone else and to the person borrowing. *(Level 4)*



Example: You are ending your shift. Your co-worker reporting to work realizes he has forgotten his ID at home. He asks if he can use your badge for the day. You agree to let him borrow it as long as you get it back by the time you report to work the next day. You report to work, to find out you are no longer granted the privilege to hold an ID badge. *Do you still have a job?*

First Offense: Permanent revocation of ID badge.

Abuse of Security Key Privilege (Loaning/Borrowing Keys to/from Others)

Breach of Rules Notice (BORN) Citation issued to owner of a Security area key loaned to someone else and to individual borrowing from another.

First Offense: Permanent revocation of Security area keys and ID badge.

Duplication/Reproduction of Roswell Air Center ID Media

A person knowingly, willingly, intentionally using materials, data, etc. to duplicate or reproduce Roswell Air Center approved official ID media. *(Level 4)*

First Offense: Permanent revocation of ID badge.

LOST/STOLEN ROSWELL AIR CENTER ID BADGE

Breach of Rules Notice (BORN) Citation issued to person who lost their ROW Airport ID Badge.



EXAMPLE: You just left work and needed to stop at the store for milk. You don't want to wear your ROW Airport ID Badge into the store, so you place it on your rearview mirror. While you are in the store someone breaks into your vehicle and steals your ROW Airport ID Badge.

First Offense: 48 hour waiting period in hopes to find your badge. \$200 fine. Retake SIDA

Second Offense: 48 hour waiting period in hopes to find your badge. \$ 300 fine. Offender and manager/supervisor retake SIDA Training.

Third Offense: Permanent revocation of Airport ID Badge.

How Do I Escort Vehicles?

The ESCORTING OF VEHICLE AND DRIVER must meet the following criteria:

1. The vehicle is marked with commercially designed signs with lettering at least 2 inches high. The signs must be on both driver and passenger sides of the vehicle. Magnetic signs are acceptable.
2. The company name on the vehicle must match the company name on the driver's ID badge.
3. The driver has a valid ID badge allowing ramp access and the company has up-to-date ramp insurance.
4. The driver is certified to drive on the Ramp. This is denoted by a specific ICON on the Airport ID badge.

The ESCORTED VEHICLE AND DRIVER must meet the following criteria:

1. The vehicle is marked with commercially designed signs with lettering at least 2 inches high. The signs must be on both driver and passenger sides of the vehicle. Magnetic signs are acceptable.
2. The driver has a valid Driver's License or an Airport ID badge.
3. Proper Escort Hang Tag (either Secured Area or SIDA/AOA) for the Vehicle Under Escort. Hang Tags are available from the Airport Security Office. Vehicle Escort Hang Tags must be returned at the completion of the visit and are not to be taken from the Roswell Air Center property.

NOTE: All DRIVERS must have a VALID DRIVER'S LICENSE

How Do I Escort Persons?

Any person with ROW issued Airport ID badge with an Escort ICON, and authorized access to a particular area, door or ECP, may escort any person(s) with official airport business. Badged Employees who have lost or forgotten their ROW ID badge may not be escorted.

The escort must remain with the individuals being escorted at all times while in restricted areas. If you release the person you are escorting to another badge holder within your company, you must acknowledge to the other that you are placing the escort under their authority and control.

ESCORTS – If you are bringing a person on to a SIDA, or the AOA that is not badged by the ROW, you will be required to accept FULL responsibility for the person you are escorting and that you will NEVER allow this person out of your line of sight while in the SIDA or the AOA, .

Roswell Air Center airport-issued identification/access badges are for official business only. They are not to be used to escort family/friends into restricted areas. Any exceptions must be authorized in advance by the ASC or the ASC's designee.

The maximum number of persons that can be escorted by one (1) badged, escort authorized ROW person is Five (5) and ensuring positive control is maintained at all times.

If you escort someone, you must maintain positive control of the person you are escorting at all times while on the AOA, in a SIDA, or in restricted areas. Your access privileges may be temporarily suspended or permanently revoked for failing to follow proper escort procedures. Airline personnel with a Roswell Air Center Secured Area badge can escort same-company employees with an airline issued media.

For additional information see the Airport Rules and Regulations, Chapter 8.

How Do I Challenge?

Challenging is being observant of others in your working environment. If you observe someone entering your work area (a designated restricted area), you are encouraged to approach an individual if they are not displaying an ID badge which is visible to you.

If someone enters a restricted area behind you, and they do not display an ID badge or Do not appear to have gained access by using their ID badge and entering their PIN on an access card reader.

CHALLENGE! Ask to see their Security ID Badge. Ensure that that badge is assigned to that person, their photo matches and it is not expired.

If the individual is unwilling to cooperate with your instructions, do not force them. Instead contact Airport Security or Roswell City Police by calling 911 and maintain sight the individual if possible.

If at any time you feel threatened by the individual or afraid to approach them, immediately notify the Roswell Air Center Security OR the Police while keeping the individual in your sight if possible.

On a consistent basis, *we are tested* by TSA Officials, Security Officials, and other government authorities on the detection of persons not displaying or entering an area with proper ID badge or access methods.

We ask for your cooperation in assisting the Roswell Air Center, Roswell Air Center by being observant of your working environment and helping to promote a safe and secure environment and helping to promote a safe and secure environment for all of us.

RESOURCES

1. 49-CFR 1542 - Federal Regulations governing Airport Security
2. ROW Airport Rules and Regulations

Important Phone Numbers

Glossary of Terms

AOA Air Operations Area

ASC Airport Security Coordinator

ASO Airport Security Office

ASP Airport Security Plan

Breach Of Rules Notice (BORN)

An official notice to the ROW badge holder and the badge holder's company authorized signatory advising of a security violation.

SIDA Security Identification Display Area

ROW Roswell Air Center

TSA Transportation Security Administration