# APPENDIX K – SAMPLE BADGING TRAINING CHECKLIST

(Courtesy of Greenville–Spartanburg Airport District)

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| --- | --- | --- | --- |
| Description | Date Completed | Trainer Initials | Trainee Initials |
| **1. Logins/Passwords** |  |  |  |
| 1.1. Telos |  |  |  |
| 1.2. Continuum PC |  |  |  |
| 1.3. Fingerprint PC |  |  |  |
| **2. Badging Manual** |  |  |  |
| 2.1. Show location of manual (O Drive) – review manual |  |  |  |
| 2.2. Cover badging process and fees |  |  |  |
| **3. Appointment Calendar – Website** |  |  |  |
| 3.1. Explain calendar/registration process |  |  |  |
| 3.2. Share private calendar link – viewing appointments |  |  |  |
| **4. Location of Badging Supplies/Office and Computer Fam** |  |  |  |
| 4.1. Location of badging keys to include location of key in AOC |  |  |  |
| 4.2. Badge media – discuss badge types |  |  |  |
| 4.3. Paperwork l location |  |  |  |
| 4.3.1. Hard copies |  |  |  |
| 4.3.2. Electronic file location |  |  |  |
| 4.4. O Drive familiarization – badging folder |  |  |  |
| 4.5. Badging supplies location |  |  |  |
| **5. Billing Procedures** |  |  |  |
| 5.1. Costs |  |  |  |
| 5.2. Bills vs. direct payment |  |  |  |
| 5.2.1. Excel billing list |  |  |  |
| 5.2.2. Credit card machine procedures |  |  |  |
| 5.3. General payment procedures |  |  |  |
| 5.3.1. Cash/check/credit card |  |  |  |
| 5.3.2. Accounting envelope |  |  |  |
| 5.3.3. Receipt booklet |  |  |  |
| 5.3.4. Selling accessories – procedures |  |  |  |
| **6. Badging Process – 1st Appointment** |  |  |  |
| 6.1. Initial appointment – overview checklist |  |  |  |
| 6.1.1. Application – Section 1 |  |  |  |
| 6.1.2. Application – Section 2 |  |  |  |
| 6.1.2.1. Highlight middle name requirement and importance of disqualifying crimes |  |  |  |
| 6.2. Forms of identification |  |  |  |
| 6.2.1. Born outside the US/Non-US citizen requirements |  |  |  |
| 6.3. Telos – overview site (send site link) |  |  |  |
| 6.3.1. Demonstrate steps for Full-package, Fingerprint Only, STA Only, and previously fingerprinted enrollments |  |  |  |
| 6.3.1.1 Show different vetting types – Full, STA Only, etc. |  |  |  |
| 6.3.2. Explain Active vs. Not Active |  |  |  |
| 6.3.3. Explain upgrade sub-program, reason for using |  |  |  |
| 6.3.4. Overview upgrade biographic vs. biometric |  |  |  |
| 6.3.5. Explain manual name check procedures and reason for using |  |  |  |
| 6.4. Discuss/overview back of application  |  |  |  |
| 6.5. Demonstrate proficiency in processing applicants (Telos enrollment, billing, etc.)  |  |  |  |
| **7. Checking STA/CHRC Results** |  |  |  |
| 7.1. STA – show different ways to search applicant results in Telos |  |  |  |
| 7.1.1. Discuss green check mark vs. red X |  |  |  |
| 7.1.2. Discuss “do not issue” procedures |  |  |  |
| 7.1.3. Show what number to extract from approval sheet and where to document on the application |  |  |  |
| 7.2. CHRC – explain difference between No Record and Record |  |  |  |
| 7.2.1. No Record – print overview sheet and document on back of application |  |  |  |
| 7.2.2. Record – print record detail and document on back of application |  |  |  |
| 7.2.3. Record – PD required to approve  |  |  |  |
| **8. STA/CHRC Results** |  |  |  |
| 8.1. Explain who to notify when clearances are back |  |  |  |
| 8.2. Discuss importance of documenting correspondence on back of application |  |  |  |
| 8.3. Notify signatory vs. applicant |  |  |  |
| 8.4. Request for deposition |  |  |  |
| **9. Badging Process – 2nd Appointment** |  |  |  |
| 9.1. Overview checklist |  |  |  |
| 9.2. Continuum – demonstrate (see checklist) how to create a profile  |  |  |  |
| 9.2.1 Explain site code (lack of = result) |  |  |  |
| 9.3. Parking hang tag – show where to input and how to process a hang tag – binder |  |  |  |
| 9.4. Telos – updating badge info |  |  |  |
| 9.4.1. RAP back – discuss RAP back procedures, how to enroll in RAP back, who (companies) gets enrolled, if not enrolled must be re-fingerprinted/electronic re-submit) |  |  |  |
| 9.5. Application – completion and filing |  |  |  |
| 9.6. Demonstrate proficiency in processing applicants (continuum enrollment, printing a badge, Telos, application, filing, etc.) |  |  |  |
| **10. Badge Renewal**  |  |  |  |
| 10.1. Overview checklist |  |  |  |
| 10.2. Application – Section 1 (discuss when an application is required and when one is not) |  |  |  |
| 10.3. Application – Section 2 |  |  |  |
| 10.4. Discuss when an application is required and when one is not – badge damage, etc., and required procedures |  |  |  |
| 10.5. Identification – checking current IDs on file, update as necessary – MUST be unexpired |  |  |  |
| 10.6. Privacy Act Notice – provide another copy – IF submitting fingerprints |  |  |  |
| 10.7. Continuum – update contact info, input new badge info, change expiration |  |  |  |
| 10.8. Telos/fingerprint renewal/RAP back – overview fingerprint requirements; demonstrate how to electronic re-submit; demonstrate how to enroll in RAP back |  |  |  |
| 10.9. Billing – overview billing procedures |  |  |  |
| 10.10 Application and filing – complete back of renewal application – file in Awaiting CHRC (Public/TSA exempt) |  |  |  |
| 10.11. Discuss and demonstrate lost/stolen procedures to include billing (returned in 24 hours, etc.) |  |  |  |
| 10.12. Demonstrate proficiency in processing applicants for renewal appointments |  |  |  |
| **11. Signatory Training** |  |  |  |
| 11.1. GSP badging manual – cover responsibilities |  |  |  |
| 11.2. Signatory binder/paperwork/spreadsheet |  |  |  |
| 11.3. Signatory computer training |  |  |  |
| 11.4. Signatory – current Excel spreadsheet |  |  |  |
| **12. Resignation/Termination of Employee** |  |  |  |
| 12.1 Overview termination procedures and requirements |  |  |  |
| 12.1.1. Termination paperwork |  |  |  |
| 12.2. Demonstrate how to revoke from Telos and delete from Continuum |  |  |  |
| 12.2.1. Disabling badges vs. deleting badges |  |  |  |
| 12.3. Discuss 180 filing requirement and procedures |  |  |  |
| 12.4 Discuss “Did not issue” procedures – what to do with the application |  |  |  |
| 12.5. Demonstrate proficiency in processing terminations |  |  |  |
| **13. Airport Security Program Review** |  |  |  |
| 13.1. Review ASP and discuss Badging Office responsibilities |  |  |  |
| 13.2. Overview badge types |  |  |  |
| **14. Security Directive Overview and Responsibilities** |  |  |  |
| 14.1. Review SD |  |  |  |
| 14.2. Discuss record retention and badge issue time constraints  |  |  |  |
| **15. FIS Paperwork** |  |  |  |
| 15.1. Discuss process and how to enter information into Continuum |  |  |  |
| **16. AOA Paperwork** |  |  |  |
| 16.1. Discuss AOA vehicle sticker process and overview paperwork |  |  |  |
| **17. Fingerprint Cards – Crossmatch** |  |  |  |
| 17.1. Overview checklist/SOP |  |  |  |
| 17.2. Demonstrates proficiency in processing fingerprint cards |  |  |  |
| **18. Misc.** |  |  |  |
| 18.1. Loading/replacing badge printed laminate and film |  |  |  |
| 18.2. 911 and 611 department codes – PD/OPS/FD = 911 and FAC = 611 |  |  |  |