MEMORANDUM

To: Authorized Signatories, Tenant Managers & Supervisors

From: Ron Stella, Airport Deputy Director Operations

Date: 06/12/2019

Subject: Required Initial & Recurrent Training for Airlines, Tenants, Vendors and
            Contractors

As you may recall from my July 2018 memo and Q&A sessions held in late August, we are implementing required initial and recurrent training for all Airline, Tenant, Vendor and Contractor STL Badge Holders **effective September 1, 2019,** except Red Stripe & Orange Stripe badge holders. To give employees renewing badges time to take the required classes, the new training modules will be available on August 1, 2019 for employees to take their training.

For most employees renewing badges, you will have the month of August and the month of September to complete your training and renew your badge. The exception is Red Stripe (Movement Area) and Orange Stripe (Limited Movement Area) badge holders, who must have all their training completed in the same month their badge expires in order to comply with FAA regulations. For these employees, the new training requirements go into **effect August 1, 2019.**

Authorized Signatories will be responsible for ensuring required sign-off documentation of training is complete as part of the badge application process, before employees get to the Airport Badging Office. Associated sign offs by Authorized Signatories, along with easy to use checklist matrixes are located at https://stlairportal.flystl.com/security-operations. Additionally, a daily email notification to Authorized Signatories will be sent from the NotifyICE system whenever an employee in his/her group takes a required class.

The new AAAE Employee Interactive Training (IET) system will require each employee to log-in using a unique training pin number. New employees will be given a unique training pin number during the fingerprinting process. Employees whose badges were issued prior to approximately December 2018 will need to go to the badge office in person to be given a unique training pin number. Employees whose badges were issued after December 2018 can find their unique training pin number on the back of their badge under the bar code.
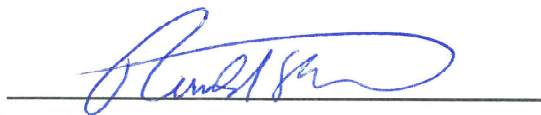
The IET computers are located in three locations to make it as convenient as possible for employees to complete their training.

1. Airport Office Building (AOB) - New un-badged employees and/or badged employees can access the IET computers at the STL Training Center on the 4th floor of the Airport Office Building (AOB) at 11495 Navaid Rd, Bridgeton, MO 63044, Monday – Friday, 9AM – 4PM without an escort (Exhibit 8).
    i.   Monday – Friday 9AM – 4PM (except Trans States / Go – Jet Employees based at AOB who may train at other times)
    ii. Groups of three (3) or more should make an appointment by emailing Steve at sashoemaker@flystl.com or Bernadene BTLoemker@flystl.com.

2. <u>Training Room on the B Concourse</u> - Un-badged employees, escorted by a badged coworker or supervisor, and badged employees can access the IET computers at Terminal 1 in the B Concourse Training Room through a new access door. (Exhibit 9).

    i. Badged employees conducting recurrent training may swipe into and access the Training Room on the B Concourse 24/7, 365 days a year.
    ii. Badged employees may escort and leave un-badged employees in the B Concourse Training Room after briefing them on the proper exit route.
    iii. Employees may undergo a search and inspection from the Security Guard when present, prior to being authorized access to this area. Bags and personal belongings must be kept to an absolute minimum.
    iv. The area is monitored by CCTV.

3. <u>Training Room at Terminal 2</u> – Un-badged employees, escorted by a badged coworker or supervisor, and badged employees can access the IET computers at Terminal 2 at the office between the baggage carousels and Customs at Door E-1079 (Exhibit 10).
    i. Badged employees conducting recurrent training may swipe into and access the Training Room at Terminal 2 24/7, 365 days a year.
    ii. Badged employees may escort and leave un-badged employees in the Terminal 2 Training Room after briefing them on the exit route.
    iii. The area is monitored by CCTV.

Please see the forms located at https://stlairportal.flystl.com/security-operations and the more detailed description of training below in attachment 1. We'll be attaching easy to follow training checklists and a matrix to make it as clear as possible, given all the various badge color and driving combinations.

Please email Sharon Wilson at skwilson@flystl.com (preferred) or call Sharon at 314-426-8002 if you have any questions. Thank you!

Attachment 1

Based both on driver / non-driver status and badge background color, the following will be the required initial and recurrent training for all Airline, Tenant, Vendors and Contractor STL Badge Holders:

1) <u>Non-Movement Area Driver Training</u> (Yellow Stripe / Exhibit 1) - STL Badge with Dark Blue, Dark Green, Light Blue, Purple, or Purple/Green Bar background <u>with a Yellow stripe</u> is limited to driving on the ramps and apron, i.e. the Non-Movement Area.

   a. Initial Required Training - Prior to receiving your STL Airport ID Badge:

      (1) Non-Movement Area Driver Training:

         (a) Classroom training and written test with Airport Operations - 120 minutes / NO CHANGE.
                                    - **OR**
         (b) Classroom training and written test with an Airport approved Tenant Authorized Trainer / NO CHANGE.

            (i) Tenant Authorized Trainers must attend <u>recurrent training annually</u> with Airport Operations and maintain current training material.

            (ii) A list of current approved Trainers, maintained by Airport Operations is listed in Exhibit 11.

      (2) Security Identification Display Area (SIDA) classroom training with Security Operations – 240 minutes.

      (3) Active Shooter Training (Computerized IET system – 20 mins)
         (a) Initial and recurrent training every 24 consecutive calendar months.

      (4) Non-Movement Area Driver Training (Computerized IET system – 30 mins).
         (a) Initial and recurrent training every 24 consecutive calendar months.
         (b) Please take this module prior to attending classroom training.

      (5) Basic Security Awareness (Computerized IET system – 20 mins).
         (a) Initial and recurrent training every 24 consecutive calendar months.

      (6) Public Protection (Computerized IET system –7 mins).
         (a) Initial and recurrent training every 24 consecutive calendar months.

2) <u>Movement Area Driver Training</u> (Red Stripe / Exhibit 2) - STL Badge with Dark Blue, Light Blue, Dark Green, Purple, or Purple/Green Bar background <u>with a Red Stripe</u> may be used on the Runways and Taxiways, i.e. the Movement Area, when there is an operational need to do so.

a) Red Stripe Movement Area badges will only be issued as part of an employee's job duties.

b) Initial Required Training – Prior to receiving your STL Airport ID Badge:

    (1) Classroom training with Airport Operations. Employees must successfully pass the Movement Area Written test.

        (a) Employees shall take the Movement Area Driver Training Module before sitting for classroom training.
        (b) Employees will be given one opportunity to retake the class and test if they do not pass. Those employees that do not pass the retest shall be required to obtain additional training by their Supervisor and be referred to the Assistant Director of Operations & Maintenance for follow up.

    (2) Security Identification Display Area (SIDA) classroom training with Security Operations – 240 minutes / NO CHANGE.

    (3) Movement Area Driver Training (Computerized IET system – 30 mins).
        (a) Initial and recurrent training every 12 consecutive calendar months.

    (4) Non-Movement Area Driver Training Module (Computerized IET system – 30 mins)
        (a) Initial and recurrent training every 12 consecutive calendar months.

    (5) Basic Security Awareness (Computerized IET system – 20 mins).
        (a) Initial and recurrent training every 12 consecutive calendar months.

    (6) Active Shooter Training (Computerized IET system – 20 mins).
        (a) Initial and recurrent training every 12 consecutive calendar months.

    (7) Public Protection (Computerized IET system –7 mins).
        (a) Initial and recurrent training every 12 consecutive calendar months.

3) Limited Movement Area (Orange Stripe / Exhibit 5) - Orange Stripe badges can operate in a limited capacity on 1) closed sections of the Movement Area, 2) Midfield Service Road when intersecting taxiways are closed or when approved flagmen are being utilized and 3) unescorted on the East Service Road, North Service Road, West Service Road, Tarmac Service Road and the Airline & Tug Ramp Vehicle Service Roads.

    (1) Classroom training with Airport Operations. Employees must successfully pass the Movement Area Written test.
        (a) Employees shall take the Movement Area Driver Training Module before sitting for classroom training.

    (2) Recurrent Movement Area Driver Training (Computerized IET system – 20 mins)
        (a) Initial and recurrent training every 12 consecutive calendar months.

(3) Non-Movement Area Driver Training Module (Computerized IET system – 30 mins
    (a) Initial and recurrent training every 12 consecutive calendar months.

(4) Basic Security Awareness (Computerized IET system – 20 mins).
    (a) Initial and recurrent training every 12 consecutive calendar months.

(5) Active Shooter Training (Computerized IET system – 20 mins).
    (a) Initial and recurrent training every 12 consecutive calendar months.

(6) Public Protection (Computerized IET system –7 mins).
    (a) Initial and recurrent training every 12 consecutive calendar months.

4) <u>Movement Area or Limited Movement Area With Brown Background Badges</u> – Construction contractors with projects in the Movement Area. (Exhibits 8 and 9)

    (1) Classroom training with Airport Operations. Employees must successfully pass the Movement Area Written test.
        (a) Employees shall take the Airfield Movement Area Training Module before sitting for classroom training.
        (b) Employees will be given one opportunity to retake the class and test if they do not pass. Those employees that do not pass the retest shall be required to obtain additional training by their Supervisor and be referred to the Assistant Director of Operations & Maintenance for follow up.

    (2) Security Identification Display Area (SIDA) classroom training with Security Operations – 240 minutes / NO CHANGE.

    (3) Movement Area Driver Training Module (Computerized IET system – 30 mins).
        (a) Initial and recurrent training every 12 consecutive calendar months.

    (4) Non-Movement Area Driver Training Module (Computerized IET system – 30 mins)
        (a) Initial and recurrent training every 12 consecutive calendar months.

    (5) Basic Security Awareness (Computerized IET system – 20 mins).
        (a) Initial and recurrent training every 12 consecutive calendar months.

    (6) Active Shooter Training (Computerized IET system – 20 mins).
        (a) Initial and recurrent training every 12 consecutive calendar months.

    (7) Public Protection (Computerized IET system –7 mins).
        (a) Initial and recurrent training every 12 consecutive calendar months.

    (8) Construction & Non-Complying Conditions (Computerized IET system – 15 mins).
        (a) Initial and recurrent training every 12 consecutive calendar months.

5) <u>No Driving privileges / no stripe badges</u> – Purple, Purple/Green Bar, Orange, Brown, Light Blue, Dark Blue and Dark Green background badges (Exhibit 6)

a) Initial and recurrent required training, prior to receiving or renewing your STL Airport ID Badge:

    (1) Security Identification Display Area (SIDA) classroom training with Security Operations – 240 minutes / NO CHANGE.

    (2) Active Shooter Training (Computerized IET system – 20 mins).
        (a) Initial and recurrent training every 24 consecutive calendar months.

    (3) Basic Security Awareness (Computerized IET system – 20 mins).
        (a) Initial and recurrent training every 24 consecutive calendar months.

6) <u>Non-SIDA Badges</u> (No Driving privileges / no stripe badges) - Light Green (Exhibit 7) (Airport Commission & SSD Exempt)

a) Initial and recurrent required training, prior to receiving or renewing your STL Airport ID Badge:

    (1) Basic Security Awareness (Computerized IET system – 20 mins).
        (a) Initial and recurrent training every 24 consecutive calendar months.

    (2) Active Shooter Training (Computerized IET system – 20 mins).
        (a) Initial and recurrent training every 24 consecutive calendar months.