

Labor Union Representatives Access To Security Controlled Areas of Airport Facilities

1. PURPOSE

This Order & Instruction (O&I) establishes the policy and process for permitting representatives of labor union(s), representing Authority personnel and/or other airport workers, escorted access to Security Controlled Areas of Washington Dulles International Airport (Dulles International) and Ronald Reagan Washington National Airport (Reagan National), also referred to here as, “the Airports.”

2. DISTRIBUTION

This O&I will be distributed to all Metropolitan Washington Airports Authority (Authority) management, including the Manager of Labor Relations, as well as all air carriers, tenants, and concessionaires at Dulles International and Reagan National airports.

3. CANCELLATION

None. This O&I supplements but does not supersede all applicable laws, ordinances, rules, and existing O&Is related to airport security.

4. DEFINITIONS

Unless otherwise defined below, any capitalized terms not herein defined shall have the meaning given in the Identification Badge Requirements at Dulles International and Reagan National O&Is: IAD-6-4-1 and DCA-6-4-4, respectively.

Common Use Areas

The non-leased areas of the Airports which are accessible by all tenants and other airport employees for their non-exclusive use. This does not include any space that is restricted due to operational and/or safety purposes, or those areas under an agreement with a tenant or other entity.

Security Controlled Area

The portions of the airport specified in the Airport Security Program (ASP) which includes the Air Operations Area (AOA), Secured Area, Security Identification Display Area (SIDA), and Sterile Areas including, but not limited to, access controlled tenant store corridors, sub-tunnels, or air carrier operations areas of Airport facilities. Though not specified in the ASP, at Dulles International the South Outer Perimeter Area (SOPA) is included in the definition of a Security Controlled Area.

Tenant Leased/ Controlled Space

Those portions of the Airports which have been assigned to an airline, tenant or other business under a formal lease, license, or other formal agreement for their exclusive use.

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5. RESPONSIBILITIES

A. Airport Security Manager

The Airport Security Manager is designated by the Airport Manager as the Airport Security Coordinator responsible for ensuring compliance with Transportation Security Administration (TSA) regulations and other security provisions of the Airport. With respect to this O&I, the Airport Security Manager is responsible for:

- (1) Maintaining a List of Authorized Union Escort Requestors
- (2) Reviewing and acting upon properly submitted Union Representative Escort Requests

B. Union or Laborer Representative Organizations representing Authority personnel and/or other airport workers

The Union, its management, representatives, and others acting on its behalf are responsible for:

- (1) Providing a List of Authorized Union Escort Requestors as provided in section 7.A of this O&I and keeping such list up to date with the Authority.
- (2) Submitting Union Representative Escort forms to request approvals as provided in section 7.B.
- (3) Ensuring compliance of its representatives and others acting on its behalf with all airport rules and regulations with respect to public gathering and all other matters while accessing security controlled areas of Airport facilities pursuant to a request approved under this O&I.

C. Individual providing the escort

The individual who is providing the escort shall be responsible for:

- (1) Conducting the escort in accordance with all airport rules and regulations including but not limited to the applicable provisions of O&Is: IAD 6-4-1 and DCA 6-4-4.
- (2) Reviewing and ensuring a copy of the approved Union Representative Escort form is available for the entire duration of the escort.
- (3) Reporting to Airport Operations any security violations or violations of this O&I.

6. POLICY

The Authority is required to control access to the Security Controlled Areas of its Airports, pursuant to 49 CFR Part 1542. Access to Security Controlled Areas is limited to those with a current, valid Airport Issued Identification (ID) Badge, and to individuals escorted by an

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individual with a current, valid Airport Issued ID Badge with a valid escort endorsement, indicated by an "E".

Many employees working within Security Controlled Areas of the Airports are members of labor unions, whose representatives may have a limited need to access Security Controlled Areas of the Airport to fulfill certain obligations under their respective collective bargaining agreements (CBAs); however, such needs are short-term, temporary, and/or sporadic and, thus, do not qualify for an Airport Issued Identification Badge under Authority O&Is.

However, Authority O&Is permit escorted access for individuals who do not possess an ID Badge, but have a business need to be present in the Security Controlled Areas. If Union Representatives have business in the Security Controlled Areas of the Airport, the Authority has determined that escorted access may be granted under an Authority approved [Union Representative Escort Request form](#).

Escorting of a union representative shall only be for the purpose of monitoring compliance with existing CBAs. Access to Security Controlled Areas will not be permitted for the purposes of union group meetings, organizing activities, union membership recruitment, or any activity beyond monitoring to ensure compliance with an existing management-labor agreement.

Union Representatives seeking escorted access to the Security Controlled Areas must be vetted by the Authority, as required by the TSA, prior to approval of the Union Representative Escort Request. Vetting may include but is not limited to determination of prior denial of an airport issued ID Badge, prior security violations conducted at the airport, and prior violations of this O&I.

Union Representatives are prohibited from being escorted into or within any tenant leased or controlled spaces without the express advanced written consent from the tenant. If a tenant does not consent to the union representative's access to the tenant leased or controlled space, the union representative may notify the company/employer of the union's membership or its membership but may not enter without written permission of the tenant. The Authority will not seek a tenant's consent for access on behalf of the union representative. The union itself must make such request.

The Authority reserves the right to restrict or deny Union Representative escorted access at any time or location on Authority premises if public security, safety or operational needs warrant.

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7. PROCEDURES

A. List of Authorized Union Escort Requestors

- (1) The union will provide the Airport Security Manager or designee with a list of representatives who are authorized by union management to submit a Union Representative Escort Request for themselves and on behalf of other union representatives for their identified union. Such lists shall be in the form and manner established by the Authority. A sample of the form can be found at the end of this document in Attachment A and will be [available online](#).
- (2) The list must be provided on union letterhead to the Airport Security Manager and must be signed by an individual who is authorized to legally bind the union.
- (3) The list must include authorized Union Representatives' names, phone numbers and e-mail addresses.
- (4) The union will notify the Airport Security Manager immediately of any change in these authorizations by submitting an updated List of Union Representatives Authorized to Request.
- (5) Requests for escorted access will only be accepted from these designated union representatives.

B. Union Representative Escort Request Form

- (1) The Union Representative Escort Request form should be submitted through mwaa.com to Airport Operations at least five (5) business days in advance of the requested date. A sample of the application can be found at the end of this document in Attachment B and is available online.
- (2) The application can request up to three (3) individuals to be escorted, for a maximum of two (2) consecutive hours, Monday through Friday from 0500-2000 ET, excluding Authority holidays.
- (3) Airport Operations will process Union Representative Escort Requests in the order they are received.
- (4) Within (3) three business days of its receipt, Airport Operations will either approve the Union Representative Escort Request or provide a written response to the applicant which denies the application and states the reasons for the denial.

C. Requests for Authority Provided Escorts

- (1) In the event that the union does not have a union member with an Airport Issued ID Badge with valid escort endorsement, the union may request, but the Authority is not obligated to provide, an unarmed security guard to provide the escort of the Union Representative(s).

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- (2) There will be a fee of \$75/hour of escort to be paid to the Terminal Agent's Office/Agent Cashier.

D. Escort procedures

- (1) Upon approval of a Union Representative Escort Request by the Authority, the Union member in possession of a valid Airport Issued ID Badge with valid escort privileges and as identified on the Union Representative Escort Request form, may escort the specified Union Representative(s) into and within the Security Controlled Areas of the Airports.
- (2) A copy of the Authority Approved Union Representative Escort Request form must be in possession of the Union Representative for the entire duration of the escort.
- (3) Union representatives may only be escorted to the portion of the Security Controlled Areas identified on the approved Union Representative Escort Request form.
- (4) All escorting rules and provisions specified in the applicable provisions of O&I IAD 6-4-1 and O&I DCA 6-4-4, current version, must be followed.
- (5) Individuals entering into the Security Controlled Areas must be in possession of a valid government issued photo ID.
- (6) Individuals, including their persons and personal property, are subject to search and inspection by TSA, the Authority Police Department, or Authority Representatives when entering, within, or exiting the Security Controlled Areas.

8. VIOLATIONS AND ENFORCEMENT

Reported violations of this O&I may result in immediate denial, with or without notice, of future requests for the Union until the Authority completes an investigation.

Upon receiving a notice of violation from the Authority, the Union management will be required to provide a written statement to the Airport Security Manager explaining the circumstances which led to the violation. In such cases, the union will be denied escorted access privileges until the written statement has been submitted, reviewed, and corrective action taken, as determined by the Authority, in its sole discretion. Any subsequent attempt to be escorted before receiving the Authority's determination under this section will result in the denial of escorted access for a period of not more than one year.

Violations of any other airport security procedures and regulations including, but not limited to, O&Is: IAD 6-4-1 and DCA 6-4-4, shall be enforced under their respective provisions, up to and including criminal charges, as applicable. Such violations will also be reported to TSA for their action separate and apart from the Authority.

Orders & Instructions

MWAA 6-4-2

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9. REFERENCES

- A. Title 49 Code of Federal Regulations Part 1540 – Civil Aviation Security: General Rules
- B. Orders and Instructions:
Airport Identification Badge and Security Requirements, current series
- C. Metropolitan Washington Airports Authority Regulations
Part 2 – Labor Code

10. ATTACHMENTS

- A. List of Authorized Union Escort Requestors
- B. Union Representative Escort Request form

ATTACHMENT A

LIST OF AUTHORIZED UNION ESCORT REQUESTORS

DATE: _____

Union Name: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ E-mail: _____

To (Check all that apply)

 AIRPORT SECURITY MANAGER, OPERATIONS DIVISION, MA-110
RONALD REAGAN WASHINGTON NATIONAL AIRPORT

 AIRPORT SECURITY MANAGER, OPERATIONS DIVISION, MA-210
WASHINGTON DULLES INTERNATIONAL AIRPORT

Dear Sir or Ma'am:

To fulfill the requirements of the Airport Security Program (ASP) and Orders and Instructions (O&I) MWWA 6-4-2, as may be amended, the following individual(s) is/are designated as an Authorized Union Escort Requestors for the Union identified above as of the date of this letter:

NAME	PHONE #	E-MAIL ADDRESS

The above-named individual(s) is/are familiar with O&I MWWA 6-4-2 and the security requirements for the respective airports. He/she will ensure Union Representatives comply with the security requirements for the respective airport. He/she will ensure proper submission of the Union Representative Escort Form and compliance of our representatives and others acting on our behalf with all airport rules and regulations. He/she understands that failure to abide by the O&I and airport security requirements may result in revocation or denial of escorted access privileges. I agree that any Transportation Security Administration fine levied against the Airport as a result of the actions or omissions of anyone for whom we have requested access to the restricted area of the airport will be paid by the Union.

Sincerely,

Signature: _____

Name: _____

Title: _____

ATTACHMENT B
Sample of Union Representative Escort Request form



This form must be completed at least five (5) business days in advance of the requested date.

AIRPORT *

IAD

DCA

REQUESTING ORGANIZATION *

CONTACT NAME *

E-MAIL ADDRESS *

CELL PHONE: *

ESCORT DATE: *

TIME: ? *

Union Representatives

NAME:

E-MAIL:

CELL PHONE:

NAME:

E-MAIL:

CELL PHONE:

NAME:

E-MAIL:

CELL PHONE:



Orders and Instructions

Subject: Labor Union Representatives Access To Security Controlled Areas of Airport Facilities

Effective Date: April 8, 2022

Number: MWAA 6-4-2

OPI: Airport Operations, Security, and Office of General Counsel

Date: 4/7/2022

DocuSigned by:
John E Potter
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President and CEO,
Metropolitan Washington
Airports Authority