



## Operations Memorandum

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**To:** CVG Airlines and Tenants

**From:** KCAB ID Department

**Subject:** 2016 SIDA Rebadging

**Date:** October 27, 2015

Beginning January 1, 2016, The ID Office will begin issuing badges based on the issue date instead of a default 2 year date. This change will help the ID office stay in compliance with the new Security Directive requiring a new CHRC every two years, and eliminate the “mass” rebadging that occurs every two years. You will need to pay attention to the expiration date listed on the badge, since everyone’s will be different. We are giving employees the opportunity to “rebadge” throughout the year so they can align their CHRC with their customs hologram, if applicable.

Beginning January 1, 2016:

### **Current Badge Holders:**

1. Bring badge to ID office
2. Fill out Badge renewal form (located at ID Office)
3. **Non/Airline employees:** Have Fingerprints taken or be resubmitted.
4. **Airline/Government employees:** Bring new fingerprint compliance form.
5. Complete Recurrent SIDA Training
6. Receive new badge

### **For New Secured Badge Holders:**

First Step:

Fingerprints and Security Threat Assessment

Second Step:

SIDA Training

Receive badge that expires 2 years from the DATE of issue.

**For New Vendor/Tenant Badge Holders: (Checkerboard badges)**

First Step:

Fingerprints and Security Threat Assessment

Second Step:

SIDA Training

Receive Badge that will expire in 6 months

Third Step:

Renew 6 month badge with new Permanent badge. **This step does require a new badge application to renew.**

General Information:

6 month badges can only be renewed within 30 days of expiration.

If an employee has more than one badge, all badges will expire on the same date, no matter when the other badges were issued.

Everyone except Government and Airline will be fingerprinted when they renew their badge, no exceptions!

Everyone will need to complete SIDA training when they renew their badge, no exceptions. The earliest training can be done will be 60 days prior, if training takes place off site.

New Pictures will be taken with every badge renewed. No exceptions

Each employee will complete a Renewal badge application to renew their badge, which will be located at the ID office. **This form does not require the Authorized Signatory Signature!** This form is used to update address, phone numbers, and Driver's license numbers.