

**SAN FRANCISCO INTERNATIONAL AIRPORT**  
**SAFETY & SECURITY SERVICES**  
**AVIATION SECURITY GUIDANCE DOCUMENT**

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**Temporary “T” Badge Program**

**Background:**

Safety and Security is the Airport’s first priority. In order to tighten security, the Airport has eliminated the Visitor “V” and Construction “C” Badges and replaced them with a comprehensive Temporary Badge (“T” Badge) program. This Airport Security Bulletin (ASB) describes who requires a “T” Badge and how the badge can be obtained.

**Purpose:**

The “T” Badge identifies an individual who has been authorized to work or conduct business in the Sterile, Secured, Air Operations Area (AOA), and/or pre-security Terminal Areas on a temporary basis. The use of “T” Badges allows the Airport to identify all individuals who are accessing the Sterile, Secured, AOA, and Terminal Areas for work or to conduct business. Use of “T” Badges will also give the Airport an opportunity to more thoroughly vet individuals for temporary access and determine how frequently “T” Badge holders are accessing the Sterile, Secured, Air Operations Area (AOA), and/or pre-security Terminal Areas. Every individual with a “T” Badge must be under escort at all times. “T” Badges may not be used to escort individuals for non-business purposes (e.g. family members, children, friends, etc.) without prior approval from an Airport Security Coordinator (ASC).

“T” Badges may be used in the following circumstances:

- When Airport ID Badge Applicants are awaiting the result of a background check and need to start work immediately.
- When individuals have a business need to access the Sterile, Secured, AOA, or Terminal Areas for a limited/infrequent amount of time for reasons such as training, audits, construction, repairs to office or other equipment, and other purposes requiring temporary access.

**Action Required:**

Every individual who requires access to the Sterile, Secured, AOA or Terminal Areas on a temporary basis shall display a “T” Badge, which shall be logged out either as a “Standard ‘T’ Badge” or “Limited Duration ‘T’ Badge.” The definitions are described below.

**Standard “T” Badges**

- Standard “T” Badges are badges needed for more than 24 hours, but for 30 or fewer days. There is a \$10 fee per Standard “T” Badge. **NOTE** – The \$10 charge for Standard “T” Badges will be billed when the “T” Badge request is made. The fee is non-refundable and will be charged even if the Standard “T” Badge is not picked up.

- To obtain a Standard “T” Badge, an Authorized Signatory must complete a “T” Badge Application at least three (3) business days prior to “T” Badge issuance. “T” Badge Applications are available on the Airport’s website ([www.flysfo.com](http://www.flysfo.com)). Applicants should report directly to the Satellite Security Access Office (SAO) located on the 5<sup>th</sup> floor in the Main Hall of the International Terminal. The individual seeking a “T” Badge shall present SAO personnel with a valid government-issued photo identification card. The ID will be scanned and screened for authenticity, then verified against the No Fly/Selectee Screening Database and other SAO Databases. The primary location for obtaining “T” Badges is the SAO Satellite Office. Additional “T” Badge work stations are located at: the Security Operations Center (SOC) for unforeseen circumstances outside the SAO’s business hours, Police Service Aid (PSA) staffed Vehicle Checkpoints, the Planning, Design and Construction office, and the 5<sup>th</sup> Floor Commission Office Reception Desk.
- Requests for Standard “T” Badges that are valid for more than 30 days must be submitted using a “T” Badge Extension form and approved by an ASC. Allow five (5) business days for a “T” Badge Extension approval.
- Individuals are eligible for up to four (4) “T” Badges in a 12 month rolling period. Any requests for exceptions to this limit will be reviewed on a case by case basis by an ASC. Authorized Signatories may elect to maintain possession of an individual’s Airport ID Badge to ensure that the individual will only use the badge when approved by the sponsor.

#### **Limited Duration “T” Badges**

- Valid for up to 24 hours and may be obtained from the SAO during operating hours; from the SOC when an unforeseen circumstance arises outside of SAO operating hours; and at Vehicle Checkpoints.
- Like the Standard “T” Badges, individuals who receive a Limited Duration “T” Badge must be under positive escort for the entire time the individual is situated in a Sterile, Secured, or Air Operations Area. Any individual with Escort Authorization may sponsor a Limited Duration “T” Badge, and must accompany the individual to the SAO or SOC to obtain the “T” Badge. All Limited Duration “T” Badges must be returned as soon as possible after use, but no later than 24 hours from the time of issuance. Use of Limited Duration “T” Badges will count towards the four (4) uses in the past rolling 12 month limit described above.
- As with Standard “T” Badges, individuals requiring a Limited Duration “T” Badge must present a government-issued photo ID to the SAO, SOC or the Police Service Aid (PSA) at Vehicle Checkpoints. The ID will be verified against No Fly/Selectee Screening Database and other databases.
- In addition to contractors and others requiring short term access, Limited Duration “T” Badges may be issued to Airport ID Badge holders when the badged individual is not in possession of their Airport ID Badge. In those circumstances, the individual’s regular badge shall be deactivated. When the Limited Duration “T” Badge is returned to the SAO, the individual’s Airport ID Badge will be reactivated.

- There is no charge for Limited Duration "T" Badges, but failure to return a Limited Duration "T" Badge will result in a fee being assessed in accordance with the Airport Rates and Charges to the company requesting the badge.

**Using the "T" Badge:**

Consistent with the requirements for the previous "V" and "C" Badges, all individuals with "T" Badges require an escort at all times in the Sterile, Secured, and AOA locations.

All individuals who are not in possession of an Airport ID Badge and are working or conducting business in a pre-security area of Airport or Airport Fixed Based Operator (FBO) Terminals on more than four (4) occasions (up to a maximum of 24 hours each occasion) in the previous 12 months must display a valid "T" Badge.

All individuals in the Secured Area, Sterile Area, or AOA of the Airport, for any period of time, must display a valid Airport ID Badge or "T" Badge at all times. Personnel in the AOA or Terminal Areas or approved Airfield haul routes that have been deemed non-secure/sterile by the Aviation Security and Regulatory Compliance Office (AVSEC) (e.g. via an Airport Security Program (ASP) Amendment, Changed Condition, etc.) are not required to display a "T" Badge or be escorted while in these areas.

Individuals with a "T" Badge who require access to a Sterile or Secured Area of the Airport must enter through a Passenger or Employee Security Screening Checkpoint. If Screening Checkpoints are not staffed, entry may occur through a guarded exit lane. Individuals with "T" Badges accessing the AOA or Secured Area may proceed through a Vehicle Checkpoint. **Accessing Sterile or Secured Areas of the Airport from a public area via bypass doors is strictly prohibited unless under escort of an Airport Duty Manager (ADM), Airfield Safety Officer (ASO), or an AOA Badged Law Enforcement Officer (LEO) with escort privileges.**

For access from a Secured Area to a Sterile Area, individuals using a "T" Badge may be escorted through doors/gates/turnstiles by an Airport ID Badge holder with Escort Authority as indicated by the word "Escort" on his/her SFO Airport ID Badge. Under escort, the "T" Badge holder may enter the AOA or Secured Areas through a Vehicle Checkpoint. An escort is not required when individuals with a valid "T" Badge are accessing pre-security areas of Airport Terminals.

If a signed Letter of Agreement (LOA) between the Airport and an Air Carrier is on file with the Airport, unbadged individuals may be escorted without a "T" Badge into and within Restricted Sterile Areas of the Airport by Air Carrier cockpit and cabin crew members displaying a valid Air Carrier ID Badge.

When the "T" Badge holder requires the use of tools/prohibited items in the Sterile or Secured Areas, two (2) Airport ID Badge holders with a valid AOA badge with escort privileges are required: one authorized escort must bring the tools through an access point other than the Security Screening Checkpoint while the other escorts the "T" Badge holder through the Passenger or Employee Security Screening Checkpoint. Individual "T" Badge holders must then be escorted at all times by an AOA Badge holder with escort privileges while they have access to tools/prohibited items in the Sterile Area.

**“T” Badge Use in the Federal Inspection Sites (FIS):**

The sponsor of “T” Badge for individuals requiring access to the Federal Inspection Sites (FIS) must request, at minimum 30 days in advance of the access date and escorts must be AOA Badge holders with Escort Authority and a Customs Seal. To request access, the properly credentialed escort must provide Customs and Border Protection (CBP) with the following information on company letterhead:

- Purpose of the visit
- Areas to be accessed
- Responsible escort company name, the name of the individual(s) who will escort the “T” Badge holder (including Airport ID Badge number)
- Dates and approximate times of access
- Full legal name of visitor(s) (including any current Airport ID Badges at other airports)
- Date of birth of visitor(s)
- Passport information (or other legal presence document such as a permanent resident card) and visa classification details
- Job title, function, and employer of the visitor(s)

The request letter shall be emailed to the CBP’s Port Director at [sfopsm-landingrights@cbp.dhs.gov](mailto:sfopsm-landingrights@cbp.dhs.gov). If a request cannot be made within 30 days of the visit due to unforeseen circumstances, contact CBP at 650-877-4000 ext. 2 with the above information and CBP will determine whether access will be granted. If you are unable to email the letter, it can be faxed as a last resort to 650-877-5106.

When entering FIS areas, access must be gained only from locations designated by CBP.

**Supplemental Program Information**

**Airline Station/General Manager and Special Agency “T” Badges** – Airline Station/General Managers, and select Agencies (e.g. LEOs) may be provided Limited Duration “T” Badges to keep in their possession for their use, or use by any designee of with an Airport ID Badge with Escort Authority. These “T” Badges shall have the Airline or Agency name printed on the front of the “T” Badge. The General Manager is required to log each use of the Badges, and vet the individuals using the Badge against the No-Fly/Selectee list or Secure Flight Database before use. The SAO will audit the use of these badges. Individuals displaying a “T” Badge with an Airline or Special Agency name on it will be permitted access through any Vehicle or Security Screening Checkpoint under escort by anyone with an Airport ID Badge with Escort Authority.

**No “T” Badge Required** - Under the following circumstances, “T” Badges are not required for visitors:

- Security Escort: Where access is provided under escort of an ASO, ADM, or uniformed San Francisco Police Department – Airport Bureau (SFPD-AB) officer do not require the use of a “T” Badge.

- Traversing the AOA: Personnel who are under escort, inside a vehicle, and/or on a Vehicle Service Road (VSR) outside of the Secured Area enroute to/from destinations outside of the Secured Area (e.g. Romeo, Northfield, or Cargo Checkpoints, Maintenance Operations Center (MOC), Super Bay, etc.) are not required to possess and display a “T” Badge.
- Flight Crew Transport on the AOA: Member of flight crews who display company ID Badges identifying them as flight crew members and are in the process of being transported to/from aircraft under escort by an AOA Badged individual with escort privileges are not required to possess and/or display a “T” Badge, and do not need to be logged. This includes crews returning from Remain Overnight (RON) Parking, flight crew members being transported through the Romeo and Cargo Checkpoints, and crew members in transit from a crew lounge/domicile area in a Sterile Area via the Secured Area to an aircraft.
- High Value Transportation Escorts: Individuals arriving on a flight who are escorted by an individual with an Airport ID Badge with Escort Authority to the ramp to observe the offloading of the cargo and its transportation off of the AOA are not required to possess and/or display a “T” Badge. Once escorted off the AOA with the cargo, these individuals may not re-enter the AOA, and are required to return to the terminal via landside roadways.
- Activity associated with a Special Event Notification: An ASC may approve activity in which individuals under escort and/or being monitored by badged personnel are exempt from being required to display “T” Badges. This authorization will be documented on an Air Charter Operations or Special Event/ Project worksheet Authorization form and distributed to necessary Security Stakeholders.

**“T” Badge Log Out/Returns** - Unbadged individuals who are returning a “T” Badge to any Vehicle Checkpoint, or need to have a “T” Badge issued but are not entering the AOA/Secured Area may be permitted to proceed past the Guard House Gate Arm temporarily under escort (with or without a “T” Badge) for the sole purpose of turning around to exit the area. At the Northfield Vehicle Checkpoint only, individuals returning a “T” Badge may be permitted to re-enter the AOA through the checkpoint under escort without a “T” Badge enroute to/from destinations outside of the Secured Area (e.g. United Airlines Maintenance Operations Center (MOC), Super Bay, etc.).

**Approved Tarmac Delivery Programs** - United Airlines and Virgin America Airlines have Tarmac Delivery Programs, which allow for select passengers without a “T” Badge to be transported on the AOA under escort by badged individuals.

**Temporary Work at the Super Bay** - Individuals located at the United Airlines MOC who do not possess an Airport ID Badge and are required to work at the Super Bay on a temporary basis may access the AOA from the MOC and exit the AOA via the Northfield Vehicle Checkpoint under escort (as described above), and then re-enter the AOA through the Northfield Checkpoint after receiving a “T” Badge at the Northfield Checkpoint. The individual may then proceed to and

work on the AOA at the Super Bay under escort. The four (4) uses in the past 12 month limit on “T” Badge use will still apply to this use.

**Airside Escorts By ASOs** - “T” Badges are not required for individuals being escorted by an ASO (e.g. fuel deliveries, construction deliveries, medical transports, etc.) through a PSA staffed Vehicle Checkpoint. Escort of unbadged individuals without a “T” Badge may be transferred from Airfield Safety to an AOA Badged employee with Escort Authority until the unbadged individuals have completed their delivery and/or associated duties within proximity of the delivery vehicle and are escorted off of the Airfield by Airfield Safety.

- If a situation arises where an ASO escort is required after a vehicle(s) has been processed and cleared through a PSA Vehicle Checkpoint and is being escorted on the AOA solely for safety or because the driver is not familiar with the AOA, an ASO may, at his/her discretion, release the vehicle(s) at any time in the Secured Area if all occupants have an AOA or “T” Badge and the driver has driving privileges.

**Non-Terminal buildings** - “T” Badges are not required for individuals working or conducting business in the exterior buildings/facilities (e.g. Buildings 710, 575, 610, RAC, Signature Terminal Building, etc.)

**Rooftop Access** - “T” Badges are not required for individuals accessing the rooftops of terminal or non-terminal buildings while under escort by an AOA badged individual with Escort Authority.

**Access to Areas of the AOA other than the Secured Area** – Individuals with a valid “T” Badge may access the AOA other than the Secured Area through pedestrian turnstiles or Northfield Check Checkpoint. Examples of this are the Super Bay Hangar and Cargo Buildings. If an individual with a valid “T” Badge needs to enter the secured area they may do so through any vehicle checkpoint for a security screening checkpoint.

**Sponsor without Escort Authority** - Badged individuals without Escort Authority may sponsor an individual for a Limited Duration “T” Badge at the SAO or SOC. When the SAO or SOC personnel is issuing a “T” Badge through the Temporary Access Badge System (TABS), they will be alerted that the Airport ID Badge holder (sponsor) does not have Escort Authority. The issuer shall override the prompt, issue the badge, and remind the sponsor that only an AOA Badge holder with Escort Authority is able to provide the escort.

**Access to the AOA/Secured Area through Construction Gates** – Please refer to the attachment “SFO Secured Area/AOA Vehicle Access Procedures” for information regarding access through construction gates.

**Contact:** Aviation Security and Regulatory Compliance (AVSEC) Office at (650) 821-3900.

**Attachment:** SFO Secured Area/AOA Vehicle Access Procedures

**Effective Date:** Immediately

**Expiration Date:** Upon Incorporation into SFO Rules and Regulations

**Supersedes:** ASB #17-11 issued November 6, 2017.