



November 2, 2021

Security Badge Administrators  
Los Angeles World Airports (LAWA)

**Re: New Procedure for ACAMS Special Access Requests**

To Whom It May Concern:

LAX

Van Nuys

City of Los Angeles

Eric Garcetti  
Mayor

Board of Airport  
Commissioners

Beatrice C. Hsu  
President

Valeria C. Velasco  
Vice President

Sean O. Burton  
Gabriel L. Eshaghian  
Nicholas P. Roxborough  
Dr. Cynthia A. Telles  
Karim Webb

Justin Erbacci  
Chief Executive Officer

Effective immediately, the **Security Access Analysis Unit (SAAU)** of the **Security Credentials Section** (Security Badge Office), will process all **ACAMS Special Access category requests**, inclusive of, but not limited to Fire/Life/Safety, Leased Hangars/Buildings, Keypad Alarm Response and/or TBIT Doors/Elevators.

Companies requiring special access must submit request on their company letterhead, or LAWA Memorandum (applicable only to LAWA Divisions). All documents must be signed by company management or designee. The following information must be included:

- **Date**
- **Subject** – The subject line should indicate the type of access requested (e.g. **Terminal 3 - Door 245**)
- **Location** – Include Terminal number(s) and Door/Elevator/Gate number(s)
- **Employee Information** – List the employee name and badge number of each person(s) that requires special access
- **Reason** – Provide a strong justification for why special access is needed
- **Contact information** – Provide name, title, and contact number

Each special access request will be evaluated by the approving authority to assess if operational necessity criteria is affirmed (i.e. access is critical to operations and no other general access points are available in the immediate vicinity). If approved, special access will be granted to the person(s) listed on the request.

If a special access request is incomplete or if special access is not granted, the company will be contacted and provided the reason for the denial or nature of the missing information. Alternatives may be discussed, at that time, to balance the organizations operational needs with aviation security controls.

Please note, any attempt to circumvent the aviation security system by an individual or an organization; or if it is determined that an ACAMS Special Access category request was submitted for convenience rather than operational necessity, the following may result:



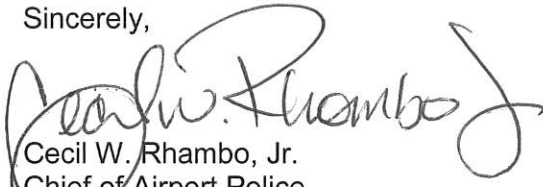
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- SAFE violation citation to the person sending the special access request
- SAFE violation, badge deactivation and/or confiscation to the badged "field" employee (if access was granted)
- Special access category will be rescinded for all employees of the company that currently have the special access

Please note that Special Access is granted only for the badge number for which it was requested. Special Access never "roll over" to replacement badges. If an individual's badge was replaced due to renewal, or any other reason, the Special Access that was initially granted will be lost. Therefore, a new **Special Access Memo** should be submitted, per instructions noted above.

Please send all Special Access requests to the **Security Access Analysis Unit (SAAU)**, at the Security Credentials Section (Security Badge Office) via email at [SAAUnit@lawa.org](mailto:SAAUnit@lawa.org). If you have any special access questions, please contact **SAAU at (424) 646-8135**.

Sincerely,



Cecil W. Rhambo, Jr.  
Chief of Airport Police  
Airport Security Coordinator  
Los Angeles International Airport

CRW:TDS:feb

cc: F.E. Bellot, Security Credentials Section (Security Badge Office)  
Vulnerability Assessment and Analysis Unit