



# GOOD NEWS... BADGE NEWS

Dec 2022 - Feb 2023  
Volume 25, Issue 1

## See Yourself in Cyber

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October 2022 was the 19th Cybersecurity Awareness Month. The Cybersecurity and Infrastructure Security Agency (CISA) and National Cybersecurity Alliance (NCA) are asking you to “See Yourself in Cyber” and remain safe when online. Whether you are a vendor, supplier, student, or an individual who uses the internet for work, school or entertainment, practicing basic cyber hygiene can reduce the risk of cybersecurity threats to you and/or your organization.



Here are a few simple, yet effective, ways to keep yourself safe online:

- ✓ Update your software.
- ✓ Think before you click.
- ✓ Have good, strong passwords or a password keeper.
- ✓ Enable multi-factor authentication (more than just a password) on all of your sensitive accounts.
- ✓ Recognize and report phishing.

For more information on how to stay safe on the internet, visit CISA’s website:

[Cybersecurity Awareness Month | CISA](#)

**Security Office**  
Phone (734) 942-3606  
Fax (734) 942-3814  
Security@wcaa.us

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Bldg. 610  
Detroit, MI 48242

**Office Hours:**  
Monday – Friday  
8:30am-4:00pm  
Wednesday open at 7am  
(Closed 12pm - 12:30pm daily)

**Closed on Upcoming Holidays:**  
Dec 23 & 26—Christmas  
Dec 30 & Jan 2—New Years  
Jan 16—Martin Luther King Jr

**Airport Response Center**  
(ARC) available 24/7  
(734) 942-5304/5

All DTW Security forms,  
rules and procedures are  
available at:  
[www.MetroAirport.com](http://www.MetroAirport.com)

## No Weapons Allowed



The carrying of prohibited items in the Sterile or Restricted areas of the Airport is strictly prohibited. These items include weapons, explosives, incendiaries and other items that are seemingly harmless, but may be used as a weapon.

All individuals, their belongings and vehicle are subject to search upon entering Airport property. Even though you may possess a valid concealed pistol license (CPL) issued by the State or any other State, you must remember that it is strictly prohibited on Airport property. **Leave it at home!**

An individual found to be in possession of a prohibited item on Airport property will automatically receive a **permanent** badge suspension. Be aware that civil and/or criminal penalties may also apply.

A full list of all the prohibited items can be viewed on the TSA’s website at [www.tsa.gov](http://www.tsa.gov).

## Make Your Appointment

Most Badging-related matters require an appointment. Make yours at <https://dtwcredentialsappointments.as.me/schedule.php>. Transactions that do not require an appointment are: separation drop-off, badge reprints, adding CBP or Escort Authority icons, vehicle permit pickup, badge color change, legal name change and finding/returning a lost badge.



# GOOD NEWS...BADGE NEWS CONT'D

## Stay Alert!

if you **SEE** something **SAY** something™

**REPORT SUSPICIOUS ACTIVITY** to local authorities.

We often go through our days with a routine. Whether it's driving to work, running errands, or calling loved ones. It's not difficult to become distracted with these daily, repetitious behaviors. But as you go through your day, if you **see something** that doesn't seem quite right, **say something!** Fighting terrorism is a community effort and we must count on each other by staying alert and reporting suspicious activity to the Airport Response Center (ARC). By doing so, you can help protect one of the nation's largest airports. Even if you think that your observation is not important, it could be a piece of a much larger puzzle. Play an active role and remember -

**"If You See Something, Say Something!"**

Dial 911 or  
Call the Airport Response Center @  
734-942-5304



## Off-Duty Use of DTW Badge

DTW ID Badges are issued to you in order to support your job duties and responsibilities here at the Airport. Your badge should only be used for official business purposes. **Never** utilize your ID badge for personal or off-duty use.

**FOR OFFICIAL USE ONLY**

## Escort Name Check Portal

In June 2022, Airport Security implemented a new, streamlined process for completing name checks when escorting an individual at the Airport. Although DTW no longer utilizes visitor or one-day temporary badges, name checks are still a requirement. To conduct a name-check for escort, follow the steps below:

- ✦ Visit the online Escort Name Check portal at: <http://apps.metroairport.com/EscortNameCheck>.
- ✦ Verify and enter the LEGAL name of the individual(s) you intend to escort, as indicated on their unexpired Government Photo ID.
- ✦ A cleared name-check is valid for one (1) day only. A new name check must be conducted and cleared for each consecutive day under escort.
- ✦ If the individual does not clear the name check, you will be directed to contact the Airport Response Center (ARC) at 734-942-5304. Under no circumstances should you escort an individual who has **not** received a 'cleared' notice from the portal.

### REMINDERS:

- ✓ The individual(s) you are escorting must have an operational need to be escorted.
- ✓ You must keep verbal and visual control of the escorted individual at all times.
- ✓ Complete Escorting Procedures are available on our website or by clicking [here](#).



## Winter Weather Reminders



As the temperatures continue to drop here in the 'mitten', it is important to keep yourself warm, safe and prepared for the challenges of a long Michigan winter. Snowy and icy conditions require caution whether you are driving on the ramp, working outside or just commuting to work.

Allow for extra stopping distance and travel at appropriate speeds for the type of conditions you experience. Always proceed with caution when accessing vehicle checkpoints and gates and always wait until the gate is closed before leaving the area.

Also, make sure when bundling up for the weather, that you display your badge on your outermost garment, above your waist, at all times in security sensitive areas.

## Did You Know?



Did you know that the Credentials Office renewed 12,278 badges within the last year? Or that they processed 13,415 badge applications? That averages out to be 2,141 badging-related transactions handled through the office each month!

The Badging Office is on an appointment-only basis for most transactions and although we work hard to keep those appointments running on time, depending on the situation, a customer's needs may require additional attention. We appreciate your patience and understanding, as we give our best customer service to the badge-holders of DTW.