WILLOW RUN - YIP AIRPORT - WCAA
SEPARATION FORM

COMPANY NAME: _____

The employee identified below no longer works, or no longer requires reoccurring access, for our company at Willow Run Airport.

NAME: _____
LAST FIRST MIDDLE

BADGE NUMBER: _____ **DATE OF SEPARATION OR STATUS CHANGE:** _____

REASON: (check one)

_____ Resignation
_____ Transfer
_____ Retirement
_____ Lay-off
_____ Termination for Cause (Security/Safety Issue)
_____ Change of status
_____ Construction completed
_____ Separation for non-cause issue (Attendance, failed training, NCNS, etc.)
_____ Medical or leave of absence
_____ Other _____

RETRIEVAL OF ID BADGE: (check one)

_____ This individual's Airport Identification Badge is attached to this form, in accordance with Airport Security requirements and procedures.

_____ Upon separation, the individual did not turn in their Airport Identification Badge and immediate notification to Security was made.

ATTACH BADGE HERE TAPE AT TOP AND BOTTOM (DO NOT STAPLE)

I understand that all badges issued to employees of my company must be accounted for. Failure to notify the Airport about any Airport ID Badge that can no longer be accounted for is a violation of the Airport Security Program and may result in administrative sanctions and/or civil penalties. I understand that my company may be charged a fee if they fail to retrieve and return the ID badge to Airport Security.

Submitted By: _____ Title: _____ Date: _____

AIRPORT USE ONLY

Received by: _____ Entered by: _____ Date ID returned: _____

Dual: Y / N Authorized Signer: Y / N Scanned by: _____

Airport Security
Detroit Metropolitan Wayne County Airport – Building 610 – 31399 East Service Drive – Detroit, MI 48242
Phone: (734) 942-3606 Fax: (734) 942-3814 Email: Security@wcaa.us