

JUNEAU INTERNATIONAL AIRPORT

RESTRICTED AREA TRAINING COURSE

**(Course Training for 135-AOA, Sterile-AOA,
Sterile, and SIDA badges)**

January 2018

I. INTRODUCTION

Every year at airports like Juneau International Airport (“JNU”), there are real and potential threats to civil aviation security. Groups and individuals world-wide target the aviation industry and other modes of transportation for acts of violence and terrorism. Unlawful acts against civil aviation include hijacking, aircraft sabotage, bombings, and terminal assaults. The events of September 11, 2001, changed airport security. The Transportation Security Administration was formed and became the governing agency for airport and airline security. **The rules and procedures in this training course are important in preventing unauthorized access to restricted areas, and minimizing the potential for unlawful activities.**

The City and Borough of Juneau, Juneau International Airport, under guidance of the Transportation Security Administration 49 CFR Part 1540 series, has developed this training course to familiarize those persons with a need to be in the restricted Security Identification Display Area (“SIDA”) areas, as well as the Sterile and 135-AOA areas of the JNU airport. These established rules and procedures are for the safety and security of all persons. Failure to comply may result in loss of badge privileges, loss of employment, and civil sanctions against the individual and the company they represent.

This Study Guide shall be completed by all employees prior to their unescorted access in SIDA, Sterile, or 135-AOA areas. **RECURRENCE training and testing shall be required annually prior to badge re-issuance.**

This Study Guide is a summary of the badge requirements provided by Federal regulation and the Juneau Airport Security Program. Other training (such as a ramp driver endorsement) may be required for additional airfield privileges. All personnel applying for a JNU SIDA, Sterile, Sterile-AOA badge must undergo a fingerprint criminal history records check (“CHRC”) prior to badge issuance, as outlined in 49 CFR 1542.209. By regulation, an airport can accept an official letter from a federal agency, an air carrier (49 CFR Part 1544), or another airport which verifies that the individual has undergone fingerprint CHRC and meets the badging requirements outlined in 49 CFR 1542.209.

Please contact the Airport Badging Office (907-586-0957) if you have any questions on badge requirements and responsibilities.

II. DEFINITIONS

Most of these terms are described in general airport terms, unless otherwise specified as unique to JNU.

121 Operations (121) – those passenger aircraft operations pertaining to Federal Aviation Administration regulation 14 CFR Part 121, which governs domestic, flag, scheduled large commercial certificated Air Carrier Operations.

135-AOA – the areas of the ramp used by commercial aircraft operators (“air taxis”) governed under 14 CFR Part 135. This is a controlled area of the airfield which requires identification media and means to maintain security.

135 Operations (135) – those aircraft operations pertaining to Federal Aviation Administration regulation 14 CFR Part 135, which governs commuters or on-demand (small commercial) certificated Air Carrier Operations.

Aircraft – for the purposes of this study guide, aircraft is defined as a fixed wing aircraft (jet or propeller aircraft) or helicopter.

Air Operations Area (AOA) – a portion of the restricted area of the airport specified in the airport security program. This area includes aircraft movement areas, aircraft parking areas, aircraft loading ramps, and aircraft safety areas, for use by aircraft regulated under 49 CFR 1544, and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures or procedures.

Airport Police – Juneau Police Department officers working at the Airport.

Airport Security Coordinator – the Airport’s primary contact for security-related activities and related communications, training and compliance with the TSA.

Airport Security Program (ASP) – an airport operator’s program required under 49 CFR 1542.101 and approved by the TSA. Airports must follow approved programs and ensure those security measures outlined in the program are complied with by all tenants and users of the Airport.

Airfield – those areas of an airport that support aircraft activities.

Apron (see Ramp) – a defined area on an airport or heliport intended to accommodate aircraft for the purposes of parking, loading and unloading passengers or cargo, refueling or maintenance.

Challenge – a demand to produce and display appropriate JNU issued or approved ID in accordance with the ASP. Personnel with airport-issued or airport-approved badges are required to challenge anyone not displaying appropriate ID in the restricted areas of the airport. See Section VII—Challenge Procedure.

Challenge Procedure – the airport-approved process by which individual(s) with unescorted access to the restricted areas of the airport are required to contact, approach or point out to appropriate authorities, individual(s) or vehicles present in those areas but not displaying appropriate airport-approved identification media. See Section VII—Challenge Procedure.

Escort – to accompany or monitor the activities of individual(s) who do not have unescorted access authority in the restricted area. See Section VIII—Escort Authority.

Escort Authority – an individual that has airport approval to escort individual(s). See Section VIII—Escort Authority.

General Aviation (GA) – that portion of civil aviation that encompasses all facets of aviation except air carriers holding a certificate of public convenience and necessity.

Piggybacking – Piggybacking occurs when an unauthorized individual, on foot or in a vehicle, enters through a portal (gate, access point, etc.) providing access to a restricted area. This may occur during an authorized individual’s entry or exit from such area without the authorized person’s knowledge or authorization. Piggybacking also occurs when an otherwise authorized individual accesses a restricted area portal without following required access control procedures.

Restricted Areas – those areas of the Airport where persons or vehicles are not permitted to enter or be unescorted unless authorized by the Airport.

Secured Area – a portion of an airport, specified in the airport security program, in which certain security measures specific in Part 1542 of 49 CFR Chapter XII are carried out. This area is where aircraft operators and foreign air carriers that have a security program under Parts 1544 or 1546 enplane and/or deplane passengers, sort and load baggage and any adjacent area that is not separated by adequate security measures. The secured area at JNU includes the SIDA and Sterile Area (Departure Lounge).

Security Identification Display Area (“SIDA”) – a portion of an airport in which security measures are carried out as specified in the Airport Security Program. This includes areas of the Part 121 Air Carrier operations and Air Cargo operations which requires identification media and strict measures to maintain security. The SIDA is a defined portion of the Secured Area.

Sterile Area – an area of the Airport which provides access for boarding onto and off of Part 121 Air Carrier aircraft (also referred to as the Departure Lounge). Access to this area is highly restricted and all non-authorized badged individuals must enter this area via the TSA Passenger Screening Checkpoint.

Transportation Security Administration (TSA) – a Federal agency providing federal security oversight, passenger and baggage screening, and guidance for the airport’s security program.

Unescorted Access Authority – the authority granted to individual(s) by Airport Management under 49 CFR Part 1542, to gain entry to and be present without an escort in the restricted areas.

III. GENERAL SECURITY AND SAFETY RULES

Upon completion of this guide and test, the operator shall know the rules and responsibilities associated with being present on the JNU airside ramps and aprons.

Security Responsibilities. No one may tamper or interfere with, compromise, modify or circumvent any badge, security system, infrastructure, or security procedures at JNU. No one may divulge security information or records that are labeled as sensitive security information unless approved by the Under Secretary of the Transportation Security Administration.

Right-of-Way. Aircraft, emergency vehicles, and airfield vehicles have the right-of-way. In addition, individuals should be cautious when transiting the ramp:

- Watch cockpit blind spots - pilots typically cannot see behind or below the aircraft. Watch for turning propellers or jet blast, which indicate that an aircraft may be ready to move.
- Avoid jet blast or prop wash which can blow debris or overturn vehicles.
- Be aware and avoid moving propellers that can cause damage, injury or death.
- Be aware of moving vehicles - you may not hear them approaching due to aircraft noise.

Visibility. Make yourself visible. Remember that aircraft and vehicles may have limited visibility and may not see pedestrians in the AOA. Bright contrasting clothes or reflective vests increase your visibility, especially after dark or during other low visual conditions such as fog or snow. Pedestrians should stay in well-lighted areas as much as possible and take the most expeditious routes while walking in the AOA to reduce the chance of pedestrian/aircraft/vehicle deviations. If you must walk on the ramp

or roadways, a bright reflective vest or clothes which contrast to the area and lighting conditions will make you more visible on the ramp.

No Smoking on the Main Ramps. The proximity of aircraft, fuel trucks, equipment, and terminal heating fuel storage make it extremely dangerous to smoke or leave cigarette butts smoldering. They may blow toward a combustible source.

Report Suspicious Persons or Activity. It is important to report unusual or suspicious persons or activities immediately to Airport Police for investigation. It is for the safety and security of everyone at the Airport. If you see something, say something and when in doubt, report it.

Ramp Walkways. There are many moving parts on the air carrier ramps. When walking across the 135-AOA ramp, badge holders need to walk behind aircraft in the designated walkways (see below).

Sample main ramp walkway marking



IV. GENERAL BADGE RULES

Security is Everyone's Business. Everyone issued a JNU security badge is expected to assist with Airport Security measures. It is a badge holder's duty to abide by the rules and report security breaches to Airport Police. Failure to comply with federally mandated airport security measures or report security breaches may mean civil penalties or other enforcement measures.

Badges are a Privilege! There are rules and responsibilities that come along with the issuance of a badge. If not followed, badges may be suspended or revoked. Each type of badge represents a specific level of security. The employer and the Airport will determine the type of badge necessary for each individual.

Never Lend Out a Badge – not even to a co-worker. A badge is only to be used by the individual to whom it has been issued.

Badges Must Be Worn on the Outermost Clothing and Above the Waist. Badges MUST be worn on your outermost clothing at all times while in a secure area or 135-AOA ramps. When donning or removing a jacket, remember to move your badge to the outermost layer of clothing. Badges must be visible and also be displayed above the waist. Badges may be worn on a lanyard, in a clear display pocket, or clipped to the individual's clothing. Badges do not need to be displayed while in GA areas of

the Airport, however, all badges must be provided upon request (on one's person, aircraft, vehicle, or in the immediate area).

Report Lost or Stolen Badges Immediately. It is the responsibility of each badge holder to keep track of their badge. It is also the responsibility of each badge holder to report a lost or stolen badge *immediately* to Airport Police so that badge access can be turned off. Illegal access which has been gained through the use of a lost or stolen badge is the responsibility of the badge holder.

All Badge Holders Must Swipe Their Access Media Prior to Entering a Restricted Area. Do not allow another badged individual to enter the restricted area under your access. Each badge holder must swipe their access badge when they enter these areas. Note piggybacking others is prohibited. Each badge holder has a distinct access. A badge that matches the security area does not mean that the individual has authority to enter that door or gate. A badge holder may not escort another badge holder except with explicit advance approval by the Airport Security Coordinator or designee. If you give access to another individual, you are responsible for that person and must provide positive escort and have escort authority (see Section VIII for more information on escort authority). Multiple entries may be allowed at an access door or gate provided that each person swipes their access badge and gets a green light on the swipe pad.

Ensure No Unauthorized Entry. When you enter or exit the restricted area, ensure that no one gains illegal entry into these areas while a door or gate is open. The badge holder is responsible for making sure the door or gate closes behind them and that no one has gained entry into the restricted area, unless under escort of the badged individual (see escort authority).

Badges Are the Property of the JNU Airport. Airport identification and access badges are the property of the Juneau International Airport. Badges may be confiscated, downgraded, or de-activated at any time the Airport believes that use by an individual may jeopardize the security or safety of the Airport. The Airport may be directed by the Federal Aviation Administration (FAA) or the Department of Homeland Security (Transportation Security Administration) to limit or close access into all or part of the airport perimeter during times of national emergency, heightened security threat levels, or changes to Federal airfield operations. Badges and access media must be returned to the Airport once an individual terminates employment or no longer requires a badge.

Challenge (see Section VII, Challenge Procedures). A badge holder is required to challenge person(s) in the restricted area, to ensure the individual has valid badge or credentials. Request to see a JNU badge or other credential that allows that person to be in the restricted area of the Airport or notify Airport Police immediately.

Report Security Concerns Immediately. As a part of the security team at JNU, a badged individual has the responsibility to report security breaches, suspicious activity, or suspicious individuals on the Airport to Airport Police. To report such activities call Airport Police at 321-3802.

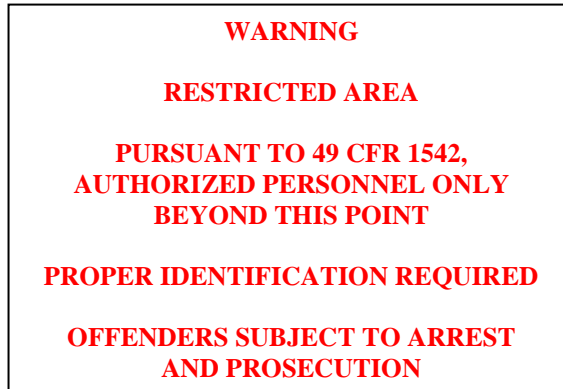
Badge Suspension/Revocation. The Airport reserves the right to refuse, suspend, or revoke access or badging media to any individual when it has been determined to be in the best interest of the Airport and Airport security. The TSA may supersede the Airport's decision to badge an individual and revoke or refuse badge privileges to an individual.

Civil Penalties and Enforcement. Failure to comply with these federally mandated airport security measures or report security breaches may mean civil penalties or other enforcement measures.

V. AIRPORT RESTRICTED AREAS

The Juneau International Airport has several different levels of restricted areas within the airfield boundary. These areas are delineated by perimeter fencing, gates, terminal building with access doors or painted boundaries on the ramps. Access doors entering into these areas are marked with warning signs.

Sample Restricted Area Sign



In order to access any of the restricted areas of the airfield, a person must have access authority or be under escort of another individual who has access authority. Approved identification media must be displayed for unescorted access in the following restricted area: 135-AOA, SIDA, and Sterile Areas.

Please refer to the map at the end of this section for the location of these areas at JNU.

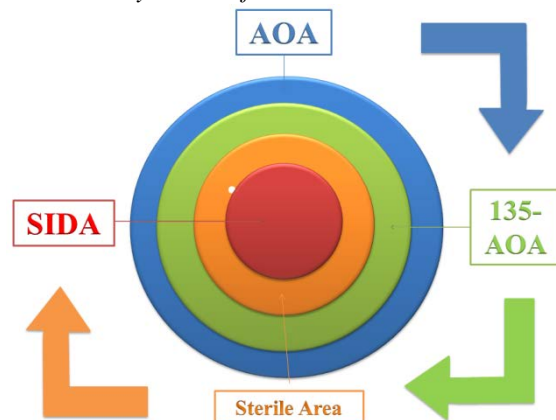
AOA – the Air Operations Area is all areas where aircraft operate including ramps, taxiways and runways. It also includes those areas of aircraft parking and loading. While access to the AOA is restricted, displaying identification media (badge) is only required in the 135-AOA and SIDA (Sterile Area is located in the terminal).

135-AOA –the area of the main ramp in which commercial air taxi (Part 135) operations are conducted. All unbadged persons located in the 135-AOA ramp area must be escorted by an authorized badge holder, with their badge displayed on the front outer most clothing and above the waist. Only Part 121 crew (large commercial air carriers), federal credentialed employees (TSA/FAA Inspectors), and/or law enforcement officers (Federal, state, or local) are allowed to enter the 135-AOA ramp without an authorized JNU badge or under escort.

Sample 135-AOA ramp



Security Levels of Restricted Areas



Secured Area –the area includes all SIDA locations and the Sterile Area (Departure Lounge) of the terminal. **JNU SIDA or Sterile Area badge is required prior to entering this area.** Sterile Area badged individuals may not enter a SIDA (only the Sterile Area). However, SIDA badged individuals are the only individuals allowed access to a SIDA and/or Sterile Area.

SIDA – the Security Identification Display Area (SIDA) is that area of the main ramp and AOA where the Part 121 Scheduled Large Commercial Air Carrier ground operations and Air Cargo operations are conducted. This area is bordered by roadways and stenciled in red with “SIDA AREA.” It also includes areas of the terminal where passenger baggage is collected for aircraft loading (*baggage make-up*) and areas of the air cargo buildings where outbound cargo is staged prior to loading onto an aircraft. *Individuals are forbidden to enter this area without displaying a proper JNU SIDA badge.* Only Part 121 crew, federal credentialed employees (TSA/FAA Inspectors), and/or law enforcement officers (Federal, state, or local) are allowed to enter the SIDA areas without an authorized JNU badge or under escort.

Sample SIDA areas

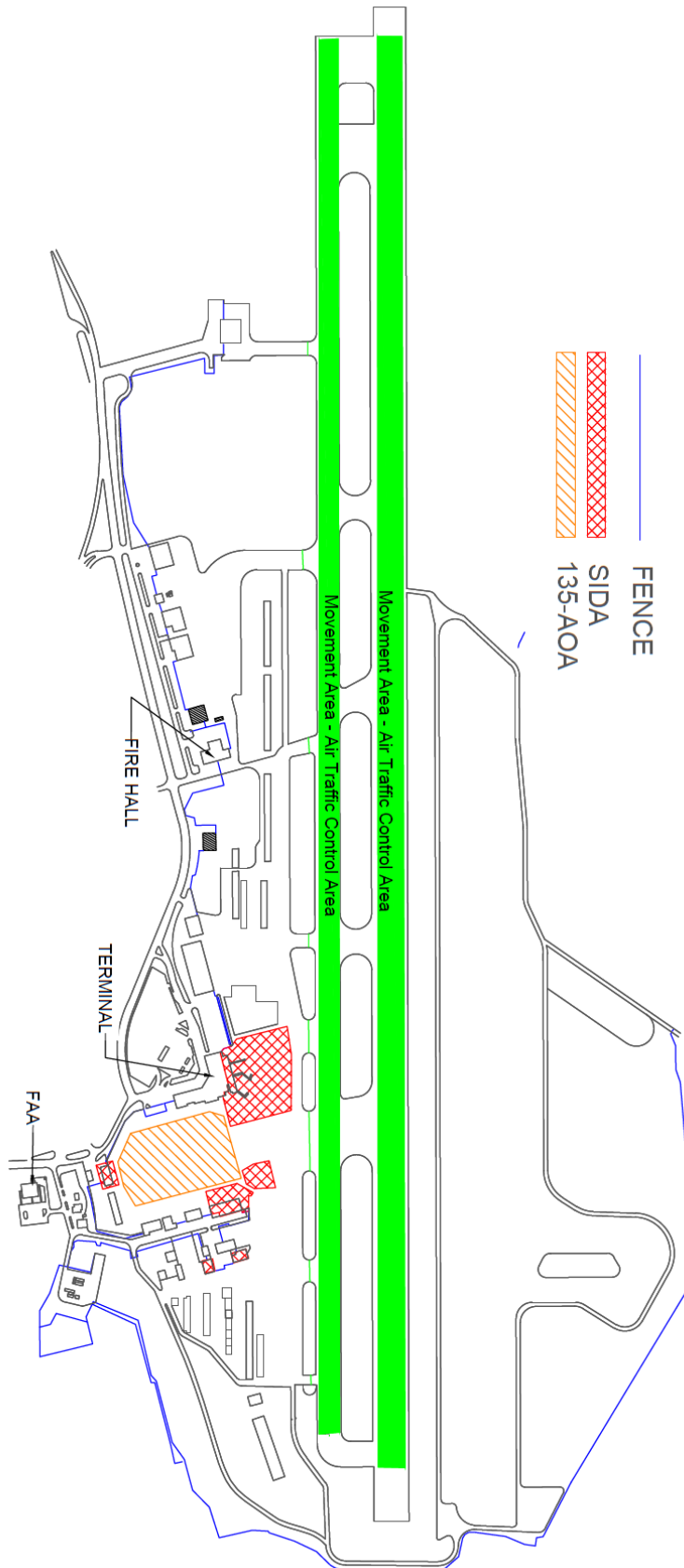


Sample SIDA pavement marking



It is important for all badge holders to be familiar with JNU and the different boundaries for each of the security areas, as well as have knowledge of what badge type allows access to each security area. The following layout of the Airport shows the overall security areas at JNU.

Juneau International Airport Restricted Area Layout



VI. AIRPORT APPROVED IDENTIFICATION MEDIA

Juneau allows a variety of Identification “ID” or “Badge” media in the restricted areas of the Airport. Most of the badges are Airport-issued badges, but some may be Airline crew badges or Federal credentials. It is important for people to recognize these or to call Airport Police or a supervisor when in doubt.

JNU Badge. Juneau has a variety of distinctive badges that allow access to restricted areas of the Airport. Badges have specific colors for specific areas of the Airport, but the colors may change over time due to Federal mandates or badge losses. The color coding is for easy identification from a distance, but the badge will still state whether a person has “SIDA,” “Sterile-AOA,” “Sterile Area,” “135-AOA,” or “GA” access. The Airport will keep badge recipients updated on the color coding as it changes. Badges must be renewed annually prior to their expiration date.

- **SIDA** – this badge gives unescorted access in the SIDA, Sterile Area, 135-AOA, and GA areas of the Airport.
- **Sterile-AOA** – this badge gives unescorted access in the Sterile Area and 135-AOA ramp only.
- **Sterile Area** – this badge gives unescorted access in the Sterile Area (Departure Lounge) only.
- **135-AOA** – this badge gives unescorted access to the 135-AOA ramp as well as the GA areas of the Airport.
- **GA** – this badge gives unescorted access to the GA areas of the Airport. GA badges do not have to be displayed, however, they must be provided upon challenge.

It is important to recognize the various types of badges for each area as well as identify that a badge belongs to the badge bearer. Quick reference for JNU badge recognition (all badges):

- **Picture.** Does the picture on the badge match the individual?
- **Name.** Individual’s name must be on the badge.
- **Company Name.** The company or agency that the individual works for must be on the badge.
- **Expiration Date.** Is the badge current for month and year?
- **Badge Type.** Is the badge appropriate for the area? In other words, does the person have a SIDA badge in the SIDA area, etc. Is the badge color appropriate and current? (Refer to section V. Airport Restricted Areas)
- **JNU Badge.** Is the individual wearing a JNU Airport-issued badge?
- **Badge Endorsements.** JNU-issued badges may have a distinct “EA” to designate Escort Authority (see Escort Authority below) or “Racing Flags” to designate Driver License authority on the 135-AOA ramp and jet traffic locations. Only those persons who have been trained in these areas will have one or both of these endorsements.

Airline Crew Credentials. Juneau allows airline (Part 121 passenger and air cargo) crew members to wear their company-issued airline ID badge in and around the vicinity of their aircraft and while transiting between their aircraft and their flight operations center. The crew member must display their badge and be in company-approved uniform (airline air cargo uniforms may be casual clothing). The badge will have similar characteristics to the Airport-issued badges:

- **Picture.** Does the picture on the badge match the individual?
- **Name.** Individual’s name must be on the badge.

- **Company Name.** The airline that the individual works for must be on the badge.
- **Expiration Date.** Is the badge current for month and year?

Federal Credentials. A variety of Federal agents may be in the restricted areas for various reasons. These agencies include Federal Aviation Administration (FAA), Department of Homeland Security (DHS) which includes Transportation Security Administration (TSA), Customs and Border Patrol (CBP; formerly “U.S. Customs”), Immigration and Naturalization (INS), and Animal and Plant Health Inspection Services (APHIS) and are just a *few* of the Federal agencies with inspectors that would have federal credentials that would need to be in the restricted areas of the Airport. Remember, not all federal employees will have credentials, only inspectors or those with authority to be in specific restricted areas.

While *generally* under escort of a JNU-badged individual, a federal agent may be on their own in the restricted areas of the Airport. It is important to recognize federal credentials will be multi-part and may have two or three sections including:

- **Picture.** In one section of the credential, a photo of the agent must match the agent.
- **Name.** Agent’s name must be on the credential.
- **Agency Name.** The Federal Agency represented must be on the credential.
- **Title of Agent or Authority.** The authority or duty of the agent must be on the credential (e.g., “Inspector”).
- **Badge.** Must be embossed with agency name and agent’s title.

IF IN DOUBT ABOUT THE VALIDITY OF A BADGE OR FEDERAL CREDENTIAL, CALL AIRPORT POLICE IMMEDIATELY.

Badge Application Process. The employer and the Airport will determine what badge type an employee needs based on duties and where an employee will be working. The employee will need to fill out a badge application form, provide two forms of identification, pass the security training curriculum, and acknowledge the rules associated with receiving the badge. SIDA, Sterile-AOA, and Sterile Area badges will also require that the individual pass a fingerprint criminal history records check (CHRC) which must show that the individual has not been found guilty of any of the listed crimes pursuant to 49 CFR 1542.209. This list is also provided in the application packet. In lieu of the Airport performing the fingerprint CHRC, an air carrier (Part 121) or federal agency may provide a letter of proof for an individual that has successfully undergone a fingerprint criminal history records check which has not disclosed any crimes listed in 49 CFR 1542.209.

EVERYONE REQUESTING A JNU BADGE MUST FILL OUT AN APPLICATION PACKET. ALL BADGE APPLICANTS MUST PASS THIS TRAINING CURRICULUM.

VII. CHALLENGE PROCEDURES

JNU badged individuals must recognize the various badge types for each area of the Airport (see Airport Approved Identification Media).

All individuals that have been issued JNU badges are required to challenge anyone not displaying appropriate ID badges in the restricted areas. A challenge is a demand to produce and display appropriate JNU-issued or other approved credentials. Failure to display an appropriate badge for a

restricted area will result in removal from that area. Anytime that you are unfamiliar or unsure of the validity of a badge, report it to the Airport Police immediately.

Procedures.

GENERAL:

- Ensure that an individual in the restricted area is displaying an appropriate JNU badge, airline crew credential, or federal credential or is under escort of an individual displaying a JNU badge (airline crew credentials and federal credentials do not have escort authority at the JNU Airport). While in a GA area of the airport, the badge holder does not need to display their badge, however, they must provide the badge upon challenge.
- Ensure that the photo matches the individual, expiration date is current and the badge is issued for the JNU Airport OR the credentials are valid.
- Ensure any individual providing escort in the SIDA, Sterile Area, and/or 135-AOA ramp has a badge with an “EA” printed on the front of the badge.

IF THE INDIVIDUAL IS NOT DISPLAYING A BADGE OR APPROPRIATE CREDENTIAL:

- Request the individual to produce and display a JNU badge or approved credential.

IF THE INDIVIDUAL CANNOT PRODUCE A JNU BADGE OR APPROPRIATE CREDENTIAL:

- Ask the individual if they are under escort or how they obtained access to the area.
- Escort the individual out of the restricted area.
- **NOTIFY AIRPORT POLICE IMMEDIATELY OF THE SECURITY BREACH.**

AT NO TIME SHOULD THE CHALLENGER PUT THEMSELVES IN DANGER OR ATTEMPT TO PHYSICALLY STOP ANOTHER INDIVIDUAL. MONITOR THE ACTIVITY OF THE PERPETRATOR AND NOTIFY AIRPORT POLICE IMMEDIATELY.

VIII. ESCORT AUTHORITY

“Escort” means that an unbadged person in a restricted area must be within sight and hearing of an appropriately badged person who has accepted the responsibility of providing the escort. Unbadged persons must remain under escort the entire time they are in a restricted area.

Escort of individual(s) in the SIDA, Sterile Area (Departure Lounge), and/or 135-AOA ramp is allowed at the JNU Airport. *Escort Authority* is required in order to provide escort in these areas. This authority is noted on the individual’s badge as an “EA.” A BADGED INDIVIDUAL THAT DOES NOT HAVE AN “EA” ON THEIR BADGE MAY NOT PROVIDE ESCORT. GA badges do not need an EA designation on their badge, but must still abide by the rules for Escort Authority for their area.

Reasons for Escort. Escort of unbadged individual(s) is only for those persons with a need to be in the restricted area, including:

- Escort of contractor for repair or work.
- Escort of another employee during their training period.

- Escort of a vendor.
- Escort of a ticketed passenger.
- Escort of emergency personnel, armed law enforcement or special security personnel.
- Escort for other reasons as approved by Airport management.

Note that escorted contractors and vendors entering the SIDA and Sterile Areas may be subject to screening or search. **All passengers** entering the SIDA and Sterile Area will be screened or searched.

Know who you are escorting. If you are providing escort of a vendor or contractor for your company, request photo identification (unless known) and request work credentials or paperwork (unless known).

Transfer of Escort Authority. Escort authority may only be transferred to another badged employee with escort authority.

Emergency and Law Enforcement Personnel. In an emergency situation, emergency medical personnel, fire personnel, or law enforcement personnel may enter restricted areas with or without EA-authorized badged-personnel. Emergency personnel do not need JNU badges to enter these areas in an emergency situation.

IX. VIOLATION OF RULES (Penalties and Suspension of Badge Privileges)

Failure to follow any of the rules or procedures may result in fines in excess of \$2,500 per infraction. Both City and Borough of Juneau and Federal fines may be assessed to an individual or company that violates procedures. Federal enforcement action or prosecution may accompany fines (up to \$11,000 per infraction).

Additionally, any person who is not in compliance with these procedures may be subject to the following consequences (Policy dated January 12, 2016):

<u>Improper Use</u>	<u>SIDA/Sterile Area badge</u>	<u>135-AOA/GA badge</u>
1 st offense	6 mos. badge suspension	1 mo. badge suspension
2 nd offense	5 yr. badge suspension	1 yr. badge suspension
3 rd offense	badge revocation	badge revocation

Other security violations may require that an individual’s badge access be turned off until proof of further retraining. *The Airport may revoke an individual’s badge privileges at any time (regardless of any previous offenses) if the violation is severe or the Airport, or the TSA, believes that the individual may be a threat to the Airport’s safety and security programs.*

PLEASE TAKE THIS TIME TO REVIEW THE STUDY GUIDE AND ASK ANY QUESTIONS YOU MAY HAVE ABOUT THE JNU AIRPORT SECURITY PROGRAM AND THE RULES FOR BADGES.

ANNUAL TESTING IS REQUIRED WITH A PASSING GRADE OF 80% OR HIGHER