



To: ILA Locals, PPGU, Terminal Operators

From: NYSA – Susan Winfree, V.P. Workforce Development & Corporate Diversity Officer

Date: 1/14/2013

Subject: TWIC Renewals

Please be advised of the following TWIC renewal process for ILA (NYSA) and PPGU employees.

Individuals that hold a TWIC that expires on or before December 31, 2014, **must** replace their expiring TWIC with a 3- year Extended Expiration Date (EED) TWIC.

NYSA will pay the \$60 fee for TWIC renewals and is developing a plan to have mobile TWIC offices at terminals or to facilitate bulk enrollment for renewals on behalf of employees.

Until that plan is developed and communicated, the following procedures should be followed:

- At least 30 days prior to the expiration date of the TWIC, individuals should apply for a 3- year Extended Expiration Date (EED) TWIC.
- Individuals should go to a TWIC enrollment center with their current TWIC and payment to begin the application process.
- Payment is required in the amount of \$60, payable by credit card (MasterCard or Visa), money order, or cashier's check (payable to "Lockheed Martin").
- Individuals **MUST** obtain a receipt, in order to be reimbursed by NYSA.
- Once the EED TWIC arrives at the enrollment center, the individual will be notified for pick up and activation of their 3-year EED TWIC.
- The original TWIC must be turned in upon receipt of the EED, as it will be revoked at the time of activation of the EED TWIC.
- Individuals must provide a copy of their new TWIC card and receipt to their terminal's Safety/Security Manager.
- Terminals will provide the information to NYSA to start the reimbursement process.
- Employees will receive a reimbursement check directly from NYSA.

Please remember that employees must have valid TWIC cards in their possession at all times on marine terminals. Be aware that, if a TWIC card expires, access to marine terminal facilities will be denied. Following the steps outlined above will ensure uninterrupted access to terminals and reimbursement for TWIC renewal.

Questions can be directed to the NYSA-ILA-PPGU Training Center at 908-558-8947.