



Internal Memorandum

Date: August 7, 2007

To: All Delta Employees
From: Randy Harrison – Director, Corporate Security
Subject: SECURITY PROCEDURES FOR NON-REVENUE TRAVEL

Over the past weeks there have been incidences where employees traveling for pleasure did not abide by airport security screening requirements. Ensuring that security screening requirements are fulfilled is critical to protecting employees and Delta's operation from harm and regulatory/disciplinary action. Therefore, the following information is being provided for dissemination to all employees traveling by air for non-business related purposes.

Employees who have airport SIDA access and are traveling as passengers (non business related) **MUST** undergo security screening through security screening checkpoints prior to traveling. Should an employee enter an airport sterile area for the purpose of performing work duties and then fly as a passenger for non-business purposes, they and all accompanying baggage and carry-on items must exit the sterile area and be screened through a security checkpoint prior to travel. Exception: if the employee was previously screened and has not left the sterile area. The use of SIDA badge through a turnstile or any other means of gaining access to a sterile area for passenger travel (non business related) is **strictly prohibited**.

In addition, "piggy backing" or gaining access to a sterile area without following airport or other required procedures is **strictly prohibited**.

Failure to comply with these regulations can result in civil penalties being assessed to the employee by the Transportation Security Administration (TSA) or other regulatory agencies as well as disciplinary action by Delta.

Your help in ensuring compliance with these requirements is greatly appreciated. Should you have additional questions, please contact your local management or Richard Gough at 404-715-6321

Thank you for your cooperation,

A handwritten signature in cursive script that reads "Randy".