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Request for Records Disposition Authority

Records Schedule Number DAA-0560-2018-0004

Schedule Status Appraiser Working Version

Agency or Establishment Transportation Security Administration

Record Group / Scheduling Group Records of the Transportation Security Administration

Records Schedule applies to Major Subdivision

Major Subdivision Office of Law Enforcement/Federal Air Marshal Service (OLE/FAMS)

Schedule Subject Senior FAM Program

Internal agency concurrences will be provided No

Background Information The Senior Federal Air Marshal (FAM) Program is intended to recognize FAMs who are leaders in the workplace, have a broad knowledge of Office of Law Enforcement/ Federal Air Marshal Service (OLE/FAMS) operations, and demonstrate an outstanding work ethic in flying missions. The Senior FAM Program provides qualified I band FAMs opportunities to be recognized for their service and accomplishments. Senior FAMs are further recognized as “role models” and may be called on to serve in a variety of capacities such as mentors with the FAM Field Training Program, serving in Field Office Focus Groups, where possible; and/or other positions of responsibility.

Candidates seeking to become Senior FAMs are selected by a Senior FAM Panel. The panel is responsible for assessing written responses submitted by Senior FAM candidates and conducting an in-person interview with each applicant. The Supervisory Air Marshal in Charge (SAC) of each OLE/FAMS Field Office then determines those candidates who are accepted into the Program.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1 | 0 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0560-2018-0004

| Sequence Number |
|-----------------|
|-----------------|

| | |
|---|---|
| 1 | Senior FAM Program Disposition Authority Number: DAA-0560-2018-0004-0001 |
|---|---|

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p data-bbox="345 380 646 411">Senior FAM Program</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0560-2018-0004-0001</p> <p data-bbox="345 489 1500 709">Includes the FAMs' application to the Senior FAM Program, and any attachments; background files including notes and correspondences on the administration of a Program enrollment period; records documenting the selection of the Senior FAM Program Panels; records documenting the selection of Senior FAM's by OLE/FAMS SACs; includes correspondence, notes, meeting minutes, and similar background records that document the Senior FAM Program.</p> <p data-bbox="345 732 915 764">Final Disposition Temporary</p> <p data-bbox="345 787 878 819">Item Status Pending</p> <p data-bbox="345 842 818 873">Is this item media neutral? Yes</p> <p data-bbox="345 896 805 1020">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="345 1058 659 1089">Disposition Instruction</p> <p data-bbox="345 1115 1365 1188">Cutoff Instruction Cut off at end of calendar year in which the enrollment period ends</p> <p data-bbox="345 1211 1166 1243">Retention Period Destroy 6 year(s) after cutoff</p> <p data-bbox="345 1283 654 1314">Additional Information</p> <p data-bbox="345 1339 948 1371">GAO Approval Not Required</p> |

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

| Date | Action | By | Title | Organization |
|------------|---------|-------------|------------------------|--|
| 05/21/2018 | Certify | Glenn Stoll | Agency Records Officer | Office of Information Technology - Operations and Engineering Division |

Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0