

Request for Records Disposition Authority

Records Schedule Number	DAA-0560-2013-0010
Schedule Status	Approved
Agency or Establishment	Transportation Security Administration
Record Group / Scheduling Group	Records of the Transportation Security Administration
Records Schedule applies to	Agency-wide
Schedule Subject	Aviation Screening Assessment Program (ASAP) Advantage
Internal agency concurrences will be provided	No
Background Information	<p>ASAP was developed in late 2006 from the Screener Training Exercises and Assessments (STEA) program. The STEA program did not conduct standardized testing and allowed for a high degree of variability airport to airport. In addition, the STEA program did not allow for creative concealment methods. ASAP was designed to address these issues by providing National measurement of screening performance. ASAP is dedicated to identifying screening deficiencies through covert operational tests at both the Checkpoint and Checked Baggage.</p> <p>ASAP was executed in 2007 to replace the previous Screener Training Exercises and Assessments (STEA) program, which allowed Federal Security Directors (FSDs) to determine if TSA screening personnel could detect TSA-approved simulated threat items in Checked Baggage and at the Screening Checkpoint using Standard Operating Procedures (SOP). The STEA program prohibited the artful concealment of threat items as well as the placement of threat items in sensitive areas. These prohibitions inhibited TSA's ability to have realistic test scenarios, and there was little consistency in the execution of the STEA program from airport to airport, which did not allow for the identification of trends at a national level. Because STEA did not provide the relevant data required for operational decisions, the TSA Administrator requested that the Office of Security Operations devise a more statistically sound program to provide a more accurate method for determining security effectiveness. ASAP was developed as the final covert testing mechanism based on the Administrator's vision and on other relevant research supporting the program's methodology.</p> <p>The first iteration of ASAP was based on the provision of assessment guidelines to FSDs to be used for assessing checkpoint and</p>

checked baggage detection point effectiveness. Though the resulting data provided much more insight as to TSA's level of screening effectiveness than the previous STEA program had, there was still room for improvement given that there was disparity in the amount of data collected over the various detection points.

In FY 2010, a new ASAP testing framework was launched, which included prescribed testing templates that were produced in an effort to standardize the type and amount of data being gathered at the hundreds of airports nationwide. Use of these standardized assessment templates resulted in greater data quality/integrity and more consistent information provided on the various threat items, body locations, and detection points being tested.

Given the continuous improvement of the ASAP team, further program enhancements have launched in FY 2013 that provide even greater data quality as well as a shorter turn-around time for data analysis and reporting of test results. This enhanced program, called ASAP Advantage, includes targeted training scenarios that are mapped to the respective purpose of each testing scenario that will allow each airport to examine and train the workforce based on its specific areas of weakness; revised roles and responsibilities for airport personnel serving as ASAP Advantage team members and overseeing the local execution of the program; the provision of statistically significant test results on a monthly--versus biannual--basis; and the creation of other data analysis tools that will assist the FSDs in identifying trends.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0560-2013-0010

Sequence Number	
1	Aviation Screening Assessment Program (ASAP) Advantage
1.1	ASAP Advantage Program Records Disposition Authority Number: DAA-0560-2013-0010-0001
2	ASAP Advantage Database Input Records Disposition Authority Number: DAA-0560-2013-0010-0002
3	ASAP Advantage Database/Master File Records Disposition Authority Number: DAA-0560-2013-0010-0003
4	ASAP Advantage Classified Reports Disposition Authority Number: DAA-0560-2013-0010-0004
5	ASAP Advantage Unclassified Reports Disposition Authority Number: DAA-0560-2013-0010-0005

Records Schedule Items

Sequence Number																			
1	<p>Aviation Screening Assessment Program (ASAP) Advantage The ASAP Advantage measures screening performance by evaluating the level of effectiveness of various screening detection points using realistic and standardized assessment scenarios to test security operations. The program's main goal is to achieve a national performance measure for both Checkpoint and Checked Baggage screening functions.</p>																		
1.1	<p>ASAP Advantage Program Records</p> <p>Disposition Authority Number DAA-0560-2013-0010-0001</p> <p>Includes, but not limited to, forms, correspondence or similar documenting the activities, participation and overview of program facilitated security posture training exercises designed to test screening processes at the passenger checkpoint and checked baggage.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>No</td></tr><tr><td>Disposition Instruction</td><td></td></tr><tr><td>Cutoff Instruction</td><td>Cut off at the end of the calendar year.</td></tr><tr><td>Retention Period</td><td>Destroy 3 year(s) after cutoff.</td></tr><tr><td>Additional Information</td><td></td></tr><tr><td>GAO Approval</td><td>Not Required</td></tr></table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	Disposition Instruction		Cutoff Instruction	Cut off at the end of the calendar year.	Retention Period	Destroy 3 year(s) after cutoff.	Additional Information		GAO Approval	Not Required
Final Disposition	Temporary																		
Item Status	Active																		
Is this item media neutral?	Yes																		
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No																		
Disposition Instruction																			
Cutoff Instruction	Cut off at the end of the calendar year.																		
Retention Period	Destroy 3 year(s) after cutoff.																		
Additional Information																			
GAO Approval	Not Required																		
2	<p>ASAP Advantage Database Input Records</p> <p>Disposition Authority Number DAA-0560-2013-0010-0002</p> <p>Includes, but not limited to, forms and similar used to update the database but cannot be completely captured in the system due to a lack of 1:1 relationship between input data and system data fields or similar.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr></table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes												
Final Disposition	Temporary																		
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Is this item media neutral?	Yes																		

	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year entered
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
3	ASAP Advantage Database/Master File Records	
	Disposition Authority Number	DAA-0560-2013-0010-0003
	Includes information documenting performance during ASAP Advantage security posture tests and scenario exercises.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of each cycle.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
4	ASAP Advantage Classified Reports	
	Disposition Authority Number	DAA-0560-2013-0010-0004
	Includes Classified reports providing a statistically-significant performance measure to allow TSA to determine appropriate mechanisms for improving security effectiveness at the airports nationwide.	
	Final Disposition	Temporary
	Item Status	Active

5	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction		
	Cutoff Instruction	Cut off after declassification.
	Retention Period	Destroy 15 year(s) after cutoff.
Additional Information		
	GAO Approval	Not Required
ASAP Advantage Unclassified Reports		
	Disposition Authority Number	DAA-0560-2013-0010-0005
Includes Unclassified reports providing a statistically-significant performance measure to allow TSA to determine appropriate mechanisms for improving security effectiveness at the airports nationwide.		
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction		
	Cutoff Instruction	Cut off in the calendar year in which generated.
	Retention Period	Destroy 15 year(s) after cutoff.
Additional Information		
	GAO Approval	Not Required

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
09/25/2013	Certify	Anthony Ferguson	Records Management Specialist	Department of Homeland Security - Department of Homeland Security
06/09/2015	Submit for Concurrency	Elizabeth Greenberg	Appraiser	National Archives and Records Administration - Records Management Services
06/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/18/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist