

## 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

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.

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.

The first iteration of ASAP was based on the provision of assessment guidelines to FSDs to be used for assessing checkpoint and

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<br>Disposition Authority Number: DAA-0560-2013-0010-0001              |
| 2               | ASAP Advantage Database Input Records<br>Disposition Authority Number: DAA-0560-2013-0010-0002       |
| 3               | ASAP Advantage Database/Master File Records<br>Disposition Authority Number: DAA-0560-2013-0010-0003 |
| 4               | ASAP Advantage Classified Reports<br>Disposition Authority Number: DAA-0560-2013-0010-0004           |
| 5               | ASAP Advantage Unclassified Reports<br>Disposition Authority Number: DAA-0560-2013-0010-0005         |

## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p>Aviation Screening Assessment Program (ASAP) Advantage<br/>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<br/>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> <p>Final Disposition                      Temporary<br/>Item Status                              Active<br/>Is this item media neutral?        Yes<br/>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>Disposition Instruction</p> <p>Cutoff Instruction                      Cut off at the end of the calendar year.<br/>Retention Period                        Destroy 3 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval                            Not Required</p> |
| 2               | <p>ASAP Advantage Database Input Records<br/>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> <p>Final Disposition                      Temporary<br/>Item Status                              Active<br/>Is this item media neutral?        Yes</p>  |

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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

**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

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**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

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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 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<br>- Department of Homeland Security                  |
| 06/09/2015 | Submit for Concurrence | Elizabeth Greenberg | Appraiser                                     | National Archives and Records Administration<br>- Records Management Services         |
| 06/16/2015 | Concur                 | Margaret Hawkins    | Director of Records Management Services       | National Records Management Program<br>- ACNR Records Management Services             |
| 06/16/2015 | Concur                 | Laurence Brewer     | Director, National Records Management Program | National Archives and Records Administration<br>- National Records Management Program |
| 06/18/2015 | Approve                | David Ferriero      | Archivist of the United States                | Office of the Archivist -<br>Office of the Archivist                                  |