

Request for Records Disposition Authority

Records Schedule Number **DAA-0560-2014-0002**
 Schedule Status **Approved**

Agency or Establishment **Transportation Security Administration**
 Record Group / Scheduling Group **Records of the Transportation Security Administration**
 Records Schedule applies to **Major Subdivision**
 Major Subdivision **Transportation Security Administration**
 Minor Subdivision **Office of Operations Security**
 Schedule Subject **National Deployment Office (NDO) Program**
 Internal agency concurrences will be provided **No**

Background Information **The NDO Program provides rapid deployment of the National Deployment Force (NDF) Transportation Security Officers (TSOs), Transportation Security Officer Volunteers (TSOVs), Behavior Detection Officers (BDOs), Behavior Detection Officer Volunteers (BDOVs), Transportation Security Advance Teams (TSATs) and Transportation Security Support Teams (TSSTs). The NDF is a rapid response team comprised of TSOs and BDOs who commit to being deployable for a period of one year. TSOVs and BDOVs agree to deploy away from their home airports for a specific and limited period of time in order to accomplish assigned missions. TSATs and TSSTs are rapidly deployable augmentation and sustainment teams designed to respond to disasters. For disaster response operations, the NDO Program is responsible for deploying up to 12 TSATs which include 156 personnel and 41 TSSTs which include 895 personnel. Every request for NDO Program support is analyzed from a cost/benefit/risk perspective to ensure the optimal use of limited resources.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0560-2014-0002

Sequence Number	
1	NDO Support Requests Disposition Authority Number: DAA-0560-2014-0002-0001
2	NDO Database Disposition Authority Number: DAA-0560-2014-0002-0003
3	NDO Reports Disposition Authority Number: DAA-0560-2014-0002-0004

Records Schedule Items

Sequence Number	
1	<p>NDO Support Requests</p> <p>Disposition Authority Number DAA-0560-2014-0002-0001</p> <p>Includes, but not limited to forms and similar documenting approved, disapproved or cancelled requests made by Federal Security Directors (FSDs) and other designated Support Request Approval Authorities for deployment of additional operational/screening support needed by an affected airport or venue.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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 Cutoff at the end of the fiscal year.</p> <p>Retention Period Destroy 5 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>NDO Database</p> <p>Disposition Authority Number DAA-0560-2014-0002-0003</p> <p>Includes, but not limited to, TSO, TSOV, BDO, BDOV, TSAT, and TSST, information (i.e., name, position, function, contact, etc.), , deployment history, leave, Do Not Deploy history, and similar related data to the national deployment force used to support, report, and track mission related actions.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p>

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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 the fiscal year.
Retention Period	Destroy 5 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
NDO Reports	
Disposition Authority Number	DAA-0560-2014-0002-0004
Includes, but not limited to, reports (e.g., workforce, deployment analysis, deployment map, deployment statistics, after action, post deployment financial summary, status, and situation) used to track deployment and NDO Program performance.	
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 fiscal year.
Retention Period	Destroy 5 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
04/10/2014	Certify	Anthony Ferguson	Records Management Specialist	Department of Homeland Security - Department of Homeland Security
02/25/2016	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/02/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist