

## Request for Records Disposition Authority

Records Schedule Number           DAA-0560-2018-0004

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                 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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
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1
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Senior FAM Program
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Disposition Authority Number: DAA-0560-2018-0004-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="363 421 651 451"><b>Senior FAM Program</b></p> <p data-bbox="363 472 1138 502">Disposition Authority Number      DAA-0560-2018-0004-0001</p> <p data-bbox="363 523 1472 740">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="363 761 915 791">Final Disposition                      Temporary</p> <p data-bbox="363 812 850 842">Item Status                              Active</p> <p data-bbox="363 863 818 893">Is this item media neutral?          Yes</p> <p data-bbox="363 915 805 1038">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="363 1076 667 1106"><b>Disposition Instruction</b></p> <p data-bbox="363 1132 1349 1200">Cutoff Instruction                      Cut off at end of calendar year in which the enrollment period ends</p> <p data-bbox="363 1221 1159 1251">Retention Period                      Destroy 6 year(s) after cutoff</p> <p data-bbox="363 1289 662 1319"><b>Additional Information</b></p> <p data-bbox="363 1344 948 1374">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
08/29/2018	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
09/06/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/06/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/06/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist