

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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"><b>Senior FAM Program</b></p> <p data-bbox="345 436 1149 468">Disposition Authority Number      <b>DAA-0560-2018-0004-0001</b></p> <p data-bbox="345 493 1500 714">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="345 739 915 770">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 795 850 827">Item Status                                <b>Active</b></p> <p data-bbox="345 852 818 884">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="345 909 802 1024">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>No</b></p> <p data-bbox="345 1050 659 1081"><b>Disposition Instruction</b></p> <p data-bbox="345 1106 1370 1190">Cutoff Instruction                        <b>Cut off at end of calendar year in which the enrollment period ends</b></p> <p data-bbox="345 1215 1167 1247">Retention Period                         <b>Destroy 6 year(s) after cutoff</b></p> <p data-bbox="345 1272 656 1304"><b>Additional Information</b></p> <p data-bbox="345 1329 948 1360">GAO Approval                              <b>Not Required</b></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