

Request for Records Disposition Authority

Records Schedule Number DAA-0560-2018-0015
 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
 Schedule Subject Voluntary Lateral Reassignment Program
 Internal agency concurrences will be provided No

Background Information

The Transportation Security Administration (TSA) Law Enforcement/ Federal Air Marshal Service (LE/FAMS) Voluntary Lateral Reassignment (VLR) Program facilitates the reassignment of Federal Air Marshals (FAMs) from one LE/FAMS field office to another based on a combination of the FAM's preferences and the mission needs of TSA LE/FAMS. VLRs do not involve a change in the FAM's level of responsibility or job scope and do not result in a change to the employee's salary, other than changes associated with locality pay adjustments.

The VLR Program is managed by the LE/FAMS VLR Program Coordinator who is responsible for collecting and tracking applications, certifying if applicants have met eligibility criteria, and the overall management of the VRL Program. The VLR Program Committee provides oversight and technical assistance to the VLR Program Coordinator and is responsible for validation of the final VLR rankings, used to determine which VRLs are granted.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0560-2018-0015

Sequence Number	
1	Voluntary Lateral Reassignment Program Records Disposition Authority Number: DAA-0560-2018-0015-0001

Records Schedule Items

Sequence Number	
1	<p>Voluntary Lateral Reassignment Program Records</p> <p>Disposition Authority Number DAA-0560-2018-0015-0001</p> <p>Records related to the Voluntary Lateral Reassignment Program. Records are organized into a case file for a single open enrollment period, including, but are not limited to: • VLR applications submitted to the VLR Program Coordinator, includes records related to local supervisory approval of applications; • Written requests for withdrawal from consideration made by applicants; • VLR priority rankings and other; • Communications related to the VLR Program, announcements of open seasons, communication with applicants, and similar; • Records documenting the management of the VLR Program; • Records related to supervisory approval of an application; • Offers of reassignment resulting from approved applications; and • Notifications made to FAMs who are determined to be ineligible for a VLR. **Excluded from this item are general reports and statistics, which are covered under a separate disposition authority.</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 Cut off when the open season enrollment period concludes</p> <p>Retention Period Destroy/delete 6 years after cutoff.</p> <p>Additional Information</p> <p>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
07/24/2018	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
10/15/2018	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
10/16/2018	Submit For Certification	Nicole Adkinson-Calopietro	Management and Program Analyst	Office of Information Technology - Information Management Programs Division
10/16/2018	Certify	Glenn Stoll	Agency Records Officer	Office of Information Technology - Operations and Engineering Division
12/12/2018	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
12/13/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
12/17/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/18/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist