

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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 |
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| 1 |
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| Voluntary Lateral Reassignment Program Records Disposition Authority Number: DAA-0560-2018-0015-0001 |
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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 |