



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Thursday, September 26, 2002

MSG-065a

### **MEMORANDUM FOR: Human Resources Directors**

**FROM:** Nancy E. Randa, Acting Associate Director Office of Merit Systems  
Oversight and Effectiveness

**Subject:** Notification of Recordkeeping Authority for the Transportation Security  
Administration

The purpose of this memorandum is to alert you that the Transportation Security Administration (TSA) has requested and received approval to use the Office of Personnel Management's (OPM's) recordkeeping authority. This will facilitate the movement of an employee's Official Personnel Folder between the competitive service agencies and the TSA excepted service. This agreement applies to recordkeeping authority only and is not an interchange agreement under Civil Service Rule 6.7 (5 CFR 6.7) prescribing conditions under which employees may be moved from the competitive service to the TSA excepted service.

The Guide to Personnel Recordkeeping will be updated to include TSA as an agency that will use and exchange the Official Personnel Folder. A copy of the approval letter is enclosed.

[Enclosure](#)

Susan T. Tracey  
Deputy Chief Administrative Officer  
United States Department of Transportation  
Transportation Security Administration  
400 Seventh Street SW  
Washington DC 20590

Dear Ms. Tracey:

Thank you for your July 2, 2002 letter requesting approval for coverage under the Office of Personnel Management's (OPM's) recordkeeping authority. We agree that this approach will simplify Governmentwide recordkeeping procedures. This will facilitate employees' movement between the competitive civil service and the Transportation Security Administration (TSA). We approve your request effective immediately.

By copy of this letter, we are notifying the National Personnel Records Center that the TSA will be using the OPM personnel recordkeeping forms and procedures. To notify other agencies, we will issue a special notice to agency Workforce Information System representatives and will revise our Operating Manual, the Guide to Personnel Recordkeeping. We recommend that you register for our e-mail distribution service at <http://listserv.opm.gov/archives/hrfedrec-l.html>, to receive all changes to the Guide as they occur. The Guide is found at [opm.gov/feddata/persdoc.htm](http://opm.gov/feddata/persdoc.htm).

We would be happy to work with you on any concerns you have on personnel recordkeeping issues. Our staff contacts are Rhonda Diaz at 202 606-1126 and Joan Andre at 202 606-2463.

Sincerely,

/ S /

Charlie F. Taylor, Acting Assistant Director for Workforce Information  
Office of Merit Systems Oversight and Effectiveness

cc: Ronald Hindman, NPRC