

**Verification for the Use of GRS 6.1, Email and other Electronic Messages Managed Under a Capstone Approach**

**SECTION A: GENERAL BACKGROUND INFORMATION (GRS 6.1, item 010)**

This section captures general information about the agency and the scope of Capstone implementation. This includes: 1) name of the agency to which this form applies; 2) applicable record group number; 3) documentation on whether the agency will also be applying this GRS to the other types of electronic messages covered in the scope of the GRS; 4) selection of which GRS 6.1 items the agency is proposing to use; and 5) information on implementation scope, such as whether agency-wide or limited to a specific component/office, as well as information on legacy email.

NOTE: One form is required for each unique implementation plan (for example, if implementation is limited to two program offices, but each program office differs in their implementation, one form for each required) and/or per record group (RG) included (for example, a department implementing Capstone on behalf of their components which have separate record group numbers would need to submit one form per component/record group). This ensures that all positions are appropriately identified and documented. As a general rule, each record group will require a separate form.

**Completed forms may be submitted to [GRS\\_Team@nara.gov](mailto:GRS_Team@nara.gov).**

THIS SECTION FOR NARA USE ONLY	
Job Number	GRS-6-1-0237-2023-0001
Received Date	10/04/2023
Approval Date (date, name, title)	2/3/25, William Fischer, Acting Chief Records Officer

BELOW TO BE COMPLETED BY SUBMITTING AGENCY	
Name of Agency	Federal Aviation Administration

Record Group Number	0237
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Is there a classified version of this schedule? (select from drop-down menu)	No
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Is this form superseding a previous submission? (select from drop-down menu)	Yes
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If so, input job number (GRS 6.1:XXXX-)	GRS-6-1-0237-2017-0001
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GRS Implementation Scope. Will the agency also be applying this GRS to other types of electronic messages as defined in the GRS scope? NOTE: See the GRS scope for electronic message inclusions and exclusions. (select from drop-down menu)	Yes
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GRS Items Proposed for Use (select from drop-down menu)	010 and 011 only
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<p><b>Additional Scope Comments.</b> If your agency <i>is not applying GRS 6.1 to all employees</i>, you must summarize how such records are to be managed.</p> <p>If applicable, please include in this section all other RGs for which your agency is submitting a separate form (for example, “The department will also be submitting forms for the following additional components: [list of components, with their record group number].”).</p> <p>Agencies may also include any additional information about their implementation of GRS 6.1.</p>	<p>Federal Aviation Administration will manage all agency emails under GRS 6.1. Federal Aviation Administration will use Item 010 for Capstone Officials and retain their emails permanently. Federal Aviation Administration will use Item 011 for Non-Capstone Officials, including support and/or administrative positions. Emails managed under Item 011 will be retained for at least 7 years. Longer retention for individual email messages and attachments and/or cross-filing elsewhere is authorized pursuant to agency policies.</p>
<p><b>Cutoff Instruction</b> (select from drop-down menu)</p>	<p>Cutoff at the end of the employee tenure</p>
<p><b>Transfer Instruction</b> (select from drop-down menu)</p>	<p>25 yrs or after review</p>
<p><b>Legacy Scope.</b> Agencies using this GRS are expected to apply the items being used to all legacy (existing) records. Please provide any general information on legacy records below (for example, “no legacy records exist for this agency, as traditional records management with a print-and-file policy was enforced prior to Capstone adoption” or “agency will be including legacy records for all items being used, dating back to approximately 2016.”)</p>	<p>Agency will be including legacy email for all items being used, dating back to approximately 2016.</p>
<p><b>Do any of the Capstone officials proposed on this list have accounts on security classified networks or systems?</b> (select from drop-down menu)</p>	<p>No</p>

<b>Do any of the Capstone officials proposed on this list have secondary or alias accounts, regardless of classification?</b> (select from drop-down menu)	Yes
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<b>URL to Agency Organization Chart</b>	<a href="https://my.faa.gov/content/dam/myfaa/org/Media/FAA_Org_Chart.pdf">https://my.faa.gov/content/dam/myfaa/org/Media/FAA_Org_Chart.pdf</a> <a href="https://my.faa.gov/org.html">https://my.faa.gov/org.html</a>
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<b>Agency Contact Information</b>	
<b>Name of Person to Contact with form questions</b>	Richard W Mattison
<b>Phone</b>	202-256-3299
<b>Email</b>	<a href="mailto:Richard.w.Mattison@faa.gov">Richard.w.Mattison@faa.gov</a>

<b>Agency Records Officer</b>	
<b>Name of Agency Records Officer</b>	Richard W Mattison
<b>Phone</b>	202-256-3299
<b>Email</b>	<a href="mailto:Richard.w.Mattison@faa.gov">Richard.w.Mattison@faa.gov</a>
<b>By checking this box, you certify that you are submitting this form as the Agency Records Officer</b>	

**THIS SHEET AUTO-POPULATES. DO NOT INPUT DATA.**

	<b>Total Positions</b>	<b>Total Accounts</b>
Category 1	1	3
Category 2	11	11
Category 3	13	13
Category 4	18	18
Category 5	5	5
Category 6	149	149
Category 7	12	12
Category 8	36	36
Category 9	0	0
Category 10	30	30
<b>TOTALS</b>	<b>275</b>	<b>277</b>

**Form NA-1005**

**Verification for the Use of GRS 6.1, Email and other Electronic Messages Managed Under a Capstone Approach**

**SECTION B: Electronic Messages**

Those agencies that are also using this GRS for other types of electronic messages must also complete the "Electronic Messages" tab. Specifically, those agencies that selected "yes" for "GRS Implementation Scope" on the "General Information" tab are required to complete that section. If an agency answered "no," then this tab may be skipped.

**SECTION B: List of Capstone Accounts (GRS 6.1, item 010)**

This section captures a listing of all positions or roles that fit into the definitions provided in item 010 of GRS 6.1. This section is broken down to correspond to the ten categories provided under item 010.

Some agencies may not have any positions for certain categories. Please explain why, under each applicable category. (For example, "We do not have any regional administrators" or "These positions are included under another submission" or "all the positions in this category are already covered in other categories.") Please refer to GRS 6.1, the FAQs about GRS 6.1, and the definitions provided within each category of this form for additional information on which positions must be included in a Capstone approach.

This section is required even in instances where only the temporary items (011 and/or 012) are being used, in which case it acts as an exception list. NOTE: the list should be of positions or roles (for example, "Secretary"), not specific individual names, email addresses, or other identifiers (for example, "John Smith" or "John.Smith@agency.gov"). Agencies may summarize or condense specific levels of management, rather than repeat positions. For example, an agency may input one entry for "All Under-Secretaries" with a position total that represents the number of said positions, rather than listing out each specific Under-Secretary.

Each category (1 through 10) as defined by GRS 6.1, item 010, has its own tab within this workbook. Each tab has three parts: Part (a) for ACTIVE positions -- those positions that are to remain as permanent; Part (b) LEGACY RECORDS ONLY positions -- those positions which are no longer permanent from a certain point forward (either because they have been eliminated from the organization, or the duties changed making the position inappropriate for inclusion as permanent in any category), but still have permanent legacy email / electronic messages; and Part (c) for REMOVED positions -- those positions previously approved as permanent, but are now are proposed as temporary for both day-forward and legacy records.

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / electronic messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy. The "number of positions" will usually be "1," but may be higher for those positions being condensed / rolled-up, such as "all Under Secretaries," or "all Board Members." The "number of accounts" is a total of all accounts for the corresponding "number of positions" -- for example, if there are 2 Under-Secretary positions listed, and each has 3 assigned email accounts, the total accounts for this field would be 6. NOTE: in cases where the agency is also applying the GRS to the other types of electronic messages included in the scope of the GRS, the agency is not required to reflect such in the number of accounts field; NARA acknowledges that this information would be difficult to ascertain for the purposes of this form. This information is more appropriate for inclusion within the transfer paperwork (documentation) required at the time records are transferred to the legal custody of NARA.

NOTATING THE CHANGES: The "Summary of Changes from previous submission" field includes a drop-down list of possible changes that may have occurred since the previous submission. This field helps facilitate review of the new submission by NARA. Please select the scenario that is most appropriate. Most positions being carried forward from a previously approved form can likely be noted as "No change." Other changes may include: number of positions increased / decreased (generally for those position titles that are rolled-up); number of accounts increased / decreased; the title of the position has changed; the position is new to the agency (and thus was not on previously approved forms); the position has been moved from one category to another (for example, a position was approved as Category 2 in a previous submission, but was deemed more appropriate for a different category; or the position has been reappraised as permanent (was not deemed appropriate for inclusion on previously approved forms, but now is). If none of the options apply, please select "other" and be prepared to discuss the changes with your NARA Appraisal Archivist during review of the form.

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA. Select the most appropriate option from the drop-down list for "Summary of Changes from previous submission." Notate the calendar year that that permanent records for the related position have ceased. This section documents -- in these cases -- that even though the position has been eliminated from the active permanent list, there will still exist legacy permanent records to be managed.



**(c) REMOVED POSITIONS – CHANGE FROM PERMANENT TO TEMPORARY.** This list is for those positions that were approved as permanent on a previous form, but are now proposed as temporary. These are positions now deemed inappropriate for inclusion in any category under GRS 6.1, item 010. In these cases all records covered by the GRS, both day-forward and any existing legacy records, may be managed as temporary upon approval of this form.

**TOTALS.** The "totals" tab of this workbook auto-totals the number of all permanent positions and accounts for each of the 10 category tabs.

**ELECTRONIC MESSAGES:** THIS SECTION IS ONLY REQUIRED FOR THOSE AGENCIES USING GRS 6.1 FOR OTHER TYPES OF ELECTRONIC MESSAGES: SPECIFICALLY, THOSE AGENCIES THAT SELECTED "YES" FOR "GRS IMPLEMENTATION SCOPE" ON THE "GENERAL INFORMATION" TAB.

Below are the three categories of electronic messages included in the scope of GRS 6.1. Please select "yes" if your agency creates any of the message types below. Please consult FAQ #11 for information on what types of messages are covered under each category. **REMINDER: agencies choosing to use this GRS for electronic messages must apply it to all messages the agency creates that are included within the scope of the GRS. The list below is used to indicate which message types the agency creates.**

A: Messages affiliated with email system chat or messaging functions, and where the messages are managed	Yes
B: Messages from messaging services provided on mobile devices. (select "yes" or "no" in the box to the right)	Yes
C: Messages from messaging services on third-party applications. (select "yes" or "no" in the box to the right)	Yes

**REQUIRED.** Please provide additional scope comments below. This may include, for example, whether any of the ten categories are not creating any of these records at all; and / or list some examples of the types of records being created. If any of the ten categories are unique in the creation / management of these records, you may notate it here. *Sample statement* : "All positions represented on this form are using general chat / text features affiliated with our email platform; all positions in categories 1 through 4 are using chat features on personal devices; and only those positions in category 10 are using third-party application (SIGNAL)."

All positions represented on this form are using general chat / text features affiliated with our email platform and mobile devices. A small number of individuals also use third-party applications such as Signal.

**Category 1) The head of the agency, such as Secretary, Commissioner, Administrator, Chairman or equivalent.** The very top executive of the agency. For cabinet level agencies, this is typically a Secretary. For independent agencies, and components within cabinet level agencies, this may be a Commissioner, Administrator, Director, or a specialized title (such as "Archivist of the United States"). For other agencies, including Commissions and Boards, this may be a Chairman, Executive Director, a group of Commissioners, Council Members, Board Members, or the equivalent. Most agencies will have one position for this category (although the one position may have multiple accounts); some agencies, such as Commissions and Boards, may have multiple positions in the category. \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Administrator	1	3	No change
<b>TOTALS:</b>	<b>1</b>	<b>3</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>1</b>	<b>3</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 2) Principal assistants to the head of the agency (second tier of management), such as Under Secretaries, Assistant Secretaries, Assistant Commissioners, and/or their equivalents; this includes officers of the Armed Forces serving in comparable position(s). Generally the second-tier of management within an agency, this may include Under Secretaries, Assistant Secretaries, Assistant Commissioners, Vice Chairmen, etc. Some agencies may use other terminology, such as "Associate."** The number of positions at this level will vary greatly agency to agency. Some may only have one, such as an Assistant Commissioner, while others may have multiple, such as numerous Assistant Secretaries each with oversight of a specific program, bureau, or line of business within the agency. \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")

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Add Row

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Associate Administrator for Airports	1	1	No change
Associate Administrator for Security & Hazardous Materials Safety	1	1	No change
Associate Administrator for Commercial Space Transportation	1	1	No change
Associate Administrator for Aviation Safety	1	1	No change
Assistant Administrator for Civil Rights	1	1	No change
Assistant Administrator for Finance & Management	1	1	No change
Assistant Administrator for Human Resource Management	1	1	No change
Assistant Administrator for Government & Industry Affairs	1	1	No change
Assistant Administrator for NextGen	1	1	No change
Assistant Administrator for Communications	1	1	No change
Assistant Administrator for Policy, International Affairs, & Environment	1	1	No change
<b>TOTALS:</b>	<b>11</b>	<b>11</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of	Number of	Summary of Changes from previous submission (select from drop-	Calendar year position
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>11</b>	<b>11</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 3) Deputies of all positions in categories 1 and 2, and/or their equivalent(s).** Most of the first- and second-tier executives covered in the first two categories have corresponding deputy position(s) that assist in the daily operations of the agency. This includes Deputy Secretaries, Deputy Commissioners, Deputy Assistant Commissioners, etc. The number of deputy positions will also vary greatly from agency to agency. \*If no positions are identified, please briefly explain why (for example, "Not applicable, no positions in this category exist.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Deputy Administrator	1	1	No change
Deputy Associate Administrator for Airports	1	1	No change
Deputy Associate Administrator for Security and Hazardous Materials Safety	1	1	No change
Deputy Associate Administrator for Commercial Space Transportation	1	1	No change
Deputy Associate Administrator for Aviation Safety	1	1	No change
Deputy Assistant Administrator for Civil Rights	1	1	Other
Deputy Assistant Administrator for Human Resource Management	1	1	Other
Deputy Assistant Administrator for NextGen	1	1	Other
Deputy Assistant Administrator for Communications	1	1	Other
Deputy Assistant Administrator for Policy, International Affairs, & Environment	1	1	Other
Deputy Assistant Administrator for Information & Technology	1	1	Other
Deputy Assistant Administrator for Acquisitions & Business Services	1	1	Other
<b>TOTALS:</b>	<b>12</b>	<b>12</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of	Number of	Summary of Changes from previous submission (select from drop-	Calendar year position
Deputy Assistant Administrator for Public Affairs	1	1	Position removed from organization and legacy email remains permanent.	2021
<b>TOTALS:</b>	<b>1</b>	<b>1</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>13</b>	<b>13</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 4) Staff assistants to all positions in categories 1 and 2, such as special assistants, confidential assistants, military assistants, and/or aides.** For those senior officials in categories 1 and 2, important work is often carried out by special assistants, confidential assistants, military assistants, aides, executive assistants, etc. They may send email or messages on behalf of senior officials and/or (as an example) their email account contains email closely related to the responsibilities and actions of the senior officials they support. For example, a "special assistant" to the Secretary of Defense, or a "Counselor" to Secretary of Health and Human Services would fall into this category. \*If no positions are identified, please briefly explain why (for example, "Not applicable, no positions in this category exist.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Executive Assistant to the Administrator	1	1	# of accts/positions decreased
Executive Assistant to the Deputy Administrator	1	1	Position is new since last submission
Contract Support Executive Assistant	1	1	Position is new since last submission
Aviation Safety Executive Assistant	1	1	No change
Special Assistant to the Administrator	1	1	Position is new since last submission
Executive Assistant to the Office of the Chief Counsel	1	1	No change
Executive Assistant to the Office of Government & Industry Affairs	1	1	No change
Executive Assistant to the Air Traffic Organization	2	2	# of accts/positions increased
Special Assistant to the Deputy Assistant Administrator for Communications	1	1	Title change
Executive Assistant to the Office of Finance & Management	1	1	No change
Executive Assistant to the Office of Policy, International Affairs, & Environment	1	1	No change
<b>TOTALS:</b>	<b>12</b>	<b>12</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
Executive Assistant to the Office of Human Resources Management	1	1	Other. (explain during review process with NARA).	Unknown
Executive Assistant to the Office of NextGen	1	1	Other. (explain during review process with NARA).	Unknown
Executive Assistant to Airports	1	1	Other. (explain during review process with NARA).	Unknown
Executive Assistant to Security & Hazardous Materials Safety	1	1	Other. (explain during review process with NARA).	Unknown
Executive Assistant to Commercial Space Transportation	1	1	Other. (explain during review process with NARA).	Unknown
Executive Assistant to the Office of Civil Rights	1	1	Other. (explain during review process with NARA).	Unknown
<b>TOTALS:</b>	<b>6</b>	<b>6</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>18</b>	<b>18</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 5) Principal management positions, such as Chief Operating Officer, Chief Information Officer, and Chief Financial Officer, and/or their equivalent(s).** These positions tend to be those executives who have operational and management responsibilities within an agency, including Chief Operating Officer, Chief Information Officer, Chief Knowledge Officer, Chief Technology Officer, and Chief Financial Officer. These positions are often required by statute or Executive Order, such as, for example, the Chief Financial Officer Act and the Chief Technology Officer Act. For some agencies, these positions may already be covered by other categories. \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist" or "Not applicable; All positions accounted for in other categories.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Chief Operating Officer	1	1	No change
Chief Data Officer	1	1	No change
Chief Technology Officer	1	1	Position is new since last submission
Chief Information Officer / Director of Information and Technology	1	1	Position is new since last submission
Chief Financial Officer / Deputy Assistant Administrator for Financial Services	1	1	Change in category designation
<b>TOTALS:</b>	<b>5</b>	<b>5</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>5</b>	<b>5</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 6) Directors of significant program offices, and/or their equivalent(s).** Those Directors (or equivalents, such as Executive Directors, Managers, Directorates, or Chiefs) that oversee and manage major program offices, bureaus, or lines of business that support the agency mission. For example, many agencies will have a Director that oversees Congressional and Legislative affairs, or a Director that oversees one specific mission-related program office. For some agencies, these positions may already be covered by other categories. \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Deputy Director for Air Traffic Systems	1	1	Reappraised as permanent (including legacy)
Deputy Director for National Engagement and Regional Administration	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Aeronautical Center	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Federal Aviation Administration William J. Hughes Technical Center	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Office of Air Carrier Safety Assurance A	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Office of Air Carrier Safety Assurance B	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Office of Air Traffic Safety Oversight Service	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Office of Airports Planning & Programming	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Office of Airports Safety & Standards	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Office of Aviation Policy and Plans	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Office of Environment and Energy	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Office of Financial Management	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Office of Foundational Business B	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Office of Foundational Business A	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Office of General Aviation Safety Assurance A	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Office of General Aviation Safety Assurance B	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Office of International Affairs	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Office of Safety Standards A	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Office of Safety Standards B	1	1	Reappraised as permanent (including legacy)
Deputy Director for the Portfolio Management & Technology Development Office	1	1	Reappraised as permanent (including legacy)
Deputy Executive Director for Flight Standards Service A	1	1	Reappraised as permanent (including legacy)
Deputy Executive Director for Flight Standards Service B	1	1	Reappraised as permanent (including legacy)
Deputy Executive Director for Regulatory Operations	1	1	Reappraised as permanent (including legacy)
Deputy Executive Director for the Office of Accident Investigation & Prevention	1	1	Reappraised as permanent (including legacy)
Deputy Executive Director for Unmanned Aircraft Systems Integration	1	1	Reappraised as permanent (including legacy)
Deputy Federal Air Surgeon	1	1	Position is new since last submission
Deputy Vice President for Air Traffic Services	1	1	Reappraised as permanent (including legacy)
Deputy Vice President for Flight Program Operations	1	1	Reappraised as permanent (including legacy)
Deputy Vice President for Management Services	1	1	Reappraised as permanent (including legacy)
Deputy Vice President for Mission Support Services	1	1	Reappraised as permanent (including legacy)
Deputy Vice President for Safety & Technical Training	1	1	Reappraised as permanent (including legacy)
Deputy Vice President for System Operations Services	1	1	Reappraised as permanent (including legacy)
Deputy Vice President for Technical Operations	1	1	Reappraised as permanent (including legacy)
Deputy Vice President for the Program Management Organization	1	1	Reappraised as permanent (including legacy)
Director for Acquisition & Contracting	1	1	# of accts/positions increased
Director for Acquisition Policy & Oversight	1	1	# of accts/positions increased
Director for Acquisitions & Business Services	1	1	# of accts/positions increased
Director for Air Traffic Control Facilities and Engineering Services	1	1	# of accts/positions increased
Director for Air Traffic Organization Strategic Programs	1	1	# of accts/positions increased
Director for Air Traffic Orgnaization Technical Training	1	1	# of accts/positions increased
Director for Air Traffic Safety Operations Oversight Division	1	1	# of accts/positions increased
Director for Air Traffic Safety Standards Oversight Division	1	1	# of accts/positions increased



Director for Air Traffic Systems	1	1	# of accts/positions increased
Director for Airport Policy	1	1	# of accts/positions increased
Director for Airports Division - Eastern	1	1	# of accts/positions increased
Director for Aviation Property Management	1	1	# of accts/positions increased
Director for Civil Aeromedical Institute	1	1	# of accts/positions increased
Director for Compliance & Airworthiness	1	1	# of accts/positions increased
Director for Cross Modal Learning & Talent Development	1	1	# of accts/positions increased
Director for Customer Strategy	1	1	# of accts/positions increased
Director for Enterprise Operations Division	1	1	# of accts/positions increased
Director for Enterprise Services	1	1	# of accts/positions increased
Director for Enterprise Services Center	1	1	# of accts/positions increased
Director for Financial Services / Deputy Chief Financial Officer	1	1	# of accts/positions increased
Director for Flight Service	1	1	# of accts/positions increased
Director for Information Security & Privacy Service	1	1	# of accts/positions increased
Director for Information Technology Solution Delivery	1	1	# of accts/positions increased
Director for Integrated Certificate Management Division	1	1	# of accts/positions increased
Director for Integrated Services & Analysis	1	1	# of accts/positions increased
Director for Investment Planning & Analysis	1	1	# of accts/positions increased
Director for National Airspace System Operations	1	1	# of accts/positions increased
Director for National Airspace System Security & Enterprise Operations	1	1	# of accts/positions increased
Director for Operational Policy and Implementation	1	1	# of accts/positions increased
Director for Operations Planning & Integration	1	1	# of accts/positions increased
Director for Operations Support	1	1	# of accts/positions increased
Director for Organizational Performance	1	1	# of accts/positions increased
Director for People Services	1	1	# of accts/positions increased
Director for Policy	1	1	# of accts/positions increased
Director for Policy & Innovation Division	1	1	# of accts/positions increased
Director for Policy & Performance	1	1	# of accts/positions increased
Director for Quality and Planning	1	1	# of accts/positions increased
Director for Safety	1	1	# of accts/positions increased
Director for Surveillance Services	1	1	# of accts/positions increased
Director for System Operations Security	1	1	# of accts/positions increased
Director for System Oversight Division	1	1	# of accts/positions increased
Director for Technical Operations for the Central Service Area	1	1	# of accts/positions increased
Director for Technical Operations for the Eastern Service Area	1	1	# of accts/positions increased
Director for Technical Operations for the Western Service Area	1	1	# of accts/positions increased
Director for Telecommunications Integrated Services	1	1	# of accts/positions increased
Director for the Aeronautical Center	1	1	# of accts/positions increased
Director for the Federal Aviation Administration Academy	1	1	# of accts/positions increased
Director for the Federal Aviation Administration Logistics Center	1	1	# of accts/positions increased
Director for the Federal Aviation Administration William J. Hughes Technical Center	1	1	# of accts/positions increased
Director for the Medical Specialties Division	1	1	# of accts/positions increased
Director for the National Airspace System Engineering Service Office	1	1	# of accts/positions increased
Director for the New York Area Program Integration Office	1	1	# of accts/positions increased
Director for the Office of Air Carrier Safety Assurance	1	1	# of accts/positions increased
Director for the Office of Airports Compliance	1	1	# of accts/positions increased
Director for the Office of Airports Compliance & Management Analysis	1	1	# of accts/positions increased
Director for the Office of Airports Planning & Programming	1	1	# of accts/positions increased
Director for the Office of Airports Safety & Standards	1	1	# of accts/positions increased
Director for the Office of Budget	1	1	# of accts/positions increased
Director for the Office of Business & Mission Services	1	1	# of accts/positions increased
Director for the Office of Financial Management	1	1	# of accts/positions increased
Director for the Office of Foundational Business	1	1	# of accts/positions increased
Director for the Office of General Aviation Safety Assurance	1	1	# of accts/positions increased
Director for the Office of Hazardous Materials	1	1	# of accts/positions increased

Director for the Office of Infrastructure Protection	1	1	# of accts/positions increased
Director for the Office of Investigations	1	1	# of accts/positions increased
Director for the Office of Management Services	1	1	# of accts/positions increased
Director for the Office of National Security Programs & Incident Response	1	1	# of accts/positions increased
Director for the Office of Personnel Security	1	1	# of accts/positions increased
Director for the Office of Safety Standards	1	1	# of accts/positions increased
Director for the Portfolio Management & Technology Development Office	1	1	# of accts/positions increased
Director for the Senior Technical Experts Program	1	1	# of accts/positions increased
Director of Africa, Europe, and Middle East Office	1	1	# of accts/positions increased
Director of Air Traffic Operations for the Central Service Area	1	1	# of accts/positions increased
Director of Air Traffic Operations for the Eastern Service Area	1	1	# of accts/positions increased
Director of Air Traffic Operations for the Western Service Area	1	1	# of accts/positions increased
Director of Asia and Pacific Office	1	1	# of accts/positions increased
Director of Audit and Evaluation	1	1	# of accts/positions increased
Director of Business Partnership Services	1	1	# of accts/positions increased
Director of Capital Budgets	1	1	# of accts/positions increased
Director of Enterprise Program Management	1	1	# of accts/positions increased
Director of Financial and Labor Analysis	1	1	# of accts/positions increased
Director of ICAO and International Training	1	1	# of accts/positions increased
Director of Infrastructure & Operations	1	1	# of accts/positions increased
Director of Operating Budgets	1	1	# of accts/positions increased
Director of Strategy	1	1	# of accts/positions increased
Director of Western Hemisphere Office	1	1	# of accts/positions increased
Executive Director for Accountability & Strategic Business Management	1	1	# of accts/positions increased
Executive Director for Administration & Management	1	1	# of accts/positions increased
Executive Director for Aircraft Certification Service	1	1	# of accts/positions increased
Executive Director for Career and Leadership Development	1	1	# of accts/positions increased
Executive Director for Flight Standards Services	1	1	# of accts/positions increased
Executive Director for Human Resource Services	1	1	# of accts/positions increased
Executive Director for Labor & Employee Relations	1	1	# of accts/positions increased
Executive Director for National Engagement & Regional Administration	1	1	# of accts/positions increased
Executive Director for Service Centers	1	1	# of accts/positions increased
Executive Director for the Office of Accident Investigation & Prevention	1	1	# of accts/positions increased
Executive Director for the Office of Air Traffic Safety Oversight Service	1	1	# of accts/positions increased
Executive Director for the Office of Aviation Policy and Plans	1	1	# of accts/positions increased
Executive Director for the Office of Environment and Energy	1	1	# of accts/positions increased
Executive Director for the Office of International Affairs	1	1	# of accts/positions increased
Executive Director for the Office of Operational Safety	1	1	# of accts/positions increased
Executive Director for the Office of Quality, Integration & Executive Services	1	1	# of accts/positions increased
Executive Director for the Office of Rulemaking	1	1	# of accts/positions increased
Executive Director for the Office of Strategic Management	1	1	# of accts/positions increased
Executive Director for Total Rewards and Worklife	1	1	# of accts/positions increased
Executive Director for Unmanned Aircraft Systems Integration Office	1	1	# of accts/positions increased
Federal Air Surgeon	1	1	No change
Vice President of Air Traffic Services	1	1	No change
Vice President of Flight Program Operations	1	1	No change
Vice President of Management Services	1	1	No change
Vice President of Mission Support Services	1	1	No change
Vice President of Program Management Organization	1	1	No change
Vice President of Safety & Technical Training	1	1	No change
Vice President of System Operations Services	1	1	No change
Vice President of Technical Operations	1	1	No change
<b>TOTALS:</b>	<b>149</b>	<b>149</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of	Number of	Summary of Changes from previous submission (select from drop-	Calendar year position
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>149</b>	<b>149</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 7) Principal regional officials, such as Regional Administrators, and/or their equivalent(s).** Those agencies with a regional structure must include the accounts of principal regional officials. For most agencies with a regional presence this will be limited to Regional Administrators, or those officials who are responsible for the management and operations of specific regional areas (e.g., an agency that has 10 regions to carry out mission-critical activities would include those 10 Regional Administrators). It does not pertain to the heads of individual offices within regions, such as, but not limited to, customer service centers, processing centers, or administrative offices that conduct routine activities (e.g., passport offices, or Social Security claims processing offices). \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist" or "Agency has no regional presence with these types of positions.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Regional Administrator of Alaskan Region	1	1	No change
Regional Administrator of Central Region	1	1	No change
Regional Administrator of Eastern Region	1	1	No change
Regional Administrator of Great Lakes Region	1	1	No change
Regional Administrator of New England Region	1	1	No change
Regional Administrator of Northwest Mountain Region	1	1	No change
Regional Administrator of Southern Region	1	1	No change
Regional Administrator of Southwest Region	1	1	No change
Regional Administrator of Western-Pacific Region	1	1	No change
Deputy Regional Administrator of Northwest Mountain Region	1	1	Reappraised as permanent (including legacy)
Deputy Regional Administrator of Southern Region	1	1	Reappraised as permanent (including legacy)
Deputy Regional Administrator of Southwest Region	1	1	Reappraised as permanent (including legacy)
<b>TOTALS:</b>	<b>12</b>	<b>12</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of	Number of	Summary of Changes from previous submission (select from drop-	Calendar year position
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>12</b>	<b>12</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 8) Roles or positions that routinely and directly advise the above positions, including special advisers, General Counsels, Chiefs of Staff, Inspectors General, etc.** Many management positions routinely provide advice and oversight to the agency in the course of daily business, and are involved in mission related policy formulation, implementation, and/or interpretation. This may include general program oversight, legal protection and oversight, and daily operations and management. For most agencies this will include General Counsels, Chiefs of Staff, Inspectors General and special advisers (such as "Policy Advisors") within the top tiers of the agency. This does not include those that advise on purely administrative issues. For example, a Chief of Staff within a lower tier of the agency would not be included in this category. \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Senior Advisor	1	1	Change in category designation
Senior Advisor	1	1	Change in category designation
Senior Advisor	1	1	Change in category designation
Senior Advisor	1	1	Change in category designation
Senior Advisor to the Deputy Administrator for Aviation & International Affairs	1	1	Change in category designation
Senior Advisor to the Aviation Workforce Outreach	1	1	Change in category designation
Senior Advisor to the Data Policy Integration	1	1	Change in category designation
Chief of Staff to the Office of the Administrator	1	1	No change
Chief of Staff to the Deputy Administrator	1	1	Position is new since last submission
Chief of Staff to the Air Traffic Organization	1	1	No change
Chief of Staff to Civil Rights	1	1	No change
Chief of Staff to Finance & Management	1	1	No change
Chief of Staff to the Office of the Chief Counsel	1	1	Position is new since last submission
Chief of Staff to Human Resource Management	1	1	No change
Chief of Staff to NextGen	1	1	No change
Chief of Staff to Policy, International Affairs, & Environment	1	1	No change
Chief of Staff to Airports	1	1	No change
Chief of Staff to Commercial Space Transportation	1	1	No change
Chief of Staff to Aviation Safety	1	1	No change
Chief of Staff to Security & Hazardous Materials Safety	1	1	No change
Chief Counsel	1	1	No change
Executive Counsel for Litigation Strategy	1	1	Position is new since last submission
Assistant Chief Counsel for Acquisition & Fiscal Law	1	1	No change
Assistant Chief Counsel for Airports & Environmental Law	1	1	No change
Assistant Chief Counsel for Aviation Litigation	1	1	No change
Assistant Chief Counsel for Employment & Labor Law	1	1	No change
Assistant Chief Counsel for Information Law	1	1	No change
Assistant Chief Counsel for International Affairs & National Security Law	1	1	No change
Assistant Chief Counsel for Regulations	1	1	No change
Deputy Chief Counsel for Business Operations	1	1	Reappraised as permanent (including legacy)
Deputy Chief Counsel for Employment Law, Litigation & Administration	1	1	Reappraised as permanent (including legacy)
Principal Deputy Chief Counsel for Strategic Operations	1	1	Title change
Deputy Chief Counsel for Strategic Operations	1	1	Reappraised as permanent (including legacy)
<b>TOTALS:</b>	<b>33</b>	<b>33</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of	Number of	Summary of Changes from previous submission (select from drop-	Calendar year position
Assistant Chief Counsel for Enforcement	1	1	Position removed from organization and legacy email remains permanent.	2023
Deputy Assistant Chief Counsel for Enforcement	1	1	Position removed from organization and legacy email remains permanent.	2021
Assistant Chief Counsel for Regional Operations and Training	1	1	Position removed from organization and legacy email remains permanent.	2018
<b>TOTALS:</b>	<b>3</b>	<b>3</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>36</b>	<b>36</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 9) Roles and positions not represented above and filled by Presidential Appointment with Senate Confirmation (PAS positions).** This category is a catch all for any position that was filled by Presidential Appointment with Senate Confirmation (PAS) but not represented in any of the other categories. For most agencies the PAS positions will already be captured in categories 1 through 8, and no other PAS positions will need to be identified. \*If no positions are identified, please briefly explain why (for example, "Not applicable; all PAS positions accounted for in other categories.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Not applicable			
<b>TOTALS:</b>	<b>0</b>	<b>0</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>0</b>	<b>0</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**CATEGORY 10) Additional roles and positions that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance.** These represent roles, positions, and/or programs within the agency that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. This category is for those roles and positions that are appropriate for permanent retention, but not captured in the other nine (9) categories.

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Chief Scientific and Technical Advisor for Advanced Cabin Safety	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Advanced Composite Materials	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Advanced Manufacturing and Materials	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Aircraft Computer Software	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Artificial Intelligence/Machine Learning	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Crash Dynamics	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Data Analytics for Safety and Reliability	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Dynamic Systems	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Environment & Energy	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Fatigue & Damage Tolerance	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Flight Deck Human Factors	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Flight Deck Technology Integration	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Flight Loads/Aeroelasticity	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Flight Meteorological Effects	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Flight Simulation Systems	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for High Energy Electromagnetic Effects	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Human Factors in Aircraft Maintenance	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Power and Propulsion Systems	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Safety and Risk Analysis	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Satellite Navigation Systems	1	1	Reappraised as permanent (including legacy)
Chief Scientific and Technical Advisor for Wake Turbulence	1	1	Reappraised as permanent (including legacy)
Deputy Chief Operating Officer of Operations for the Air Traffic Organization (ATO)	1	1	Reappraised as permanent (including legacy)
Deputy Chief Operating Officer of Programs & Support for the Air Traffic Organization (ATO)	1	1	Reappraised as permanent (including legacy)
Executive Program Manager for Africa	1	1	Reappraised as permanent (including legacy)
Manager, Airports Division - Great Lakes	1	1	Reappraised as permanent (including legacy)
Manager, Airports Division - Northwest Mountain	1	1	Reappraised as permanent (including legacy)
Manager, Airports Division - Southern	1	1	Reappraised as permanent (including legacy)
Manager, Airports Division - Southwest	1	1	Reappraised as permanent (including legacy)
Manager, Airports Division - Western Pacific	1	1	Reappraised as permanent (including legacy)
Manager, Airports Financial Assistance Division	1	1	Reappraised as permanent (including legacy)
<b>TOTALS:</b>	<b>30</b>	<b>30</b>	



**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of	Number of	Summary of Changes from previous submission (select from drop-	Calendar year position
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>30</b>	<b>30</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE