

DISPOSITION FORM

FILE NO.

SUBJECT

Data Sheets for Key Personnel

TO

FROM

DATE

COMMENT NO. 1

Chiefs of offices and
Staff Divisions
All ACP's

PERS

1. NSA Regulation 30-4 dated 18 May 1954 provides that "Data Sheets for NSA Key Personnel" (NSA Form 1179) will be maintained on:

- a. All military personnel in pay grade O-5 or higher
- b. All civilian personnel in pay grade GS 14 or higher
- c. All Office, Division and Branch chiefs, regardless of grade

d. Certain other personnel as may from time to time be selected by the Director or the Chief of Staff.

2. In view of the revised definition of "Key Personnel", it is requested that all data sheets and changes heretofore submitted be disregarded and a new NSA Form 1179 be prepared on each person included under the revised definition, and forwarded in triplicate to Military or Civilian Personnel Branch (as appropriate) not later than 15 June 1954.

Duncan Sinclair
DUNCAN SINCLAIR

Colonel, USA
Chief, Personnel Division

*Miss A
How about
getting this form
in triplicate for Capt
M + myself.*

DD

FORM
1 FEB 54

96

REPLACES NME FORM 96, 1 OCT 48, WHICH MAY BE USED.

16-54801-2

★ U S GOVERNMENT PRINTING OFFICE

Approved for Release by NSA on 11-07-2013 pursuant to E.O. 13526

S/ASST
(Friedman)

NATIONAL SECURITY AGENCY
Washington 25, D. C.

NSA REGULATION
NUMBER 30-4

18 May 1954

EFFECTIVE UNTIL 1 MAY 1955 UNLESS SOONER
RESCINDED OR SUPERSEDED

DATA SHEETS FOR NATIONAL SECURITY AGENCY KEY PERSONNEL

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SECTION I - POLICY

Three volumes of "Data Sheets for NSA Key Personnel" (NSA Form No. 1179) will be maintained on a current basis in the offices of the Chief of Staff, the Chief of Personnel Division, and the Chiefs of the Military and Civilian Personnel Branches (as appropriate), for reference purposes.

SECTION II - GENERAL

1. Each volume of Data Sheets for NSA Key Personnel will include an NSA Form 1179 on:

- a. All NSA military personnel in pay grade O5 and above.
- b. All NSA civilian personnel in grade GS-14 and above.
- c. All Office, Division, and Branch Chiefs, regardless of grade.
- d. Certain other personnel as may from time to time be selected by the Director or the Chief of Staff for inclusion in the volumes.

2. All volumes will be brought up to date at the end of each calendar month to insure their accuracy at that time.

3. Data Sheets will be prepared, whenever possible, in such manner that they will require no classification; in no event may they be classified higher than SECRET.

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SECTION III - RESPONSIBILITIES

1. The Chief, Military Personnel Branch, will be responsible for the collection of Data Sheets for military personnel.
2. The Chief, Civilian Personnel Branch, will be responsible for the collection of Data Sheets for civilian personnel.
3. The Chief, Personnel Division, will be responsible for the consolidation of all new Data Sheets and the preparation and maintenance of indices to the volumes, as prescribed in paragraph 3, Section IV, below; and for the periodic review of the volume to insure its accuracy.

SECTION IV - PROCEDURES1. Military Personnel.

a. Initial Data Sheet. Data Sheets will be prepared in the Military Personnel Branch at the time of assignment of all officers in pay grade O5 or higher to duty with NSA.

b. Reassignment. Upon reassignment of any officer to a duty which will result in his coming within the provisions of this Regulation, a Data Sheet will be prepared in triplicate at the appropriate ACP and forwarded immediately to the Chief, Military Personnel Branch; when an officer is reassigned from one ACP to another, the gaining ACP will have the form completed and forwarded immediately to the Chief, Military Personnel Branch.

c. Promotion. Upon promotion of any officer to pay grade O5 the appropriate ACP will have the Data Sheet prepared and forwarded immediately to the Chief, Military Personnel Branch.

d. Detachment. When an individual is detached from service with NSA, the Data Sheet held by the Chief, Military Personnel Branch, will be withdrawn and the Chief, Personnel Division, so notified.

2. Civilian Personnel.

a. Initial Data Sheet. The Chief, Civilian Personnel Branch, will have Data Sheets prepared for all civilian appointees, as required, at the time of their entrance on duty.

b. Reassignment. Upon reassignment of any employee to a position which will result in his coming within the provisions of this Regulation, a Data Sheet will be prepared in triplicate at the appropriate ACP and forwarded immediately to the Chief, Civilian Personnel Branch; when the reassignment is from one ACP to another, the gaining ACP will have the Data Sheet completed and forwarded immediately to the Chief, Civilian Personnel Branch.

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c. Promotion. Upon promotion of any civilian employee to grade GS-14, the appropriate ACP will have the Data Sheet prepared and forwarded immediately to the Chief, Civilian Personnel Branch.

d. Separation. When an individual is separated from the Agency, the Data Sheet held by the Chief, Civilian Personnel Branch, will be withdrawn and the Chief, Personnel Division, so notified.

3. Maintenance of the Volumes. All Data Sheets will be forwarded by the Chief of the Military and Civilian Personnel Branches to the Chief, Personnel Division, on the 30th day of each month, accompanied by a summary of pen-and-ink changes required to bring existing Data Sheets up to date, and a listing of those Data Sheets to be withdrawn from the volumes. The Sheets will be consolidated in alphabetical order, and two indices prepared for the volumes as amended (one alphabetical by name, and the second alphabetical by name for each Office and Staff Division). The originals of new Data Sheets and the two Indices, together with a consolidated summary of additions, corrections, and deletions to the volume will then be forwarded to the Chief of Staff prior to the fifth working day of the succeeding month for inclusion in the volume held by him.

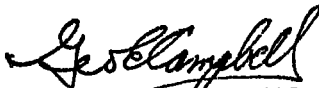
SECTION V - SUPERVISION

Supervision for the implementation of the policy established herein is the responsibility of the Chief, Personnel Division.

BY COMMAND OF LIEUTENANT GENERAL CANINE:

D. M. AGNEW
Captain, US Navy
Acting Chief of Staff

OFFICIAL:


GEO. E. CAMPBELL
Colonel, AGC
Adjutant General

DISTRIBUTION III