

Establishment of NSA Registry for Consultants

S/ASST (Mr Friedman

PERS

10 June 1954

Comment No. 1

RFJohnson/60697

1. Attached is draft of a new Regulation proposed by the Personnel Division for the purpose of establishing the NSA Registry for Consultants which will provide for the centralization of procurement and effective Agency utilization of consultants, experts and advisors. This regulation has been prepared at the direction of the Chief of Staff, and has the tentative concurrence of both Special Assistants to the Director.

2. Any recommended revisions or additions to this Regulation as proposed should be in the Personnel Division by noon, 21 June 1954.

(s)

DUNCAN SINCLAIR
Colonel, USA

Incl -

Draft of Proposed NSA
Regulation

Information copy furnished
Chief of Staff

TO: PERS

FROM: S/ASST (Mr. Friedman)

14 June 1954 Comment #2
60493

1. Recommend approval of the proposed draft regulation.
2. Recommend that this regulation be implemented as soon as possible.

WILLIAM F. FRIEDMAN
Special Assistant

DISPOSITION FORM

FILE NO.

SUBJECT **Establishment of NSA Registry for Consultants**

COMP

TS/ASSTs (*Mr. Friedman*)FROM **PERS**DATE **10 June 1954** COMMENT NO. 1
RFJohnson/60697

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Duncan Sinclair

DUNCAN SINCLAIR

Colonel, USA

Incl -

Draft of Proposed NSA
RegulationInformation copy furnished
Chief of Staff

NATIONAL SECURITY AGENCY
Washington 25, D. C.

NSA REGULATION
NUMBER

NATIONAL SECURITY AGENCY REGISTRY FOR CONSULTANTS

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SECTION I - PURPOSE

The purpose of this Regulation is to establish the NSA Registry for Consultants (NSARC) with location in the Personnel Division. The term "Registry for Consultants" will be interpreted to include also experts and advisors. Individuals who are covered by contractual arrangements for "non-personnel services" are excluded from the provisions of this Regulation.

SECTION II - MISSION

The mission of the Chief, NSARC is:

- a. To provide for the centralization of procurement and the effective utilization of consultants, experts and advisors who can be of assistance to the Agency in fulfilling its mission.
- b. To exercise staff supervision over the administrative procedures involved in the use of the services of consultants, experts and advisors by Agency staff and operating elements.
- c. To note the availability and general qualifications of these consultants, experts and advisors known to interested Agency staff and operating elements.
- d. In general, to insure that the conduct and continuity of the Agency's official relationships with these consultants, experts or advisors is maintained in the most effective manner.

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SECTION III - DEFINITIONS

1. Consultant. A consultant is one who serves in an advisory capacity to the Agency as distinguished from one who serves as an officer or employee in the performance of operational or administrative duties. He expresses his views or gives his opinions regarding problems or questions presented to him by the Agency, but he does not perform, or supervise the performance of, operational or administrative functions. Similarly, he will be an expert in the particular field in which he advises. However, he need not be a specialist; his "expertness" may consist in his possession of broad administrative, professional or technical experience of a high order which indicates that his ability and knowledge will render his advice of distinct value to the Agency. The services of a consultant are such that they cannot be performed by a regular employee or obtained on any other basis.

2. Expert. An expert is an employee who performs regular services of a highly technical or administrative nature essential to the accomplishment of certain specialized functions. An expert normally will perform duties such as developing and putting into effect solutions of operating problems of a highly technical nature, supervising the execution of highly technical functions, conducting responsible activities which are an integral part of operating procedures, and making operational decisions as a specialist in a highly technical field of knowledge. Though his service normally is intermittent, an expert may have continuing operational responsibilities during each period of actual duty, since his primary function is to carry out specialized operations for which training and experience qualify him. The services of an expert are such that they cannot be performed by a regular employee or obtained on any other basis.

3. Advisor. An advisor, for purposes of this Regulation, is a consultant or expert who does not have the status of an employee.

4. Procurement.

a. Appointment (Personal Services). Personal services of consultants and experts may be obtained by appointment on a Standard Form 50 (Notification of Personnel Action), by the Personnel Division under Section 7 of NSA CTS Chapter A2. Such services are chargeable to the personnel ceiling.

b. Contract for Personal Services. Personal services of a highly skilled person or persons may also be obtained by "Contract for Personal Services", negotiated by SIGRO under the Armed Services Procurement Regulations and the Army Procurement Procedures. However, a confirmatory SF 50 must be issued by the Personnel Division for distribution to the Civil Service Commission. Such services are chargeable to the personnel ceiling.

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c. Contract for Non-personal Services. The services of an individual, corporation or firm may be obtained on a lump-sum or fee basis by a "Contract for Non-Personal Services" negotiated by SIGPO. This, however, involves the furnishing of an end product such as a finished report or the services of an educational institution (such as a university, college, business school, or public or private vocational school), laboratory, or industrial organization for the training and instruction of civilian or military employees. Such "non-personal" services are not chargeable to the personnel ceiling, and are not within the scope of this Regulation.

d. Invitational Travel Orders. Invitational travel orders are orders requested of the NSA Adjutant General for persons not having an employment status with the Federal Government, whose consultative, advisory or other highly specialized technical services are required in a capacity which is directly related to or in connection with activities of the Agency. Since these persons are not employees, their services are not chargeable to the personnel ceiling.

e. "Conflicts of Interest". Conflicts of interest are regarded as situations where the personal interests of an individual serving the Government may, because of the individual's non-Governmental activities or connections, be inconsistent with the interests of the Government in relation to a matter dealt with by the individual in his Governmental capacity. Such situations are prohibited by statute.

SECTION IV - RESPONSIBILITIES**1. Chiefs of Staff Divisions and Offices are responsible for:**

a. Advising NSARC of all preliminary plans and contacts for the prospective procurement or utilization of the services of consultants, experts and advisors, and submitting copies of any pertinent personal or unofficial correspondence to NSARC.

b. Submitting a request to NSARC as early as practicable prior to the date the service is required. The request will be submitted on a Standard Form 52 (Request for Personnel Action); will be signed by the Chief of the Staff Division or Office concerned or his authorized representative; and will contain the following information under "Remarks" (Item 12A):

- (1) Identification of the Agency Staff or operating element requesting the service.**
- (2) Name(s) of the individual(s) requested.**
- (3) Date(s) on which the services will be required.**

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- (4) Approximate number of days the services will be required.
- (5) Proposed rate of pay (cannot exceed \$50 per day).
- (6) Mission to be accomplished (brief unclassified summary of work project, and specific duties to be performed by the individual(s)).
- (7) Whether or not the individual(s) concerned is (are) personally known to personnel of the requesting staff or operating element.
- (8) Whether or not the individual(s) concerned has (have) been contacted unofficially or personally by any member of the using Agency staff or operating element, regarding the proposed visit.

c. Reserving personnel spaces to support the utilization of the services of consultants, experts or advisors for the periods required.

d. Providing NSASG with program and budget requirements necessary to support salary and travel expenses of consultants, experts and advisors.

e. Maintaining, certifying and submitting to NSASG the time and attendance reports of consultants, experts and advisors on duty with his staff or operating element at the end of each two-week pay period, or sooner if requested.

f. Notifying NSASG immediately when the services of a consultant, expert or advisor are completed. A Standard Form 58 will be used and will contain the following under "Remarks" (Item 12A):

- (1) Brief statement of the nature of the problem on which the consultant, expert or advisor was engaged.
- (2) Brief summary of extent to which the individual was able to assist in the solution of the problem.
- (3) Statement as to the extent of the applicability of the individual's specific qualifications to that type of problem.

g. In order to perform his mission, the Chief, NSASG is specifically responsible for:

h. Conducting all official correspondence with consultants, experts and advisors.

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b. Reviewing procurement requests and verifying availability of personnel spaces and funds for salary, travel expenses, and per diem in lieu of subsistence.

c. Determining the extent of "conflict of interest", if any, with the assistance of the General Counsel when necessary.

d. Initiating requests for security clearance or verification of existing clearance.

e. Arranging, when required, for appointment by issuance of an SF 50 by the Personnel Division, or for procurement by Personal Services Contract through SINF0.

f. Requesting necessary action by the NSA Assistant General to effect issuance of appropriate travel orders and authorization for per diem in lieu of subsistence.

g. Reviewing and certifying travel vouchers submitted by consultants, and submitting them promptly for payment.

h. Reviewing time and attendance reports of consultants, experts and advisors, making necessary extracts, and submitting the reports promptly to the Comptroller for pay purposes.

i. Submitting a summary time and attendance report for consultants, experts and advisors.

j. Initiating requests for termination or extension of appointment or contract for personal services when required.

k. Preparing and submitting reports of utilization of services of consultants, experts and advisors, when required.

l. Arranging for the maintenance of an official personnel folder for each consultant, expert or advisor, and such other records as are necessary.

SECTION V - PROCEDURES

Supplemental implementing procedures of this Regulation are contained in Section 7 of NSA CFM Chapter A2.

SECTION VI - SUPERVISION

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

NATIONAL SECURITY AGENCY
Washington 25, D.C.

(Draft)

NSA REGULATION
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EFFECTIVE UNTIL UNLESS SOONER
RESCINDED OR SUPERSEDED

NATIONAL SECURITY AGENCY REGISTRY FOR CONSULTANTS

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SECTION I - PURPOSE

The purpose of this Regulation is to establish the NSA Registry for Consultants (NSARC) with location in the Personnel Division. The term "Registry for Consultants" will be interpreted to include also experts and advisors. Individuals who are covered by contractual arrangements for "non-personal services" are excluded from the provisions of this Regulation.

SECTION II - MISSION

The mission of the Chief, NSARC is:

- a. To provide for the centralization of procurement and the effective utilization of consultants, experts and advisors who can be of assistance to the Agency in fulfilling its mission.
- b. To exercise staff supervision over the administrative procedures involved in the use of the services of consultants, experts and advisors by Agency staff and operating elements.

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c. To make the availability and general qualifications of these consultants, experts and advisors known to interested Agency staff and operating elements.

d. In general, to insure that the conduct and continuity of the Agency's official relationships with these consultants, experts or advisors is maintained in the most effective manner.

SECTION III - DEFINITIONS

1. Consultant. A consultant is one who serves in an advisory capacity to the Agency as distinguished from one who serves as an officer or employee in the performance of operational or administrative duties. He expresses his views or gives his opinions regarding problems or questions presented to him by the Agency, but he does not perform, or supervise the performance of, operational or administrative functions. Ordinarily, he will be an expert in the particular field in which he advises. However, he need not be a specialist; his "expertness" may consist in his possession of broad administrative, professional or technical experience of a high order which indicates that his ability and knowledge will render his advice of distinct value to the Agency.

2. Expert. An expert is an employee who is appointed to a position the duties and responsibilities of which are to perform regular services of a highly technical or administrative nature essential to the accomplishment of certain specialized functions. An appointee to such a position normally will perform duties such as developing and putting into effect solutions of operating problems of a highly technical nature, supervising

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the execution of highly technical functions, conducting responsible activities which are an integral part of operating procedures, and making operational decisions as a specialist in a highly technical field of knowledge. Though his service normally is intermittent, an expert may have continuing operational responsibilities during each period of actual duty, since his primary function is to carry out specialized operations for which training and experience qualify him.

3. Advisor. An advisor^{for purposes of this Regulation} is a consultant or expert who does not have the status of an employee.

4. Temporary Employment. Temporary employment of a consultant or expert is employment for a period of one year or less, which is limited to work on programs, projects, problems, or phases thereof, requiring temporary services for which a need will not extend beyond one year (260 working days).

5. Intermittent Employment (When Actually Employed). Intermittent employment of a consultant or expert is employment which occurs occasionally or irregularly and is limited to work on programs, projects, problems, or phases thereof, requiring intermittent services. Employment aggregating more than one-half of full-time employment (130 working days) during the first year of service or in any succeeding year of service, ceases to be intermittent employment and becomes automatically converted to temporary employment which may not be continued beyond the close of the year of service in which such limit was exceeded.

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6. Procurement.

a. Appointment (Personal Services). Personal services of consultants and experts may be obtained by appointment on a Standard Form 50 (Notification of Personnel Action), by the Personnel Division under Section 7 of NSA CPM Chapter A2. Such services are chargeable to the personnel ceiling.

b. Contract for Personal Services. Personal services of consultants and experts may also be obtained by "Contract for Personal Services", negotiated by SIGPO. However, a confirmatory SF 50 must be issued by the Personnel Division for distribution to the Civil Service Commission. Such services are chargeable to the personnel ceiling.

c. Contract for Non-personal Services. The services of individuals, corporations and firms may be obtained on a lump-sum or fee basis, by a contract negotiated by SIGPO; for example, a finished product, or the services of educational institutions (such as universities, colleges, business schools, and public and private vocational schools), laboratories, or industrial organizations for the training and instruction of civilian employees. Such "non-personal" services are not chargeable to the personnel ceiling, and are not within the scope of this Regulation.

d. Invitational Travel Orders. Invitational travel orders are orders issued by the NSA Adjutant General to persons not having an employment status with the Federal Government, whose consultative, advisory or other highly specialized technical services are required in a capacity which is directly related to or in connection with activities

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of the Agency. Since these persons are not employees, their services are not chargeable to the personnel ceiling.

e. "Conflicts of Interest". Conflicts of interest are regarded as situations where the personal interests of an individual serving the Government may, because of the individual's non-Governmental activities or connections, be inconsistent with the interests of the Government in relation to a matter dealt with by the individual in his Governmental capacity. Such situations are prohibited by statute.

SECTION IV - RESPONSIBILITIES

1. Chiefs of Staff Divisions and Offices are responsible for:

a. Advising NSARC of all preliminary plans and contacts for the prospective procurement or utilization of the services of consultants, experts and advisors, and submitting copies of any pertinent personal or unofficial correspondence to NSARC.

b. Submitting a request on a Disposition Form to NSARC as early as practicable prior to the date the service is required. The request will be signed personally by the Chief of the Staff Division or Office concerned, and will contain the following information:

- (1) Identification of the Agency staff or operating element requesting the service.
- (2) Name(s) of the individual(s) requested.
- (3) Date(s) on which the services will be required.

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- (4) Approximate number of days the services will be required.
 - (5) Proposed rate of pay (cannot exceed \$50 per day).
 - (6) Mission to be accomplished (brief unclassified summary of work project, and specific duties to be performed by the individual(s)).
 - (7) Whether or not the individual(s) concerned is (are) personally known to personnel of the requesting staff or operating element.
 - (8) Whether or not the individual(s) concerned has (have) been contacted unofficially or personally by any member of the using Agency staff or operating element, regarding the proposed visit.
- e. Reserving personnel spaces to support the utilization of the services of consultants, experts or advisors for the periods required.
 - d. Providing NSARC with program and budget requirements necessary to support salary and travel expenses of consultants, experts and advisors.
 - e. Maintaining, certifying and submitting to NSARC the time and attendance reports of consultants, experts and advisors on duty with his staff or operating element at the end of each two-week pay period, or sooner if requested.
 - f. Notifying NSARC immediately by Disposition Form when the services of a consultant, expert or advisor are completed. The Disposition Form will also contain the following information:

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- (1) Brief statement of the nature of the problem on which the consultant, expert or advisor was engaged;
- (2) Brief summary of extent to which the individual was able to assist in the solution of the problem.
- (3) Statement as to the extent of the applicability of the individual's specific qualifications to that type of problem.

2. In order to perform his mission, the Chief, NSARC is specifically responsible for:

- a. Conducting all official correspondence with consultants, experts and advisors.
- b. Reviewing procurement requests and verifying availability of personnel spaces and funds for salary, travel expenses, and per diem in lieu of subsistence.
- c. Determining the extent of "conflict of interest," if any, with the assistance of the General Counsel when necessary.
- d. Initiating requests for security clearance or verification of existing clearance.
- e. Arranging, when required, for appointment by issuance of an SF 50 by the Personnel Division, or for procurement by Personal Service Contract through SIGPO.
- f. Requesting issuance by the NSA Adjutant General of appropriate travel orders and authorization for per diem in lieu of subsistence.

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g. Reviewing and certifying travel vouchers submitted by consultants, and submitting them promptly for payment.

h. Reviewing time and attendance reports of consultants, experts and advisors, making necessary extracts, and submitting the reports promptly to the Comptroller for pay purposes.

i. Submitting a summary time and attendance report for consultants, experts and advisors.

j. Initiating requests for termination or extension of appointment or contract for personal services when required.

k. Preparing and submitting reports of utilization of services of consultants, experts and advisors, when required.

l. Arranging for the maintenance of an official personnel folder for each consultant, expert or advisor, and such other records as are necessary.

SECTION V - PROCEDURES

Supplemental implementing procedures of this Regulation are contained in Section 7 of NSA CPM Chapter A2.

SECTION VI - SUPERVISION

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

NATIONAL SECURITY AGENCY
Washington 25, D.C.

(Draft)

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SECTION I - PURPOSE

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3. Advisor. ^{for purposes of this Regulation,} An advisor is a consultant or expert who does not have the status of an employee.

4. Temporary Employment. Temporary employment of a consultant or expert is employment for a period of one year or less, which is limited to work on programs, projects, problems, or phases thereof, requiring temporary services for which a need will not extend beyond one year (260 working days).

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b. Submitting a request on a Disposition Form to NSARC as early as practicable prior to the date the service is required. The request will be signed personally by the Chief of the Staff Division or Office concerned, and will contain the following information:

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- (2) Name(s) of the individual(s) requested.
- (3) Date(s) on which the services will be required.

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- (4) Approximate number of days the services will be required.
- (5) Proposed rate of pay (cannot exceed \$50 per day).
- (6) Mission to be accomplished (brief unclassified summary of work project, and specific duties to be performed by the individual(s)).
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- (8) Whether or not the individual(s) concerned has (have) been contacted unofficially or personally by any member of the using Agency staff or operating element, regarding the proposed visit.

c. Reserving personnel spaces to support the utilization of the services of consultants, experts or advisors for the periods required.

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- (2) Brief summary of extent to which the individual was able to assist in the solution of the problem.
- (3) Statement as to the extent of the applicability of the individual's specific qualifications to that type of problem.

2. In order to perform his mission, the Chief, NSARC is specifically responsible for:

- a. Conducting all official correspondence with consultants, experts and advisors.
- b. Reviewing procurement requests and verifying availability of personnel spaces and funds for salary, travel expenses, and per diem in lieu of subsistence.
- c. Determining the extent of "conflict of interest," if any, with the assistance of the General Counsel when necessary.
- d. Initiating requests for security clearance or verification of existing clearance.
- e. Arranging, when required, for appointment by issuance of an SF 50 by the Personnel Division, or for procurement by Personal Service Contract through SIGPO.
- f. Requesting issuance by the NSA Adjutant General of appropriate travel orders and authorization for per diem in lieu of subsistence.

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j. Initiating requests for termination or extension of appointment or contract for personal services when required.

k. Preparing and submitting reports of utilization of services of consultants, experts and advisors, when required.

l. Arranging for the maintenance of an official personnel folder for each consultant, expert or advisor, and such other records as are necessary.

SECTION V - PROCEDURES

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SECTION VI - SUPERVISION

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

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NATIONAL SECURITY AGENCY
Washington 25, D.C.

NSA REGULATION
NUMBER

EFFECTIVE UNTIL 1 July 1955 UNLESS SOONER
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The purpose of this Regulation is to establish the NSA Registry for Consultants (NSARC) with location in the Personnel Division. As used herein, the ^{word "Consultants"} ~~words~~ will be interpreted to include Consultants, Experts, and Advisors.

SECTION II - MISSION

The mission of the Chief, NSARC is:

a. To provide for the centralization of procurement and the effective utilization of consultants, experts and advisors who can be of assistance to the Agency in fulfilling its mission. [Individuals who are covered by contractual arrangements for "non-personal services" are ^{excluded from} ~~except~~ the provisions of this Regulation.]

d. To insure that the conduct and continuity of the Agency's official relationships with these consultants, experts or advisors is maintained in the most effect^{ive} manner.

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REF ID: A66203

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c. To make the availability and general qualifications of these consultants, experts and advisors known to interested Agency components.

b. To exercise staff supervision over the administrative procedures involved in the use of the services of consultants, experts and advisors by Agency components.

SECTION III - DEFINITIONS

1. Consultant. A consultant is one who serves in an advisory capacity to an officer or instrumentality of the Government, as distinguished from one who serves as an officer or employee in the performance of duties and responsibilities of the Agency. He expresses his views or gives his opinions regarding problems or questions presented to him by the Agency, but he does not perform, or supervise the performance of, operating functions. Ordinarily, he will be an expert in the particular field in which he advises. However, he need not be a specialist; his "expertness" may consist in his possession of broad administrative, professional or technical experience of a high order which indicates that his ability and knowledge will render his advice of distinct value to the Agency.

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the execution of highly technical functions, conducting responsible activities which are an integral part of operating procedures, and making operational decisions as a specialist in a highly technical field of knowledge. Though his service normally is intermittent and not continuous, an expert may have continuing operational responsibilities during each period of actual duty, since his primary function is to carry out specialized operations for which training and experience qualify him.

3. Advisor. An advisor, for purposes of this Regulation, is one whose services are obtained ^{only} by means of an ^{Inv. 4a7, 1v} "Invitational Travel Order" (Section III, paragraph 7d).

4. Temporary Employment. Temporary employment of a consultant or expert is employment (a) for a period of one year or less, which is (b) limited to work on programs, projects, problems, or phases thereof, requiring temporary services for which a need will not extend beyond one year (260 working days).

5. Intermittent Employment (When Actually Employed). Intermittent employment of a consultant or expert is employment which (a) occurs occasionally or irregularly and (b) is limited to work on programs, projects, problems, or phases thereof, requiring intermittent services. The Civil Service Commission holds that employment which aggregates, in the course of the first year of service or in any succeeding year of service, more than one-half of full-time employment, i.e., more than 130 working days, ceases to be intermittent employment and becomes automatically converted to temporary employment which may not be continued beyond the close of the year of service in which the limits were exceeded.

6. Consultant (Without Compensation). A consultant may be employed without compensation other than travel expenses and per diem in lieu of subsistence, under certain provisions of the law with the prior approval of the Civil Service Commission
(Secretary of the Army
Secretary of Defense)

NSA REGULATION
NUMBER

2 Procurement.

a. Appointment (personal services). Personal services of consultants and experts may be obtained "by contract" as authorized by Section 15, Act of 2 August 1946. The Standard Form 50 (Notification of Personnel Action) by which consultants and experts are appointed by the Personnel Division under Section 7 of NSA GPM Chapter A2, is a "contract" of employment as well as an appointment instrument. Such services are chargeable to the personnel ceiling.

b. Contract for Personal Services. Personal services of consultants and experts may also be obtained by "Contract for Personal Services" negotiated by SIGPO, ~~and approved by the Secretary of the Army under the Armed Services Procurement Regulations and Army Procurement Procedure.~~ However, a confirmatory SF 50 must be issued by the Personnel Division for distribution to the Civil Service Commission. Such services are chargeable to the personnel ceiling.

c. Contract for Non-personal Services. The services of individuals, corporations and firms, may be obtained on a lump-sum or fee basis, by a contract negotiated by SIGPO. For example, a finished product, or the services of educational institutions (such as universities, colleges, business schools, and public and private vocational schools), laboratories, or industrial organizations for the training and instruction of civilian employees. Such "non-personal" services are not chargeable to the personnel ceiling, and are not within the scope of this Regulation.

NSA REGULATION
NUMBER

rev

d. Invitational Travel Orders. Invitational travel orders ~~requests may be issued by the~~ ^{may be issued by the} Adjutant General to persons not having an employment status with the Federal Government, whose consultative, advisory, or other highly specialized technical services are required in a capacity that is directly related to or in connection with activities of the Agency. Since these persons are not employees, their services are not chargeable to the personnel ceiling.

unc-26

74. "Conflicts of Interest". Federal statutes prohibit Federal employees from participating in any Government decisions on matters in which they personally may have interests because of their ^{non-governmental} positions or financial interests; the appointment of any consultant, expert or advisor must be examined in the light of these statutes.

SECTION IV - RESPONSIBILITIES

1. Chiefs of Staff Divisions and Offices, ~~and the Agency Directors,~~ ^{of the Agency} ~~Production, Research and Development, and Communication Security~~ are responsible for:

a. Advising NSARC of all preliminary plans and contacts for the prospective procurement or utilization of the services of consultants, experts and advisors, and submitting copies of any pertinent personal or unofficial correspondence,

b. Submitting a request on a Disposition Form to NSARC as early as practicable prior to the date the service is requested. The request will be ^{personally} signed by the ~~Chief of the staff~~ ^{personnel} ~~concerned~~ ^{element}, and will contain the following information:

NEA REGULATION
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- (1) Identification of the Agency staff or operating element requesting the service.
- (2) Name(s) of the individual(s) requested.
- (3) Date(s) on which the services will be required.
- (4) Approximate number of days the services will be required.
- (5) Proposed rate of pay (cannot exceed \$50 per day).
- (6) Mission to be accomplished (brief unclassified summary of work project, and specific duties to be performed by the individual(s)).
- (7) Whether or not the individual(s) concerned is (are) personally known to personnel of the requesting staff or operating element.
- (8) Whether or not the individual(s) concerned has (have) been contacted unofficially and personally concerning the proposed visit by any member of the using Agency staff or operating element.

CP. Notifying NSARC immediately by Disposition Form when the services of a consultant, expert, or advisor are completed. The Disposition Form will also contain the following information:

- (1) Brief statement of the nature of the problem on which the consultant, expert or advisor was engaged.
- (2) Brief summary of extent to which the individual was able to assist in the solution of the problem.
- (3) Statement as to the extent of the applicability of the individual's specific qualifications to that type of problem.

NSA REGULATION
NUMBER

Program - providing a
 c. ~~Providing~~ *providing* personnel spaces ~~and funds~~ to support the utilization of the services of a consultant, expert or advisor for the period required.

Submitting to NSARC with program and
 d. ~~Providing the Controller with~~ budget estimates of funds for salary and travel expenses of consultants, experts and advisors.

e. f. Maintaining, certifying and submitting to NSARC the time and attendance reports of consultants, experts and advisors on duty with his staff *div or office* ~~or operating element~~ at the end of each two-week pay period, or sooner if required.

2. In order to perform his mission, the Chief, NSARC is specifically responsible for:

a. Conducting all official correspondence with consultants, experts and advisors.

b. Reviewing procurement requests and verifying availability of personnel spaces and funds for salary, travel expenses, and per diem in lieu of subsistence.

c. Determining extent of "conflict of interest," if any, with the assistance of the General Counsel *where* ~~when~~ necessary.

d. Initiating requests for security clearance or verification of existing clearance.

e. Arranging, if required, for appointment by issuance of an SF 50 by the Personnel Division, or procurement by Personal Service Contract through SIGPO.

f. Requesting issuance by the Adjutant General of appropriate travel orders and authorization for per diem in lieu of subsistence.

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NUMBER

g. Reviewing and certifying travel vouchers submitted by consultants, and submitting them promptly for payment.

h. Reviewing time and attendance reports of consultants, experts and advisors, making necessary extracts, and submitting the reports promptly to the Comptroller for pay purposes.

i. Submitting a summary time and attendance report for consultants, experts and advisors, ~~to the Agency staff or operating element responsible for reporting the personnel billing.~~

j. Initiating ^{request for} termination or extension of appointment or contract for personal service when required.

k. Preparing and submitting reports of utilization of services of consultants, experts and advisors, when required, ~~within the Agency or by higher authority such as the Secretary of Defense or the Civil Service Commission.~~

l. Arranging for the maintenance of an official personnel folder for each consultant, expert or advisor, and such other records as are necessary.

3. The Comptroller is responsible for:

a. Budgeting for salaries, travel expenses, and per diem in lieu of subsistence for consultants, experts and advisors, ~~based on rates from NSARP.~~

b. Advising ASARC of appropriation symbols to which such services are chargeable. ~~certified to the ASARC by the Comptroller.~~

c. Reviewing time and attendance reports and arranging for issuance of pay checks.

NSA REGULATION
NUMBER

d. Reviewing travel vouchers and issuing checks for travel and per diem in lieu of subsistence.

e. Delivering checks to consultants, experts and advisors as instructed by the payee or by NSARC.

f. Maintaining master leave record if the consultant or expert is eligible for benefits of the Annual and Sick Leave Act of 1951.

4. The Adjutant General is responsible for issuing travel orders or invitations to travel, and authorizing per diem in lieu of subsistence, on request of NSARC and within the limits of existing laws and regulations.

SECTION V - PROCEDURES

Supplemental procedures for the implementation of this Regulation are contained in Section 7 of NSA GPM Chapter A2.

SECTION VI - SUPERVISION

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

NATIONAL SECURITY AGENCY
Washington 25, D.C.

NSA REGULATION
NUMBER

EFFECTIVE UNTIL
RESCINDED OR SUPERSEDED

UNLESS SOONER

NATIONAL SECURITY AGENCY REGISTRY FOR CONSULTANTS

PURPOSE	I
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[?] PROCEDURES	V [?]
SUPERVISION	VI

SECTION I * PURPOSE

The purpose of this Regulation is to establish the NSA Registry for Consultants (NSARC) with location in the Personnel Division. As used herein, ~~NSARC~~ will be interpreted to include "Consultants, Experts and Advisors".
the title

SECTION II - MISSION

The mission of the Chief, NSARC is:

- a. To provide for the centralization of procurement and the effective utilization of consultants, experts and advisors who can be of assistance to the Agency in fulfilling its mission. Individuals who are covered by contractual arrangements and who provide "non-personal services" are exempt from the provisions of this Regulation.
- b. To insure that the conduct and continuity of the Agency's official relationships with these consultants, experts or advisors is maintained in the most effective manner
- c. To make the availability and general qualifications of these consultants, experts and advisors known to interested Agency components
- d. To exercise staff supervision over the administrative procedures involved in the use of the services of consultants, experts and advisors by Agency components.

SECTION III - DEFINITIONS

1. Consultant. A consultant is one who serves in an advisory capacity to an officer or instrumentality of the Government, as distinguished from one who serves as an officer or employee in the performance of duties and responsibilities of the Agency. He expresses his views or gives his opinions regarding problems or questions presented to him by the Agency, but he does not perform, or supervise the performance of, operating functions. Ordinarily, he will be an expert in the particular field in which he advises. However, he need not be a specialist; his "expertness" may consist in his possession of broad administrative, professional or technical experience of a high order which indicates that his ability and knowledge will render his advice of distinct value to the Agency.

2. Expert. An expert is an employee who is appointed to ~~per~~ a position the duties and responsibilities of which are to perform regular services of a ~~highly~~ highly technical or administrative nature essential to the accomplishment of certain specialized functions. An appointee to such a position normally will perform duties such as developing and putting into effect solutions of operating problems of a highly technical nature; supervising the execution of highly technical functions, conducting responsible activities which are an integral part of operating procedures, and making operational decisions as ^a/specialist in a highly technical field of knowledge. Though ~~their~~ ^{his} service normally is intermittent and ~~not~~ continuous, ^{an}/expert may have continuing operational responsibilities during each period of actual duty, since ~~their~~ ^{his} primary function is to carry out specialized operations for which training and experience qualify ~~them~~ him.

3 *adviser*

3. Temporary Employment. Temporary employment of a consultant or expert is employment (a) for a period of one year or less which is (b) limited to work on programs, projects, problems, or phases, thereof, requiring temporary services for which a need will not extend beyond one year (260 working days).

4. Intermittent Employment (When-Actually-Employed). Intermittent employment of a consultant or expert is employment which (a) occurs occasionally or irregularly and (b) is limited to work on programs, projects, problems, or phases thereof, requiring intermittent services. The Civil Service Commission holds that employment which aggregates, in the course of the first year of service or in any succeeding year of service, more than one-half of full-time employment, i.e., more than 130 working days, ceases to be intermittent employment and becomes automatically converted to temporary employment which may not be continued beyond the close of the year of service in which the limits was exceeded.

5. Consultant (Without Compensation). A consultant (WOC) may be employed under certain provisions of the law with the prior approval of the

? { Civil Service Commission and if a waiver of compensation is executed.
Secretary of the Army
Secretary of Defense

6. Procurement.

a. Appointment (personal services). Personal services of consultants and experts may be obtained "by contract" as authorized by Section 15, Act of 2 August 1946. The Standard Form 50 (Notification of Personnel Action) by which consultants and experts are appointed by the Personnel Division under Section 7 of NSA CPM Chapter A2 is a "contract" of employment as well as an appointment instrument. Such services are chargeable to the personnel ceiling.

b. Contract for Personal Services. Personal services of consultants and experts/^{may}~~may~~ also be obtained by "Contract for Personal Services" negotiated by SIGPO and approved by the Secretary of the Army under the Armed Services Procurement Regulations and Army Procurement Procedure. However, a confirmatory SF/⁵⁰must be issued by the Personnel Division for distribution to the Civil Service Commission. Such services are chargeable to the personnel ceiling.

c. Contract for Non-personal Services. The services of individuals, corporations and firms, may be obtained on a lump-sum or fee basis, by a contract negotiated by SIGPO. For example,/^{a finished product, or the}services of educational institutions (such as universities, colleges, business schools, and public and private vocational schools), laboratories, or industrial organizations for the training and instruction of civilian employees. Such "non-personal" services are not chargeable to the personnel ceiling,

d. Invitational Travel Orders. Invitational travel orders may be issued by the Adjutant General ^{for}~~to~~ persons not having an employment status with the Federal Government whose consultative, advisory, or other highly specialized technical services are required in a capacity that is directly related to or in connection with activities of the Agency. Since these ~~invited~~ persons are not employees, their services are not chargeable to the personnel ceiling.

7. "Conflicts of Interest". Federal statutes prohibit Federal employees from participating in any Government decisions on matters in which they may have interests because of their positions or financial interests. The appointment of any consultant, expert or advisor must be examined in the light of these statutes.

SECTION IV - RESPONSIBILITIES

1. Chiefs of Staff Divisions and Offices are responsible for:

a. Advising NSARC of all preliminary plans and contacts for the prospective procurement or utilization of the services of consultants, experts and advisors, *and submitting copies of any pertinent correspondence*

b. Coordinating with NSARC ~~all personnel and non-official~~ *and non-official* correspondence with consultants, experts and advisors, and furnishing NSARC with copies of such correspondence

c. Initiating request on a Standard Form 52 (Request for Personnel Action) or by Disposition Form, if appropriate, for the services of a consultant, expert or advisor in accordance with procedures in Section 7 of NSA CPM Chapter A2

d. Providing *and funds* personnel spaces to support the utilization of the services of a consultant, expert or advisor for the period required.

e. Providing the Comptroller with budget estimates of funds for salary and travel expenses of consultants, experts and advisors.

f. Maintaining, certifying and submitting to NSARC time and attendance reports of consultants, experts and advisors on duty with his organizational component at the end of each two-week pay period, or sooner if required.

g. Notifying NSARC by ~~disposition~~ an SF 52 or by a Disposition Form, if appropriate, when the services of a consultant, expert or advisor are completed or are to be terminated, attaching *detailed* ~~detailed~~ report in accordance with Section 7 of NSA CPM Chapter A2.

2. The Chief, NSARC, is responsible for:

a. Conducting the program for centralizing procurement and effective utilization of consultants, experts and advisors

b. Insuring that the conduct and continuity of the Agency's official relationships with consultants, experts and advisors is maintained in the most effective manner

c. Maintaining and publishing a "Quarterly List of Available Consultants" which will contain the names and professional fields of consultants, experts and advisors whose services are available to Agency activities, and publicizing ^{(scheduled} ~~(impending~~ visits of such individuals

d. Exercising staff supervision over the administrative procedures of the program, and in addition is specifically responsible for:

(1) Reviewing procurement requests and verifying availability of personnel spaces and funds for salary, travel expenses, and per diem in lieu of subsistence

~~(2) Determining extent of "conflict of interest", if any, of persons with assistance of the General Counsel when necessary~~

~~(3) Requesting issuance by the Adjutant General of appropriate travel orders or invitation to travel, and authorization for per diem in lieu of subsistence~~

~~(4) Arranging, if required, the appointment by issuance of an SF 50 by Personnel Division, procurement by Personal Service Contract by SIGPO, or issuance of invitation to travel by the Adjutant General~~

~~(5)~~

- (2) Determining extent of "conflict of interest", if any,
with the assistance of the General Counsel when necessary
- (3) ^{Initiating requests} ~~Arranging for~~ security clearance or verification of
existing clearance
- (4) Arranging, if required, appointment by issuance of an
SF 50 by the Personnel Division, procurement by Personnel
Service Contract through SIGPO, ~~or issuance of invitation~~
~~to travel by the Adjutant General~~
- (5) Requesting issuance by the Adjutant General of appropriate
travel orders and authorization for per diem in lieu of
subsistence.
- (6) Conducting all official correspondence with consultants,
experts and advisors
- (7) Reviewing and certifying travel vouchers submitted by
consultants, and submitting them promptly to the
Disbursing Officer
Comptroller for payment
- (8) Reviewing time and attendance reports of consultants,
experts and advisors, making necessary extracts, and
submitting the reports promptly to the Comptroller for
pay purposes
- (9) Submitting a summary time and attendance report for
consultants, experts and advisors to the Agency component
responsible for reporting the personnel ceiling
- (10) Initiating termination of appointment or contract for
personal service when required
- (11) Preparing and submitting reports of utilization of services
of consultants, experts and advisors, when required within
the Agency or by higher authority such as the Secretary
of Defense or the Civil Service Commission

- (12) Arranging for the maintenance of an official personnel folder for each consultant, expert or consultant, and such other records as are necessary

3. The Comptroller is responsible for:

- a. Budgeting for salaries, travel expenses, and per diem in lieu of subsistence for consultants, experts and advisors
- b. Advising NSARC of appropriation symbols to which such services are chargeable
- c. Reviewing time and attendance reports^{and}/arranging for issuance of pay checks
- d. Reviewing travel vouchers and issuing checks for travel and per diem in lieu of subsistence
- e. Delivering checks to consultants, experts and advisors as instructed by the payee or by NSARC
- f. Maintaining master leave record if the consultant or expert is eligible for benefits of the Annual and Sick Leave Act of 1951

4. The Adjutant General is responsible for issuing travel orders or invitations to travel, and authorizing per diem in lieu of subsistence, on request of NSARC and within the limits of existing laws and regulations.

SECTION V - PROCEDURES

Procedures for the implementation of this Regulation are contained in Section 7 of NSA GPM Chapter A2.

SECTION VI - SUPERVISION

Supervision for the implementation of this Regulation is the responsibility of the Chief, Personnel Division.

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NATIONAL SECURITY AGENCY
Washington 25, D. C.

NSA REGULATION
NUMBER 11-

EFFECTIVE UNTIL 1 JULY 1955 UNLESS SOONER
RESCINDED OR SUPERSEDED

NATIONAL SECURITY AGENCY REGISTRY FOR CONSULTANTS

SECTION

GENERAL.	I
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SECTION I - GENERAL

1. Purpose. The National Security Agency Registry for Consultants (NSARC) is hereby established. *with location in vers*

2. Mission. The NSA Registry for Consultants will:

a. Promote the most efficient utilization of all categories of outside consultants, experts, or advisors who can be of assistance to NSA in carrying out its mission.

b. Insure that the conduct and continuity of NSA's official relationships with these consultants, experts, or advisors, is maintained in the most effective manner.

c. Make the availability and general qualifications of such consultants, experts, or advisors, known to the interested NSA activities.

d. Exercise staff supervision over the administrative procedures involved in the use by NSA activities of the services of these consultants, experts, or advisors, including official correspondence with them.

NSA REGULATION
NUMBER 11-SECTION II - FUNCTIONS

1. In order to perform its mission, the Registry will:

a. Have cognizance of the initial official contacts between NSA and prospective consultants, experts, or advisors.

b. Perform the necessary administrative functions involved in obtaining their services, including:

- ✓ (1) Correspondence
- ✓ (2) Request for or verification of appropriate security clearances.
- ✓ (3) Requests for travel orders and transportation requests.
- ✓ (4) Requests for personnel actions.
- ✓ (5) Certification and submission of travel vouchers.
- ? — (6) Maintenance and submission of time cards.
- ? — (7) Submission of budget and fiscal estimates.
- ✓ (8) Maintenance of necessary records and files.
- ✓ (9) Necessary liaison with NSA activities.

✓ c. Be kept informed on a current basis of any unofficial or personal contacts made between NSA personnel and any consultant, expert, or advisor on NSA matters.

✓ d. Maintain and publish an up-to-date list containing the names and professional fields of all consultants, experts, or advisors available to the NSA activities.

✓ e. Publish as soon as known information of impending visits to
e. The provisions of subparagraphs a, b, c, and d above do not apply to contractual arrangements with firms.

✓ f. The provisions of subparagraph b above do not apply to contractual arrangements with individuals, but a, c, and d do apply.

b NSA Offices and Staff Divisions requiring the services of an outside consultant, expert, or advisor will:

consultant, expert, or advisor will.

2. Submit a request therefor in writing by D/F to the Registry ^{as early} ~~at least~~ _{as practicable} ~~days~~ prior to the date the service is desired. [In cases of emergency the time element may be waived, but in all instances the written request will be submitted.]

These D/F's will be signed by the ^{Deputy Director or the chief of the} ~~Chief of the Office or Staff~~ Division concerned and will contain the following information:

- ✓(1) Name of the NSA activity requesting the service.
- ✓(2) Name(s) of the individual(s) requested.
Proposed rate of pay
- ✓(3) Date(s) the services will be required.
- ✓(4) Approximate number of days the services will be required.
- ✓(5) Whether or not the individual(s) concerned is (are)
personally known to personnel of the requesting activity.
- (6) Whether or not the individual(s) concerned has (have) been
contacted unofficially and personally concerning the proposed
visit by any member of the using NSA activity. If any such
contact has been made, a written brief of the pertinent
correspondence or conversations will be included in the request
for services.
- 7
(7) Approval of the *Deputy Director or Chief of the*
~~Chief of the NSA Office or Staff Division~~
concerned.

C 4. Notify the Registry by D/F when the service of the consultant, expert, or advisor on any visit to NSA is completed; state the nature of the problem for which the service was employed; summarize briefly the extent to which the individual was able to assist in the solution of this problem and how applicable to this type of problem the individual's specific qualifications appeared to be.

NSA REGULATION
NUMBER 11-

2. If any NSA activity needs the services of a specific consultant, expert, or advisor who is not listed as being available, the Chief of the Office or Staff Division concerned will submit to the Registry all available information on that individual with a request that he be contacted for consultant service.

~~3. If any NSA activity needs the services of some consultant, expert, or advisor on some problem but does not know a specific individual qualified in that particular field, the Chief of the Office or Staff Division concerned will submit a request for a consultant, indicating the nature of the problem and the field of professional specialization applicable to his needs.~~

4. The cost of the travel and services of any consultant, expert or advisor utilized within the provisions of this regulation will be borne by the requesting activity. The cost incident to the utilization of the services of those listed as members of Panels of the NSA Scientific Advisory Board will be borne by the requesting activity when used on an individual consultant basis, and by the Registry when used as Panels or Sub-panels of the Scientific Advisory Board.

5. Spaces by Off & Staff Div

SECTION IV - SUPERVISION

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

BY COMMAND OF LIEUTENANT GENERAL CANINE:

L. H. FROST
Captain, US Navy
Chief of Staff

OFFICIAL: