

Mr. Friedman
File

NATIONAL SECURITY AGENCY
Washington 25, D. C.

NSA REGULATION
NUMBER 32-1

5 November 1954

EFFECTIVE UNTIL 1 DECEMBER 1955 UNLESS SOONER
RESCINDED OR SUPERSEDED

CIVILIAN PERSONNEL SCREENING BOARD

	<u>SECTION</u>
PURPOSE	I
MEMBERSHIP	II
FUNCTIONS	III
CRITERIA FOR SELECTION	IV
PROCEDURE	V
SUPERVISION	VI

SECTION I - PURPOSE

The National Security Agency Civilian Personnel Screening Board (hereinafter referred to as the Board) is established within the Agency to advise the Director in exercising his authority to promote individuals to the GS-14 and GS-15 levels and to provide the fullest possible knowledge concerning the qualifications of individuals under consideration.

SECTION II - MEMBERSHIP

1. The Board will be composed of the following voting members:
 - Chief of Staff, Chairman
 - Deputy Director, Production
 - Deputy Director, Communications Security
 - Assistant Director, Research and Development
 - Special Assistant to the Director
 - Chief, Personnel Division
2. The Board will be assisted by six non-voting advisory members to be selected by the Chairman of the Board.
3. The Chief, Civilian Personnel Branch, Personnel Division, or his designated alternate will serve as Secretary of the Board without vote.

NSA REGULATION NO. 32-1

5 November 1954

4. The membership of the Board will be designated by Agency orders.
5. Members of the Board will designate their own alternates as the occasion may require.

SECTION III - FUNCTIONS

1. This Board is established to afford the Director the fullest possible assistance in selecting personnel to fill top management positions within the Agency. The voting members of the Board will provide the fullest possible knowledge pertaining to the Agency mission, policies, and current problems, to assist in these considerations. The advisory members of the Board will provide the fullest possible knowledge and understanding of the qualifications, educational backgrounds, and experience of the individuals being considered by the Board, and a full understanding of the job requirements of the positions to be filled by recommendation of this Board. The advisory members of the Board will conduct any special research deemed necessary to facilitate the selection of personnel for recommendations for promotion.

2. In executing this function, the Board will review all recommendations received from Chiefs of Staff Divisions, Offices, and Field Activities, for promotion of individuals to the GS-14 and GS-15 levels. In addition, the Board will review the qualifications of all other eligible personnel within the Agency.

3. After complete review and determination of the qualifications of all eligible personnel, the Board will present to the Director its recommendations for promotion of individuals to the GS-14 and GS-15 levels. These recommendations will be presented in the order of priority recommended by the Board and will include notations of all personnel problems recognized as being associated with a particular recommendation.

SECTION IV - CRITERIA FOR SELECTION

1. The following criteria may be considered by the Board in recommending individuals for selection for promotion:

a. Any individual to be promoted must have at least one year's service in grade prior to promotion. Individuals nominated by Chiefs of Staff Divisions, Offices, and Field Activities to the Board and possessing at least nine months' service in grade will be considered by the Board, and if considered qualified by the Board may be recommended to the Director for selection for promotion at the time such individual completes the legally required one-year service in grade.

2. The Board will consider all qualified individuals for promotion without regard to their current positions in the organization.

SECTION V - PROCEDURE

1. The Board will meet semi-annually or at the order of the Director.
2. The Secretary of the Board will request Chiefs of Staff Divisions, Offices, and Field Activities to submit nominations for such promotions as they may recommend from within the Agency elements under their cognizance. Such requests will be made at least 30 days prior to the meeting of the Board, and recommendations must be submitted at least 15 days prior to the meeting of the Board. The Personnel Division, through the Secretary of the Board, will supply the Board with complete documentation of work history, educational background and other data pertinent to consideration of individuals for promotion. Members of the Board, both voting and advisory members, will be furnished with an agenda of the proceedings at least seven working days in advance of the meeting of the Board.
3. Members of the Board, both voting and advisory members, may call upon the advice and assistance of any individuals known to them to have knowledge pertinent to the qualifications of individuals under consideration by the Board.
4. At its semi-annual meeting the Board will hold a full review of the qualifications, background, and experience of each individual upon the agenda. The Board will review information provided by the advisory members and of other Agency members called before the Board as in paragraph 3 above.
5. At the conclusion of the discussion of each case before the Board, the voting members will determine the recommendations of the Board by majority vote.
6. The Secretary of the Board will prepare for presentation to the Director a summary of the recommendations of the Board setting forth, in order of priority, the following information pertaining to the individuals recommended by the Board:

Name
 Present Organization and Job
 Time in Grade
 Job For Which Recommended
 Classification Action Required or Other
 Personnel Problems
 Such Other Data as may be Pertinent

7. Such recommendations will be presented to the Director as soon after the proceedings of the Board are completed as is possible. The Director will review such recommendations and make final selections therefrom.

NSA REGULATION NO. 32-1

5 November 1954

SECTION VI - 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
Rear Admiral, U. S. Navy
Chief of Staff

OFFICIAL:



GEO. E. CAMPBELL
Colonel, AGC
Adjutant General

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Mr. FRIEDMAN
FileNATIONAL SECURITY AGENCY
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APPOINTMENT TO NSA CIVILIAN PERSONNEL SCREENING BOARD

1. Pursuant to NSA Regulation Number 32-1, dated 5 November 1954, membership of the NSA Civilian Personnel Screening Board is announced as follows:

a. Voting Members

Rear Admiral L. H. Frost, USN, Chairman, Chief of Staff
Colonel Alfred R. Marcy, USA, Deputy Director, Production
Dr. S. Kullback, Assistant, Assistant Director, Research
and Development
Colonel Frank E. Herrelko, USAF, Deputy Director, Communi-
cations Security
Mr. William F. Friedman, Special Assistant
Colonel Duncan Sinclair, USA, Chief, Personnel Division

b. Non-voting Advisory Members

Dr. Louis W. Tordella
Mr. Oliver R. Kirby
Mr. C. R. Deeter
Mr. Kenneth Kuhn
Mr. Maurice H. Klein
Mr. John L. Sullivan


2. Mr. Thomas F. O'Brien, Chief, Civilian Personnel Branch, Personnel Division, is appointed to serve as Secretary of the Board without vote.

3. Members of the NSA Civilian Personnel Screening Board will appoint alternates to attend specific meetings as the occasion may require.

BY COMMAND OF LIEUTENANT GENERAL CANINE:

L. H. FROST
Rear Admiral, U. S. Navy
Chief of Staff

OFFICIAL:


GEO. E. CAMPBELL
Colonel, AGC
Adjutant General

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Individuals concerned