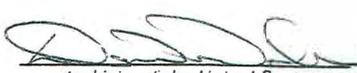


REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO. N1-457-88-3
DATE RECEIVED
NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p>7/23/89</p> <p><i>Date</i></p> </div> <div style="text-align: center;">  <p><i>Archivist of the United States</i></p> </div> </div>

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
NATIONAL SECURITY AGENCY

2. MAJOR SUBDIVISION
INFORMATION RESOURCES MANAGEMENT

3. MINOR SUBDIVISION
OFFICE OF HISTORY AND ARCHIVES

4. NAME OF PERSON WITH WHOM TO CONFER
 (b)(3)

5. TEL. EXT.

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE (b)(3)

7. ITEM NO. _____ KEN

RECORDS OF THE DIRECTOR (D), THE CHIEF OF STAFF (J), AND OF THE CHIEF SCIENTIST (Z)

38 ITEMS TOTAL
 19 ITEMS PERMANENT

PERMANENT MEDIA INCLUDES PAPER, SLIDES, PHOTOGRAPHS, VIDEO TAPES, AND MAGNETIC DISK.

CLASSIFIED JOB FILE RETAINED AT NSA INCLUDES APPRAISAL MEMO DATED 6/22/89

PERMANENT SERIES WILL BE TRANSFERRED TO THE NATIONAL ARCHIVES AFTER 50 YEARS IF DECLASSIFIED.

SERIES STILL CLASSIFIED AFTER 50 YEARS WILL BE RE-REVIEWED EVERY 10 YEARS UNTIL DECLASSIFIED.

~~TOP SECRET~~



**NSA RECORDS DISPOSITION
SCHEDULE FOR
D, J, AND Z**

**OFFICE OF THE DIRECTOR
CHIEF OF STAFF
CHIEF SCIENTIST**

~~HANDLE VIA COMINT CHANNELS ONLY~~
~~TOP SECRET~~

UNCLASSIFIED

INTRODUCTION

NSA RECORDS DISPOSITION SCHEDULES

WHAT ARE RECORDS DISPOSITION SCHEDULES?

Records disposition schedules provide for the proper disposition of an agency's records. Schedules list and describe the records generated by a Federal agency and provide guidance on how long records are to be maintained. As defined in 44 USC 30 "records" include all books, papers, maps, photographs, machine readable materials, or other documentary materials regardless of physical form or characteristic made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business. Federal law mandates that the head of each agency submit to the Archivist of the United States record schedules proposing the disposition of that agency's records. The schedules provide for the prompt destruction of temporary records and for the permanent retention and preservation of records which illustrate and document the organization, functions policies, decisions, procedures, operations, or other activities of the agency, or which contain informational data of an historical nature.

WHY NSA HAS RECORDS DISPOSITION SCHEDULES

NSA's Records Disposition Schedules are designed to provide for and to simplify the appropriate disposition of Agency records and to aid Agency officials in gaining intellectual control over the increasing amount of information generated by the Agency. Designed to reflect the records actually produced, used, or stored by each Agency Key Component, the proper application of these schedules will ensure that NSA complies with the Federal Records Act, the Privacy Act, and the Freedom of Information Act. Furthermore, the schedules, if properly implemented, will provide a cost effective, efficient management program for the Agency's information by drastically reducing duplication and the unnecessary storage of paper records.

Traditional schedules have dealt with records on a generic basis. In general, these schedules concentrated on paper records and ignored or dismissed the growing volume of electronically produced and stored information. Consequently, most schedules quickly became dated and virtually unusable as the records described in the schedules and the records maintained in agency offices did not correspond. The new schedules attempt to remedy these problems by identifying and describing in detail the specific records of each key component. The schedules reflect all records - paper, microform, or electronically generated, compiled, used, or maintained by each Key Component. They are uniquely designed for each Key Component.

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WHAT INFORMATION IS CONTAINED IN THE SCHEDULES?

Each schedule contains a list of the data bases or files generated or used by each Key Component. The description of each data base or file includes:

1. the title
2. a narrative description of the contents
3. the inclusive date span of the information contained in the data base or file
4. the physical location
5. the storage media
6. the volume of material created or held by the office per year (for paper files the volume is given in cu. ft., for data bases the volume is given in sectors, tracks, or the number of characters)
7. the highest classification of the inclusive material
8. the approved disposition
9. the disposition number

For data bases the description also includes information on the hardware and the software required to run them.

HOW TO USE THE SCHEDULES

For the proper disposition of a data base or file locate the appropriate office in the Table of Contents, identify the data base or file, and apply the approved disposition. If a file is permanent retire it to the NSA Archives using the disposition number from the schedule. If you have records that are scheduled for destruction you may retire them to the NSA Records Center prior to their destruction date and the Records Center will handle the disposition or you may dispose of them yourself at the appropriate time. Records retired to the NSA Records Center must have a specific destruction date. If the schedule does not indicate a specific date call the NSA Records Center and the T54 staff will provide one. For the disposition of records not covered by the schedules contact T54, The Office of Archives and Records, and fill out a Standard Form 115.

The schedules are produced in loose leaf form to facilitate changes as they occur in the record keeping practices of the offices. New pages will reflect additions, deletions, or changes in the description and will be issued periodically. Future generations of the schedules will be available on-line with updates made by the Key Components following approval by T54 and the National Archives. This will ensure greater accuracy and currentness.

HOW TO RETIRE RECORDS

In order to retire noncurrent records – paper, microform, or audio-visual, to the NSA Records Center for temporary or permanent storage the office records monitor needs to follow the following procedures.

UNCLASSIFIED

(1) Call the Records Center (972-2295) to ascertain if storage space is presently available and to receive a unique accession control number for the material being retired.

(2) Prepare a triplicate Form 02295 for each series of records being retired. The office records monitor must assure that the proper disposition number from the Records Disposition Schedule is noted on the form. Please follow those instructions carefully. One form should be prepared for each series of records being retired.

(3) Follow the proper procedures for forwarding classified materials.

(4) Deliver to nearest NSA mail center for forwarding to the NSA Records Center via the NSA courier service.

Retirement requirements for special records (audio-visual, microform, electronic) are different because of the perishability of the media. The Code of Federal regulations requires that permanent microform records be stored on silver halide process microform. A master copy of permanent audio-visual records (video tapes, audio tapes, etc.) should be sent as soon as possible to the NSA Archives to ensure their preservation. Permanent text files stored on floppy disks should be printed out in hard copy before retirement to the NSA Archives. The NSA Archives is at present not equipped to handle electronic records. Current handling procedures (SAB 3, OPI) should be followed in the interim.

REFERENCE SERVICE ON RETIRED RECORDS

Retired records are held in the NSA Records Center for the period of time prescribed in the NSA Records Disposition Schedules. During this period the records are available for loan or reference. Permanent records will be held indefinitely by the NSA Archives. They will be processed and made available for Agency reference purposes upon their arrival at the NSA Archives. After 30 years T54 archivists will review them and remove duplicative and extraneous materials. Requests for loans of retired records may be made by telephone or in writing to T541. The requester should know the accession control number as shown in Form 02295 in order to request records. The loan period is 30 days. Records may also be reviewed at the NSA Records Center by appointment.

USEFUL INFORMATION

THE UNLAWFUL REMOVAL OR DESTRUCTION OF RECORDS

Federal law requires the Director of the National Security Agency to establish safeguards against the unlawful removal or loss of agency records, and to make known to NSA personnel the penalties provided for the unlawful removal or destruction of such records. 44 USC 3106 provides that the Director, with the assistance of the Archivist of the United States, initiate action through the Attorney General for the recovery of records believed to be unlawfully removed from the

UNCLASSIFIED

Agency. 44 USC 3314 also states that no records of the United States Government may be altered or destroyed except as stipulated under 44 USC Chapter 31. Penalties for the willful and unlawful destruction, damage, or alteration of Federal records are stipulated in the U.S. Criminal Code (18 USC 2071).

OFFICIAL AND PERSONAL RECORDS

Records and papers of a private or nonofficial nature which pertain only to an individual's personal affairs but are maintained in a Federal office must be clearly designated as nonofficial and will at all times be filed and maintained separately from the official records of the office. In cases where matters requiring the transaction of official business are received in private correspondence, the portion of such correspondence pertaining to official business must be extracted and made a part of the official record. The definition of official records includes any materials generated or received in pursuance of Federal law or in connection with the transaction of public business. Correspondence designated "personal," "private," etc., but which pertains to the conduct of public business, is an official record subject to the provisions of Federal law. Official records are public records and belong to the office not the individual.

Questions regarding agency records, official records, the schedules, or the transfer of records to the NSA Archives should be addressed to T54, The Office of Archives and Records.

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**NATIONAL SECURITY AGENCY
CENTRAL SECURITY SERVICE**

NSA/CSS

UNCLASSIFIED

~~TOP SECRET~~

NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE

CREATION AND AUTHORITY

Pursuant to the Presidential directives of 24 October 1952, which declare that Communications Intelligence (COMINT) and Communications Security (COMSEC) are national responsibilities, the Department of Defense established, by directive, the National Security Agency to succeed the Armed Forces Security Agency. The National Security Council added Electronic Intelligence (ELINT) to NSA's national mission in 1958.

In accordance with Presidential directives and pursuant to the National Security Act of 1947, the National Security Council issued National Security Council Intelligence Directive (NSCID) No. 9, dated 29 December 1952, and the National COMSEC Directive, dated 20 October 1953, which defined the NSA COMINT and COMSEC missions respectively. ELINT functions were first recognized in NSCID No. 17, dated 16 May 1955. The original COMINT and ELINT directives were superseded by and combined into NSCID No. 6, "Communications Intelligence and Electronics Intelligence," dated 15 September 1958. NSCID No. 6 was updated on 17 February 1972 and retitled "Signals Intelligence." The COMSEC directive of 1953 was updated on 25 April 1957, on 26 August 1968, and again on 20 June 1979. The SIGINT and COMSEC directives name the Secretary of Defense as executive agent for the conduct of SIGINT and COMSEC activities and direct that the SIGINT and COMSEC missions be carried out in response to guidance from the National Foreign Intelligence Board (NFIB) and the National Communications Security Committee (NCSC), respectively.

In accordance with the provisions of NSCID No. 6, the Secretary of Defense established the Central Security Service (CSS) under the Director, NSA. The Secretary of Defense provided for the National Security Agency/Central Security Service (NSA/CSS) by promulgating DoD Directive S-5100.20 dated 23 December 1971. He approved the NSA/CSS Organization Plan on 14 April 1972 to implement that directive. The NSA/CSS is a separately organized agency within the Department of Defense under the direction, authority, and control of the Secretary of Defense. It is subject to the provisions of Department of Defense directives and procedures to the extent that they are applicable and consistent with its missions and functions. Major components of the NSA/CSS are the National Security Agency (NSA) and the Service Cryptologic Elements (SCEs) of the Military Departments. Under the NSA/CSS, SIGINT resources are unified but decentralized. The NSA is the management, operational tasking, analytical and production arm of the system and the SCEs are the field arm. The Director, NSA/Chief, CSS exercises operational control of the collection effort through the Deputy Chief, CSS and the SCE Commanders. The NSA operates a number of special field collection facilities, but the primary field collection effort is conducted by the SCEs.

In January 1983, the Secretary of Defense approved having the Director, NSA, perform the collateral duty of Director, Joint Special Studies Group (JSSG). The Director, JSSG is responsible for conducting classified studies under the direction of the Joint Chiefs of Staff.

~~HANDLE VIA COMINT CHANNELS ONLY~~
~~TOP SECRET~~

In September 1984, NSDD-145 expanded the authority of the Secretary of Defense as the Executive Agent of the Government for COMSEC to include telecommunications and automated information systems security. NSDD-145 established the Director, NSA as the National Manager to act as the operating arm of the Executive Agent.

PURPOSE

The resources of the National Security Agency/Central Security Service are organized for the accomplishment of two national missions:

a. The Signals Intelligence (SIGINT) mission is to provide an effective, unified organization and control of all SIGINT collection and processing activities of the United States, and to produce SIGINT in accordance with objectives, requirements, and priorities established by the Director of Central Intelligence with the advice of the National Foreign Intelligence Board.

b. The Information Security (INFOSEC) mission encompasses two major activities: (1) The Communications Security (COMSEC) mission is to implement protective measures to deny unauthorized persons national security-related, including sensitive but unclassified, information derived from telecommunications and to also prevent these persons from disrupting or causing the deception of such communications. Measures included within COMSEC are cryptosecurity, transmission security, emissions security, physical security, and technical security. (2) The Computer Security (COMPUSEC) mission is to implement protective measures designed to prevent deliberate or inadvertent unauthorized access, disclosure, acquisition, manipulation, modification, or loss of information contained in automated systems used within the Department of Defense, other Government Agencies and the private sector. DoD Directive 5215.1, dated 25 October 1982, established the DoD Computer Security Evaluation Center (CSEC), provided policy, and assigned responsibilities for the technical evaluation of computer system and network security, and related technical research.

ORGANIZATION

(C) The Director, NSA/Chief, CSS is assisted in the management and direction of NSA/CSS by a principal Deputy Director, NSA, and a Deputy Chief, CSS. His organization includes seven Deputy Directors for specific functional areas, two Assistant Directors, a Chief of Staff, an Inspector General, a General Counsel, a Chief Scientist, and the Director's Senior Council.

UNCLASSIFIED

DIRNSA
DIRECTOR, NSA

UNCLASSIFIED

UNCLASSIFIED

Director's Message File

This file contains both incoming and outgoing message traffic on a broad range of extremely sensitive subjects.

DATE SPAN: 1987 to Present

LOCATION: Director's Office (2B 8036)

STORAGE MEDIA: Paper

VOLUME: 4 – 8 cu. ft. per yr.

CLASSIFICATION: VRK, SPECAT, NOFORN

DISPOSITION: Permanent. Retire to NSA Archives after 1 year or when no longer needed for operations.

DISPOSITION NO.: D-3

UNCLASSIFIED

UNCLASSIFIED

Director's Trip Files

These files contain travel information on a broad range of extremely sensitive material covered in DIRNSA's trips and visits.

DATE SPAN: Based on term of DIRNSA
LOCATION: Director's Office (2B 8036)
STORAGE MEDIA: Paper
VOLUME: Varies between 2-4 cu. ft.
CLASSIFICATION: VRK, NOFORN
DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

NOTE: Upon completion of term of incumbent DIRNSA, these files are retained in the DIRNSA office for 6 months and then retired to the NSA Archives.

DISPOSITION NO.: D-1

General Subject Files

These files contain information on a broad range of extremely sensitive subjects.

DATE SPAN: Based on term of DIRNSA
LOCATION: Director's Office (2B 8036)
STORAGE MEDIA: Paper
VOLUME: Varies between 10-20 cu. ft. per yr.
CLASSIFICATION: VRK, NOFORN, SPECAT
DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

NOTE: Those unclassified files which are proprietary or of a personal nature are packed and given to the DIRNSA for his retention. Those personal files which are classified are retained for 1 year (space permitting) and then retired to the NSA Archives.

DISPOSITION NO.: D-2

UNCLASSIFIED

~~CONFIDENTIAL~~

DDIR
DEPUTY DIRECTOR, NSA

~~CONFIDENTIAL~~

UNCLASSIFIED

General Subject File

This file contains information on a broad range of highly sensitive materials.

DATE SPAN:	1966 to Present
LOCATION:	Deputy Director's Office
STORAGE MEDIA:	Paper
VOLUME:	20 cu. ft.
CLASSIFICATION:	VRK, NOFORN
DISPOSITION:	Permanent. retire to NSA Archives when no longer needed for operations.
DISPOSITION NO.:	D-4

UNCLASSIFIED

UNCLASSIFIED

DFO
DIRECTOR'S FELLOWSHIP OFFICE

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DIRECTOR'S FELLOWSHIP OFFICE

The Director's Fellowship Office provides administrative support for the Director's Fellowship Program. The program is designed to develop the highest potential of military and civilian members of the cryptologic community to enable them to perform as future leaders in that community. The program ensures that the selected individuals are able to participate in and observe the decision-making process at the highest management levels. It is an educational and career development program.

FOR OFFICIAL USE ONLY

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General Subject File

This file contains publications, application forms, trip reports, administrative records such as personnel, budget, trip reports, work requests and requests for supplies, and copies of memoranda and reports prepared by the Director's fellows.

DATE SPAN: November 1985 to Present

LOCATION: DFO

STORAGE MEDIA: Paper

VOLUME: 3 cu. ft.

CLASSIFICATION: VRK

DISPOSITION: Retain for 2 years and destroy when no longer needed for operations.

DISPOSITION NO.: DFO-1

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DSC
DIRECTOR'S SENIOR COUNCIL

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DIRECTOR'S SENIOR COUNCIL

The Director's Senior Council is responsible to the Director NSA/CSS and to the Deputy Director for considering matters, identified by the Director or by Council members where dedicated, macro cross-Component assessment and guidance is required to improve the effectiveness and efficiency of the support to and conduct of the NSA and Central Security Service missions. To fulfill its functions, the Council is independently operated and composed of Senior Cryptologic Executive Service (SCES) members appointed by the Director.

Primary Functions include:

1. Reviewing the approaches to and performance of both the NSA and CSS activities as they affect the operational missions.
2. Assessing the adequacy of management, personnel, and organizational structure to fulfill both the NSA and the CSS missions; considering the activities of other Government agencies and other external organizations as they impact the NSA and CSS missions.
3. Acting on tasks assigned by the Director or tasks independently undertaken and approved by the Director.
4. Developing a task statement for the Director and the affected Key Component(s) which includes task coordination and completion milestones and Key Component support resources needed to complete the task.
5. Coordinating with Service Cryptologic Elements for tasks relating to the Central Security Service that exceed internal NSA concerns in scope; requesting SCE participation where warranted.
6. Utilizing the NSA Advisory Board as required to assist with Council matters.
7. Providing the Director, Key Component Chief(s), and Service Cryptologic Elements with progress reports during the task.
8. Delivering a final report, with dissenting views if applicable, that identifies specific recommendations and implementing actions to alleviate deficiencies or systemic impediments affecting USSS operational missions.
9. Attending and participating in Agency fora as deemed appropriate by the Chairman of the Council.
10. Providing oversight of special functions or activities as may be requested by the Director.

Central Subject File

This is a general subject file which contains all DSC serials, (all correspondence to and from DSC) copies of reports on the state of cryptanalysis, management reviews and projections; computer science tests, the Blue Ribbon Panel findings and various background and action status reports and studies on Agency projects.

DATE SPAN: June 1985 to Present

LOCATION: DSC

STORAGE MEDIA: Paper

VOLUME: 4 cu. ft.

CLASSIFICATION: VRK

DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO: DSC-1

D5
CHIEF SCIENTIST

D5

CHIEF SCIENTIST

The Chief Scientist is responsible to the Director, NSA/Chief, CSS, for providing expert independent advice and guidance on internal and external scientific and technical matters.

Primary functions include:

1. Overseeing scientific and technical activities of the Agency.
2. Advising the Director and other Key Executives on Agency science and technology problems and serving as the principle science and technology advisor to all Agency elements.
3. Representing the Director and other Agency elements in external science and technology fora.
4. Maintaining personal contact with scientific and technical institutions and associations, corporate science and technology offices and industrial laboratories, other Federal Departments and Agencies, and collaborating foreign nations.
5. Chairing special science and technology studies as requested or as proposed.
6. Independently reviewing and providing recommendations on Agency programs and plans involving scientific and technology issues and efforts.
7. Executing Agency oversight on behalf of the Director of all scientific and technology efforts at academic institutions.
8. Functioning as advocate for the development of the Agency technical workforce.
9. Serving as a member of the senior Agency management team and participating in the Senior Promotion Board and other Agency boards requiring senior representation on science and technology matters.

Reference File

This file includes various scientific papers, copies of magazine and journal articles, reports produced by other agencies of the Federal Government, the academic community, and the private sector for background and reference purposes.

DATE SPANe	1972 to Present
LOCATIONe	D5
STORAGE MEDIAe	Paper
VOLUMEe	20 cue fte
CLASSIFICATIONe	TOP SECRET CODEWORD
DISPOSITIONe	Destroy when no longer needed for current operations.
DISPOSITION NOe	D5-3 (Previously Z-3)

UNCLASSIFIED

D8

**SPECIAL ASSISTANT TO THE DIRECTOR FOR EQUAL EMPLOYMENT
OPPORTUNITY (SA/EEO)**

UNCLASSIFIED

UNCLASSIFIED

D8

**SPECIAL ASSISTANT TO THE DIRECTOR
FOR EQUAL EMPLOYMENT OPPORTUNITY (SA/EEO)**

Develops, maintains, and directs a positive program of equal employment opportunity at the National Security Agency/Central Security Service. In fulfilling this mission, the Special Assistant for EEO uses existing administrative mechanisms as fully as possible.

Primary functions include:

1. Ensuring that all personnel policies, regulations, and procedures emphasize the concept of equal opportunity.
2. Establishing and maintaining a program of information and education to ensure that all managers, supervisors (particularly those enrolled in the Agency's management training courses), and employees are familiar with government policy on equal employment opportunity and with NSA/CSS efforts to implement that policy.
3. Maintaining, through existing inspection and survey mechanisms and facilities, an awareness of conditions and circumstances affecting EEO within the Agency, keeping management informed and recommending changes or improvements as required.
4. Reviewing progress reports and recommending changes or improvements in NSA/CSS personnel programs and practices to ensure that women and members of minority groups have equal opportunity for initial employment and for career development and advancement after employment.
5. Developing and implementing a written plan of action, specifically including the Federal Women's Program, the Black Affairs Program, the Hispanic Employment Program, and the Handicap Program, to guide total Agency EEO efforts; evaluating and updating this plan; and reporting recognizing progress and accomplishments under the plan or recommending disciplinary action.
6. Identifies, using appropriate survey methods, under-utilized employees, particularly minority group employees and women; provides for remedial action and on-the-job and academic training to enable them to perform more responsible and demanding tasks.
7. Initiating and coordinating a program of training and education to develop and better utilize the skills of minority group employees and women.
8. Conducting a community relations program with emphasis on open housing and open public accommodations and acting as a point of contact between the Agency and community leaders and groups in the field of EEO.

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9. Providing a system of EEO counseling and complaint processing.
10. Serving as an adjunct to all Agency counseling services.
11. Accepting formal complaints of discrimination.
12. Conducting continuing programs relating to attitudinal change for NSA military population.
13. Cooperating with local employers, schools, and public or private groups to improve employment opportunities and community conditions that affect employability.
14. Providing statistical data to various Agency boards in support of their EEO efforts.
15. Evaluating Agency EEO accomplishments through the use of various statistical indexes.

UNCLASSIFIED

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Reference File

This file consists of background and reference material pertaining to all facets of the EEO process, such as copies of executive orders, NSA regulations, federal regulations, and NSA and DoD directives.

DATE SPAN: 1970 to Present
LOCATION: D8
STORAGE MEDIA: Paper
VOLUME: 16 cu. ft.
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: D8-1

MGD Group

This data base contains personnel data on all NSA employees including age, address, date and place of birth, sex, race, language capabilities, and education. It is especially useful for its capability to sort by sex and race.

DATE SPAN: 1980
LOCATION: D8
STORAGE MEDIA: Hard disk
HARDWARE: Mainframe (Carillon)
SOFTWARE: M204
VOLUME:
CLASSIFICATION: CONFIDENTIAL
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: D8-2

UNCLASSIFIED

UNCLASSIFIED

Complaints

This data base contains summaries of all activities relating to informal complaints forwarded to EEO officers or to NSA counselors.

DATE SPAN: 1987 to Present
LOCATION: D8
STORAGE MEDIA: Floppy disk
HARDWARE: PC
SOFTWARE: Data Base III
VOLUME: 1 Floppy Disk
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Delete or destroy when no longer needed for operations.
DISPOSITION NO.: D8-3

EEO Complaints

This is the official EEO complaint file. It includes the original formal EEO complaint, copies of all correspondence and information pertaining to the case and the investigator's reports.

DATE SPAN: 1970 to Present
LOCATION: D8
STORAGE MEDIA: Paper
VOLUME: 12 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Retain for 5 years. Review at end of five years. Destroy 4 years after resolution of case or when no longer needed for operations, whichever is later.
DISPOSITION NO.: D8-4

UNCLASSIFIED

UNCLASSIFIED

Administrative File

This file contains records relating to the routine administrative functions of the office including personnel records, trip reports, awards, equipment surveys, manuals and billet information.

DATE SPAN: 1985 to Present
LOCATION: D8
STORAGE MEDIA: Paper
VOLUME: 9 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: D8-5

Special Emphasis Programs File

This file contains background information reports, recommendations, and plans of action designed for such Agency programs as Black History Month Observance, Women in Government, Hispanic Employment, and the Handicap Programs.

DATE SPAN: 1982 to Present
LOCATION: D8
STORAGE MEDIA: Paper
VOLUME: 120 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: D8-6

UNCLASSIFIED

UNCLASSIFIED

Statistical Index File

This is a hardcopy file generated from the MGD Group data base. It contains reports requested on Agency minorities and women.

DATE SPAN: 1980 to Present
LOCATION: D8
STORAGE MEDIA: Paper
VOLUME: 9 cu. ft.
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Destroy when 5 years old or no longer needed for operations, whichever is later.
DISPOSITION NO.: D8-7

Complaints Manager File

This office file contains background information, memoranda, copies of regulations, and training manuals relating to the selection, training, and case loads of the EEO investigators and counselors.

DATE SPAN: 1970 to Present
LOCATION: D8
STORAGE MEDIA: Paper
VOLUME: 9 cu. ft.
CLASSIFICATION: TOP SECRET
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: D8-8

UNCLASSIFIED

UNCLASSIFIED

Video Tape Collection

This is a collection of video tapes of various programs sponsored or developed by D8.

DATE SPAN: 1978 to Present
LOCATION: D8
STORAGE MEDIA: Video Tape
VOLUME: 100
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.
DISPOSITION NO.: D8-9

Audio Tape Collection

This is a collection of audio tapes of various programs sponsored or developed by D8.

DATE SPAN: 1982 to Present
LOCATION: D8
STORAGE MEDIA: Audio tape
VOLUME: 30
CLASSIFICATION: UNCLASSIFIED
DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.
DISPOSITION NO.: D8-10

UNCLASSIFIED

D9
CENTER
FOR
CRYPTOLOGIC
HISTORY

CENTER FOR CRYPTOLOGIC HISTORY

The Chief, D9, is responsible to the Director, for NSA's Cryptologic History Program, the object of which is to preserve the institutional memory of the National Security Agency and the role of cryptology in American history, in order to educate the members of the cryptologic family and those it serves, and to encourage and enable informed action based on a sense of continuity and direction.

Primary functions include:

1. Researching official cryptologic and related artifacts and records, to include locating, identifying, evaluating and analyzing documents and material relating to United States cryptology and cryptologic activities.
2. Conducting an Oral History Program to supplement the written records.
3. Producing the official history of the Agency's role in United States cryptology.
4. Publishing cryptologic history and the Cryptologic Quarterly, NSA's professional journal.
5. Maintaining the official Cryptologic History Collection, to include records necessary for writing cryptologic history and those necessary to provide documentation required by the Directorate and other senior Agency officials.
6. Determining records to be preserved for historical purposes and assisting Agency personnel in reviewing those records scheduled for disposal, coordinating this function with the Records Management Officer, the NSA Archivist, and the Archivist of the United States, as appropriate.
7. Assisting Agency officials in identifying records to support responses to requests made under the Freedom of Information Act, Executive Orders, request by Congressional Committees, etc.

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8. Assisting Agency organizations and personnel in obtaining historical information needed for the conduct of official business
9. Coordinating with the NSA/CSS Declassification Officer to ensure exchange of information necessary to both the Historical and Declassification programs.
- 10e Coordinating, representing, and providing liaison concerning cryptologic history with DOD, Military Service, and Service Cryptologic Elements (SCE) historians, with those Federal agencies subscribing to the history agreement sponsored by the U.S. National Archives, with internal Agency organizations, and any other institutions, elements or individuals concerned with such matters.
- 11e Collecting, conserving, researching, interpreting, and displaying artifacts associated with cryptology, to include the operations of a Cryptologic Museum.
12. Administering the George F. Howe Cryptologic History Fellowship program
13. Establishing standards and developing, promulgating and maintaining such regulations as are necessary to achieve the above functions
14. Conducting and participating in symposia, conferences, seminars, and other exchanges concerning or pertinent to cryptologic history.
- 15e Supporting the National Cryptologic School, the Defense Intelligence College, and other educational institutions, including the joint and senior service schools, on the role of cryptology in American history.

FOR OFFICIAL USE ONLY

*Administrative File

This file contains information pertaining to office administration, transitory files, budget, personnel, policy, procurement, security, supply, training, management, info/history, personalities, and case files

DATE SPAN: 1971 to Present
LOCATION: D9
STORAGE MEDIA: Paper/Tape
VOLUME: 553 cu. ft./ .5 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Delete or destroy after 3 years or when no longer needed for operations, whichever is sooner (GRS 23-1)
DISPOSITION NO.: D9-1

*Publications and Associated Materials File

This file contains NSA Technical Journals, Cryptologic Spectrum, Cryptologic Quarterlies, Published Histories/Brochures, and notes pertaining to published histories

DATE SPAN: WW I to Present
LOCATION: D9
STORAGE MEDIA: Paper
VOLUME: 257 linear ft.
CLASSIFICATION: TOP SECRET CODEWORD VRK NOFORN
DISPOSITION: Permanent Transfer to the NCRC when no longer required for operations
DISPOSITION NO.: D9-2

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*Operational (Historical) Files

This file contains Historical Research Series I through XII, the Cryptologic Collection, FBI Collection, and Vietnam Collections.

DATE SPANe 1776 to Present
LOCATIONe D9
STORAGE MEDIA: Paper/Microfilm
VOLUMEe 1687 linear ft./20 linear ft.
CLASSIFICATIONe TOP SECRET CODEWORD VRK NOFORN
DISPOSITIONe Permanente Transfer to the NCRC when no longer required for operationse
DISPOSITION NOe: D9-3

*History Videos File

This file consists of video history tapes concerning cryptologic heritage and some interviewse

DATE SPANe 1912 to Present
LOCATIONe D9
STORAGE MEDIAe Tapes
VOLUMEe 50 tapes (32 U-Matic and 18 VHS)
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITIONe Permanente Transfer to the NCRC when no longer required for operationse
DISPOSITION NOe: D9-4

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*Audio Tapes File

This file contains oral history audio tapes of interviews with former employees (civilian, military, war veterans)e

DATE SPANe 1977 to Present
LOCATIONe D9
STORAGE MEDIA: Audio tapes
VOLUMEe 1200 cassette tapes
CLASSIFICATIONe TOP SECRET CODEWORD VRK NOFORN
DISPOSITIONe Permanente Transfer to the NCRC when no longer required for operationse
DISPOSITION NO.: D9-5

*Reference Books File

This file contains a compendium of classified and open source publications generated by various organizations that are essential in discharging D9's responsibilitiesese

DATE SPANe UNAVAILABLE
LOCATIONe D9
STORAGE MEDIA: Paper
VOLUMEe 180 linear ft. (400 books)
CLASSIFICATIONe TOP SECRET CODEWORD
DISPOSITIONe Permanente Transfer to the NCRC when no longer required for operationse
DISPOSITION NO.: D9-6

FOR OFFICIAL USE ONLY

*Museum Archival Collection File

This museum archival collection consists of museum reference materials and documentation of museum artifacts, original code books, historical documents used for museum purposes, photographs, and the NSA rare book collectione

DATE SPAN: 1916 to 1980 (excluding rare books- some of which date to the 16th century)

LOCATIONe D9

STORAGE MEDIAe Paper

VOLUME: 90 cu. ft.

CLASSIFICATIONe TOP SECRET CODEWORD

DISPOSITIONe Permanente Transfer to the NCRC when no longer required for operationse

DISPOSITION NO.e D9-7

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UNCLASSIFIED

J

CHIEF OF STAFF

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J

CHIEF OF STAFF, NSA/CSS

The Chief of Staff, NSA/CSS, is responsible to the Director, NSA/Chief, CSS, and the Deputy Director for promoting and ensuring coherent and consistent representation of Agency views and policy within NSA and with the intelligence community. The Chief of Staff reviews all correspondence addressed to the Director and coordinates all information necessary to complete any action assigned by the Director to the Key Components.

Primary functions include:

1. Ensuring the promulgation and dissemination of Directorate policies, views and positions, and the compliance thereto.
2. Providing recommendations, advice, and counsel to the Director and Deputy Director as appropriate and as requested.
3. In the absence of the Director and Deputy Director, functioning as the Chief Executive Officer for the Agency, representing and acting for the Director, except for duties specifically assigned to other Agency executives; and, within established guidelines, signing and releasing official Agency correspondence.
4. Performing other duties as assigned by the Director or Deputy Director.

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Administrative Files

This file includes information relating to personnel, budget, cash awards, security, training, and other administrative matters relating to not only personnel in J but in D and Z as well.

DATE SPAN: 1987 to Present
LOCATION: J
STORAGE MEDIA: Paper
VOLUME: 4 cu. ft. per yr.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Destroy when two years old.
DISPOSITION NO.: J-1

General Subject File

This file consists of Chief of Staff memorandum, notes, memorandum for the record, and a general correspondence log.

DATE SPAN: 1985 to Present
LOCATION: J
STORAGE MEDIA: Paper
VOLUME: 12 cu. ft.
CLASSIFICATION: VRK, NOFORN
DISPOSITION: Destroy when three years old.
DISPOSITION NO.: J-2

UNCLASSIFIED

UNCLASSIFIED

J1

LEGISLATIVE AFFAIRS (LAO)

UNCLASSIFIED

J1

LEGISLATIVE AFFAIRS (LAO)

Chief, J1, is directly responsible to the Chief of Staff. The LAO Office oversees the conduct of NSA/CSS relations with Congress and maintains and monitors NSA/CSS relations with Congress.

Primary functions include:

1. Advising the Director, Deputy Director, Chief of Staff and other senior NSA/CSS officials on matters concerning Congressional activities; keeping Agency officials fully informed on all matters pending before Congress.
2. Maintaining direct liaison with the Congress, the Department of Defense, and other government departments and agencies with regard to matters of concern to Congress.
3. Preparing, coordinating, and overseeing all communications with Congress (excluding budgetary communications with the Appropriations Committees); ensuring that communications with Congress accurately reflect the NSA/CSS policies, positions, and views.
4. Assigning responsibility within the Agency for providing inputs and replies to Congressional inquiries, coordinating the providing of witnesses and information for hearings and investigations, accompanying Agency officials to Congressional hearings, and providing back-up material and testimony for Agency witnesses.
5. Coordinating actions necessary to ensure the accuracy of transcripts presented by NSA/CSS officials to Congressional hearings and committees.
6. Obtaining such information and assistance from NSA/CSS components as may be necessary to perform its responsibilities.
7. Maintaining a central repository for non-budgetary Congressional documents.

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Issues File

This file, arranged alphabetically, contains correspondence, memoranda, reports, and background materials relating to Congressional issues which pertain to the Agency to inquiries by Congressional members or their staffs, and proposed legislation, and actions on various bills which affect the Agency. This file acts as a central Agency repository for all Agency documents relating to non-budgetary Congressional matters.

DATE SPAN: 1984 to Present
LOCATION: J1
STORAGE MEDIA: Paper
VOLUME: 30 cu. ft.
CLASSIFICATION: VRK NOFORN
DISPOSITION: Permanent. Retain in office for four years, then retire to NSA Archives.
DISPOSITION NO.: J1-1

Budget File

This file, arranged chronologically and thereunder by subject relates to Congressional budget matters and the issues which concern the Agency. It contains background material, reports, memoranda, and correspondence.

DATE SPAN: 1984 to Present
LOCATION: J1
STORAGE MEDIA: Paper
VOLUME: 20 cu. ft.
CLASSIFICATION: VRK NOFORN
DISPOSITION: Permanent. Retain in office for four years, then retire to NSA Archives
DISPOSITION NO.: J1-2

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Administrative File

This file contains materials relating to the administrative concerns of the office such as personnel actions, awards, trips, visits, and equipment.

DATE SPAN: 1984 to Present
LOCATION: J1
STORAGE MEDIA: Paper
VOLUME: 6 cu. ft.
CLASSIFICATION: VRK, NOFORN
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: J1-3

J1B Office

This data base contains control number for all correspondence to and from the office, mail logs, congressional relations logs for items needing action, summaries of trips and visits, and copies of briefings for the Director.

DATE SPAN: 1985 to Present
LOCATION: J1
STORAGE MEDIA: Hard Disk
HARDWARE: Wang Alliance
SOFTWARE: Wang Proprietary
VOLUME: 11595 Sectors (256 characters per sector)
CLASSIFICATION: VRK NOFORN
DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.
DISPOSITION NO.: J1-4

UNCLASSIFIED

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J2

EXECUTIVE REGISTRY (EX REG)

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J2

EXECUTIVE REGISTRY (EX REG)

- 1. Reviewing all correspondence and documents presented for the Director's, Deputy Director's, or Chief of Staff's approval or signature to ensure that they have received appropriate attention, meet all requisite standards of presentation, and are consistent with established Agency policies.**
- 2. Reviewing material forwarded for the Director's, Deputy Director's, and Chief of Staff's information and obtaining any additional background data required to provide them with sufficient material to make an informed judgment.**
- 3. Initiating actions resulting from oral or written guidance from the Director, Deputy Director, or Chief of Staff to apprise appropriate components of their views and to solicit required information.**
- 4. Monitoring activities of interest to the Directorate and ensuring that Agency components are informed of the Directorate's interest in these activities.**
- 5. Maintaining and controlling documents, records, and communications and keeping a continuing record of the status of actions of concern to the Directorate.**
- 6. Reviewing and monitoring all DoD Directives, Instructions, and high-level correspondence from external sources to ensure that proper and timely actions are taken by Agency components.**
- 7. Assuring timely review, assignment, and completion of staff actions relating to correspondence to and from the Directorate from both internal and external sources.**
- 8. Developing and issuing NSA/CSS policy and guidance for agency correspondence and providing advice to Agency components on correspondence and administrative matters.**
- 9. Providing administrative support for the Directorate.**
- 10. Undertaking other duties as assigned by the Chief of Staff.**

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Operations File

This file contains all memorandum, correspondence, reports, studies, and notes requiring the Director's signature and copies of all actions requiring the Director's attention.

DATE SPAN: 1984 to Present
LOCATION: J2
STORAGE MEDIA: Paper
VOLUME: 24 cu. ft.
CLASSIFICATION: VRK
DISPOSITION: Permanent. Retain in office for two years and then retire to NSA Archives.
DISPOSITION NO.: J2-1

Correspondence Tracking System

This data base records all correspondence sent to and from the Directorate. It allows J2 to check the status of action items and any item that has been forwarded to the Chief of Staff, Deputy Director, or the Director. It contains summaries of all actions requiring the Director's attention.

DATE SPAN: 1983 to Present
LOCATION: J2
STORAGE MEDIA: Hard Disk
HARDWARE: Mainframe
SOFTWARE: M204
VOLUME: 628 tracks
CLASSIFICATION: VRK
DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.
DISPOSITION NO.: J2-2

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J3
DIRECTORATE BRIEFINGS

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J3

DIRECTORATE BRIEFINGS

The Chief, J3, is responsible to the Chief of Staff for conducting the NSA/CSS Briefings and Visits Program.

1. Providing all necessary audio-visual support to members of the Agency Directorate for their presentations to distinguished visitors.
2. Presenting the Agency Overview Briefing to distinguished visitors (other than those briefed by the Directorate) and other audiences and individuals.
3. Maintaining a comprehensive library of audiovisual aids and materials to support and facilitate presentations by the Directorate, J3 staff briefers, and other Agency elements as required.
4. Providing various official Agency representatives, e.g., NCRs, SUSLOs, etc., with copies of the Overview Briefing and ensuring that they are kept up-to-date through issuance of appropriate changes.
5. Providing assistance and/or advice to any Agency element needing audiovisual aids, critiques, or staging for briefings.
6. Designing and procuring graphics to support the needs of the Directorate, J3 staff briefers, and other J staff elements through operation of the office's computer graphics installations.
7. Providing narrator and/or audiovisual support to various official Agency functions and ceremonies, e.g., award presentations, Travis/Director's Trophy ceremonies, television center productions, etc.

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Office File

This data base contains information relating to J3's audiovisual collection. The data base provides information by subject, date, classification, and serial number.

DATE SPAN: 1975 to Present
LOCATION: J3
STORAGE MEDIA: Hard Disk
HARDWARE: Wang Alliance
SOFTWARE: Visual Memory
VOLUME: 2141 sectors (256 characters)
CLASSIFICATION: VRK
DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.
DISPOSITION NO.: J3-1

Audio Visual Collection

This collection of 35mm slides contains slides prepared for Director briefings and visits to NSA by third and second party groups and other intelligence community individuals.

DATE SPAN: 1975 to Present
LOCATION: J3
STORAGE MEDIA: 35mm slides and visuals
CLASSIFICATION: VRK
DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.
DISPOSITION NO.: J3-2

UNCLASSIFIED

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J4

SPECIAL ASSISTANT FOR THE NSA ADVISORY BOARD (NSAAB)

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J4

SPECIAL ASSISTANT FOR THE NSA ADVISORY BOARD (NSAAB)

The NSA Advisory Board, (NSAAB) is responsible for advising the Director, NSA, and NSA senior management on matters related to the missions of the Agency and for providing the corporate body with long-range forecasts in these areas. The Executive Secretary to NSAAB, as Chief J4, is responsible to the Chief of Staff for the management and administration of the J4 Office and NSAAB related activities.

Primary functions include:

1. Providing liaison between NSA and the industry, government, and academic leaders who serve on the NSAAB.
2. Planning, programming, and budgeting for NSAAB activities.
3. Providing reports on NSAAB activities to satisfy Public Law and DoD requirements.
4. Maximizing NSAAB activities to satisfy the Director's requirements for advice on matters related to the missions of the Agency.
5. Providing liaison and continuity between the Board and its component organizations.
6. Providing for the administration of meetings, conference rooms, materials, notification of activities, badge and visitor requests, membership records and rosters, clerical support, travel orders and claims, time and attendance records, consultant appointments, security clearances, etc., for NSAAB members and advisors.
7. Maintaining NSA/CSS Regulation No. 11-3 (The NSA Advisory Board).
8. Assisting the Chairman of the NSAAB in fulfilling his and the Board's responsibilities which include the following:
 - a. Convening and presiding over meetings of the NSAAB.
 - b. Providing expeditious advice on specific issues and problems of direct concern to the Director, NSA.
 - c. Conducting such other special studies as the Director, NSA, may direct.
 - d. Conducting all activities of the NSAAB, including Ad Hoc Groups.
 - e. Establishing Ad Hoc Groups, monitoring and assessing their activities, and receiving and approving the results thereof.

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f. Providing continuing and direct interface with the Director, the NSAAB Steering Group, and other NSA executives.

g. Receiving reports on significant management, operational, and technical NSA activities in order to maintain a base from which to provide steerage to NSAAB activities.

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NSA AB
Subject
Files

General Data Base

This File

This data base contains information relating to NSAAB personnel, budget, leave records, trips and visits and other general administrative matters. It also contains information relating to NSA's relationship with private industry and academia, minutes of NSAAB meetings, and copies of special studies and ad hoc groups established by the Board.

DATE SPAN: 1987 to Present

LOCATION: J4

STORAGE MEDIA: Hard Disk

HARDWARE: Wang Alliance

SOFTWARE: Visual Memory

VOLUME:

CLASSIFICATION: VRK

DISPOSITION: Permanent. Retire to NSA Archives when no longer needed for operations.

DISPOSITION NO.: J4-1

UNCLASSIFIED

UNCLASSIFIED

J5

THE OFFICE OF PROTOCOL, VISITS AND CEREMONIES

UNCLASSIFIED

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J5

THE OFFICE OF PROTOCOL, VISITS, AND CEREMONIES

The Chief, J5, is responsible to the Chief of Staff for providing support and counsel throughout the Agency on matters of protocol and for initiating, arranging, and conducting ceremonies and receptions in accordance with the requirements of the Directorate. Other duties include furthering the Agency's image through proper reception of visiting officials and guests. The Chief, J5, is responsible for administering the overall NSA Visitor Program to include both foreign and domestic visits. Primary responsibility for these functions is assigned to two divisions, with overlapping duties as assigned.

Primary functions include:

1. Protocol support. Arranging for and conducting military retirement parades, frockings, reenlistments, and promotions, by special request. Coordination and arrangements for high-level visitors at the request of the Directorate. Providing protocol and hostess assistance at the Director's promotion and award ceremonies, special conferences, foreign receptions, and other official functions.
2. Responsibility for staffing all requirements and arrangements involved in the Travis Trophy and Director's Trophy Awards, to include the Team of the Year Award.
3. Working with minority groups within the Agency on special programs, e.g., Martin Luther King Memorial Service and Black History Month Observance.
4. Serving as the focal point for all Directorate-level foreign and domestic visitors. This effort has been consolidated into one program (NSA/CSS Distinguished Visitor Program) to ensure standardization of arrangements for guests and systematic planning with J, and between J and those elements involved in official visits, i.e., scheduling of events and visits to "tour areas."
5. The funding of public support activities is retained within the Office of the Assistant Comptroller with rigid procedures established for coordinating funding requirements between J5, Q3, and the Office of the Director.
6. Developing a "tailor-made" agenda for each senior U.S. visitor that is not only responsive to the visitor's needs and interests but includes those issues NSA believes are pertinent to the visit.

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Awards File

This file covers all awards presented by NSA. It contains applications, reviews, and decisions. It is arranged by type of award – civilian, military, foreign, or domestic and thereunder by name of the individual.

DATE SPAN: 1952 to Present
LOCATION: J5
STORAGE MEDIA: Hard disk and Paper
HARDWARE: Wang Alliance
SOFTWARE: Visual Memory
VOLUME: 2m characters, 100 cu. ft. of paper
CLASSIFICATION: VRK
DISPOSITION: Permanent. Retain in J5 for 4 years. Retire to NSA Archives when no longer needed for operations. Destroy paper copy when no longer needed for operations.
DISPOSITION NO.: J5-1

Foreign Visitors File

This file contains such information as date of last visit, country of origin, position, date of birth, reason for visit, security clearances of all foreign visitors to NSA.

DATE SPAN: 1983 to Present
LOCATION: J5
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft. of paper
CLASSIFICATION: VRK
DISPOSITION: Retain in J5 for 5 years. Destroy when no longer needed for operations.
DISPOSITION NO.: J5-2

UNCLASSIFIED

UNCLASSIFIED

Domestic Visitors File

This file contains such information as date of last visit, agency or company, position, date of birth, reason for visit, security clearances on all domestic visitors to NSA.

DATE SPAN: 1983 to Present
LOCATION: J5
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft. of paper
CLASSIFICATION: VRK
DISPOSITION: Retain in J5 for 5 years. Destroy when no longer needed for operations.
DISPOSITION NO.: J5-3

Special Projects File

Arranged alphabetically by name of special project or special program, this file contains background materials, memoranda, and correspondence relating to special awards such as the Travis Trophy and the Director's Trophy Awards and special programs held on such topics as Women's Week, and Black History Week. It also contains background information, minutes of meetings, and the awards presented of the Incentive Awards Program.

DATE SPAN: 1968 to Present
LOCATION: J5
STORAGE MEDIA: Paper
VOLUME: 3 cu. ft. of paper
CLASSIFICATION: VRK
DISPOSITION: Permanent. Retain in J5 for 5 years. Retire to NSA Archives when no longer needed for operations.
DISPOSITION NO.: J5-4

UNCLASSIFIED

UNCLASSIFIED

J6

FIELD RELATIONS

UNCLASSIFIED

UNCLASSIFIED

J6

FIELD RELATIONS

The Chief, J6, Field Relations, is responsible to the Director, NSA/Chief, CSS, through the Chief of Staff, for ensuring NSA/CSS field elements are provided the support essential for effective SIGINT operations.

Primary functions include:

1. Advising the Director, NSA/Chief, CSS, through the Chief of Staff and Deputy Director, on field matters and recommending actions where warranted.
2. Assuring the development, in conjunction with the appropriate Key Components, of comprehensive mission and function statements, policies, plans, instructions, and procedures for NSA/CSS Field Stations and Field Representatives.
3. Serving as a coordination point for all matters generated at NSA/CSS Headquarters which significantly affect the mission or resources of NSA/CSS Field Elements; advising the Director of factors which greatly impact on the capability of field elements to perform effectively.
4. Serving as NSA/CSS ombudsman for problems or instructions which impact on NSA/CSS field operations.
5. Reviewing, coordinating, and expediting significant Agency actions relative to NSA/CSS field organizations.
6. Reviewing and tracking field-related CCP program and budget requirements and programming and managing the use of travel funds by those NSA Field organizations which do not have separate allocations.
7. Reviewing, updating, and coordinating, as required, the Mission and Functions and Terms of Reference for NSA/CSS field activities.
8. Monitoring Headquarters TDY visits to NSA/CSS field organizations and making certain administrative arrangements and serving as focal point for NSA field element visits to NSA/CSS Headquarters.
9. Providing Desk Officer support to NSA/CSS Field Chiefs and organizational components in all areas affecting their capability to accomplish their mission in support of NSA.
10. Ensuring that NSA/CSS field elements are kept informed of, and consulted on, plans/programs/issues/policies that affect them.

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11. Serving as an expediter and coordinator on problems of substance affecting field operations, especially on matters which cross Key Component lines.
12. Ensuring that existing mechanisms function in an efficient, responsive, and cohesive manner and trigger remedial actions when adequate provisions are lacking.
13. Following up on problems surfaced by TDYers and addressed in Trip Reports by ensuring the appropriate action is taken.
14. Coordinating with the appropriate Key Components to facilitate the interplay of field related plans and issues.
15. Assisting Key Components in recruiting, career development, and reassimilation programs wherever possible and introducing field views where such are constructive.
16. Assisting the Director, Deputy Director, and Chief of Staff, NSA, in preparation of performance appraisals for senior NSA/CSS Field Representatives.
17. Preparing recommendations for promotions and awards for NSA/CSS Field Representatives for review by the Director, Deputy Director, or Chief of Staff, NSA.

UNCLASSIFIED

UNCLASSIFIED

General Subject File

This is a general subject file arranged by field station. This data base contains information pertaining to all NSA field sites. It includes administrative records and memorandum generated by the field stations, mission statements for the various stations, budget information, and recommendations for promotions and awards.

DATE SPAN: January 1987 to Present

LOCATION: J6

STORAGE MEDIA: Hard disk

HARDWARE: Wang Alliance

SOFTWARE: Wang Proprietary

VOLUME: 433,920 characters

CLASSIFICATION: TOP SECRET CODEWORD NOFORN

DISPOSITION: Destroy when no longer needed for operations.

DISPOSITION NO.: J6-1

UNCLASSIFIED

UNCLASSIFIED

J7

RESERVE FORCES ADVISOR (RFA)

UNCLASSIFIED

RESERVE FORCES ADVISOR, NSA/CSS

The Chief, J7, NSA/CSS Reserve Forces Advisor (RFA), is the principal advisor to and representative of the Director, NSA/Chief, CSS for military reserve matters. Major support of the RFA is provided by the Chief of Staff but the RFA reports operationally directly to the DIRNSA/Chief, CSS, ensuring that the DC/CSS and Deputy Director, NSA and Chief of Staff are currently informed. As required, assistance will also be provided by NSA organizations.

Primary functions include:

1. Ensuring that military reservists who report to the National Security Agency for duty are ready for mobilization in their assigned billets.
2. Exercising overall direction of the NSA/CSS military reserve program to enable it to carry out its peacetime and wartime tasks.
3. Serving as the primary point of contact within the NSA/CSS for all matters affecting the military reserve.
4. Initiating, conducting, and reviewing NSA mobilization billet surveys and maintaining a single, integrated data base of all personnel requirements under conditions requiring an expansion of the NSA work force from the reserve force.
5. Reviewing and ensuring the viability of NSA/CSS plans for mobilization and related but lesser crisis situations insofar as they involve or affect the reserve force.
6. Initiating and overseeing efforts to provide appropriate mobilization readiness training for reservists who report to the National Security Agency for duty.
7. Assisting and coordinating the efforts of appropriate Service Reserve Program Managers in preparing their units and individual members for mobilization.
8. Maintaining liaison with the Assistant Secretary of Defense (Reserve Affairs), Service Reserve Chiefs, Service Cryptologic Element Reserve Program Managers, and other U.S. officials concerned with the mobilization and training of Reserve personnel in skills of interest to the NSA/CSS.
9. Controlling the check-in and check-out of Reservists to ensure that maximum time is devoted to training.
10. Coordinating the assignment of military reservists to provide optimal training.

Personnel Requirements Data Base

This data base contains all personnel requirements of the Service Cryptologic Elements and the NSA Key Components that would be required from the reserve force in case of emergency. It also contains the current available personnel resources of the services.

DATE SPAN: January 1984 to Present
LOCATION: J7
STORAGE MEDIA: Floppy disk
HARDWARE: IBM PC
CLASSIFICATION: S CCO
DISPOSITION: Destroy when no longer needed for operations.
DISPOSITION NO.: J7-1

General File

This file contains copies of all incoming and outgoing correspondence, memoranda, messages, reports and other records relating to reserve forces programs, planning procedures, and operations.

DATE SPAN: 1984 to Present
LOCATION: J7
STORAGE MEDIA: Paper
VOLUME: 9 cu. ft.
CLASSIFICATION: TOP SECRET CODEWORD
DISPOSITION: Retain for 2 years. Destroy when no longer needed for operations.
DISPOSITION NO.: J7-2

Z

CHIEF SCIENTIST

(transferred to D5)

Historical File

DISPOSITION NO~~es~~ Z-1

TRANSFERRED TOe D5-1 920901

Administrative File

DISPOSITION NO. Z-2

TRANSFERRED TOe D5-2 920901

Reference File

DISPOSITION NOe Z-3

TRANSFERRED TOe D5-3 920901

~~TOP SECRET~~

~~HANDLE VIA COMINT CHANNELS ONLY~~
~~TOP SECRET~~

Redactions have been made to this report pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 USC § 3605 (Previously 50 U.S.C. 402, noting National Security Agency Act of 1959) , which protects from disclosure “information pertaining to the functions or organization of NSA and certain information pertaining to NSA employees.” You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

<http://www.archives.gov/foia/>