Form NA-1005   **Revised: 12/2022**

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

SECTION A: GENERAL BACKGROUND INFORMATION (GRS 6.1, item 010)
This section captures general information about the agency and the scope of Capstone implementation. This includes: 1) name of the agency to which this form applies; 2) applicable record group number; 3) documentation on whether the agency will also be applying this GRS to the other types of electronic messages covered in the scope of the GRS; 4) selection of which GRS 6.1 items the agency is proposing to use; and 5) information on implementation scope, such as whether agency-wide or limited to a specific component/office, as well as information on legacy email.

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

THIS SECTION FOR NARA USE ONLY	
Job Number	GRS 6.1-0457-2023-0001
Received Date	5/23/2023
Approval Date (date, name, title)	June 13, 2023 Laurence Brewer, Chief Records Officer, NARA

BELOW TO BE COMPLETED BY SUBMITTING AGENCY	
Name of Agency	National Security Agency

Record Group Number	0457

Is there a classified version of this schedule? (select from drop-down menu)	No

Is this form superseding a previous submission? (select from drop-down menu)	Yes
If so, input job number (GRS 6.1:XXXX-)	GRS-6-1-0457-2021-0001

GRS Implementation Scope. Will the agency also be applying this GRS to other types of electronic messages as defined in the GRS scope? NOTE: See the GRS scope for electronic message inclusions and exclusions. (select from drop-down menu)	No (email only)

GRS Items Proposed for Use (select from drop-down menu)	All items

Additional Scope Comments. If an agency did not check "all" under the "GRS 6.1 item(s) proposed for use" section, please summarize how other records are to be managed. If applicable, please include in this section all other RGs for which your agency is submitting a separate form (for example, "The department will also be submitting forms for the following additional components: [list of components, with their record group number]."	
Cutoff Instruction (select from drop-down menu)	Cutoff at the end of the employee tenure
Transfer Instruction (select from drop-down menu) NOTE: All transfer instructions are based on the selected cutoff. For each, the option for transferring email after declassification review (for classified email) is included; for example, an agency that wishes to transfer their unclassified email at 15 years, but their classified email at 25 years (after declassification review), would select "15 yrs or after declass review."	25 yrs or after review
Legacy Scope. Agencies using this GRS are expected to apply the items being used to all legacy (existing) records. Please provide any general information on legacy records below (for example, "no legacy records exist for this agency, as traditional records management with a print-and-file policy was enforced prior to Capstone adoption" or "agency will be including legacy records for all items being used, dating back to approximately 2010.")	In compliance with the requirement that all agency email be managed in an electronic format by 2016, NSA adopted a Capstone approach in 2016. Legacy email exists for all accounts back to that time. Prior to that, a traditional records management approach with print-to-print was enforced. Some email, however, exists prior to 2016 and will be included in the agency's Capstone approach and/or Executive Files. This dates back to approximately 1999.

Do any of the Capstone officials proposed on this list have accounts on security classified networks or systems? (select from drop-down menu)	Yes
Do any of the Capstone officials proposed on this list have secondary or alias accounts, regardless of classification? (select from drop-down menu)	Yes
URL to Agency Organization Chart	NSA has provided NARA with FOUO organization charts for review.

Agency Contact Information	
Name of Person to Contact with form questions	ON FILE WITH ACR2
Phone	ON FILE WITH ACR2
Email	ON FILE WITH ACR2

Agency Records Officer	
Name of Agency Records Officer	Stephanie K. Bartolowits
Phone	240-373-2394
Email	skbarto@nsa.gov
By checking this box, you certify that you are submitting this form as the Agency Records Officer	☑ Certification

THIS SHEET AUTO-POPULATES. DO NOT INPUT DATA.

	Total Positions	Total Accounts
Category 1	1	3
Category 2	12	36
Category 3	12	36
Category 4	19	57
Category 5	3	9
Category 6	56	168
Category 7	28	84
Category 8	13	39
Category 9	0	0
Category 10	25	74
TOTALS	**169**	**506**

Form NA-1005

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

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

SECTION B: List of Capstone Accounts (GRS 6.1, item 010)
This section captures a listing of all positions or roles that fit into the definitions provided in item 010 of GRS 6.1. This section is broken down to correspond to the ten categories provided under item 010. Some agencies may not have any positions for certain categories. Please explain why, under each applicable category. (For example, "We do not have any regional administrators" or "These positions are included under another submission" or "all the positions in this category are already covered in other categories.") Please refer to GRS 6.1, the FAQs about GRS 6.1, and the definitions provided within each category of this form for additional information on which positions must be included in a Capstone approach. This section is required even in instances where only the temporary items (011 and/or 012) are being used, in which case it acts as an exception list. NOTE: the list should be of positions or roles (for example, "Secretary"), not specific individual names, email addresses, or other idenfiers (for example, "John Smith" or "John.Smith@agency.gov"). Agencies may summarize or condense specific levels of management, rather than repeat positions. For example, an agency may input one entry for "All Under-Secretaries" with a position total that represents the number of said positions, rather than listing out each specific Under-Secretary.

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

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

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

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

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

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

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

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

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

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

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

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

| Add Row |

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

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Commander, U.S. Command/Director, National Security Agency/Chief, Central Security Service	1	3	No change
TOTALS:	**1**	**3**	

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

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

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

POSITION TITLE / ROLE

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

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Deputy Director (also Chief Operating Officer), National Security Agency	1	3	No change
Deputy Chief, Central Security Service	1	3	No change
Executive Director, National Security Agency	1	3	No change
Chief of Staff, National Security Agency	1	3	Title change
Director, Workforce Support Activities	1	3	No change
Director, Business Management and Acquisition and Senior Acquisition Executive	1	3	Title change
Director, Engagement and Policy	1	3	No change
Director, Operations	1	3	No change
Director, Capabilities\Chief Information Officer	1	3	Title change
Director, Research	1	3	No change
Director, Cybersecurity & Deputy National Manager, National Security Systems	1	3	No change
Deputy Chief of Staff, National Security Agency	1	3	Title change
TOTALS:	**12**	**36**	

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

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
TOTALS:	**0**	**0**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**12**	**36**		

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

POSITION TITLE / ROLE

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

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

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Deputy Director, Workforce Support Activities	1	3	No change
Deputy Director, Business Management and Acquisition and Chief Financial Manager	1	3	No change
Deputy Director, Engagement and Policy	1	3	No change
Deputy Director for National Support (Operations)	1	3	No change
Deputy Director for Combat Support (Operations)	1	3	No change
Deputy Director, Capabilities	1	3	No change
Deputy Director, Research	1	3	No change
Deputy Director, Cybersecurity	1	3	No change
Deputy Director, Cybersecurity for Combat Support	1	3	No change
TOTALS:	**9**	**27**	

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

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
Deputy Director, Business Management and Senior Acquisition Executive	1	3	Position removed from organization and legacy email remains permanent.	2022
Deputy Director, Operations	1	3	Position removed from organization and legacy email remains permanent.	2020
Assistant Deputy Director, Operations	1	3	Position removed from organization and legacy email remains permanent.	2020
TOTALS:	**3**	**9**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**12**	**36**		

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

POSITION TITLE / ROLE

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

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Executive Assistant to Director, National Security Agency/Central Security Service	1	3	# of accts/positions decreased
Personal Assistant to Director, National Security Agency/Central Security Service	1	3	No change
Executive Office Manager to Director, National Security Agency/Central Security Service	1	3	No change
Executive Assistant to Deputy Director, National Security Agency	2	6	No change
Executive Assistant to Deputy Chief, Central Security Service	1	3	No change
Executive Assistant to Executive Director, National Security Agency	1	3	No change
Executive Assistant to Chief of Staff, National Security Agency/Central Security Service	1	3	No change
Executive Assistant to Director, Workforce Support Activities	1	3	No change
Executive Assistant to Director, Business Management and Acquisition	1	3	# of accts/positions decreased
Executive Assistant to Director, Engagement and Policy	1	3	No change
Executive Assistant to Director, Research	1	3	No change
Executive Assistant to Director, Operations	2	6	No change
Executive Assistant to Director, Capabilities	2	6	No change
Executive Assistant to Director, Cybersecurity	2	6	No change
TOTALS:	**18**	**54**	

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

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
Aide-De_Camp, National Security Agency/Central Security Service	1	3	Position removed from organization and legacy email remains permanent.	2021
TOTALS:	**1**	**3**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**19**	**57**		

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

POSITION TITLE / ROLE

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

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

| Add Row |

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Comptroller	1	3	No change
Capabilities Chief Architect	1	3	No change
Capabilities Deputy Chief Information Officer	1	3	No change
TOTALS:	**3**	**9**	

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

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
TOTALS:	**0**	**0**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**3**	**9**		

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

POSITION TITLE / ROLE

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

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

| Add Row |

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

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Chief, Talent and Development	1	3	Position is new since last submission
Chief, Human Resources	1	3	No change
Chief, Installations and Logistics	1	3	No change
Chief, Security and Counterintelligence	1	3	No change
Chief, Programming and Resources	1	3	No change
Chief, Audit, Accounting and Financial Services	1	3	No change
Chief, Contracting	1	3	No change
Chief, Business Analysis and Optimization	1	3	Title change
Chief, Capabilities and Research Business and Contract Management Group	1	3	No change
Chief, NSOC, Operations and Engagement and Policy Program Executive Officer	1	3	Title change
Chief, Cybersecurity Program Executive Officer	1	3	Title change
Chief, Acquisition Resources and Analysis	1	3	No change
Chief, Chief of Staff, Workforce Support Activities and Business Management & Acquisition Program Executive Officer	1	3	No change
Chief, Cyber Policy and Strategy	1	3	No change
Chief, Analysis and Mitigation Group	1	3	No change
Chief, Encryption Production & Solutions Group	1	3	No change
Chief, Critical Network Defense Group	1	3	No change
Chief, Adversary Defeat Group	1	3	No change
Chief, NSA Cybersecurity Collaboration Group	1	3	No change
Chief, Nuclear Command and Control Systems Cybersecurity (NCCS Cybersecurity)	1	3	No change
Director, National Security Operations Center	1	3	No change
Chief, Strategic Engagement Office	1	3	Title change
Chief, Enterprise Guidance Services (EGS)	1	3	Title change
Chief, Strategic Communications	1	3	No change
Chief, Legislative, State & Local Affairs	1	3	Title change
Chief, Commercial Engagement Center	1	3	No change
Chief, Foreign Engagement	1	3	No change
Chief, National Engagement	1	3	Title change
Chief, Compliance	1	3	No change
Chief, Mathematics Research	1	3	No change
Chief, Laboratory for Advanced Cybersecurity Research	1	3	Title change
Chief, Physical Sciences Research	1	3	No change
Chief, Laboratory for Telecommunications	1	3	Title change
Chief, Computer and Analytic Sciences Research	1	3	No change
Chief, Enterprise Discovery Operations	1	3	No change
Chief, Information and Intelligence Analysis	1	3	No change
Chief, Collection, Exploitation and Cryptanalysis Operations	1	3	No change
Chief, Collection and Computer Network Operations (CNO) Capabilities	1	3	No change
Chief, Processing and Analytic Capabilities	1	3	No change

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes
Chief, Enterprise Infrastructure Services	1	3	No change
Chief, Capabilities Integration and Planning	1	3	No change
Chief, NSA Network Security Services	1	3	No change
Chief, NSA Office of Innovation	1	3	Position is new since last submission
TOTALS:	**43**	**129**	

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

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
Chief, Workforce Development	1	3	Position removed from organization and legacy email remains permanent.	2022
Chief, Education and Training	1	3	Position removed from organization and legacy email remains permanent.	2022
Chief, Futures and Standards Group	1	3	Position removed from organization and legacy email remains permanent.	2022
Chief, Enterprise Information Technology Program Executive Officer	1	3	Position removed from organization and legacy email remains permanent.	2018
Chief, Enterprise Management and Support Program Executive Officer	1	3	Position removed from organization and legacy email remains permanent.	2018
Chief, Protect Program Executive Officer	1	3	Position removed from organization and legacy email remains permanent.	2018
Chief, Strategy and Plans and Policy	1	3	Position removed from organization and legacy email remains permanent.	2018
Chief, Legislative, State and Local Affairs	1	3	Position removed from organization and legacy email remains permanent.	2018
Chief, Industry and Academic Engagement	1	3	Position removed from organization and legacy email remains permanent.	2019
Chief, Cybersecurity Operations	1	3	Position removed from organization and legacy email remains permanent.	2019
Chief, Information Assurance Mission Capabilities	1	3	Position removed from organization and legacy email remains permanent.	2016
Chief, Information Assurance Research	1	3	Position removed from organization and legacy email remains permanent.	2019
Director, National Threat Operations Center	1	3	Position removed from organization and legacy email remains permanent.	2017
TOTALS:	**13**	**39**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**56**	**168**		

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

POSITION TITLE / ROLE

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

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

Add Row

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Commanders of National Security Agency/Central Security Service Cryptologic Centers	5	15	# of accts/positions increased
Special United States Liaison Officers and Advisors	13	39	# of accts/positions increased
Field Site Chiefs and Directors	9	27	# of accts/positions decreased
TOTALS:	**27**	**81**	

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

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
Special Liason Officer	1	3	Position removed from organization and legacy email remains permanent.	2021
TOTALS:	**1**	**3**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**28**	**84**		

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POSITION TITLE / ROLE

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

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Inspector General	1	3	No change
General Counsel	1	3	No change
Principal Deputy General Counsel	1	3	No change
Director, Civil Liberties, Privacy and Transparency	1	3	Title change
Director, Diversity, Equality and Inclusion	1	3	Title change
Chief Risk Officer	1	3	No change
Chief of Staff, Workforce Support Activities	1	3	No change
Chief of Staff, Business Management and Acquisition	1	3	No change
Chief of Staff, Engagement and Policy	1	3	No change
Chief of Staff, Research	1	3	No change
Chief of Staff, Operations	1	3	No change
Chief of Staff, Capabilities	1	3	No change
Chief of Staff, Cybersecurity	1	3	No change
TOTALS:	**13**	**39**	

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

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
TOTALS:	**0**	**0**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**13**	**39**		

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

POSITION TITLE / ROLE

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

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Not applicable - NSA/CSS does not have any positions filled by Presidential Appointment with Senate Confirmation that are not already identified in another category			
TOTALS:	**0**	**0**	

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

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

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POSITION TITLE / ROLE

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

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Public-Facing Email Address of the National Security Agency/Central Security Service Public Affairs Organization	1	2	No change
National Security Agency/Central Security Service Representatives to Other Intelligence Agencies and Military Commands	24	72	# of accts/positions increased
TOTALS:	**25**	**74**	

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

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
TOTALS:	**0**	**0**		
TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)	**25**	**74**		

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

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