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NATIONAL SECURITY AGENCY
 FORT GEORGE G. MEADE, MARYLAND

Serial: N 4717
 30 NOV 1960

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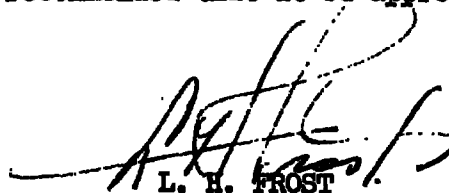
MEMORANDUM FOR THE MEMBERS, U. S. COMMUNICATIONS SECURITY BOARD

SUBJECT: Utilization of Contract Personnel in Government COMSEC Operations (U)

1. Communications security equipment is increasing in complexity, and there is a growing trend toward its integration with basic communications equipment. The military services and the civil departments and agencies of the government are finding it difficult to provide, from their own ranks, electronics technicians and specialists in the numbers and quality necessary to insure continuous satisfactory maintenance and operation of COMSEC equipment. Consequently, there is an increasing trend toward use of technicians from private industry to perform the functions of installation, maintenance, and operation of COMSEC equipment.

2. As private citizens, industry technicians are not subject to the operational and jurisdictional controls that exist in the government (particularly the military services). Further, in the performance of their contract services, these individuals will necessarily have access to much classified defense information not related to the contract on which they are employed. Therefore, specific conditions must be established under which contract personnel may be used to perform such services.

3. It is the opinion of this Agency that the inclosed policy statement, which has been staffed within the military departments, will provide necessary guidance to the departments and agencies of the government in the utilization of contract personnel in government COMSEC operations. It is recommended that it be approved as national policy.


 L. H. FROST

Vice Admiral, USN
 Director

Incl:
 Policy Statement

Declassified and approved for release by NSA on 10-28-2013 pursuant to E.O. 13526

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COMSEC OPERATIONS**

1. As a general policy, the installation, maintenance, and operation of crypto-equipment within government communications facilities at U. S. Government establishments, and the training of personnel for such duties, shall be performed by appropriately cleared U. S. citizens who are members of the military services or are civilian employees of the government. In conformance with this policy, all affected departments and agencies should take action to develop the capability of performing these functions utilizing personnel under their direct control.

2. It is recognized that there may be instances in which the capability of installing or maintaining classified crypto-equipment or of conducting crypto-equipment maintenance training is inadequate or does not yet exist within a military or civil department or agency of the government. In these circumstances, such functions may be performed by U. S. citizens from U. S. private industry, hereinafter termed "contract personnel", with the approval of the Chief of Staff, U. S. Army; the Chief of Naval Operations; the Chief of Staff, U. S. Air Force; the head of the concerned civil department or agency of the government; or an authorized representative of any of the above. In order to avoid possible interference with existing cryptographic contracts, the Director, National Security Agency, should be consulted in the selection of contractors.

3. If maintenance by contract personnel is considered necessary on a permanent basis, or if use of contract personnel involves or is expected to involve their access to operational cryptographic keying material or classified operational traffic, specific prior approval shall be requested from the Secretary of Defense as the Executive Agent for the government for all COMSEC matters. In each case the Executive Agent shall be furnished, through the Director, National Security Agency, details and justification in support of the request.

4. In circumstances where contract personnel are used to perform cryptographic functions within the provisions of this policy, contracts shall specify that information available to or obtained by personnel directly involved in performing contract services shall be handled within the contractor organization in strict accordance with need-to-know as established by the cognizant U. S. government authority.

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5. Contract personnel shall be investigated and cleared in accordance with department or agency policies and procedures applicable to the level of classification of the information involved. Moreover, contract personnel who in the performance of their services will have access to operational cryptographic keying material or classified operational traffic shall be required to undergo full field (background) investigation as part of the clearance process. In addition to the clearance action, written authorization for access to cryptomaterial shall be issued by the contracting department or agency before contract personnel are assigned to or employed in COMSEC operations.

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