

NATIONAL SECURITY AGENCY
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*CLASSY
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RESCINDED OR SUPERSEDED

NATIONAL SECURITY AGENCY REGISTRY FOR CONSULTANTS

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SECTION I - PURPOSE

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

SECTION II - MISSION

The mission of the Chief, NSARC is:

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

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SECTION III - DEFINITIONS

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

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

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

4. Procurement.

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

b. Contract for Personal Services. Personal services of a highly skilled person or persons may also be obtained by "contract for Personal Services", negotiated by the Chief, NSA Procurement Office (SIGPO) under the Armed Services Procurement Regulations

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and the Army Procurement Procedures. However, a confirmatory SF 50 must be issued by the Personnel Division for distribution to the Civil Service Commission. Such services are chargeable to the personnel ceiling.

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

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

e. Conflicts of Interest. Situations where the personal interests of an individual serving the Government may, because of the individual's non-Governmental activities or connections, be inconsistent with the interests of the Government in relation to a matter dealt with by the individual in his Governmental capacity. Employment of such individuals is prohibited by statute.

SECTION IV - RESPONSIBILITIES

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

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

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

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- (1) Mission to be accomplished (brief unclassified summary of work project, and specific duties to be performed by the individual(s)).
- (2) Whether or not the individual(s) concerned is (are) personally known to personnel of the requesting staff or operating element.
- (3) Whether or not the individual(s) concerned has (have) been contacted unofficially or personally by any member of the using Agency staff or operating element, regarding the proposed employment.

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

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

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

f. Notifying NSARC immediately when the services of a consultant, expert or advisor are completed. A Standard Form 52 will be used and will contain the following under "Remarks" (Item 12a):

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

2. The Chief, NSARC, is responsible for:

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

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

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- c. Determining the extent of "conflict of interest", if any, with the assistance of the General Counsel when necessary.
- d. Initiating requests for security clearance or verification of existing clearance.
- e. Arranging, when required, for appointment by issuance of an SF 50 by the Personnel Division, or for procurement by Personnel Service Contract through SIGPO.
- f. Requesting necessary action by the NSA Adjutant General to effect issuance of appropriate travel orders and authorization for per diem in lieu of subsistence.
- g. Reviewing and certifying travel vouchers submitted by consultants, and submitting them promptly for payment.
- h. Reviewing time and attendance reports of consultants, experts and advisors, making necessary extracts, and submitting the reports promptly to the Comptroller for pay purposes.
- i. Submitting a summary time and attendance report for consultants, experts and advisors.
- j. Initiating requests for termination or extension of appointment or contract for personal services when required.
- k. Preparing and submitting reports of utilization of services of consultants, experts and advisors, when required.
- l. Arranging for the maintenance of an official personnel folder for each consultant, expert or advisor, and such other records as are necessary.

SECTION V - PROCEDURES

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