

**DISPOSITION FORM**

FILE NO.

SUBJECT

Panels of the NSA Scientific Advisory Board

TO Chiefs of Offices and  
Staff Divisions

FROM C/S

DATE 9 April 1954

COMMENT NO. 1

1. At the last meeting of the National Security Agency Scientific Advisory Board, it was agreed to establish three panels devoted respectively to the fields of mathematics, telecommunications, and electronics. It is the intention of the Board to staff these panels with eminent scientists who can be called upon for special service or consultation in matters of importance to this Agency. It is proposed that formal meetings of the panels be very infrequent and that, as a general rule, panel members be called upon to serve only as their convenience permits and then on an individual consultant basis.

2. In many instances these panel members will represent NSA's sole contact with major industrial concerns and educational institutions. The panel members themselves will be made available to all NSA activities for consultation or other assistance as may be desired and as their time affords. For these reasons it has been decided that the responsibility for maintaining NSA's official contact and relations with these individuals, and for the conduct of such administrative procedures as may be involved therein, including correspondence, will rest with the Executive Secretary of the NSA Scientific Advisory Board (Mr. William F. Friedman).

3. Some NSA activities require the consultative services of some of these panel members immediately, prior to the publishing of a governing directive.

4. Until an official NSA directive is published governing the funding, procedure administration, request for services, etc., in regard to these Panels, it is requested that the NSA elements concerned take note of the following:

a. The responsibility for maintaining NSA's official contact and relations with members of the panels of the NSASAB rests with the Executive Secretary of the Board.

b. The administrative procedures governing the use by NSA activities of the members of Panels organized under the National Security Agency Scientific Advisory Board, including correspondence with them, will be controlled by the Executive Secretary of the NSASAB.

c. NSA activities which can profitably employ the services of these Panels, either as Committees of the whole or as individual consultants, will submit their request in writing by D/F to the Executive Secretary, NSASAB, at least 30 days prior to the date the panel member is desired. These D/F's will be signed by the Chief of the Office or Staff Division concerned and will contain the following information:

1. Name of the NSA activity requesting assistance from the panel or a member thereof.

Approved for Release by NSA on 03-26-2014 pursuant to E.O. 13526

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2. Name of panel or member (s) requested.
3. Date services of panel or member (s) will be required.
4. Approximate number of days the services of panel or member (s) will be required.
5. Whether or not the panel member (s) is (are) personally known to personnel of the requesting activity.
6. Whether or not the panel member (s) has (have) been contacted unofficially and personally concerning the proposed visit by any member of the using NSA activity. If any such contact has been made, a written brief of the pertinent correspondence or conversations will be included in the request for services.
7. Approval of the Chief of the NSA Office or Staff Division concerned.

d. Attached to the D/F will be four (4) copies of a properly executed Travel Orders Request (NSA Form 51). For this purpose, the Sta. Oper. Acc't No. is 37516-02. The block for the signature of the Office or Staff Division Officer will be made out for William F. Friedman, EK.SEC., NEASAB.

e. When the panel member's service on any visit to NSA is completed it will be the responsibility of the requesting NSA activity to notify the Executive Secretary, NEASAB of this fact, so that appropriate follow-up action relative to providing payment to the individual can be initiated.

5. The NSA Offices and Staff Divisions concerned shall render direct support to this program as needed.

6. No NSA activity or member of NSA will establish contact with a Panel member personally on official NSA matters without the cognizance of the Executive Secretary, NEASAB. All official outgoing correspondence relative to the Advisory Board, its Panels, or their members will be coordinated with the Executive Secretary, NEASAB.

7. D/F's submitted in accordance with this request, will be kept on file in the office of the Executive Secretary, NEASAB, for coordination and planning purposes in connection with the activities of the Panels and their members.

8. The Executive Secretary, NEASAB, will publish an accurate list of all Panel members available to the NSA activities subsequent to the 20-21 April meeting of the NEASAB. Changes to this list will be published as necessary to keep it current.



L. H. FROST  
Captain, US Navy  
Chief of Staff