

Keep

NATIONAL SECURITY AGENCY
Washington 25, D. C.NSA REGULATION
NUMBER 10-6

22 September 1953

EFFECTIVE UNTIL 30 SEPTEMBER 1954 UNLESS SOONER
RESCINDED OR SUPERSEDEDSTAFF CONFERENCES

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SECTION I - SUPERSESSION

This Regulation supersedes NSA Regulation Number 10-6 dated 1 June 1953.

SECTION II - WEEKLY STAFF CONFERENCE

The Director will confer with Chiefs of Staff Divisions and Offices (including the Directorate) weekly, at 0830 hours on Tuesday, in the Conference Room of Building 19, Naval Security Station. Purpose of these conferences is an exchange of information on matters of plans, policy, programs, and problems which affect the National Security Agency.

SECTION III - MONTHLY STAFF CONFERENCE

On the fourth Tuesday of each month, at 1030 hours, there will be a Monthly Staff Conference in the Theater, Arlington Hall Station, for the purpose of presenting plans, policies, programs and information of general interest to personnel of the Agency. This conference will replace the Weekly Staff Conference on the fourth Tuesday of the month.

SECTION IV - ATTENDANCE

Members of the Directorate, all staff, operating, and supervising chiefs down to and including branch level, or their authorized representatives, will attend the Monthly Staff Conferences. In addition, certain other personnel will attend as determined by the Chief of the Staff Division or Office concerned. The Chiefs of Staff Divisions and Offices will be responsible for assuring attendance by personnel of their respective organizational components.

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2. The Chief of each Staff Division and Office is responsible for selecting personnel from his component within his quota to attend each conference and for assuring the attendance of those selected.

SECTION V - RESPONSIBILITIES

1. Chief, Training Division, is responsible for conducting programs for the Monthly Staff Conferences. Among specific responsibilities in this connection are:

- a. Obtaining materials and selecting programs.
- b. Preparing agenda or written programs in advance of each conference.
- c. Providing assistance in the selection and preparation of standardized training and visual aids.
- d. Monitoring the presentations.
- e. Establishing organizational quotas for attendance.
- f. Inspecting and approving the display, stage, lighting, and other physical facilities prior to the programs.
- g. Obtaining displays, visual aids, and other training aids and equipment as required.
- h. Acting as moderator for the programs.
- i. Supervising the use of properties, lights, projectors, and other physical appurtenances during the programs.

2. Headquarters Commandant, working in cooperation with Chief, Training Division, is responsible for the following physical aspects of the conferences:

- a. Use of the auditorium.
- b. Seating arrangements.
- c. Transportation.
- d. Providing lighting, properties, public address system, and other physical appurtenances as required.

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3. Chief, Security Division, working in cooperation with Chief, Training Division, is responsible for the physical security of the Arlington Hall Station Theater during conferences.

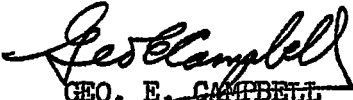
SECTION VI - SUPERVISION

Supervision for the implementation of the policy established herein is the responsibility of the Chief, Training Division.

BY COMMAND OF LIEUTENANT GENERAL GANINE:

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