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NATIONAL SECURITY AGENCY
Washington 25, D. C.

NSA REGULATION
NUMBER 32-6

10 September 1953

EFFECTIVE UNTIL 15 SEPTEMBER 1954 UNLESS SOONER
RESCINDED OR SUPERSEDED

CIVILIAN PROMOTION REVIEW BOARD

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SECTION I - SUPERSESSION

This Regulation supersedes NSA Regulation Number 32-6 dated 13 April 1953.

SECTION II - PURPOSE

The National Security Agency Promotion Review Board (hereinafter referred to as the Board) is established within the Agency for the purpose of taking final action under the NSA In-Service Placement Program (NSA CPM Chapter P8) on civilian promotions and reassignments to Classification Act positions, grade GS 13, and taking necessary action in controversial cases involving positions in the Wage Board category and in the Classification Act category up to and including grade GS 13.

SECTION III - MEMBERSHIP

1. The Board will be composed of the following members, or their designated alternates, each with one vote:

- Chief of Staff, Chairman
- Special Assistant to the Director
- Representative of Personnel Division
- Representative of Training Division
- Representative of Staff Division or Office concerned

2. The Chief, Civilian Personnel Branch, or his designated alternate, will serve as Secretary of the Board, without vote.

3. The membership of the Board will be designated by Agency orders.

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SECTION IV - FUNCTIONS

1. The functions of the Board will be as follows:
 - a. Review and make final decision on all promotions and re-assignments to grade GS 13.
 - b. Review and resolve all controversial cases involving the advertisement of a position at any grade level up to and including grade GS 13 which cannot be resolved by discussion between representatives of the Personnel Division and the operating officials concerned.
 - c. Review and make final decision in all controversial cases involving the promotion or reassignment to a position at any grade level up to and including grade GS 12 which cannot be resolved by discussion between representatives of the Personnel Division and the operating officials concerned.

SECTION V - PROCEDURES

1. The Board will meet upon call of the Chairman. In the absence of the Chairman, his alternate will assume Chairmanship for the meeting.
2. When the Board has concluded its proceedings, the Secretary will prepare a complete record thereof. Records and files of the Board and all other data utilized by the Board in its review, will be maintained under the custody of the Board Secretary.
3. The Board will be guided by Agency policies and procedures and any legal and regulatory requirements which may apply to Agency employees.
4. The Board will establish its own rules of procedures within existing policies and in accordance with this Regulation.

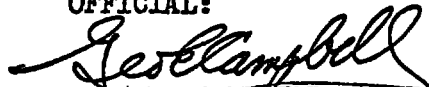
SECTION VI - STAFF COGNIZANCE

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

BY COMMAND OF LIEUTENANT GENERAL CANINE:

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

OFFICIAL:


GEO. E. CAMPBELL
Colonel, AGC
Adjutant General

DISTRIBUTION IV