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Description of document: **National Security Agency (NSA) guidelines for "private organizations" at NSA and the list of such organizations**

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Title of Document: The Private Organizations Handbook, Private Organizations

Source of document: NSA FOIA Requester Service Center:
National Security Agency
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NATIONAL SECURITY AGENCY
CENTRAL SECURITY SERVICE
FORT GEORGE G. MEADE, MARYLAND 20755-6000

FOIA Case: 56160
2 July 2008

This responds to your Freedom of Information Act (FOIA) request of 5 June 2008, which was received by this office on 12 June 2008, for "a copy of the guidelines for "private organizations" at NSA and the list of such organizations." Your request has been assigned Case Number 56160.

For purposes of this request and based on the information you provided in your letter, you are considered an "all other" requester. As such, you are allowed 2 hours of search and the duplication of 100 pages at no cost. There are no assessable fees for this request.

Your request has been processed under the FOIA and the documents you requested are enclosed. Certain information, however, has been deleted from one of the documents.

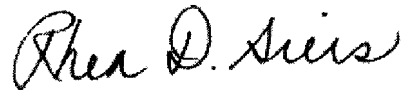
This Agency is authorized by statute to protect certain information concerning its activities, as well as the names of its employees. Such information is exempt from disclosure pursuant to the third exemption of the FOIA which provides for the withholding of information specifically protected from disclosure by statute. The specific statute applicable in this case is Section 6, Public Law 86-36 (50 U.S. Code 402 note). We have determined that such information exists in the document, and we have excised it accordingly.

Also, Subsection (b)(2) of the FOIA exempts from disclosure matters related solely to the internal personnel rules and practices of an agency. This exemption has been held to apply to matters that are "predominantly internal," the release of which would "significantly risk circumvention of agency regulations or statutes." Crooker v. Bureau of Alcohol, Tobacco, and Firearms, 670 F.2d 1051, 1074 (D.C. Cir. 1981). Information contained within the document meets the criteria for Exemption (b)(2) protection as that statutory

provision has been interpreted and applied by the Federal Judiciary. The information being protected under Subsection (b)(2) is limited to a portion of the Uniform Resource Locators (URL) on a document printed off the internal NSA web that would reveal how NSA's information network is constructed.

Since these deletions may be construed as a partial denial of your request, you are hereby advised of this Agency's appeal procedures. Any person denied access to information may file an appeal to the NSA/CSS Freedom of Information Act Appeal Authority. The appeal must be postmarked no later than 60 calendar days from the date of the initial denial letter. The appeal shall be in writing addressed to the NSA/CSS FOIA Appeal Authority (DJP4), National Security Agency, 9800 Savage Road STE 6248, Fort George G. Meade, MD 20755-6248. The appeal shall reference the initial denial of access and shall contain, in sufficient detail and particularity, the grounds upon which the requester believes release of the information is required. The NSA/CSS Appeal Authority will endeavor to respond to the appeal within 20 working days after receipt, absent any unusual circumstances.

Sincerely,

A handwritten signature in black ink, appearing to read "Rhea D. Siers". The signature is written in a cursive, flowing style.

RHEA D. SIERS
Deputy Associate Director for Policy

Encls:
a/s

THE PRIVATE ORGANIZATIONS HANDBOOK

Approved for Release by NSA on
07-02-2008, FOIA Case # 56160

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SECTION 1 – ADMINISTRATION

1-1 INTRODUCTION:

Welcome to the world of private organizations! If you have a special interest or activity that is shared by other employees, this is the handbook for you.

1-2 HISTORICAL:

Private Organizations (PO, aka, "clubs") have been in existence almost since the Agency's inception. Originally under the umbrella of the Civilian Welfare Fund (CWF), the federal government implemented regulations which prohibited the use of nonappropriated funds to subsidize and/or support private organizations. Thus, in 1977, the existing clubs were offered the opportunity to become the first private organizations sanctioned to operate on Agency premises. Concurrent

with this action, Field Chiefs were given the authority to oversee and approve/disapprove private organization activities at the various field elements. A Private Organization is a self-sustaining, non-federal entity established and operated on NSA facilities, with the consent of the Director, by individuals acting exclusively outside the scope of any official capacity as employees of the federal government. Except for minimal logistical support granted by the Agency on a non-interference with official business basis, a private organization will generally be self-sustaining. Private Organizations receive neither appropriated nor non-appropriated funds, and they are not entitled to the sovereign immunities or privileges accorded to nonappropriated fund activities.

1-3 TECHNICAL AND PLANNING TEAM RESPONSIBILITIES:

The Private Organization (PO) program is administered by the Morale, Welfare and Recreation Division (LL3), which serves as the focal point on Agency issues involving Private Organizations. LL3 designates a Liaison Officer to work on behalf of each PO regarding policy, logistics, security and other services as necessitated by PO activities or Agency mission. At this time, LL3 can support 60 private organizations. Once this threshold is met, a listing of pending organizations (by date of request) will be maintained. If an existing PO dissolves, notice will be provided to the next available pending organization to begin processing.

LL3 maintains an official PO folder for each private organization. The POC or an elected official of each private organization is encouraged to review this folder on an annual basis. LL3 maintains an electronic listing of active POs on the Morale, Welfare and Recreation Division (LL3) web page. Each PO must provide LL3 with a primary and alternate point of contact. Because of the distribution of the PO listing, there should be no anonymity concerns. Each PO is responsible for keeping LL3 apprised of changes in points of contact and PO elected officers, including phone numbers and internal mailing addresses.

LL3 is the final approving authority for fund-raising activities sponsored by POs and authorized military organizations. LL3 coordinates the requested event with the necessary Agency organizations. For further information on fundraising, see the "Fund-raising Activities" section of this Handbook.

In April of each year, each PO must complete and submit the "Annual Report for Private Organizations," (P6745) to LL3. The financial information from these reports is consolidated into a final report and disseminated to appropriate individuals.

1-4 PO REGULATIONS:

The regulations governing POs are:

- (1) DoD Instruction 1000.15, "Private Organizations on DoD Installations"

- (2) DoD 5500.7-R, "Joint Ethics Regulation" (JER)
- (3) Private Organization Handbook (LL3)

1-5 DoD POLICY:

Although private organizations meet a valuable need of Agency employees, it is important to note that no official affiliation exists between NSA and the PO other than oversight of the PO through the chartering process and the reporting process, as required by the DoD Instruction. PO receives neither appropriated nor non-appropriated funds, and are not entitled to sovereign immunities and privileges accorded to non-appropriated fund instrumentality's.

In accordance with DoD instruction, the following is policy applicable to all PO:

- 1) PO may not use the name, seal, or insignia of the DoD or NSA in its title, letterhead, or external web site.
- 2) PO activities may not in any way prejudice or discredit DoD components or other agencies of the Federal Government,
- 3) PO may not engage in activities which compete with those of any non-appropriated fund instrumentality on a DoD installation,
- 4) PO may not use duty time for PO activities. All activities associated with PO activities shall be conducted on non-duty time.
- 5) POs may not discriminate with regard to race, color, marital status, age, religion, national origin, lawful political affiliation, labor organization membership, physical handicap, or sex in its employment practices, or membership. This does not prohibit, however, the establishment of cultural or ethnic PO, providing membership is not restricted or discriminatory on the aforementioned basis, and
- 6) POs should secure adequate insurance, if appropriate, in order to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the organization or one or more members acting in its behalf.
- 7) Members of Private Organizations should not conduct private organization business during their official duty hours. Private organization activities should be scheduled during lunch or after work hours. Members attending meetings during the lunch should take leave if the meeting extends beyond the time allotted for lunch.
- 8) When operations permit, supervisors may excuse individuals to attend the meetings or activities, provided the period of absence is less than one hour, and the excused time is granted judiciously and in line with official office policy.

1-6 SUPPORT TO THE PO:

Except for minimal logistical support granted by the Agency (as specified in this Handbook), a PO will be generally self-sustaining, primarily through dues, contributions, service charges, fees, or special assessment of members in accordance with charter provisions.

A PO may be permitted to conduct occasional fundraisers on Agency property. See the "Fund-raising Activities" section of this Handbook. There may be no

direct financial assistance to a PO from a non-appropriated fund instrumentality in the form of contributions, dividends, or other donations of moneys or other assets.

1-7 ANTI-LOBBYING AND TAX ISSUES

LL3 will provide to the PO information about anti-lobbying statutes, Internal Revenue Service information concerning tax exemption. LL3 and OGC may not provide guidance to private organizations concerning tax responsibilities. Review the IRS publications and, if deemed necessary, consult with private counsel or the IRS to resolve any tax issues.

SECTION 2 - HOW TO START A PRIVATE ORGANIZATION

2-1 APPLICATION TO ESTABLISH A PO

Persons interested in establishing a PO at the Agency should provide LL3 with the following via email:

- a tentative name for the organization,
- the purpose of the organization in 2 to 3 sentences,
- the POCs full name, sid, secure and non-secure phone numbers, organization, building and suite number,
- an alternate point of contact with same, and
- statement that there are no anonymity concerns with names being distributed

2-2 APPLICATION REVIEW - DETERMINATION OF ACCEPTANCE

LL3 will review the application and determine if an organization with a similar charter is already established or pending. If such an organization exists or one is pending, LL3 will advise the requestor and no further action will be taken.

- If this is a new initiative, LL3 will accept the application and notify the tentative PO who will provide LL3 with the following documentations: a charter, bylaws, proposed membership list and a proposal for liability insurance arrangements.
- Final approval as a PO will be given upon review of documents by LL3.

2-3 CHARTER AND BYLAWS CONTENT REQUIREMENTS AND APPROVAL

Charter and Bylaws shall include the following in accordance with, DoD 5500.7, Joint Ethics Regulation and General Counsel:

- All references to "DoD 5500.7, Joint Ethics Regulation, DoD Instruction 1000.15 and this handbook.
- A statement that the organization will practice non-discrimination with respect to membership.
- Insurance provisions, if deemed appropriate, to protect against public liability and property damage claims or other legal actions.
- Membership eligibility or criteria (non-discriminatory) will be primarily for members of the DoD Family. The DoD Family is defined as active and retired

military personnel, including reservists, as well as dependents, spouses, and DoD civilian employees (NSA includes retirees in the DoD Family definition, but does not include contractors).

- Each PO member should understand liability issues governing said organization. Under Courts and Judicial Proceedings, Section 11-105, Annotated Code of Maryland, money judgments against an non-incorporated associations are only enforceable against the assets of the group and not against the assets of individual members.
- Designation of management responsibilities, including the disposition residual assets upon dissolution.
- Although not mandatory, LL3 recommends that information such as the responsibilities of elected officers, appointed officers, executive boards, committees, and information concerning business meetings, quorums, etc., be included in the charter and bylaws.

SECTION 3 - DISSOLVEMENT OF A PRIVATE ORGANIZATION

When a private organization can no longer continue to operate because of diminished interest, lack of membership, or other issues, it may become necessary to dissolve the private organization.

The PO is responsible for providing notice to LL3 that the private organization is dissolving. The dissolution will be in accordance with the following procedures: An executive officer of the PO shall provide in writing or email dissolution notification to the Liaison Officer for Private Organizations, Technical and Planning Team. Notification shall contain the name of the PO, official date dissolution, a sentence stating that any CWF loaned equipment has been returned, and a sentence stating that the PO has abided by the Charter and By-laws for resolution of residual assets. Notification should also be provided to CWF if the PO has information space or a mailbox in the CWF office. After the above information is received, the PO will be officially dissolved and the PO name removed from all information sources.

SECTION 4 RESPONSIBILITIES OF PRIVATE ORGANIZATIONS

- 1) Provide LL3 a completed Form P6745, "Annual Report for Private Organizations" no later than the first business day following 1 April of each year;
- 2) Ensure that all members of the PO are aware of the provisions of this Handbook and are familiar with DoD Instruction 1000.15 and the Joint Ethics Regulation;
- 3) Ensure that members of the PO use ESS (Electronic Subscription Service) and ENLIGHTEN topic "org.misc.clubs" in accordance with the provisions of this Handbook;

- 4) Advise club members that Agency personnel including secretaries, clerks, and aides, may not be used to support the unofficial activity of a PO; however, this same group may be used to support certain Council of Learned Organizations (CLO) activities per JER 3-300.b., Professional Associations and Learned Societies;
- 5) All members of the PO must abide by the provisions of JER 2-301.b., Other Federal Government Resources;
- 6) Attendance PO activities on Agency property should be during non-duty time. However, if this is not possible and when operations permit, supervisors may excuse individuals for such purposes, provided the period of absence is less than one hour, and the excused time is granted judiciously and in line with office policy. Absences of one hour or longer are chargeable to annual leave, leave without pay, credit hours, and/or compensatory time, as appropriate; or other flexible work arrangements with permission of the supervisor.
- 7) POs must research whether or not payment of State and Federal taxes is required. A copy of the State of Maryland and/or the IRS tax-exemption status should be provided to LL3. The Agency cannot provide tax guidance to the PO.
- 8) PO's must adhere to this handbook and other appropriate regulations in the conduct of fundraisers.
- 9) Failure to comply with any of the aforementioned requirements may result in the revocation privileges to operate as a private organization on Agency property.

SECTION 5 PRIVILEGES GRANTED TO PRIVATE ORGANIZATIONS

The Agency sanctions a PO to operate on Agency premises with certain privileges. The specifics and extent of these privileges is described in SECTION 5 PROCEDURES.

Generally these privileges are:

1. ENLIGHTEN/ESS: Limited postings. (electronic bulletin boards/electronic subscription service).
2. EMAIL: Limited use of electronic mail (E-mail).
3. NEWSLETTER: Advertise upcoming events in the "Club Notes" Section of the Agency Newsletter.
4. CONFERENCE ROOMS/AUDITORIUMS/AUDIO-VISUAL SERVICES: On a space available basis.
5. FUNDRAISERS: Limited, and subject to request/approval.
6. WEB PAGE: Listing on LL3 PO Page. Limited PO Web page.
7. Limited use of Wall Bulletin Boards.
8. Limited use of Telephones in accordance with Joint Ethics Regulation 2-301.b.

SECTION 6 COUNCIL OF LEARNED ORGANIZATIONS

POC: [REDACTED] Executive Secretary, CLO (410) 854-6321b 968-8281s
Fanx II, A1321, S5

Purpose:

The Council of Learned Organizations (CLO) is comprised of professional organizations. Currently, 14 member organizations comprise the CLO.

Procedures/Guidelines: Contact [REDACTED] for additional information on CLO activities and procedures. CLO members are required to adhere to the guidelines published in this Handbook.

Examples of existing CLOs are as follows:

Acquisition Management Association CAA (Communications Analysis Association), CISI (Computer & Information Sciences Institute), CLAFIC Crypto-Linguistic Association Film Committee CMI (Crypto-Mathematics Institute), Collection Association (CA), Crypto-Linguistic Association (CLA), Human Resources Management Association (HRMA), International Affairs Institute Pen & Cursor Society Science & Engineering Society Signals Analysis Association Women in Mathematics Society (WIMS).

SECTION 7 PROCEDURES

The section provides detailed information on specific areas necessary for the PO to conduct club activities:

7-1 ATTENDANCE AT PO ACTIVITIES

POC: TECHNICAL AND PLANNING TEAM

Secure: 963-7371

Non-secure: 301-688-6600

Purpose:

Personnel desiring to attend PO activities on Agency property will be expected to do so during non-duty time.

Guidelines:

When it is not possible for personnel to attend PO activities during non-duty time, and when operations permit, supervisors may excuse individuals for such purposes, provided the period of absence is less than one hour, and the excused time is granted judiciously and in line with office policy. Absences of one hour or longer are chargeable to annual leave, leave without pay, credit hours, or compensatory time, or other flexible arrangements as appropriate and approved

by the supervisor.

7-2 USE OF GOVERNMENT RESOURCES

7-2-1 AUDIO/VISUAL SERVICES

POC: Multimedia Solutions (DC04), Physical Security (Q1)

Purpose:

POs may bring in some personally owned equipment for use at events (within security guidelines); however, most conference rooms and auditoriums are equipped with audio/visual equipment that the PO may use during the meeting. All personally owned equipment brought.

Procedure:

Contact the conference center to inquire as to the availability of equipment. Contact Physical Security if there are any questions regarding personal equipment to be brought in.

7-2-2 GENERAL SPACE CONSIDERATIONS FOR PO ACTIVITIES & FUNDRAISING

Purpose:

Meetings Locations - Fundraising Locations

Procedures:

Agency conference rooms/auditoriums may be reserved for PO meetings as noted in this handbook.

Guidelines:

The cafeteria may not be used for meetings of groups over 10 unless it is outside normal lunch times, usually between 1030-1330. It is important to note that Directorate-level take precedence over PO activities and you may be "bumped" up to the last minute prior to starting time. For further information, refer to the Conference Centers/Auditoriums section of this Handbook.

Procedures:

Fundraising will only be conducted in approved locations. Reserving locations for fundraising events is the responsibility of the PO. LL3 approval of reservation for fundraising locations is required on the P6744. Please see Fund raising Activities for further information.

Guidelines:

Areas that MAY be approved for fundraising are:
OPS1 North Cafeteria Party rooms – reserved via MWR, 688-4820
OPS1 Gatehouse #4 near TFCU

HQS Lobby FANX I Lobby
FANX II Inside building next to the confirm area
FANX III Lobby (notify CWF)
OPS2A CWF area under stairs - reserve via CWF, 688-7337
OPS2AVCC Breezeway
OPS3 Inside front doors (lobby)
NBP Lobby
R&E Lobby (inside, 20 ft past confirm)
Friedman Auditorium
Colony 6/7 Areas

(b) (3)-P.L. 86-36

7-2-2-1 CONFERENCE CENTERS/AUDITORIUMS

POC [redacted] DC6
(301) 688-5816b 963-5561s (also see LL3 Home Page:
[http://\[redacted\]eis.nsa/siteclone/28/ll3_home_page.html](http://[redacted]eis.nsa/siteclone/28/ll3_home_page.html))

(b)(2)

(b)(3)-P.L. 86-36

Purpose:

Conference centers and auditoriums in OPS1, OPS2B, HQ, Colony Area, Friedman Auditorium, and Fanx II Auditorium are available for use on a space-available basis by POs to conduct meetings or special events.

Procedures:

Call the Conference Center first to determine if your proposed date is available for use by your PO, then follow-up your request in writing (memo). The Friedman Auditorium is scheduled on an annual basis so it is important to get your request in as soon as possible. Mission-oriented activities have precedence in receiving space over PO activities. PO reservations may be preempted with little no notice for operational reasons.

7-2-3 COPIERS/REPRODUCTION SERVICES

Reference JER 2-301.b., Other Federal Government Resources.

7-2-4 Communications media and advertising

7-2-4-1 NON-SECURE PHONE USE

Procedures:

The non-secure telephone system is provided for the transmission of unclassified official government information only, to be used when no secure communications are available. However, personal calls, such as calls to speak to spouse/children or to arrange for emergency repairs to residence or local/long distance network may properly be authorized as being in the best interest of the government if the call is consistent with the following criteria:

A. Local Calls

1. It does not adversely affect the performance of official duties by the employee or the employee's organization;
2. It is of reasonable duration and frequency;
3. It could not reasonably have been made at another time.

B. Long Distance Calls must be:

1. Charged to the employee's home telephone number or other non-government number,
2. Made to an 800 toll-free number,
3. Charged to the called party if a non-government number (collect call),
4. Charged to a personal telephone credit card.

Guidelines:

The non-secure telephone system is subject to monitoring at all times. Use of the system constitutes consent to monitoring. Pay phones are available at gatehouses, lobbies and high traffic locations throughout the complex.

References:

1. JER 2-301.a., Communication Systems,
2. Memorandum dated 4 August 1992, Procedures for Use of the Non-Secure Telephone System,
3. NSA Regulation 100-9, "Non-Secure Telephone Service."

7-2-4-2 ENLIGHTEN

POCs: Various ENLIGHTEN administrators throughout the Agency.

Purpose:

ENLIGHTEN is an electronic posting/bulletin board system for use by private organizations to advertise events.

Procedures:

POs may post information on ENLIGHTEN topic "org.misc.clubs".

Guidelines:

Posting to ENLIGHTEN should be limited to:

- a) Name of the PO,
- b) PO point of contact and sid,
- c) Secure or non-secure phone number, and
- d) Brief information about upcoming meetings and events (such as date, time, and place)

The ENLIGHTEN electronic postings cannot include:

- a) Specific items for auctions (detailed lists),
- b) Specific items to be sold at fund-raisers (detailed lists),
- c) Minutes of PO meetings,

- d) Legislative information (especially lobbying),
- e) Events off Agency property in which the PO or PO members are not directly involved.

Reference:

JER 2-301.a., Communication Systems, 7-2-4-3 ELECTRONIC SUBSCRIPTION SERVICE (ESS)

POCs:

ESS Administrator Secure: 963-7477s Non-secure:
(301)688-6161b

(b) (3) - F.L. 86-36

Purpose:

ESS is an electronic system that allows POs to disseminate information about PO activities.

Procedures:

POs may create an ESS account; submit a topic name and a description to listproc@nsa. Within 24 hours, a new topic will be created for your PO. Your ESS posting may be cross-posted to ENLIGHTEN topic "org.misc.clubs". If you prefer your information to go to subscribers only and not to ENLIGHTEN topic "org.misc.clubs", make sure to put [nonews] at the beginning or at the end of your article.

Guidelines:

Postings to ESS shall be limited to:

- a) Name of the PO,
- b) PO point of contact and sid,
- c) Black or secure phone number, and
- d) Brief information about the upcoming meeting or event (such as date, time, and place).

ESS postings cannot include:

- a) Specific items for auctions (detailed lists),
- b) Specific items to be sold at fund-raisers (detailed lists),
- c) Minutes of PO meetings,
- d) Legislative information (especially lobbying), or
- e) Events off Agency property in which the PO or PO members are not directly involved.

Reference: JER 2-301.a., Communication Systems.

7-2-4-4 WEB - INTRANET

PO Web Page: The type of information that may be included on the home page is upcoming events, meetings, activities, how to join, brief description of the PO, and its purpose and/or goals. Home pages are limited to this content, which

normally is contained in four scrolling screens of information or less. PO Homepages are updated a minimum of quarterly but may be updated more frequently at the discretion of Technical and Planning Team.

POC: Technical And Planning Team
Secure: 963-7371s
Non-secure: 301-688-6600

Purpose:

WEBWORLD is an electronic system of home pages that allow viewers to access information about specific topics.

Procedures:

Each PO will be listed on LL3 Private Organization web Page listing (both hard copy and soft copy) which is distributed via Agency electronic systems and CWF. POs are permitted to have an individual organization home page on WEBWORLD within the Office of Technical and Planning Team, Private Organizations. PO's submit home page information to LL3 Program Manager in .HTML .JPG or .GIF format, for inclusion within the Technical and Planning Team, Private Organizations web pages. The PO Home Pages will be administered and controlled by LL3.

Guidelines:

POs are permitted to have an individual organization home page on WEBWORLD within the Office of Technical and Planning Team, Private Organizations. The type of information that may be included on the home page is upcoming events, meetings, activities, how to join, brief description of the PO, and its purpose and/or goals. Home pages are limited to this content, which normally is contained, in four scrolling screens of information or less. PO Homepages are updated a minimum of quarterly but may be updated more frequently at the discretion of Technical and Planning Team.

Reference:

PO Homepage URL: <http://urn.www.nsa/private-orgs>
PO Homepage URN: private-orgs

7-2-4-5 ELECTRONIC MAIL

POC: Technical and Planning Team
Secure: 963-7371
Non-secure: 301-688-6600

Purpose:

Electronic mail (E-mail) may be used to send information regarding PO announcements (i.e., immediate club business, agendas for upcoming meetings) to members or to respond to queries from non-members.

Procedures:

PO use e-mail is limited to that which can be equated to a telephone call; if you would have called a PO member(s) about the information, you can send an e-mail about it. However, newsletters, minutes of meetings, and other lengthy information cannot be sent via e-mail (see JER 2-301.a. Communication Systems). The PO may create an "alias lists" (group mailing lists) to send PO members information. Use of e-mail should be limited and in no way impede or disrupt the mission of the Agency. If a PO alias is created, the LL3 Liaison Office "pocontact@nsa" should be included. Reference: JER 2-301.a., Communication Systems.

7-2-4-6 WALL BULLETIN BOARDS

POC: Facilities Services (LF)

Purpose:

Bulletin boards can be used to promote items of interest concerning PO membership, activities and future endeavors.

Procedures: each Building Manager determines Control and disbursement of bulletin boards. For those POs who do not have a bulletin board, LF is the custodian for bulletin boards outside the OPS1 cafeteria. Subject to availability, a PO may reserve a bulletin board through LF on a 30-day basis. Otherwise, contact the Building Manager with your request. If a bulletin board is no longer required, the PO should notify the Building Manager. Bulletin board keys are the responsibility of the PO. If keys are lost, it is the responsibility of the PO to contact the Locksmith Shop to request replacement keys. For each organization having a bulletin board, the PO shall appoint a custodial to maintain the bulletin board. Bulletin board responsibilities include updating material and ensuring display material is consistent with the organization's activities.

Guidelines:

The PO may post announcements about meetings, events, fundraisers, etc. on their bulletin boards.

7-2-4-7 NSA NEWSLETTER "CLUB NOTES"

POC: Newsletter (Communication Cell)

Secure: 963-1848

Non-secure: (301) 688-6610

Purpose:

The NSA Newsletter, published monthly, includes a section entitled "Club Notes" for advertising PO meetings, speakers, sales, and other events. The Newsletter also occasionally writes a "Club Profile" article, highlighting the activities of one particular PO.

Procedures:

A Representative of approved PO contacts the Newsletter Office or the NICC. The Newsletter staff will provide guidelines, submission dates and other information necessary for a PO to be included in the "Club Notes" section of the newsletter.

7-2-5 GOVERNMENT PERSONNEL RESOURCES

POC: Technical and Planning Team

Secure: 963-7371

Non-secure: 301-688-6600

Guidelines:

Agency personnel including secretaries, clerks, and aides, may not be used to support the unofficial activities of a PO; but may, in limited circumstances, be used to support Learned Organization Activities. Reference JER 3-300.b., Professional Associations and Learned Societies.

7-3 FACILITIES ACCESS, GUESS, PROTOCOL

7-3-1 FACILITIES SECURITY

POC: Physical Security (Q1)

Secure: 963-6651

Non-secure: (301) 688-8293

Purpose:

Arrangements must be made through Q1 or a Key Component Staff Security Officer to introduce audiotapes or videotapes into Agency spaces for PO activities.

Procedures:

It is preferred that PO representatives make arrangements to use a conference room at Gatehouse 10 or a conference room in the Colony Area (outside the SCIF) for playing audiotapes or videotapes. Personal electronic items are prohibited items and cannot be introduced into Agency spaces. If your PO needs to arrange delivery of material, it is important to know that in addition to processing a Visitor Request (see Access Certification (CONFIRM) section of this Handbook), you must contact the Commuter Transportation Center (see Commuter Transportation Center section of this Handbook) to introduce a truck/car within the 300 foot perimeter fence line at the main buildings, and you must contact Q1, Zone 2, to arrange for a truck inspection.

7-3-2 PROTOCOL

POC: Protocol Office, N5D

Secure: 963-4820

Non-secure: (301) 688-7295

Purpose:

Any time a guest speaker or special guest is invited to the Agency, the Office of Protocol should be involved in case of Directorate involvement.

Procedures:

The following information should be e-mailed or put in memo format and sent to the Protocol Office: PO name, date and time of event, proposed location of the event, name of invitee, and title of invitee. The information will be forwarded to the Public Affairs Office for comment and ultimately to DIR for a decision as to whether there will be Directorate involvement.

Guidelines:

No PO should solicit a keynote speaker for an event until they have received approval from the Protocol Office for the proposed speaker.

7-3-3 SPEAKERS/SPECIAL GUESTS

POC: Technical and Planning Team

Secure: 963-7371

Non-secure: 301-688-6600

Purpose:

Invitations to a speaker or special guest by a PO to visit the Agency should be coordinated with Technical and Planning Team and the Office of Protocol before arrangements are finalized.

Procedures:

The following information should be provided to Technical and Planning Team and to the Office of Protocol: the PO name, POC, secure and non-secure phone number, date and time of event, proposed location of the event, name and title of guest/speaker, two or three sentence background information and the purpose of the visit.

Guidelines:

Once approval from Technical and Planning Team and the Office of Protocol is provided, the PO may extend a formal invitation to the speaker or special guest.

7-3-4 VISITOR REQUESTS

POCs: S411- 963-4780s ; (301)688-6759b 963-6651s; (301) 688-8293

Purpose:

Visitor Requests (VRs) may be processed for speakers and/or special guests for PO activities. The VR process will issue the speaker or special guest a one-day red badge, which will allow him/her to enter Agency facilities.

Procedures:

Visitor requests are the sole responsibility of the sponsoring PO. VRs may be

prepared electronically via concerto or at any Customer Contact Center, or any visitor control center (VCC). LL3 provides Q1 the list of POs and the points of contact for each PO. The PO representative on this list may process the VR. Upon arrival at the designated VCC, the speaker/special guest will be required to present a picture ID. The speaker/special guest will be issued a one-day red badge. The sponsoring PO is responsible for escort duties during the duration of the visit and abiding by all existing security guidelines for non-Agency personnel on Agency premises.

Guidelines:

Information you will need to obtain from the visitor in order to process the VR includes his/her full name, social security number, date of birth, citizenship, date and time of visit, and gatehouse they will enter. VRs MAY NOT be processed for family members or friends who wish to attend PO meetings or events. See Commuter Transportation Center (CTC) and Q1 Physical Security sections of this Handbook for additional information.

7-3-5 COMMUTER TRANSPORTATION CENTER (CTC)

POC: CTC

Ft. Meade: 963-6452/(301)688-6161

FANX area: 968-7461/(410) 854-7461

Purpose:

POs may request through CTC the use of parking spaces and parking lots for a PO activity or sale, see Section 5-14, Special Events.

Procedures:

Notify CTC verbally with the request, follow-up in writing by memo or E-mail.

Guidelines:

Before calling the CTC office have the following information on-hand for the requested PO event: date, time, where the event will take place, a PO point of contact with phone numbers, and any special requirements (i.e., signage, cones, etc.) For deliveries by private companies, every truck/commercial vehicle entering the "perimeter fence" (the 300' fence line around the complex) must be inspected. Vehicles should proceed to Perimeter Road (at FGGM Complex) or Cardiac Hill Inspection Facility at FANX). Visitors must be officially sponsored by an organization or produce a bill of lading in order to be inspected. Once the inspection is completed, the driver will be given a vehicle plaque which must be displayed at all times while in the compound. If a driver requires access to the buildings, the PO must also work through Access Certification (Q1) to secure the proper visitor requests documentation. See Access Certification (CONFIRM) and Q1 Physical Security sections of this Handbook for additional information.

7-4 INFORMATION CONTROLS AND REGULATION

7-4-1 PUBLIC AFFAIRS OFFICE

POC: Public Affairs Office, N5P4 Secure: 963-5825

Non-secure: (301) 688-6524

Purpose:

The PO must contact the NSA Public Affairs Office under the following circumstances:

Procedures:

1. When PO representatives have been contacted by a member of the media about anything related to the organization,
2. When the P.O wishes to bring a member of the media to a PO sponsored event or associated function,
3. When the PO sees any information referencing the organization or NSA in the public domain,
4. When a PO representative will be identified as representing NSA in a public forum,
5. When the P.O would like to provide a Public Affairs briefing to an organization or group of individuals that would benefit from the information,
6. When the PO members have any questions about their responsibilities as described in NSA/CSS Regulation 10-70, "Media Contacts".

NOTE: NSA/CSS Regulation 10-70 defines the term "media" as any means of mass public communications to include newspapers, magazines, periodicals and books, radio and TV, reporters, columnists, journalists, editors, photographers, academic researchers, authors, or other members of public information organizations. Revised 2 Feb 00, POC: N5P4

7-4-2 PRE-PUBLICATION REVIEW

POC: N5P6, Pre-publication Review

Secure: 963-4582

Non-secure: (301) 688-6798

Purpose:

The PO is responsible for submitting in writing PO newsletters, brochures, etc. of a professional nature for review by N5P6. These publications may include references to NSA, in an informational nature (i.e., WIN, PROMISE, etc.).

Procedures:

Submit PO items at least two weeks in advance of the anticipated distribution time. Prepublication review must be obtained before brochures and other publications are sent to outside printing sources if Agency information is contained therein. N5P6 reserves the right to make any editorial changes on behalf of the Agency.

Guidelines:

Handouts may not contain any operational elements, project names, or personnel names without approval from the CAO and N5P6.

7-4-3 ADVERTISING

7-4-3-1 ADVERTISING THROUGH AGENCY RESOURCES

Each PO may advertise information regarding the PO through the use of these Agency resources:

1. ESS Account
2. ENLIGHTEN
3. PO Web Page
4. Wall Bulletin Boards

7-4-3-2 ADVERTISING THROUGH OTHER RESOURCES

Each PO may advertise information regarding the PO through:

1. Table Tents
2. CWF Library

7-5 CIVILIAN WELFARE FUND

POC: Customer Service Representative/CWF

Non-secure Phone: (301) 688-7337

Non-secure FAX: (301) 688-5403

Purpose:

The Civilian Welfare Fund (CWF) provides support to POs by providing display cases (OPS1), space to conduct fund-raising activities (various locations), shelf space in the CWF library and mailboxes located in the CWF Office.

Procedures:

As noted below.

7-5-1 CWF DISPLAY CASES

CWF has display cases in OPS1 available for use by the PO. To reserve a display case for the following year, provide a request in writing (short memo) providing location of display case, the requested dates, and a POC with non-secure phone number to the CWF Office between December 1 through 15.

7-5-2 CWF SPACES FOR FUNDRAISERS

CWF allows a PO to conduct a fundraiser on a space-available basis at the following locations: OPS1 CWF vending location (directly outside of the OPS1 cafeteria), OPS2A vending location (OPS2AVCC Lobby near stairwell), and FANX III CWF vending location (FANX III Lobby across from the Credit Union),

R&E CWF vending location (outside the cafeteria), and OPS3 vending location (inside the cafeteria). See Section 6-15, Space for PO Activities, for additional locations for fund-raising activities. Space is very limited, so each PO is encouraged to call or visit the CWF Office to determine if the space is available for the proposed fundraiser dates prior to submitting the P6744 to LL3 for final approval coordination. If the space is available, the CWF representative will schedule the request in the CWF Events Book. The PO should note CWF approval on the form. The P6744 should be submitted to LL3 for additional coordination. Request dates for fundraisers are taken between December 1 through 15 for the following year. Because of the competition for specific dates and locations, each PO is encouraged to reserve fund-raising dates as soon as possible. See Section 5-7, Fundraising Activities, for additional information on fund raising requests.

7-5-3 CWF LIBRARY INFORMATION

There is limited amount of shelf space in the CWF library available for use by the PO to keep club information available for review by Agency employees. Space is very limited and is provided on a first come/first serve basis. Contact CWF to check on space availability.

7-5-4 CWF MAILBOXES

CWF permits the PO to use mailboxes (suites) located in the CWF office in OPS2A VCC. Each PO is responsible for checking their mailbox on a regular basis.

7-6 CONTRACTED CATERED SERVICES

7-6-1 CATERING SUITE/NORTH CAFETERIA ROOM

POC: Catering Officer, LL3, (301) 688-4820b

(b) (3) - P.L. 86-36

Purpose:

POs may use the Canine Suite and/or North Cafeteria Party Rooms for their activities and functions. Prices listed are subject to change.

Procedures:

General Canine Suite Information:

- 1) Dinner tables seat seven (two tables of nine are available)
- 2) Full table service capacity is 200
- 3) Cocktail/Reception capacity is 300
- 4) Table service for individual rooms varies between 63-77
- 5) Canine suites and North Cafe Party rooms are available for ceremonies, seminars, etc. (however, user is responsible for setting up and breaking down tables, chairs, other equipment.)

General Catering Information:

Woods Catering offers three types of lunch services:

1) Working Lunches - are presented on attractive, high impact plastic; they are not "wait served"

2) Buffet Lunches - attendants are on hand to pour coffee and clear tables

3) Orchestrated Nonchalance Lunches - are "wait served or full service"

Working Lunches in the North Cafeteria Party Rooms are subject to a \$15.00 delivery and set-up fee. Please keep in mind when ordering a Working Lunch in either the Canine Suite or North Cafeteria Party Room; your lunch will not include a waitress in attendance. Working Lunches are NOT "served" lunches (attendant fee is \$50.00). Delivery charge is \$15.00 (no delivery charge when delivered to and picked up at any of the cafes). Reception set-up fee (pertains to food only) is \$15.00 (includes clean-up). If you are requesting approval to serve alcoholic beverages and/or the attendance of outside guests to a Canine Suite event, please see the memo in the References section of this Handbook.

Guidelines:

It is important to remember that Directorate level events take precedence over PO events conducted in the North Cafeteria Party Rooms or the Canine Suite; therefore, your scheduled event could be "bumped" up to the last minute prior to the starting time.

7-6-2 TABLE TENTS

POC: LL3 Technical and Planning Team Secure: 963-7371

Non-secure: 301-688-6600

Restaurant Fund Manager, LL3

Secure: 963-3996

Non-secure: (301) 688-6464

(b) (3) - P.L. 86-36

Purpose:

The PO may supply and display table tents with prior approval from the Restaurant Fund.

Procedures:

Contact Restaurant Fund to receive approval for placing the table tents in the cafeterias. Table tents are removed every Friday at 1400 hours.

7.7 FUND-RAISING EVENTS

POC: Technical And Planning Team

Secure: 963-7371s

Non-secure: 301-688-6600

Purpose:

Each Private Organization should be self-sustaining through dues or other internal fees collected from the organization's members. However, a PO may conduct a fund raising event, not to exceed eight per year, on Agency property in

accordance with the procedures below. Fund raising events may include bake sales, auctions, book sales, jewelry sales, etc., which are not in direct competition with CWF events or the Annual Combined Federal Campaign. In addition to Private Organizations, tenant organizations operating under approval of military commander or other authority may conduct fund raisers. Such fundraisers will follow and comply with procedures set forth in this handbook.

Procedures:

To conduct a fundraiser, the PO or other authorized organization is responsible for the following:

- 1) Reserve space with the appropriate POC (i.e. CWF, Building Managers).
- 2) Complete Form P6744, "Request to Hold a Private Organization Special Activity or Fund Raising Activity on NSA Property". Include your fax number and the POC for each site reserved. Also include the time frame for the fund raising activity.

NOTE: The use of Agency phones, e-mail, web and other electronic forms, except for ENLIGHTEN/ESS, are disallowed for the use of fund raising by a PO. There are no exceptions.

- 3) Mail, or fax Form P6744 to LL3 at least two (2) weeks prior to the requested fund raiser date. LL3 will coordinate with the POC for Fire Protection and Emergency Management Services for ingress and egress issues, Support Services Operations Center (SSOC) and Facilities Security for security issues, and the Occupational Health, Environmental, and Safety Services (OHES) for proper food handling and storage issues.
- 4) Once all necessary approvals are obtained, LL3 will forward the P6744 along with guidelines to follow while conducting the fundraising activity to the PO or other authorized organization via Agency mail or fax.
- 5) The approved form and attachment must be visible at all fund raising locations for the duration of the fundraiser.
- 6) Failure to comply with any of the aforementioned requirements may result in the revocation privileges to operate as a private organization on Agency property or revoke privileges of the authorized organization to conduct fundraisers on Agency property.

Guidelines:

Each PO or other authorized organization may conduct eight fundraisers per year. Each fundraiser must be accompanied by a justification that explains the necessity for the fundraiser and what activity the fund raiser is supporting. Fund raisers, including auctions, may be conducted in the following "community support areas":

- OPS1 North Cafeteria Party rooms – reserved via MWR, 688-4820
- OPS1 Gatehouse #4 near TFCU
- HQS Lobby FANX I Lobby
- FANX II Inside building next to the confirm area

FANX III Lobby (notify CWF)
OPS2A CWF area under stairs - reserve via CWF, 688-7337
OPS2AVCC Breezeway
OPS3 Inside front doors (lobby)
NBP Lobby
R&E Lobby (inside, 20 ft past confirm)
Friedman Auditorium
Colony 6/7 Areas

Advertising for fund raising events are the responsibility of the PO or other authorized organization. Advertisements for fundraisers may be electronically posted on ENLIGHTEN/ESS in accordance current guidelines, but specific items or listing of items for sale/auction and solicitation of advance orders is disallowed. Proceeds from fund raising activities on Agency premises become the property of the PO or other authorized organization, not individual members. Proceeds from PO fund raising activities must be included in the annual report.

SECTION 8 - PROHIBITED ACTIVITIES

8-1 LOBBYING

POC: Technical and Planning Team
Secure: 963-7371
Non-secure: 301-688-6600

Purpose:

A PO may not use government resources for lobbying activities.

Guidelines:

Electronic bulletin boards and other email services are authorized in accordance with the provisions of DoD Instruction 1000.15, the Joint Ethics Regulation, and the PO Handbook. The NSA electronic mail system is funded by appropriated funds and is subject to the prohibitions under 18 U.S.C., Section 1913, and Public Law 103-335, Section 8014, and cannot be used to lobby Congress. This includes recommendations encouraging individuals to contact elected representatives soliciting support for specific positions on legislative matters. Recommendations of this nature posted on the Agency's email or the anti-lobbying statutes prohibit other electronic informational systems.

8-2 ELECTRONIC MEDIA AND FUNDRAISING

The use of phones, e-mail, web, and other electronic forms are disallowed for the use of fund raising by a PO. There are no exceptions.

SECTION 9 - ANNUAL REPORTS

9-1 ANNUAL REPORT FOR PRIVATE ORGANIZATIONS

POC: Technical And Planning Team

Secure: 963-7371

Non-secure: 301-688-6600

Purpose:

DoD Instruction 1000.15 requires that DoD agencies conduct periodic reviews of private organization activities. LL3 has developed Form P6745, "Annual Report for Private Organizations" as a means of collecting this information.

Procedures:

By 1 April of each year, POs must submit Form P6745 to LL3. The report is due 1 April of each year.

Guidelines:

Failure to submit this form in a timely manner can result in the revocation of privileges on NSA premises.

Appendix A

DEFINITIONS/ABBREVIATIONS

Civilian Welfare Fund (CWF) - Provides morale and recreation information and services to the employees of NSA.

Council of Learned Organizations (CLO) - Administered by S309, CLOs are professional organizations, which members are required to adhere to the guidelines published in this Handbook.

Technical and Planning Team - The liaison office and point of contact for all private organization activities.

DoD Family - Membership in private organizations is primarily for members of the DoD Family. The DoD Family is defined as active and retired military personnel, including reservists, as well as dependents, spouses and DoD civilian employees. NSA includes civilian retirees in this definition, but excludes contractors. Contractors may be included for membership in private organizations as long as the majority of the membership is comprised of the DoD Family. DoD family includes the Army, Navy, Air Force, Marines and/or National Guard or any active or retired federal employee from a DoD Agency (NSA, DIA, Pentagon, Department of Army, etc.)

DoD 5500.7-R, "Joint Ethics Regulation" (JER) - This regulation defines private organizations located on DoD installations and provides policy guidance for their authorization and operation.

Fund raising (FR) - Private organizations may conduct limited fund-raising activities on Agency property (see Subsection 5-7, Fund-raising Activities).

Form P6744, "Request to Hold a Private Organization Special Activity or Fundraising Activity on Agency Property." This form is used by private

organizations when requesting to conduct a fundraiser or special activity on Agency property. Form P6745, "Annual Report for Private Organizations." This form is completed by the PO and sent to LL3 on or before 1 April of each year. Liaison Officer for POs – This is the Program Manager for Private Organizations assigned by Technical and Planning Team to administer the program. Private Organization (PO) – A PO is generally a self-sustaining, non-Federal entity, incorporated or not, constituted or established, operating on a DoD installation with the written consent of the installation commander or higher authority comprised of individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal government. Standards of Conduct Office, Office of General Counsel -The NSA Standards of Conduct Office (NSA SOCO) has been established within the Office of General Counsel to advise NSA officials and employees on matters involving: conflicts of interest, financial disclosure reporting, gifts, travel benefits, interactions with non-Federal entities, post-employment, outside activities, procurement integrity, political activities and/or use of Government resources.

APPENDIX B – FREQUENTLY ASKED QUESTIONS (FAQ)

Time Spent on Private Organization Business (Standards Of Conduct Office and Human Resources Services)

QUESTION: (U) What is the policy for Agency employees attending CWF club and league meetings during work hours? This would be for clubs or leagues sponsored by the Agency (i.e., Sun, Surf, & Ski Club, Softball league, NSA Golf Association, etc). Does leave have to be taken, or can people use their lunch hour, or work a longer day? Also, is the policy different for members vice board officers? Is Government time authorized for conducting club business during their work hours (i.e., e-mails, phone calls, etc.)? Is the supervisor authorized to allow employees to attend such meetings without taking leave?

ANSWER: (U) NSA employees may not use any official time in support of non-Federal entities or to organize events put on by these entities.

(U) However, the professional development of Agency employees is a legitimate goal of NSA. Therefore, supervisors have the authority to send their employees to any meetings or events that would be of interest to the Agency, office, or that would enhance an employee's ability to perform his/her official duties. Keep in mind that attending educational or informational activities is entirely different from organizing the same event for an organization. Most of the "educational" or "job enhancing" events are organized and presented by Learned Organizations, the list of which can be found at: http://www.q62.q.nsa/learned_orgs.html not by "clubs," the list of which can be found at:

[http://\[redacted\].nsa:12080/opennote/mirror/programs/employ/orgs.html](http://[redacted].nsa:12080/opennote/mirror/programs/employ/orgs.html)

(U) For the most part, employees must use leave (annual leave, comp time, credit hours) for any meeting that takes place during duty hours (or that exceeds the one-half hour allotted for the meal period), or must "flex" their hours to

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(b)(3)-P.L. 86-36

accommodate the time spent at a club meeting. This policy applies to anyone who participates in a private organization event or meeting; members of a "board" are not exempt.

(U) Agency supervisors may, however, approve an excused absence for a reasonable period of time for NSA employees to voluntarily participate in activities of non-profit professional associations and learned societies related to the employee's official position. It is critical that the supervisor define a "reasonable period of time," and approve such time. It is equally important that the time is properly annotated on the time and attendance sheet (remember this is not duty time).

(U) For more information, refer to the Joint Ethics Regulation:

http://urn.www.nsa/gc/ethics/jer_toc.html Chapter 2, par. 301. Use of Federal Government Resources, and Chapter 3, Activities With Non-federal Entities, Section 2.

[redacted] Standards of Conduct Office, [redacted] 963-6786, and [redacted] HR Research and Programs, S221, [redacted] 968-6231, 01/12/00, 2000 01 12)

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FAQ – FUND RAISING

Our office is having a holiday party. We would like to hold a fundraiser to defray costs. May we do this? Operations units (offices, divisions, or branches) may accept donations of food or money for holiday parties, baby showers, going away parties, picnics, flowers for funerals or other similar activities that benefit the members of that unit. However, the money may be solicited only from persons within that unit (or those outside the unit who are specifically invited to attend, e.g. a retirement luncheon) and only on a voluntary basis. While the collection of money and food may be permitted; sales, such as bake sales, to raise funds are prohibited. I would like to solicit Agency personnel to contribute to a battered women's shelter in my community. What action may I take at the Agency? Employees may take limited actions to assist the unfortunate using collection boxes for food, toys, or other goods, but may not solicit money. However, you must first receive approval from Technical and Planning Team. Your request must meet all security and safety concerns for the activity.

[redacted]

Non - Responsive

Private Organization

ACo, 741ST MI Family Readiness Group
Adopt-A-Warfighter Tiger Team
Armed Forces Communications Electronics
Association (AFCEA) Central Maryland Chapter
Air Force Element Operating Division 7 Booster
Club
All Things Possible
Arundel Yacht Club
Autocrossers Limited (ALTD)
Bay Country Art Guild
Bibliophiles Book Club
The National Cryptologic Museum Foundation
Celtic Forum
Ceramic Crafters
Christians Afire
Cold Creek Social Committee
Cyclist Advocacy Network
The Science Fiction and Fantasy Club
Family Action Board
Family Historians
Federally Employed Women, Chapt. 347
First Class Petty Officers Association
First Six
Ft. Meade Chess Armory
GEBA
GLOBE: Gay, Lesbian, or Bisexual Employees
Golf Association
Good News Bible Club
Hispanic Forum
Just An Expression
Junior Sailors Association
Meade Area Atheists and Freethinkers Alliance
(MAAFA)
Meade Area Railroad Society

Meade Battlegaming Society
Meade Rifle & Pistol Club
Meade Top 3 Association
Meadeators Toastmasters
Memory Keepers' Crop Club
MFive Society
Mystic Circle
Native American Forum
NSGA Special Observances Program Committee
Parkway Chorale and Brass
Parkway Coin & Stamp Club
Patuxent Lapidary Guild
Phoenix Society
Promise Keepers Club
Social and Professional Networking Society
Socially Oriented Bikers Motorcycle Club
Sun, Snow & Ski Club
Tri-City Chapter of BIG
Volunteer Emergency Service Providers
WIN
Yeysh Teekvah Jewish Club