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NATIONAL SECURITY AGENCY  
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EFFECTIVE UNTIL RESCINDED OR SUPERSEDED

POLICY GOVERNING PROCUREMENT AND STOCKING  
OF SPARE PARTS FOR CRYPTOLOGIC AND RELATED  
EQUIPMENT REQUIRED BY DEPARTMENTS AND AGENCIES  
OF THE UNITED STATES GOVERNMENT

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SECTION I - GENERAL

This Circular establishes the policy of the National Security Agency regarding procurement and stocking of spare parts for cryptologic and related equipment required by departments and agencies of the United States Government, hereinafter referred to as consumer agencies. Further, it defines the spare parts controlled by the Director, NSA, and areas of responsibility of NSA and consumer agencies.

SECTION II - AUTHORITY

By statute and under the National Security Council Directives Nos. 9 and 168, the Director, National Security Agency is authorized to:

- a. Obtain from the consumer agencies their cryptologic requirements and formulate programs for research, development, production and procurement of cryptologic material.
- b. Establish procedure for production and procurement of specialized COMINT equipments under the cognizance of NSA.

SECTION III - DEFINITIONS

For purposes of this Circular and to assure a clear understanding by all concerned of the exact material referred to, the following definitions shall apply:

- a. Cryptologic Spare Parts. Those parts required for the maintenance of cryptologic equipments. These include unique as well as common parts. In general, the equipment referred to is that to

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which NSA has assigned a short title or other nomenclature.

b. Initial Cryptologic Spare Parts. The initial stock of spare parts for the maintenance of new equipments in quantities as determined by the using agency at the time of procurement.

c. Maintenance Cryptologic Spare Parts. Those parts required for the maintenance of equipment in addition to or upon depletion of the initial cryptologic spare parts. Requirements for these parts are estimated by the consumer agencies and must be adequate to fill their supply line, provide for emergencies and maintain their equipment in operation.

d. Unique Cryptologic Spare Parts. Those parts manufactured solely for use in cryptologic equipment or manufactured with the assistance of production tools owned by NSA. A catalog of these parts will be issued and kept current by NSA for reference purposes.

#### SECTION IV - POLICY

1. In order to provide the means by which spare parts for cryptologic equipments may be most economically and efficiently procured, the National Security Agency will act as the centralized procurement agent for initial cryptologic spare parts and for unique maintenance spare parts required by consumers.

2. In furtherance of this policy, the National Security Agency will receive annually from each consumer agency their requirements for unique cryptologic spare parts to be procured by NSA. All such requirements will be consolidated, procurement will be initiated and delivery will be made direct from manufacturer to consumer agencies. The procurement facilities of the National Security Agency will be available to consumer agencies as a service to assist them in the procurement of other than unique spare parts that may be required to assure continued operation of cryptologic equipments.

3. In certain instances it may be advantageous to the Government to allow a using agency to procure unique spare parts direct from contractor. The using agency shall consult with the National Security Agency before so doing and shall use the source specified by NSA if Service conditions will permit.

4. Funds provided by the Services for the procurement of spare parts will be quoted in contracts made by the National Security Agency as funds supporting the specific parts ordered by the using agency. Contract delivery priorities will not be changed to favor other using agencies without prior approval of the using agency concerned. The services will receive copies of contracts citing service funds and will be kept currently informed of the status of contracts.

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SECTION V - STOCK CONTROL

1. It is the responsibility of each consumer agency to establish minimum stock levels and such other controls as necessary to assure the availability of adequate cryptologic spare parts. In compiling correlated procurement documents, obvious deficiencies or overages will be called to the attention of the consumer agency by NSA for such corrective action as the consumer agency may desire to take.

2. In order to insure continued operation, the National Security Agency and each consumer agency will separately maintain essential stocks of cryptologic spare parts with a minimum level above operational requirement to provide for emergencies.

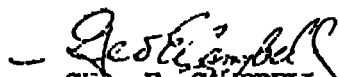
SECTION VI - FINANCING

Financing of the procurement of spare parts shall be in accordance with NSA Circular 111-2, "Financial Policy Governing Coordinated Procurement of Cryptologic Equipment and Spare Parts for the U. S. Military Services."

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