

NATIONAL SPORTS ASSOCIATIONS AFFAIRS OFFICE

MATTERS FOR BOARD DECISION

Schedule of Availability

Day : Monday to Friday
Time : 8:00am to 5:00pm

1. FA for International Event/s

Who may avail of the Service/Financial Assistance?

National Sports Association (NSAs), SEC Registered, duly recognized by the Philippine Olympic Committee (POC) and has a good standing with the Commission.
If requesting party is part of a sports club, this requires endorsement from concerned recognized NSAs.

What are the Requirements?

- NSA President or Secretary General signed request letter
- Complete delegation list with corresponding designation
- Event invitation and Competition Details
- Breakdown of Budgetary Requirements
- Passport copies of delegation members
- Purchase request
- To be submitted two (2) months in advance or three (3) months in advance if requiring Travel Order from Armed Forces of the Philippines (AFP) for military-athletes/coaches.

Duration: 55 minutes

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	<ul style="list-style-type: none">- NSAAO checks completeness of required documents to support request- advises client to proceed to Records Office for barcoding and scanning if complete- if incomplete, advises client on requirements	2 minutes	<ul style="list-style-type: none">• NSAAO receiving staff or coordinator	None	None

2	Submission of complete pertinent document to records	<ul style="list-style-type: none"> - Records Office forwards barcoded documents to NSAAO - NSAAO evaluates the request, prepares endorsement to the Office of the Chairman and submits to NSAAO Head for checking - 	10minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff (Cluster Coordinator) 	None	None
3		<ul style="list-style-type: none"> - NSAAO Head checks evaluation, records requested amount against approve annual budget - NSAAO forwarded the documents to the Chairman's Office. NSAAO awaits the decision of the Board 	5 minutes	<ul style="list-style-type: none"> • Head of NSAAO 	None	None
4		<ul style="list-style-type: none"> - NSAAO receives approved Board Resolutions from Board Secretariat - If approved, informs NSA, forwards documents to SALT for Preparation of Travel Order & Itinerary of Travel and booking of flight; another copy for Legal Office for preparation of Affidavit of Undertaking; upon return of original docs from SALT, forwards docs to Finance Bureau for processing - If request is denied, NSAAO informs concerned National Sports Association (NSA) 	5 minutes	<ul style="list-style-type: none"> • NSAAO Staff or coordinator 	None	None
5		<ul style="list-style-type: none"> - End of process 			None	None

2. Purchase of Sports Equipment/Supplies

Who may avail of the Service?

National Sports Association (NSAs), SEC Registered, duly recognized by the Philippine Olympic Committee (POC) and has a good standing with the Commission. If requesting party is part of a sports club, this requires endorsement from concerned recognized NSAs.

What are the Requirements?

- NSA President or Secretary General signed request letter
- Quantity and specification of sports equipment with corresponding amount
- Name of Supplier (only for Sole Distributors, applicable to local or foreign supplier)
- If imported, include request for duty tax exemption
- To be submitted six (6) months prior to the intended use of equipment/supplies

Duration:

Minimum : within the day
 Maximum : within two (2) days (upon submission of request with complete requirements)

How to Avail the Service: ***Purchase of Sports Equipment/Supplies (part 1)***

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	- NSAAO checks completeness of required documents to support request - advises client to proceed to Records Office for barcoding and scanning if complete - if incomplete, advises client on requirements	2 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or coordinator 	None	None
2	Submission of complete pertinent document to records	- Records Office forwards barcoded documents to NSAAO - NSAAO evaluates the request, prepares endorsement to the Office of the Chairman and submits to NSAAO Head for checking -	10minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff (Cluster Coordinator) 	None	None
3		- NSAAO Head checks evaluation, records requested amount against approve annual budget - NSAAO forwarded the documents to the Chairman's Office. NSAAO awaits the decision of the Board. -	5 minutes	<ul style="list-style-type: none"> • Head of NSAAO 	None	None

4		<ul style="list-style-type: none"> - NSAAO receives Board Resolutions from Board Secretariat - If approved as an FA, informs NSA, forwards documents copy for Legal Office for preparation of Affidavit of Undertaking; original forwarded to Finance Bureau for processing of voucher and check - If approved for purchase of PSC, NSAAO informs NSA, forwards documents copy for Legal Office for preparation of Affidavit of Undertaking; original forwarded to Procurement Office for processing - If request is denied, NSAAO informs concerned National Sports Association (NSA) 	5 minutes	<ul style="list-style-type: none"> • NSAAO Staff or coordinator 	None	None
5		<ul style="list-style-type: none"> - End of process 			None	None

3. Medical Expenses Reimbursement

Who may Avail of the Services:

Members of the National Training Pool Athletes and Coaches

What are the requirements:

- NSA President or Secretary General signed request letter
- Official Receipt of medical expenses already incurred
- Incident Report of Injury / Ailment
- Medical Abstract executed by attending doctor
- SSC endorsement

Duration:

Minimum : 13 hours & 45 minutes

Maximum : within two (2) days (upon completion of requirements. Incomplete requirement: cause much delay in processing of papers)

How to Avail the Service: **Medical Expenses Reimbursement**

How to Avail the Service: **Medical Expenses Reimbursement**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the	- NSAAO checks completeness of required documents to support request	2 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or 	None	None

	documents for assessment of completeness of documentary requirements	<ul style="list-style-type: none"> - advises client to proceed to Records Office for barcoding and scanning if complete - if incomplete, advises client on requirements 		coordinator		
2	Submission of complete pertinent document to records	<ul style="list-style-type: none"> - Records Office forwards barcoded documents to NSAAO - NSAAO evaluates the request, prepares endorsement to the Office of the Chairman and submits to NSAAO Head for checking - 	10minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff (Cluster Coordinator) 	None	None
3		<ul style="list-style-type: none"> - NSAAO Head checks evaluation, records requested amount - NSAAO awaits the decision of the Board 	5 minutes	<ul style="list-style-type: none"> • Head of NSAAO 	None	None
4		<ul style="list-style-type: none"> - NSAAO receives Board Resolutions from Board Secretariat - If approved, informs NSA and forwards documents to Finance Bureau for processing - If request is denied, NSAAO informs concerned National Sports Association (NSA) 	5 minutes	<ul style="list-style-type: none"> • NSAAO Staff or coordinator 	None	None
5		<ul style="list-style-type: none"> - End of process 			None	None

4. Inclusion, Replacement and Reclassification of Athletes and Coaches

Who may avail of the Service/Financial Assistance?

National Sports Association (NSAs), SEC Registered, duly recognized by the Philippine Olympic Committee (POC).

What are the Requirements?

- NSA President or Secretary General signed request letter
- Justification for inclusion / replacement
- Official Result / Certificate from Organizer
- Certificate from Coaching Courses

Duration:

- Minimum : within the day
- Maximum : within two (2) days of submission of request with complete attachments

How to avail the service

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	<ul style="list-style-type: none"> - NSAAO checks completeness of required documents to support request - advises client to proceed to Records Office for barcoding and scanning if complete - if incomplete, advises client on requirements 	2 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or coordinator 	None	None
2	Submission of complete pertinent document to records	<ul style="list-style-type: none"> - Records Office forwards barcoded documents to NSAAO - NSAAO evaluates the request, prepares endorsement to the Office of the Chairman and submits to NSAAO Head for checking - 	10minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff (Cluster Coordinator) 	None	None
3		<ul style="list-style-type: none"> - NSAAO Head checks evaluation, records requested amount and forwarded to the Chairman's Office - NSAAO awaits the decision of the Board 	5 minutes	<ul style="list-style-type: none"> • Head of NSAAO 	None	None
4		<ul style="list-style-type: none"> - NSAAO receives Board Resolutions from Board Secretariat - If approved informs NSA and forwards documents to ACD for processing of changes - If request is denied, NSAAO informs concerned National Sports Association (NSA) 	5 minutes	<ul style="list-style-type: none"> • NSAAO Staff or coordinator 	None	None

5		- End of process			None	None
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5. Duty Tax Exemption

Who may Avail of the Services:

PSC recognized National Sports Association (NSA)

What are the requirements:

- NSA President or Secretary General signed request letter
- Proforma Invoice (prior to arrival of imported item)
- Packing List (prior to arrival of imported item)
- Bill of Lading/Airway Bill (upon arrival of imported item)

Duration:

Minimum : 15 minutes

Maximum : within two (2) days of submission of request with complete attachments

How to Avail the Service: Duty Tax Exemption

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	- NSAAO checks completeness of required documents to support request - advises client to proceed to Records Office for barcoding and scanning if complete - if incomplete, advises client on requirements	2 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or coordinator 	None	None
2	Submission of complete pertinent document to records	- Records Office forwards barcoded documents to NSAAO - NSAAO prepares endorsement to Chairman for Board discussion and submits to NSAAO Head for checking	45 minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff (Admin Coordinator) 	None	None
3		- NSAAO Head checks endorsement, affixes his initials - NSAAO forwards endorsement for instructions of Chairman	5 minutes	<ul style="list-style-type: none"> • Head of NSAAO • NSAAO staff 	None	None
4		- NSAAO receives Board Resolution, logs it and informs NSA on decision - If approved forwards it to Procurement Office for processing	5 minutes	<ul style="list-style-type: none"> • NSAAO Staff or coordinator 	None	None
5		- End of process				

CORRESPONDENCE

Schedule of Availability

Day : Monday to Friday
 Time : 8:00am to 5:00pm

6. Endorsement to Department of Foreign Affairs to Expedite Passport Processing

1. New Applicant
2. Renewal
3. Replacement of Passport

Who may Avail of the Services:

National Sports Association (NSA) Officials, National Athletes and Coaches

What are the requirements:

- NSA President or Secretary General signed request letter
- Birth Certificate for new applicant
- Affidavit of Loss for replacement
- 6 month prior expiration of current passport

Duration:

Minimum : 55 minutes
 Maximum : within two (2) days of submission of request with complete attachments

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	<ul style="list-style-type: none"> - NSAAO checks completeness of required documents to support request - advises client to proceed to Records Office for barcoding and scanning if complete - if incomplete, advises client on requirements 	2 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or coordinator 	None	None
2	Submission of complete pertinent document to records	<ul style="list-style-type: none"> - Records Office forwards barcoded documents to NSAAO - NSAAO prepares letter to the Department of Foreign Affairs and submits to NSAAO Head for checking 	10minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff (Correspondence Coordinator) 	None	None

3		- NSAAO Head checks communication, affixes his initials - NSAAO forwards letter for signature of ED/Chairman	5 minutes	<ul style="list-style-type: none"> • Head of NSAAO • NSAAO staff 	None	None
4		- NSAAO receives signed letter, logs it and informs NSA it is ready for pickup	5 minutes	<ul style="list-style-type: none"> • NSAAO Staff or coordinator 	None	None
5		- End of process			None	None

7. Endorsement to Concerned Embassy for processing of Non- Immigration Visa

Who may Avail of the Services:

National Sports Association (NSA) Officials, National Athletes and Coaches

What are the requirements:

- NSA President or Secretary General signed request letter
- Invitation from Event Organizer
- Delegation List using passport names with corresponding designation
- To be submitted at least 1 month before departure

Duration:

Minimum : 55 minutes

Maximum : within two (2) days of submission of request with complete attachments

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	- NSAAO checks completeness of required documents to support request - advises client to proceed to Records Office for barcoding and scanning if complete - if incomplete, advises client on requirements	2 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or coordinator 	None	None
2	Submission of complete pertinent document to records	- Records Office forwards barcoded documents to NSAAO - NSAAO prepares letter to concerned Embassy/Consulate and submits to NSAAO Head for checking	10minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff (Correspondence Coordinator) 	None	None

3		- NSAAO Head checks communication, affixes his initials - NSAAO forwards letter for signature of ED/Chairman	5 minutes	<ul style="list-style-type: none"> • Head of NSAAO • NSAAO staff 	None	None
4		- NSAAO receives signed letter, logs it and informs NSA it is ready for pickup	5 minutes	<ul style="list-style-type: none"> • NSAAO Staff or coordinator 	None	None
5		- End of process			None	None

8. Mediate for Enlisted Athletes & Coaches Concerns

- Detailed Service
- Travel Permit

Who may Avail of the Services:

National Athletes and Coaches in the military, police, coast guard and fire fighting service

What are the requirements:

- NSA President or Secretary General signed request letter
- Rank, Name, Serial Number, Branch of service of military athlete/coach
- Travel Insurance
- Photocopy of Passport
- Summary of Information
- Event Invitation . Competition Details
- Performance Records/Latest Achievement
- NSA Training Program

Duration:

Minimum : 55 minutes

Maximum : within two (2) days of submission of request with complete attachments

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEEES	FORM
1	Submits the documents for assessment of completeness of	- Military LO/NSAAO checks completeness of required documents to support request - advises client to proceed to Records Office for barcoding and scanning if complete	2 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or coordinator or militaryLO 	None	None

	documentary requirements	- if incomplete, advises client on requirements				
2	Submission of complete pertinent document to records	- Records Office forwards barcoded documents to NSAAO - NSAAO prepares letter and submits to NSAAO Head for checking	10minutes	• NSA Affairs Office Staff (Correspondence Coordinator)	None	None
3		- NSAAO Head checks communication, affixes his initials - NSAAO forwards letter for signature of Chairman	5 minutes	• Head of NSAAO • NSAAO staff	None	None
4		- NSAAO receives signed letter, logs it and informs NSA it is ready for pickup	5 minutes	• NSAAO Staff or coordinator	None	None
5		- End of process			None	None

9. Endorsement to Department of Social Welfare and Development (DSWD) for processing of Permit to Travel for Minor Athletes unaccompanied by a Parent

Who may Avail of the Services:

Athletes under 18 years of age

What are the requirements:

- NSA President or Secretary General signed request letter
- Passport Details of Minors/
- Birth Certificate
- Name of Guardian or Adult Travel Companion
- Flight Details (Arrival and Departure)

Duration:

Minimum : 55 minutes

Maximum : within two (2) days of submission of request with complete attachments

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of	- NSAAO checks completeness of required documents to support request - advises client to proceed to Records Office for barcoding and scanning if complete - if incomplete, advises client on requirements	2 minutes	• NSAAO receiving staff or coordinator	None	None

	documentary requirements					
2	Submission of complete pertinent document to records	<ul style="list-style-type: none"> - Records Office forwards barcoded documents to NSAAO - NSAAO prepares letter to DSWD and submits to NSAAO Head for checking 	10minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff (Correspondence Coordinator) 	None	None
3		<ul style="list-style-type: none"> - NSAAO Head checks communication, affixes his initials - NSAAO forwards letter for signature of Chairman 	5 minutes	<ul style="list-style-type: none"> • Head of NSAAO • NSAAO staff 	None	None
4		<ul style="list-style-type: none"> - NSAAO receives signed letter, logs it and informs NSA it is ready for pickup 	5 minutes	<ul style="list-style-type: none"> • NSAAO Staff or coordinator 	None	None
5		<ul style="list-style-type: none"> - End of process 			None	None

ADMIN MATTERS

Schedule of Availability

Day : Monday to Friday
 Time : 8:00am to 5:00pm

1. Request for Venue Usage

Who may Avail of the Services:

National Sports Association (NSA) Officials, National Athletes and Coaches; NSA Affiliates

What are the requirements:

- NSA President or Secretary General signed request letter
- Date and Time venue is intended to be used
- 2 weeks prior intended use of venue

Duration:

Minimum : 1 hour 15 minutes
 Maximum : within two (2) days of submission of request with complete attachments

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	<ul style="list-style-type: none"> - NSAAO checks completeness of required documents to support request - advises client to proceed to Records Office for barcoding and scanning if complete - if incomplete, advises client on requirements 	2 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or coordinator 	None	None
2	Submission of complete pertinent document to records	<ul style="list-style-type: none"> - Records Office forwards barcoded documents to NSAAO - NSAAO forwards documents for comments of SFDD - NSAAO prepares endorsement upon receipt of SFDD comments on availability of venue and other needed information and submits to NSAAO Head for evaluation 	45 minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff (Admin Coordinator) 	None	None
3		<ul style="list-style-type: none"> - NSAAO Head checks endorsement, affixes his initials - NSAAO forwards endorsement for instructions of Exec. Director 	5 minutes	<ul style="list-style-type: none"> • Head of NSAAO • NSAAO staff 	None	None
4		<ul style="list-style-type: none"> - NSAAO receives instructions, logs it and informs NSA on decision 			None	None

			5 minutes	• NSAAO Staff or coordinator		
5		- End of process			None	None

10. Request for PSC Vehicle Utilization

Who may Avail of the Services:

National Sports Association (NSA) Officials, National Athletes and Coaches

What are the requirements:

- NSA President or Secretary General signed request letter
- Date and Time of vehicle usage
- List of passengers
- 2 weeks prior intended use of venue

Duration:

Minimum : 1 hour 15 minutes

Maximum : within two (2) days of submission of request with complete attachments

How to Avail the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	- NSAAO checks completeness of required documents to support request - advises client to proceed to Records Office for barcoding and scanning if complete - if incomplete, advises client on requirements	2 minutes	• NSAAO receiving staff or coordinator	None	None
2	Submission of complete pertinent document to records	- Records Office forwards barcoded documents to NSAAO - NSAAO forwards documents for comments of SFDD - NSAAO prepares endorsement upon receipt of SFDD comments on availability of venue and other needed information and submits to NSAAO Head for evaluation	45 minutes	• NSA Affairs Office Staff (Admin Coordinator)	None	None
3		- NSAAO Head checks endorsement, affixes his initials - NSAAO forwards endorsement for instructions of Exec. Director	5 minutes	• Head of NSAAO • NSAAO staff	None	None

4		- NSAAO receives instructions, logs it and informs NSA on decision	5 minutes	• NSAAO Staff or coordinator	None	None
5		- End of process			None	None

11. Billeting Request

Who may Avail of the Services:

National Athletes and Coaches

What are the requirements:

- NSA President or Secretary General signed request letter
- Date and Time of billeting
- Names of persons to be billeted
- 2 weeks prior intended use of venue

Duration:

Minimum : 1 hour 15 minutes

Maximum : within two (2) days of submission of request with complete attachments

How to Avail the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	- NSAAO checks completeness of required documents to support request - advises client to proceed to Records Office for barcoding and scanning if complete - if incomplete, advises client on requirements	2 minutes	• NSAAO receiving staff or coordinator	None	None
2	Submission of complete pertinent document to records	- Records Office forwards barcoded documents to NSAAO - NSAAO forwards documents for comments of Dormitory - NSAAO prepares endorsement upon receipt of Dormitory comments on availability of venue and other needed information and submits to NSAAO Head for evaluation	45 minutes	• NSA Affairs Office Staff (Admin Coordinator)	None	None

3		- NSAAO Head checks endorsement, affixes his initials - NSAAO forwards endorsement for instructions of Exec. Director	5 minutes	<ul style="list-style-type: none"> • Head of NSAAO • NSAAO staff 	None	None
4		- NSAAO receives instructions, logs it and informs NSA on decision	5 minutes	<ul style="list-style-type: none"> • NSAAO Staff or coordinator 	None	None
5		- End of process			None	None

12. Sports Equipment

Who may Avail of the Services:

National Athletes and Coaches

What are the requirements:

- NSA President or Secretary General signed request letter
- List of equipments
- 2 weeks prior intended use of venue

Duration:

Minimum : 1 hour 15 minutes

Maximum : within two (2) days of submission of request with complete attachments

How to Avail the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary requirements	- NSAAO checks completeness of required documents to support request - advises client to proceed to Records Office for barcoding and scanning if complete - if incomplete, advises client on requirements	2 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or coordinator 	None	None
2	Submission of complete pertinent document to records	- Records Office forwards barcoded documents to NSAAO - NSAAO forwards documents for comments of Property Office - NSAAO prepares endorsement upon receipt of Property Office comments on availability and other needed information and submits to NSAAO Head for	45 minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff (Admin Coordinator) 	None	None

		evaluation				
3		- NSAAO Head checks endorsement, affixes his initials - NSAAO forwards endorsement for instructions of Exec. Director	5 minutes	<ul style="list-style-type: none"> • Head of NSAAO • NSAAO staff 	None	None
4		- NSAAO receives instructions, logs it and informs NSA on decision	5 minutes	<ul style="list-style-type: none"> • NSAAO Staff or coordinator 	None	None
5		- End of process			None	None

13. Travel Tax and Terminal Fee Exemption

Who may Avail of the Services:

PSC recognized National Sports Association (NSA)

What are the requirements:

- NSA President or Secretary General signed request letter
- List of persons and their designation
- Copy of Passport (if not part of national pool)
- 14 working days prior date of departure

Duration:

Minimum : 15 minutes

Maximum : within two (2) days of submission of request with complete attachments

How to Avail the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Submits the documents for assessment of completeness of documentary	- NSAAO checks completeness of required documents to support request - advises client to proceed to Records Office for barcoding and scanning if complete - if incomplete, advises client on requirements	2 minutes	<ul style="list-style-type: none"> • NSAAO receiving staff or coordinator 	None	None

	requirements					
2	Submission of complete pertinent document to records	<ul style="list-style-type: none"> - Records Office forwards barcoded documents to NSAAO - NSAAO prepares endorsement to SALT - Submits to NSAAO Head for evaluation and checking 	45 minutes	<ul style="list-style-type: none"> • NSA Affairs Office Staff (Admin Coordinator) 	None	None
3		<ul style="list-style-type: none"> - NSAAO Head checks endorsement, affixes his initials - NSAAO forwards endorsement to SALT 	5 minutes	<ul style="list-style-type: none"> • Head of NSAAO • NSAAO staff 	None	None