

Establishment of AFSA Job Index (AFSA-OOT)

AFSA-OOF

AFSA-OOT

2 Jan 52

In accordance with D/F from Chief of Staff dated 3 Dec 51 the following AFSA Job Index Cards are forwarded from AFSA-OOT:

Research Consultant (Job No.1293C)
Projects Officer (no job number)
Administrative Ass't (Job No.2047C)

MARY C. LANE
Captain, WAC

1. Job no.	2. Functional job title: Projects Officer	3. Civilian Grade: 11-12	4. Equivalent Military rank: Major	5. AFSA Occupational Specialty:
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6. Summary of duties: Serves as projects officer for consultant, performing basic research as directed to gather facts on communications intelligence and communications security matters; prepares technical studies as directed; contacts personnel for carrying out desires of Consultant. Serves as representative of Consultant at meetings of committees of which he is a member and advises him of subjects discussed, decisions made, etc. Reviews technical reports and special studies which are sent to the Consultant and prepares for him excerpts, resumes etc. Supervises for Consultant the arrangements for conduct of technical conferences; prepares correspondence for signature of Consultant as required; acts as general assistant to Consultant.

Supervises work of administrative assistant in capacity of general advisor and aid, particularly in matters of research, guide in contacts with organisational segments and other agencies and departments.

Serves as property officer for OOT and OOX, and as cryptographic officer for these Offices.

7. Org. designation:
Staff Division or Office. **9AT**
Division...
Branch....
Section....

1. Job no. 2930	2. Functional job title: Research Consultant	3. Civilian Grade: 15	4. Equivalent Military rank: Colonel	5. AFSA Occupational Specialty:
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6. Summary of duties: Renders technical advice to DIRAFSA and Deputies in formulation of broad over-all plans of Agency; maintains liaison with Operating Offices of Agency in technical planning of work; consultant and advisor to DIRAFSA in coordination of Agency's activities with those of cooperating U.S. or foreign cryptologic organizations; makes recommendations concerning domestic liaison of AFSA and Service cryptologic agencies and other governmental agencies; supervises arrangements for conduct of technical conferences with cooperating agencies; prepares or reviews technical reports and special studies on cryptologic plans, operations, programs.

7. Org. designation:
Staff Division or Office. **007**
Division...
Branch....
Section....

1. Job no. 2047C	2. Functional job title: Administrative Assistant	3. Civilian Grade: 6	4. Equivalent Military rank: Master Sergeant	5. AFSA Occupational Specialty:
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6. Summary of duties:

Performs research to gather facts on communications intelligence as required; determines sources most likely to furnish the data required and contacts personnel in organizational segments and in other agencies or departments, obtaining the data and preparing preliminary analyses or syntheses of the material. Consults with superior on authenticity of source material; assists in preparing material by assembling slides, photos, or other visual aids.

Performs miscellaneous clerical duties in office; furnishes information when requested and referral is not required; makes tentative appointments for consultant; types correspondence, maintains office files, and running accounts of matters taken cognizance of by superior in preparation for monthly briefings for command.

7. Org. designation:
Staff Division or
Office. *ODT*
Division...
Branch....
Section....