

MEMO ROUTING SLIP

REF ID: A58410

NEVER USE FOR APPROVALS, DISAPPROVALS,
CONCURRENCES, OR SIMILAR ACTIONS

1 NAME OR TITLE	INITIALS	CIRCULATE
ORGANIZATION AND LOCATION	DATE	COORDINATION
2		FILE
		INFORMATION
3		NECESSARY ACTION
		NOTE AND RETURN
4		SEE ME
		SIGNATURE

REMARKS

A copy of the draft of the job description for the editor of the "NSA Technical Journal" is attached for your review by the 4 Feb meeting of the Policy Board, as requested by Mr. Friedman.

Approved for Release by NSA on 08-13-2013 pursuant to E.O. 13526

FROM NAME OR TITLE	DATE
WILLIAM A. JONES	28 Jan 55
ORGANIZATION AND LOCATION	TELEPHONE
TEC	60693

SECURITY CLASSIFICATION

NonePublications Editor
(General)JOB CONTROLS

1. Supervisory controls consist of policy guide lines established by an Agency Technical Editorial Policy Board outlining the objectives of an Agency Technical Journal. Completed work is reviewed through reports to the Board to insure attainment of objectives and to evaluate the judgment and the adequacy of the plans presented.

2. Regulatory controls consist of official regulations governing the safeguarding of classified information and materials; established Agency editorial policies, and publication standards.

MAJOR DUTIES

Serves as the editor of the Agency's "Technical Journal", and in this capacity serves as a member of the Technical Editorial Policy Board. Initiates and recommends to the Board the establishment, development or revision of policies, methods, and techniques for the publication which will fully and effectively interpret the technical, scientific and specialized research and operational programs of the Agency.

1. Initiates, plans, develops, directs, and coordinates the various comprehensive publications phases of the Technical Journal. This Journal contains articles on a wide variety of highly technical and scientific research programs of extensive scope and diversity and of critical importance to the national security and of great significance to international security. Articles will pertain to all the different technical and scientific fields that make up the cryptologic effort (i. e., cryptanalysis, traffic analysis, intelligence research,

communication, communications security, security, transmission, mathematics, engineering, etc.,) as well as the development and production problems encountered. Distribution of the journal to technical personnel within the Agency, will be on a highly selective basis. Selected reprints of articles will be distributed beyond the confines of the Agency when such action is approved by the Board.

2. Is responsible for conducting an active program aimed at inducing competent personnel to prepare suitable articles for the journal. Maintains a continuing check to insure that these articles are produced to meet established deadlines. Receives submitted *articles* ~~papers~~ and is responsible for passing on their suitability for publication. In this connection, obtains necessary assistance and advice by submitting *articles* ~~manuscripts~~ to one or more qualified authorities on the subject in question within the Agency. Preparation of articles and make up of the journal must be so developed as to insure reader interest and to insure that the production of materials keeps pace with advances, developments, and trends in the field. Is responsible for insuring publication of the journal in accordance with the schedule set by the Board. Is responsible for maintaining the approved distribution list and for the distribution of each issue.

3. Directs one or two subordinate publications editors; assigns work and reviews completed assignments for adequacy and compliance with instruction and editorial standards.

Performs other duties as assigned.