

DEPARTMENT OF THE ARMY JOB DESCRIPTION FIELD SERVICE				CCL: GS-301-7-226	
1. INSTALLATION National Security Agency			2. JOB NO. NSA-3600		
3. TITLE Administrative Assistant (Technical Research)		4. PAY CATEGORY GS	5. OCC. CODE 301	6. GRADE 7	
7. EVALUATION APPROVAL Grade and title of this job have been fixed in accordance with Department of the Army official policy and grade level standards					
			/s/ Wylma Flynn (SIGNATURE)		24 March 1953 (DATE)
8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE					
9. JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK (Indicate percent of time for each duty, where pertinent)					
<u>JOB CONTROLS:</u>					
1. Supervisory controls consist of oral or written assignments with pertinent instructions as to material or results desired. Work is reviewed for propriety and factual consistency.					
2. Regulatory controls consist of established office policies and procedures, and regulations which prescribe the safeguarding of classified information.					
<u>MAJOR DUTIES:</u>					
As Administrative Assistant for the Technical Consultant to the Director, performs a variety of administrative and secretarial functions and services designed to relieve superior of the more general details inherent in the respective sphere of operation.					
1. Engages in difficult and responsible research to gather facts on communications intelligence, communications security and other specialized areas peculiar to the agency requiring a very good knowledge of agency activities, functions and relationships with other U.S. or foreign cryptologic organizations and of cryptologic and other specialized terminology. Determines sources most likely to furnish the data required, and contacts personnel in the various organizational segments as well as other agencies or departments in the area, obtaining technical data, and preparing preliminary analysis or synthesis of data obtained, in summary or detailed, report, statistical or narrative form. Typical of assignments is the compilation of basic data for a report on U.S. policies and practices in the dissemination of communications intelligence in World War II; basic data for a report on proposals for the evaluation and dissemination of communications intelligence produced by the agency, compilation of basic data on communications security, etc. Consults with superior on authenticity of source material and importance of data when subject matter is of such a nature that a technical and professional background in cryptology and communications is required. 35-40%					
2. Assists superior in the development and preparation of agenda for various types of highly technical and scientific conferences, symposiums, etc., dealing with problems peculiar to the mission of the agency; coordinates less technical aspects of the programming; assembles slides, photos, or other visual aids for speeches or lectures; writes non-technical portions thereof, varying style dependent upon the type and size of audience. Based on preliminary information concerning prospective guests, gathers all available known facts about an individual consulting such sources as "Who's Who in America", American Men of Science, etc., and prepares memoranda requesting security clearance on all invited guests. Is responsible for following through on all such security clearances to meet target date; maintains individual security file on conferees. During absence of supervisor, represents him at meeting of committees of which he is a member, and advises him of subjects discussed, decisions made, etc. 35-40%					
Declassified and approved for release by NSA on 08-05-2013 pursuant to E.O. 13526					

JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK—CONTINUED

3. Receives callers and incoming telephonic inquiries and exercises a high degree of discretion and tact in furnishing information or answering questions. In this respect, utilizes a considerable knowledge of the projects, programs and policies and security aspects involved, generally referring to superior only when questionable areas are involved or when highly technical points are considered. Makes appointments for superior, prepares memoranda for informal meetings, requests for reference material, security clearances, etc. Determines routing of reports and follows up to ensure that deadline dates are met, types correspondence and maintains office files, maintaining running accounts of matters taken in cognisance by superior for monthly briefings of high echelon staff, etc.

20-25%

Performs other duties as assigned.

10. CERTIFICATION

ORGANIZATIONAL LOCATION:

NSA-SPECIAL ASSISTANT

I HEREBY CERTIFY THAT THIS STATEMENT ACCURATELY AND COMPLETELY DESCRIBES WORK PERFORMED IN ONE OR MORE POSITIONS IN THE ABOVE ORGANIZATION SEGMENT:

E. H. Metenyi

(SIGNATURE OF ANALYST)

William F. Friedman

(SIGNATURE OF APPROVING SUPERVISOR)

11. REAUDIT CERTIFICATION

DATE	MAY 13 1953					
SUPERVISOR'S APPROVAL						
ANALYST'S APPROVAL						

POSITION SURVEY LIST 2DATE May 13, 1953ORGANIZATION NSA-SPECIAL ASSISTANT

STATUS OF POSITION				CHANGES REQUIRED			
NAME	JOB NO.	JOB TITLE	OCC. CODE GRADE AND SALARY*	JOB NO.	JOB TITLE	OCC. CODE GRADE AND SALARY*	(X)
Friedman, William F.	AFSA-1293	Research Consultant	GS-1540-15 CCL: 4	NSA-3858	Research Consultant Approved by OOF 15 Nov 50	GS-1540-15 CCL: 4	
Young, Edythe B.	NSA-3600	Administrative Assistant (Technical Research)	GS-301-7 CCL: 226	NSA-3600	Administrative Assistant (Technical Research)	GS-301-7 CCL: 226	
The current allotted civilian strength of this Office is 11.							
Office Chief							
I hereby certify that the positions listed above are necessary to accomplish the mission of this organization.							
Date				EDWIN B. COOPER Colonel, USAF Chief, Management Branch			

* ENTER SALARY ONLY WHERE CHANGE IN GRADE OCCURS

TO PERSONNEL OFFICE:

I hereby certify that the above positions exist in this organization and are properly described on the job descriptions identified with them, except those marked with an (X). For all the above changes except those marked with an (X) I hereby request the establishment of such positions and the processing of personnel actions to place the above incumbents in the changed positions. For all items marked with an (X) I will take separate action. (Note: WD AGO Form 72 will be used to effect separate actions.)

(DATE)

(SIGNATURE)

(TITLE)

(ORGANIZATION UNIT)

DEPARTMENT OF THE ARMY

JOB DESCRIPTION

FIELD SERVICE

CCL: GS-1540-15-4

1. INSTALLATION National Security Agency		2. JOB NO. NSA- 3858	
3. TITLE Research Consultant	4. PAY CATEGORY GS	5. OCC. CODE 1540	6. GRADE 15
7. EVALUATION APPROVAL <i>Grade and title of this job have been fixed in accordance with Department of the Army official policy and grade level standards</i>		/s/ John E. Mior (SIGNATURE) MAY 13 1953 (DATE)	
8. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE			

9. JOB CONTROLS, DUTIES, AND CONDITIONS OF WORK (Indicate percent of time for each duty, where pertinent)

JOB CONTROLS:

- Supervisory controls consist of the assignment of general and specific projects and studies pertaining to the formulation and execution of the over-all technical problems of the Agency in its assigned mission in the cryptologic field. Recommendations or evaluations indicated are reviewed through discussion for possible application to the current problems.
- Regulatory controls consist of legislative statutes and Department of Defense orders which define the functions of the Agency and official regulations which prescribe the safeguarding of classified information.

MAJOR DUTIES:

As special assistant to the Director, NSA, is responsible for advising the Director, the Vice Director, and the Deputy Directors concerning the technical aspects of cryptologic activities; preparing technical studies and reports as required; and for such other technical assignments as may be required.

- Renders technical advice and assistance to the Director, Vice Director, and the Deputy Directors in the formulation and execution of the broad over-all plans and programs of the Agency, and in the technical control and coordination of cryptologic activities. Furnishes technical advice and assistance to the Chiefs of Offices and Staff Divisions upon request. Maintains liaison with the Technical Directors of the Operating Offices of the Agency to render assistance in the technical planning and execution of the work of those Offices.
- Serves as chief technical consultant and advisor to the Director in the coordination of the Agency's activities and operations with those of cooperating U. S. or foreign cryptologic organizations. Makes recommendations concerning domestic liaison between NSA and the Service Cryptologic Agencies and other governmental and civil organizations. As directed by superior supervises the arrangements for the conduct of technical conferences between the Agency and foreign cryptologic agencies with which the agency cooperates.
Serves as member of NSA Research and Development Advisory Council; Executive Secretary of NSA Scientific Advisory Board; and Chairman of NSA Executive Group for NSA Scientific Advisory Board affairs.
- Prepares or reviews technical reports and special studies on cryptologic operations, plans, and programs.
The foregoing duties require long experience in the technology of cryptology, outstanding knowledge of the activities of the Agency, and a thorough knowledge of the general field of communications, communications security, communications intelligence, and related fields.
Performs other duties as assigned.

10. CERTIFICATION

ORGANIZATIONAL LOCATION:

NSA - SPECIAL ASSISTANT

I HEREBY CERTIFY THAT THIS STATEMENT ACCURATELY AND COMPLETELY DESCRIBES WORK PERFORMED IN ONE OR MORE POSITIONS IN THE ABOVE ORGANIZATION SEGMENT:

/s/ Jean M. Hogan
(SIGNATURE OF ANALYST)

/s/ Alfred R. Marcy
(SIGNATURE OF APPROVING SUPERVISOR)

11. REAUDIT CERTIFICATION

DATE						3928
SUPERVISOR'S APPROVAL						
ANALYST'S APPROVAL						