

~~SECRET~~~~SECRET~~**DISPOSITION FORM**

FILE NO.	SUBJECT <b>Categories of NSA Specialties</b>		
TO <b>All Offices and Staff Divisions</b>	FROM <b>PERS</b>	DATE <b>23 Jul 54</b>	COMMENT NO. <b>1</b>

Reference: Memo of Mr. Friedman, 25 Jun 53, to C/S, Subj: Categories of NSA Specialties and Personnel Skilled Therein.

1. In connection with the NSA Emergency War and Disaster Plans, the preparation and periodic review of a list of personnel skilled or cross trained in essential technical and administrative specialties necessary for rapid expansion or reconstitution of the functions of NSA is required. The essential technical and administrative specialties for this purpose have been determined and placed in categories as the result of conferences of representatives of the Offices and Staff Divisions of the Agency. The categories determined have been approved by Mr. Friedman and are as shown in Inclosure 1. In addition, a description of jobs within C/SEC requiring trained alternates immediately to replace possible losses in the event of disaster is shown in Inclosure 2.

2. It is requested that addressees submit, to reach the Personnel Division not later than 1 Sep 54:

a. A list of the names of civilian personnel GS-9 and above, skilled or recommended for cross training in any of the categories listed in Inclosure 1. Individuals recommended for cross training will be differentiated from those skilled by an asterisk before their name. Those skilled or recommended for cross training in more than one category will be listed under each category. Those skilled or recommended for cross training in specialties considered essential and not shown in Inclosure 1 may be reported with the specialty in a like manner in a supplementary list.

b. A list of the names of civilian personnel recommended for cross training to fill jobs described in Inclosure 2 in the event such vacancies occur as the result of a disaster.

3. Lists will be consolidated and coordinated with Training for appropriate action with regard to cross training by the Personnel Division, which will also provide for periodic review, correction and safe storage of duplicate lists in the vault at Crane, Indiana.

*Duncan Sinclair*

DUNCAN SINCLAIR

Colonel, USA

Chief, Personnel Division

2 Incls:

- Categories of NSA Specialties
- Key jobs requiring trained alternates

Declassified and approved for release by NSA on 11-07-2013 pursuant to E.O. 13526

MACHINES

RELAY & PUNCHED CARD

- I Design
- II Utilization
- III Maintenance

ELECTRONIC

- I Design
- II Utilization
- III Maintenance

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CRYPTO-EQUIPMENT

- I Design
- II Production

- III Modification
- IV Repair & Maintenance

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TRAFFIC & TRANSMISSION-SECURITY  
ANALYSIS

- I Traffic Analyst
  - a. Call-Sign Reconstruction
  - b. Net Reconstruction & O/B
- II Intelligence Analyst
- III Radio Teletype Analyst

- IV Radio Fingerprinting
- V Morse Operator Analysis
- VI Direction Finding
- VII Radio Telephone Transcriber

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METRO

- I Weather Cryptanalyst
- II Pro Forma
- III Weather Intelligence Analyst

INTERCEPT

I Intercept Facilities

III Signal Analysis

II Intercept Control

IV Intercept Equipment  
(Design & Construction)

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CRYPTO-MATERIAL

I Preparation (Including Specifications)

II Reproduction

III Distribution

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CRYPTO-MATERIAL-PRODUCTION EQUIPMENT

I Letter Check Equipment

II Tape Production & Checking

III Hagelin Setup Generation

IV Rotor Wiring & Checking

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COMMUNICATIONS

I Planning

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SECURITY

I Physical Security Specialist

III Interrogation Technicians

II Personnel Security Analysts

IV Investigator

MISCELLANEOUS

- I Librarianship
- II Documentation (Information Control)
- III Information Specialist
- IV Geographers
- V Intelligence Reporter
- VI Cryptomath
- VII Key Studies
- VIII COMSEC Procedures Specialist

CRYPTO-SYSTEMS

- I Wired Wheel & Selector
- II Teletype Cipher Machines
- III Hagelin (with letters after each name as follows)
  - a. Letter Subtractor
  - b. B-211
- IV Ciphony & Cifax
- V Key Studies
- VI Book Breaking (a, b, c, d, etc., indicating language group)
- VII Depth Readers
- VIII Substitution Systems
- IX Transposition Systems (with letters after each name as follows)
  - a. Mono Nome-Dinome

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CRYPTO-SYSTEMS (Cont.)

b. Flat Strips

c. Others

X Minor Systems (for example: Call sign reconstruction;  
network reconstruction)

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I Crypto-Chemical Officer

II Document Identification Specialist

III Document Reconstruction

IV Diebold Operator

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<u>Orgn.</u>	<u>Job No.</u>	<u>Grade</u>	<u>Title</u>	<u>Description</u>
41	2375	GS-15	Supervisory Planning Analyst (Communications)	Directs, coordinates, and supervises the conduct of technical analysis and evaluation studies to determine the over-all security against cryptanalysis, traffic analysis, interception, and imitative deception.
41	4209	GS-11	Supervisory Traffic Analyst	Coordinates and supervises the evaluation of reports of violations of communications procedures and suspected compromises resulting from improper use of crypto-equipment and/or material.
41	3038	GS-7	Supervisory Cryptanalytic Aide	Plans, directs, and reviews work of subordinates engaged in evaluating reports of communication procedure violations and suspected compromises resulting from improper use of crypto-equipment and/or material.
41	3659	GS-13	Supervisory Communication Specialist (Procedures)	Directs, coordinates, and supervises the formulation and promulgation of policies and procedures pertaining to communication security.
41	*	*	Project Director	Coordinates and supervises the formulation and promulgation of policies and procedures pertaining to communication security.
41	4188	GS-14	Cryptanalyst	Directs research to insure that the greatest practicable security is afforded by U.S. - used cryptosystems against cryptanalysis and traffic analysis.
41	3028	GS-12	Supervisory Cryptanalyst	Supervises and conducts research to insure that the greatest practicable security is afforded by U.S. - used cryptosystems against cryptanalysis and traffic analysis.
41	3029	GS-11	Cryptanalyst	Conducts research to insure that the greatest practicable security is afforded by U.S. - used cryptosystems against cryptanalysis and traffic analysis.

\*Job title and grade in process of being established by survey. Information will be provided later.

<u>Orgn.</u>	<u>Job No.</u>	<u>Grade</u>	<u>Title</u>	<u>Description</u>
41	3030	GS-9	Cryptanalyst	Conducts research to insure that the greatest practicable security is afforded by U.S. - used cryptosystems against cryptanalysis and traffic analysis.
41	2776	GS-9	Supervisory Traffic Analyst	Supervises and coordinates the conduct of traffic analysis studies of U.S. communications to insure that communication practices and procedures afford the greatest practicable security against foreign traffic analysis.
42	2255	GS-15	Supervisory Engineer (General)	Chief, Crypto-Engineering Division.
42	3998	GS-9	General Supply Officer	Plans, directs and coordinates the supply activities for Crypto-Engineering Division.
42	3939	GS-12	Supervisory Production Specialist (Comm.)	As Chief of the Elements Branch, exercises administrative and technical supervision over approximately 325-375 employees engaged in the production and testing of keying elements for specialized equipment used by the Armed Forces and certain government agencies.
42	3937	WBS-8	Production Machine Operator General Foreman	To serve as General Foreman over 80-250 positions in the accomplishment of the Tape Section, achieving goals through coordination of several individual activities supervised by subordinate supervisory personnel.
42	3698	GS-12	Supervisory Communications Equipment Maintenance	Responsible for the installation and maintenance of Cryptographic, Communications and Key Producing Equipments.
42	3553-A	WBS-12-2	Communications Equipment Installer and Repairer General Foreman	Supervises the Installation, Maintenance, Repair and Modification of Electronic Communications and Key Producing Equipments.

<u>Orgn.</u>	<u>Job No.</u>	<u>Grade</u>	<u>Title</u>	<u>Description</u>
42	3555-A	WBS-9-2	Communications Equipment Installer and Repairer Foreman	Is responsible for planning, training, checking and direct- ing the work of approximately 2-12 Electronic Technicians.
42	4581	WBS-9-2	Communications Equipment Installer and Repairer, Foreman	Is responsible for planning, training, checking and direct- ing the work of approximately 2-12 Communications Equipment Installer and Repairer.
42	4696	WB-11	Communication Equipment Inspector	Inspects finished rotors to insure they meet established standards.
42	3711	WB-19	Communications Equipment Installer and Repairer	Installs, repairs, overhauls and modifies teletype equipment, electro communication and key producing equipment peculiar to the Agency.
42	3710	WB-18	" "	" " " "
42	3709	WB-15	" "	" " " "
42	1795	WB-12	" "	" " " "
43	2626	GS-13	Supervisory Communications Specialist	Asst. Chief, supervising manage- ment and technical responsibility of the Crypto-Aids Division.
43	2673	GS-11	" "	Controls operational reserve and requirements, coordinating planning and development of Division mission.
43	2674	GS-9	Production Specialist	Schedules production to meet Agency requirements.
43	2688	GS-9	Communications Specialist	Reviews and analyzes requests for Crypto-material.
43	2684	GS-7	Communications Assistant	Assists in analyzing joint and combined Crypto-requirements.
43	2690	GS-12	Supervisory Communication Specialist	Branch Chief, responsible for the administrative and technical operation in the preparation of Crypto-material.



<u>Orgn.</u>	<u>Job No.</u>	<u>Grade</u>	<u>Title</u>	<u>Description</u>
43	4147	GS-11	Cryptographic Procedure Specialist	Chief, Compilation and Scheduling Section, preparing material for publication
43	4148	GS-7	Supervisory Cryptographic Procedures Assistant	Asst. Chief, assigning duties to perform section mission.
43	2619	GS-7	Cryptographic Assistant	Compiles, writes, and edits material for publication for issuance to holders.
43	2620	GS-7	" "	Compiles, writes, and edits material for publication of Ciphony system.
43	1753	GS-5	Cryptographic Clerk	Prepares checks and proofreads material pertaining to Cryptographic systems
43	2622	GS-4	" "	Prepares wiring diagrams and operates cryptographic machines.
43	2471	GS-11	Tabulating Equipment Supervisor (Communications)	Head of the Machine Processing Section, planning methods to produce maximum efficiency in meeting production schedules.
43	5009	GS-9	Tabulation Project Planner (Comm.)	Senior project planner, performing technical work in developing methods of machine production.
43	5008	GS-7	Tabulation Project Planner (Comm.)	Performs technical work in developing operations involved in electro-mechanical equipment.
43	5007	GS-7	Tabulating Equipment Operation Supervisor (Comm.)	Shift supervisor, planning and directing military and civilian machine operators.
43	2508	GS-6	Tabulating Equipment Operation Supervisor (Comm.)	Alternate Shift Supervisor of the tabulating unit.
43	1287	GS-5	" "	Supervises and directs a group of subordinates processing machine cryptographic material.
43	4078	GS-7	Supervisory Publication Planner	Chief, Mock-Up Section, planning and supervising layout of Cryptographic work for press reproduction.

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43	249	GS-5	Publication Planner	Analyzes and processes jobs to be prepared by the offset press section.
43	4079	GS-8	Supervisory Publications Editor (General)	Chief, Checking Section, respons- ible for final proofreading and editorial review of crypto- material for publication.
43	4080	GS-7	Supervisory Publications Editor (General)	Assistant Chief, Checking Section, assisting in the supervision of editorial duties.
43	4194	WBS-4	Warehouseman (Foreman)	Supervises storage and actual shipping of classified material to user.