TENTATIVE

MINUTES OF THE THIRD MEETING OF THE
NATIONAL SECURITY AGENCY TECHNICAL JOURNAL
EDITORIAL POLICY BOARD
8 FEBRUARY 1955

/Note: The third meeting was originally scheduled for 4 February 1955. It was necessarily postponed until 8 February 1955./

The meeting was opened by the Chairman at 1000. Those present were:

Mr. William F. Friedman, Chairman	S/A
Mr. Francis A. Raven	PROD
Colonel George E. Campbell	AG
Dr. Harold J. Stukey	COMSEC
Dr. Lawrence E. Shinn	P/P
Mr. Lambros D. Callimahos	TNG
Mr. William A. Jones	TEC
Mr. James A. Grooms, Security Advisor	SEC
Captain I.T. McDonald, USAF, Executive Secretary	S/A

Absent:

Dr. H. H. Campaigne	R/D

1. The minutes of the second meeting of the Board were reviewed and approved as written.

2. The Chairman stated that, having noted that several professional journals of high standing have their organizational seal and motto on their covers, he had suggested to the Director that NSA might wish to adopt this idea. The Chairman continued by stating that the Director has approved the idea, including the motto: "That which has to be done can be done."

3. The job description for the Managing Editor of the Journal was reviewed and approved as written with the following stipulations:

    a. The word "articles" will be used throughout in reference to material submitted for publishing in the Journal.

    b. The job will be established at the GS-13 level, with the assumption that the job description can be revised at a later date to justify a higher grade if such a need should arise.

4. It was agreed that Mr. Friedman ask Mr. A.B. Clark (DD/RD) to find out what the salary level of the managing editor of "The Bell System Technical Journal" is, and that Captain McDonald would review the available Service journals in an effort to determine the military rank of their managing editors.

5. Mr. Jones stated that the editorial management of the Technical Journal has been assigned to the Library Branch of TEC and that authorization for two personnel spaces (Managing Editor and his assistant) had already been obtained.

6. After discussing possible methods of obtaining the best qualified candidate for the job of Managing Editor, the following decisions were made:

      a. An attempt will be made to find a qualified candidate within NSA.

      b. Mr. Jones will make the necessary arrangements to have PERS advertize the job within the Agency.

      c. Captain McDonald will prepare a D/F to the Chiefs of all Offices and Staff Divisions, reviewing the status of the Technical Journal project and requesting their assistance and cooperation in finding and making available the best qualified candidate for the job within the Agency.

      d. The Board will review the applications, personnel records, letters of recommendation, etc., of the likely candidates and select a few outstanding ones who will be invited to appear before the Board for a personal interview.

      e. In the event that no one considered fully qualified is found internally, PERS will be asked to recruit an appropriately qualified candidate from outside the Agency.

      f. Candidates will be asked to provide a sample of their technical writing or work they have published, if available, for review by the Board.

7. Mr. James A. Grooms read a copy of a D/F from SEC to C/S, dated 12 January 1955, in which SEC requested that a Security Advisor be appointed to the Board to assist in the solution of security problems which may arise and to assure that the security aspects of pertinent matters are promptly referred to SEC for their resolution. The Chairman welcomed Mr. Grooms as the Security Advisor to the Board.

8. The meeting adjourned at 1055.

WILLIAM F. FRIEDMAN
Chairman
NSA Technical Journal Editorial Policy Board