

TENTATIVE

20 JAN 1955

MINUTES OF
THE NSA TECHNICAL JOURNAL EDITORIAL POLICY BOARD
MEETING OF 14 JANUARY 1955

The meeting was opened by the Chairman, Mr. William F. Friedman, at 1410. Those present were:

Mr. William F. Friedman, Chairman	S/ASST
Mr. Francis A. Raven	PROD
Dr. Harold J. Stukey	COMSEC
Dr. Howard H. Campaigne	R/D
Mr. Lambros D. Callimahos	TNG
Mr. William A. Jones	TEC
Colonel George E. Campbell	AG
Dr. Lawrence E. Shinn	P/P
Dr. Sydney Jaffee	TNG
Captain I. T. McDonald, USAF	S/ASST

1. The Chairman opened the meeting with the statement that it is the Director's view that a technical journal will do much to foster a professional spirit within the National Security Agency.

2. The Chairman stated that Dr. Jaffee had been invited to attend this meeting because of the great amount of work he has already done to aid in the establishment of a technical journal for the Agency.

3. The Chairman then addressed the Board's attention to the agenda. After a considerable discussion of each item, the following decisions were reached on each:

a. Appointment of Executive Secretary to the Board. Captain I. T. McDonald, USAF, was appointed Executive Secretary, "pro tem."

b. Level of technical proficiency to which the Journal should appeal. The technical level to which the journal should have its greatest appeal should be that of a GS-11 and higher, but should contain an occasional article of a higher level. The object should be to appeal to the greatest number of NSA people consistent with keeping the Journal a document of high professional caliber.

c. Degree of professional format and characteristics desired for the Journal. Some successful professional journal should be selected and used as standard for physical appearance, make-up, foot-noting, style, etc., by which the Managing Editor can set the specific rules for NSA's Technical Journal. The Journal will be letter pressed.

d. Security classification limitations to be placed on Journal. The classification will conform with USCIB and NSA security standards and the technical level desired in the Journal. The Journal will be published at the SECRET level, but it will be possible to publish SECRET CODEWORD, TOP SECRET and TOP SECRET CODEWORD supplements to any issue.

e. Internal and external distribution of Journal.

(1) Distribution will be limited to those individuals who request it by application and whose applications are approved.

(2) Each copy of the Journal will be numbered.

(3) Each copy will contain a statement to the effect that it is the property of the National Security Agency and must be returned to the appropriate custodian prior to the resignation, transfer, etc., of the person to whom the copy is charged.

(4) The list of Journal recipients will be periodically reviewed.

(5) The Editorial Policy Board will monitor the security aspects of the distribution relative to the "need to know."

f. Frequency of publication. The Journal will be initially published on a quarterly basis.

g. Qualifications desired in a Managing Editor, predicated on an examination of a tentative job description. A Subcommittee consisting of Dr. Campaigne and Mr. Jones, with Dr. Jaffee as Advisor, was appointed to develop a new job description for the Managing Editor for presentation and discussion at the next Board meeting.

h. The role of the Editorial Policy Board. Dr. Shinn was appointed to work with the Subcommittee on the problem of the working relationships of the Board and the Managing Editor; he is to report to the Board at its next meeting.

4. It was agreed that the next meeting of the Editorial Policy Board would be at 0800 on Friday, 28 January 1955, in Room 19-244.

J. T. Mc Donald
for WILLIAM F. FRIELMAN
Chairman

NSA Technical Journal Editorial Policy Board