

DISPOSITION FORM~~CONFIDENTIAL~~
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FILE NO.

SUBJECT

National Security Agency Technical Journal

TO

Chiefs, Staff Divisions
and Offices

FROM

S/A

DATE

10 Feb 55

COMMENT NO 1

60493/can

1. NSA Regulation No. 10-14 established a technical journal in the Agency to aid "the growth of all NSA technicians in knowledge of their subjects, skill in the techniques of their crafts, and understanding of the broad nature of the cryptologic function."

2. General Order No. 88 established the NSA Technical Journal Editorial Policy Board to establish procedures and policies, and to provide editorial direction in accordance with NSA Regulation No. 10-14.

3. Among the conclusions reached by the Board in its meetings to date are the following:

a. The Journal should appeal to the greatest number of NSA people consistent with keeping it a document of high professional character.

b. The classification of issues of the Journal 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.

c. Distribution of the Journal will be limited to those technical personnel of NSA who request it by application and whose applications are approved. Later on, technical personnel of GCHQ may be added to the distribution.

d. The Journal will be initially published on a quarterly basis.

e. Articles for publication in the Journal will be solicited from interested Agency employees.

f. If an appropriately qualified candidate for the job of Managing Editor of the Journal cannot be found within NSA, an attempt will be made to find one outside the Agency.

g. The Personnel Division is being asked to advertize the job Agency-wide.

4. The job of Managing Editor of the National Security Agency Technical Journal is being established at GS-13 level. Attached for your information is the tentative job description. The Board wants to fill this job with someone who has a cryptologic background as well as a detailed familiarity with problems

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of make-up, editing, publishing, etc. Your cooperation and assistance is requested in finding and making available the best qualified candidate for the job within the Agency.

William F. Friedman

WILLIAM F. FRIEDMAN

Chairman

NSA Technical Journal Editorial Policy Board

Incl:
a/s

SECURITY CLASSIFICATION Unclassified Publications 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 and is responsible for passing on their suitability for publication. In this connection, obtains necessary assistance and advice by submitting proposed articles 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.