

CSGAS-14

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2 January 1948

SUBJECT: Study of Job Descriptions in Connection with Rotation Plan

*File
Rotation
Plan*

TO: Chairman, Rotation Plan Committee

1. AS-61 has made a study of comparable jobs and has set up an RIF file in its Administrative Section. This file groups all personnel into competitive levels and is to be used for any reduction in force which may become necessary. The cards are arranged by grade and within grade for similar jobs. Elimination is made first by veteran preference, then by credits determined by time in grade and efficiency rating. The cards show dates of employment, promotions, grades, position (e.g., Res. Anal./crypt), efficiency rating, and branch assigned, and in some cases sections within branches.

2. There follows for grades P-4 to P-8 those competitive levels which are common to more than one division.

a. P-4, Research Analysts (Crypt)

Derthick, Paul W.	AS-93	Gardner, M. K.	AS-93
Hurley, Geo., Jr.	AS-93	Gerhard, Paul V.	AS-93
Koerner, Geo. R.	AS-90	Getchell, B. C.	AS-96
Lewis, Arthur H.	AS-93	Griffin, Fred	AS-90
Van Houten, R. R.	AS-93	Hesse, Alfred W.	AS-93
Lutwiniak, William	AS-93	Munn, Kathleen M.	AS-93
Berryman, Wilma Z.	AS-93	Petersen, J. S., Jr.	AS-96
Brownell, Eliz. R.	AS-93	Phillips, Burton	AS-93
Brugger, Frank A., Jr.	AS-93	Siegel, Helen D.	AS-96
Dillinger, Norman	AS-93	Turner, Warren H., Jr.	AS-76
Dunning, Mary J.	AS-96	Waggoner, Thos. A. Jr.	AS-93

b. P-4, Electrical Engineers

Bowman, Ray L., Elec. Engr.	AS-74
Thorne, Stanley R., Elec. Engr.	AS-92

c. P-5, Research Analysts (Crypt)

Austin, Frank C.	AS-83	Vergine, Geo. H.	AS-96
Cooley, Vernon E.	AS-96	Christopher, Edw. E.	AS-93
Douglas, James H.	AS-70	Erskine, Wm. H.	AS-76C
Dribin, Daniel M.	AS-76C	Snyder, S. A.	AS-76C
Hezlep, Wm. H., Jr.	AS-96	Summers, C. R.	AS-72
Reimers, Paul R.	AS-96		

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d. P-6, Research Analysts (Crypt)

Ferner, R. O.	AS-96
Small, A. W.	AS-80

e. P-8, Research Analysts (Crypt)

Kullback, S.	AS-70
Rowlett, Frank B.	AS-90

3. In addition to the above data, it would appear that there should be equivalent jobs between the following groups:

a. Electrical engineers in AS-73 and AS-94

Brownstein, Herman,	AS-73,	P-4-14,	O-RD-12-6
Heckel, R. D.	AS-73,	P-4-14,	O-RD-1E-6-1
Moulton, A. B.	AS-73,	P-4-14,	O-RD-1E-8
Sikes, Robert E.	AS-72,	P-4-14,	O-RD-C-244
Neill, Richard R.	AS-94,	P-4-22,	O-I-I-C-545
McIntire, J. A.	AS-94,	P-5-5,	O-I-1C-909 (Radio Engr.)
Hix, Richard C.	AS-73,	P-5-37,	O-RL-1E-188
Kohler, H. W.	AS-73,	P-5-49,	O-RL-1E-225 (Radio Engr.)
Schierlmann, C. J.	AS-73,	P-6-20,	O-RD-1E-189

b. Mechanical and Electrical engineers of AS-74 and AS-85

Moulton, Roger D.	AS-74,	P-4-14,	O-RD-EE-8	Elec. Engr.
Bankson, Harold D.	AS-74,	P-4-14,	O-RL-EE-10	Elec. Engr.
Bowman, Ray L.	AS-74,	P-4-15,	O-RD-EE-23	Elec. Engr.
Kelley, F. M.	AS-75,	P-4-21,	O-RD-LS-21	Mech. Engr.
Erickson, B. G.	AS-74,	P-4-38,	O-RD-EE-46	Mech. Engr.
Napier, Chas. H.	AS-74,	P-4-38,	O-RD-EE-45-1	Mech. Engr.
Kauffman, L. A.	AS-74,	P-4-38,	O-RD-EE-45-2	Mech. Engr.
Christopher, N. H.	AS-74,	P-4-50,	O-RD-EE-335	Elec. Engr.
Rowland, E. T., Jr.	AS-74,	P-5-9,	O-RD-EE-15	Elec. Engr.
Kuhn, Kenneth	AS-85,	P-5-31,	O-SMain-162	Supt. of Main.

c. Technical Consultants (Crypt) of AS-70 and Research Analysts (Crypt) of AS-96

Levenson, A. J.	AS-70,	P-5-47,	O-RL-350	Res. Anal. (Crypt)
Lewis, F. W.	AS-70,	P-6-4,	O-RL-25-1	Res. Anal. (Crypt)
Jacobs, W. W.	AS-70,	P-6-5,	O-RL-113	Res. Anal. (Crypt)

(Compare with previous listings of P-5's and P-6's in AS-96)

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d. Research Analysts (Crypt) of AS-76C, and AS-83.

Wolfand, David	AS-83, P-4-28, O-S-Meth-247
Beck, Warren F.	AS-83, P-4-29, O-#-Meth-308
Hackbarth, H. C.	AS-83, P-4-29, O-S-Meth-22
Page, Ryon A.	AS-83, P-4-30, O-S-Meth-26
Deming, Doris M.	AS-83, P-4-30, O-S-Meth-360
Akeley, Evelyn N.	AS-76, P-4-36, O-RD-C-112
Chiles, James R.	AS-76, P-4-37, O-RD-C-28
Waltz, Maurice E.	AS-76, P-4- , O-RD-C-33-3
Marston, E. D.	AS-76, P-4-6, O-RL-C-496
Gordon, R. E.	AS-76, P-5-15, O-RD-C-34

e. AS-84 and AS-94

Boardman, Norman	AS-94A, P-4-10, O-1-10-899, Intell. Anal.
Corry, Cecil C.	AS-84, P-4-33, O-S-P-133, Tfc. Anal.
O'Gara, John F., Jr.	AS-95, P-5-36, LB-13, Mil. Int. Res. Anal.

(NOTE: No traffic analysts in comparable positions P-4 and above).

f. Crypt. Admin. Specialists, AS-93 and AS-71

Buffham, B. K.	AS-93, P-5-46, O-1-C-4323
Spalding, Frederick F.	AS-71, P-5-48, O-RL-351

g. Research Analysts (Crypt) of AS-76, AS-80

Dumey, Arnold I.	AS-76, P-6-2, O-RD-C-44
Clark, Harry L.	AS-80, P-6-18, O-#-130

4. Job descriptions in AS-61 are filed in the Classification and Wage Section. They are grouped by organizational unit and within the unit by job number. The names of incumbents appear nowhere in these records. However, by noting the job numbers which appear on the cards in the RIF file, it is possible to find in each individual case any particular job description under study. Because of these filing methods in use in AS-61 which are not easily adapted for making comparative studies, a sampling was made of such comparisons by job description only. There follows a listing from the data in paragraph 3d above, showing the general types of jobs held by the incumbents:

Wolfand,	AS-83, P-4, Analysis of ciphony & Cifax systems
Beck,	AS-83, P-4, CIC Procedures Section
Page,	AS-83, P-4, supervision of Analysis Section
Deming,	AS-83, P-4, " of Literal Systems Subsec.

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Chiles,

Waltz,

Marston,

Gordon,

AS-76, P-4, General cryptanalytic research
 AS-76, P-4, patents and application to
 improved methods of cryptology
 AS-76, P-4, new methods of cryptology and
 inventing
 AS-76, P-5, technical consultant to Chief,
 AS-76 for machine methods of
 solution.
 AS-76, P-5, CIC Projects Section

5. It does not appear that a comparison of job descriptions provides too sound a basis for rotation. Wide variations of background and experience and the jobs themselves are found in the competitive levels as determined by AS-61 in the RIF file. It is certain that if any of the personnel in par. 2 above were placed in another's job, a lengthy period of training and study would be necessary. In the case of cryptanalysts there are two ways to broaden their experience and thus make them more useful. One is by formal training in other fields than their particular specialty, and the other is by rotation. Of these the former would take less time.



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