

1st Incl

WDGAS-14 (23 October 1946)

Office of the Director of Communications Research, Army  
Security Agency, 23 October 1946

TO: Chairman Civilian Employment Board, Army Security Agency

The report of the subcommittee is approved by the Coordination Committee for Classification and Wage Administration of the Civilian Employment Board and 6 copies are forwarded herewith. Copies have been furnished to Lieutenant Colonel Libby AS-21, Dr. Kullback AS-70, Dr. Sinkov AS-80, and Mr. Rowlett AS-90.

1 Incl

Report of Subcommittee  
Original and 5 copies.

*W.F.*  
WILLIAM F. FRIEDMAN  
Director of Communications Research  
Chairman

HEADQUARTERS  
ARMY SECURITY AGENCY  
WASHINGTON 25, D. C.

23 October 1946

**SUBJECT:** Report of Subcommittee of Coordination Committee  
for Classification and Wage Administration of the  
Civilian Employment Board.

**TO:** W. F. Friedman, Chairman of the Coordination Committee

1. In accordance with instructions approved at a meeting of the above named committee (Tab A), the subcommittee met at various times to consider the first item on its agenda, viz. Par. 3a of Tab A, "Study the problem (description of jobs as presented in the Position Allocation Manual for Graded Civilian Jobs in ASF Manual No. 204 of July 1945) and recommend adequate work descriptions and titles for occupational group series and classes."

2. The work in this item has now been completed. The manual was studied and all pertinent jobs associated with ASA activities were considered, disregarding standardized types such as typists, stenographers, etc. The results were carefully coordinated by each subcommittee member throughout his operating division and fully reflects the composite thinking of the division in all cases.

3. The types of jobs considered divide themselves into three categories.

a. Those already included in the manual which required no change. (See Tab B).

- (1) Statistical Clerical Series GAF-1520-0
- (2) Communication Coding Series (Code clerks)  
GAF-1610-0
- (3) Mechanical Engineering Series F-363-0
- (4) Electrical Engineering Series F-340-0
- (5) Radio Engineering Series F-380-0
- (6) Engineering Aide Series SF-310, 312-0, etc.
- (7) Physical Science Administration Series F-1362-0
- (8) Physical Science Information and Editing  
Series F-1366-0
- (9) Editorial Series GAF-1210-0

b. Those included in the manual, the wording of which has been revised by the subcommittee. (See Tab C):

- (1) Cryptanalytic Aide Series SF-
- (2) Cryptography Series F-1318
- (3) Cryptographic Clerical Series GAF-1630-0
- (4) Signal Engineering Series F-

c. Those not included in the manual and which represent entirely new jobs. (See Tab D):

- (1) Cryptanalysis Series F-
- (2) Cryptanalytic Clerical Series GAF-
- (3) Traffic Analysis Series F-
- (4) Traffic Analysis Aide Series SF-
- (5) Traffic Analysis Clerical Series GAF-
- (6) Cryptographic Aide Series SF-
- (7) Cryptologic Engineering Series F-
- (8) Signal Intercept Engineering Series F-
- (9) Cryptologic Research Series F-
- (10) Cryptologic Administration Series F-

4. It is recommended that the changes indicated in Par. 25, and the new titles and descriptions shown in Par. 3c be approved by the ASA and forwarded to the Civil Service authorities for adoption in its Position Allocation Manual.

**WILFRED C. WASHOGE**  
 Captain, Signal Corps  
 Member-from Security Division

**MARK REGADS**  
 Chairman

**CHARLES R. BUNYER**  
 Member-from R & D Division

**MARRICE R. STONES**  
 Captain, Signal Corps  
 Member-from Operations Div.

4 Incls

- A. Minutes of Meeting, 17 May
- B. Job Descriptions (unchanged)
- C. Job Descriptions (changed)
- D. Job Descriptions (new)

**COORDINATION COMMITTEE  
FOR CLASSIFICATION AND WAGE ADMINISTRATION**

**Minutes of Meeting Held 17 May 1946**

1. The first meeting of the Coordination Committee for Classification and Wage Administration was held this date in Room 117, Headquarters Building, at 1500 hours. The following were present:

Mr. V. P. Friedman, Chairman  
 Lt. Col. R. T. Walker, ASA Staff  
 Colonel S. Kullback, R & D Division  
 Lt. Col. H.L. Clark, Security Division  
 Mr. F. B. Rowlett, Intelligence Division  
 Captain W. C. Washco, Security Division  
 Lt. F. A. Klemm, Intelligence Division  
 Mr. D. G. Starlin, Personnel & Training Branch  
 Mr. Mark Knolls, Office of the Director of  
 Communications Research

2. The Committee met in pursuance of the following charter:

"1. At a meeting of the Civilian Employment Board 19 April 1946, it was requested by Board members that a Coordination Committee be established to consider the problems of basic alignment of positions in this Agency with those comparable in other agencies.

"2. The purpose of the committee would be to establish position titles that would be in keeping with the type of work done on specialized jobs and coordinate these with other agencies. It would also make a study of comparable positions in other agencies to see that the allocation of such positions at this Agency are in keeping with those elsewhere.

"3. It was suggested that Mr. Friedman be appointed chairman and that the chairman select the members of the committee. The committee would be composed of not more than five nor less than three members.

"4. The suggestion of the Board is herewith forwarded for review."

/s/ D. GLENN STARLIN  
 Chairman, Civilian  
 Employment Board

Chief R & T Branch  
 Approved NCR - 30 Apr"

3. Considerable discussion ensued as to the poor descriptions of jobs as presented in the Position Allocation Manual for Graded Civilian Jobs (ASF Manual 204). It was agreed that a sub-committee should be appointed to:

a. Study the problem and recommend adequate work descriptions and titles for occupational groups, series and classes.

b. Review the job descriptions in force at present in the various divisions and make recommendations for such changes as are deemed necessary. (Specific attention was to be paid to uniformity throughout the Agency and to concentrate only on those jobs that are peculiar to the work of the Agency, disregarding standardized types such as typists, stenographers, etc.)

c. Coordinate and compare with other agencies to see that the allocations of positions at this Agency are in keeping with those elsewhere.

d. Review Army MOS and SSN numbers so as to bring consistency between civilian and military job specifications, and make necessary recommendations.

e. Make the studies outlined above for graded positions first, and then proceed to ungraded positions.

4. The members of the sub-committee were named by the Chairman as follows:

Mr. Mark Rhoads, Chairman  
 Captain W. C. Washcoe, Security Division  
 Captain C. R. Deeter, R & D Division  
 Lt. F. A. Klemm, Intelligence Division

(NOTE 1: Lt. Col. Walker did not think it necessary to appoint a member from the ASA Staff.)

(NOTE 2: Mr. Starlin offered his services and that of the Personnel and Training Branch to the sub-committee on a consultative basis.)

5. The committee then adjourned to await a report from the sub-committee.

WILLIAM F. FRIEDMAN  
 Director of  
 Communications Research  
 Chairman, Coordination  
 Committee

## STATISTICAL CLERICAL SERIES

GAP-1520-C

This series includes all classes of positions the duties of which are to administer, supervise, or perform statistical clerical work involved in collecting, compiling, verifying, or analyzing statistical data, in making computations based thereon, in preparing and presenting such data for use in connection with or as the basis for reports, or other work requiring a knowledge of statistical methods.

**COMMUNICATIONS CODING SERIES  
(Code Clerks)**

**GAF-1610-0**

This series includes all classes of positions the duties of which are to supervise or perform work involved in encoding, decoding, enciphering, or deciphering telegrams, radiograms, or other confidential communications.

**MECHANICAL ENGINEERING SERIES****P-363-0**

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in the design, construction, procurement, installation, operation, maintenance, testing, or inspection of mechanical apparatus and equipment.

**ELECTRICAL ENGINEERING SERIES**

**P-340-0**

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in the maintenance of electrical equipment, apparatus, and plants.

**RADIO ENGINEERING SERIES****P-550-0**

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in the design, construction, operation, maintenance, investigation, inspection, or testing of radio stations and equipment, or in the study of radio phenomena in engineering projects.

**ENGINEERING AIDE SERIES**

**SP-510,519-0, etc**

**This series includes all classes of positions the duties of which are to supervise or perform work which is incident, subordinate, or preparatory to one or more branches of engineering.**

**PHYSICAL SCIENCE ADMINISTRATION SERIES**

**P-1362-C**

This series includes all classes of positions the duties of which are to perform such professional work in the administration, direction, and control of scientific activities as is not properly allocable to other series of this group.

(use for certain executive jobs)

**PHYSICAL SCIENCE INFORMATION AND EDITING SERIES**

**P-1366-C**

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform professional and scientific work in the writing, editing, and preparing for publication of periodicals, reports, bulletins, circulars, or gross reports on physical science subjects.

(for writers of technical, operational and maintenance manuals)

**EDITORIAL SERIES****CAF-1210-0**

This series includes all classes of positions the duties of which are to administer, supervise, or perform editorial work not requiring a scientific or professional knowledge of a particular field, but involving such duties as editing, revising, and rewriting manuscript to be printed or otherwise duplicated; verifying tables, citations, and references; preparing title pages, tables of contents, and indexes; laying out copy for the printer; reading and revising galley and page proof; performing the necessary research work for and writing pamphlets, bulletins, reports, booklets, procedure manuals, or other material, usually of a semi-technical nature, for formal publication; or rewriting technical material in popular style for such publication.

(for routine "editorial clerks")

## CRYPTANALYTIC AIDE SERIES

57

This series includes all classes of positions the duties of which are to supervise or perform subordinate professional and scientific work in the field of cryptanalysis, including the analysis and solution of codes and ciphers and the study and analysis of pertinent information in connection therewith.

## CRYPTOGRAPHY SERIES

3-1518

This series includes all classes of positions the duties of which are to advise on, administer, supervise or perform research or other professional and scientific work in the construction of codes and ciphers, the development of procedures for the use of codes and ciphers, and the supervision of the use of codes and ciphers, or in the design, development, testing, and operation of new and improved cryptocommunications systems, methods, and techniques.

(Major change is to eliminate the "cover-all" references to indicate that these people "engineer" equipment.)

**CRYPTOGRAPHIC CLERICAL SERIES****GSF-1530-0**

This series includes all classes of positions the duties of which are to supervise or perform clerical work involved in the construction of codes and ciphers, the development and preparation of procedures for their use, and the supervision of the use of codes and ciphers.

**SIGNAL ENGINEERING SERIES**

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work in the investigation of signal engineering projects including those involving communications security equipments, or the maintenance of signal engineering equipment including security equipment, such as radio, telephone, telegraph or cable.

**CRYPTANALYSIS SERIES**

7

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform research or other professional or scientific work in the field of cryptanalysis, including the analysis and solution of codes and ciphers and the study and analysis of pertinent information in connection therewith.

**CRYPTANALYTIC CLERICAL SERIES**

This series includes all classes of positions the duties of which are to supervise or perform clerical work involved in decoding and deciphering messages transmitted in solved codes and ciphers, or to supervise or perform other clerical work incident to the analysis or solution, of codes and ciphers.

**TRAFFIC ANALYSIS SERIES****F**

This series includes all classes of positions, the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work involved in traffic analysis, the study and reconstruction of communications networks, and the applications of traffic analysis to intercept control, cryptanalysis, intelligence, and communication security.

## TRAFFIC ANALYSIS AIDE SERIES

SF

This series includes all classes of positions, the duties of which are to supervise or perform technical duties which are incident, subordinate, or preparatory to the work of traffic analysts of professional standing in the study and reconstruction of communications networks, and in the application of traffic analysis to intercept control, cryptanalysis, intelligence, and communication security.

**CRYPTANALYTIC CLERICAL SERIES**

This series includes all classes of positions the duties of which are to supervise or perform clerical work involved in decoding and deciphering messages transmitted in solved codes and ciphers, or to supervise or perform other clerical work incident to the analysis or solution, of codes and ciphers.

**CRYPTOGRAPHIC AIDE SERIES****SF-1630**

This series includes all classes of positions the duties of which are to supervise or perform technical work incident, subordinate, or preparatory to the work of cryptographers of professional standing in the construction of codes and ciphers, the development of procedures for and supervision of the use of codes and ciphers, or in the design, development, testing, and operation of new and improved cryptocommunication systems, methods, and techniques.

**CRYPTOLOGIC ENGINEERING SERIES****P**

This series includes all classes of positions the duties of which are to advise on, administer, supervise or perform research or other professional scientific and engineering work in the design, construction, operation, testing, inspection, or evaluation, of mechanical, electrical, electronic, electro-mechanical and/or other applicable crypto-communications equipment and cryptanalytic aids, involving literal, teletype, speech or facsimile signal communications means.

(This series should exist in P-3 grades and higher only, with training in electrical, mechanical, radio or signal engineering as a background or prerequisite. A cryptologic engineer could at any time revert to his basic field of engineering if need be.)

**SIGNAL INTERCEPT ENGINEERING SERIES**

This series includes all classes of positions the duties of which are to advise on, administer, supervise or perform research or other professional scientific and engineering work involved in the interception and recording of all forms of communications signals and in the design, development, operation or maintenance of intercept facilities.

**Y-2 and higher**

## CRYPTOLOGIC RESEARCH SERIES

F

This series includes all classes of positions the duties of which are to advise on, administer, supervise or perform research or other professional scientific work in the development of principles applicable to cryptography, cryptomechanisms, and cryptanalysis, covering the entire field of communications or any portion thereof. Work in this series is predominantly mathematical or statistical in nature.

(This series should exist in F-3 grades and higher only, with training in mathematics, statistics, physics, or engineering as a background prerequisite.)

**CRYPTOLOGIC ADMINISTRATION SERIES**

This series includes all classes of positions the duties of which are to perform professional work in the administration, direction, and technical control of cryptologic and intercept activities.