

DATE

TO	FROM	TO	FROM
___ Chief, ASA..	.. (10) ___	___ Ch, Security Div	(80) ___
___ Executive O	.. (11) ___	___ P & O Staff.	(81) ___
___ Dir Comm Res	.. (14) ___	___ Ch, Materiel Br	(82) ___
___ Ch, Hist Unit	.. (13) ___	___ Ch, Methods Br	(83) ___
___ Control O	(15) ___	___ Ch, Protective Br	(84) ___
___ Asst Chief (Staff)	.. (20) ___	___ Ch, Maint Br	(85) ___
___ Ch, Pers Sec	(21) ___	___ Ch, Res & Dev Div	(70) ___
___ Ch, Org & Tng Sec	(22) ___	___ Tech Staff	(71) ___
___ Ch, Plans & Oper	(23) ___	___ Ch, Ciph & Ciph Br	(72) ___
___ Ch, Materiel Sec	(24) ___	___ Ch, Int Equip Br	(73) ___
___ Ch, Fiscal Sec	(25) ___	___ Ch, Elec & Elec Br	(74) ___
___ Adjutant, ASA.	.. (26) ___	___ Ch, Lab Serv Br	(75) ___
___ Ch, Sec Cont Sec.	(27) ___	___ Ch, C'logic Br	(76) ___
___ Asst Chief (Oper)	.. (60) ___	___ Ch, Pers & Tng Br	(61) ___
___ Ch, Intel Div . . .	(90) ___	___ Ch, Supply Br	(62) ___
___ Ch, Lab Br. . . .	(91) ___	___ Co, Arlington Hall	(40) ___
___ Ch, Machine Br	.. (92) ___	___ 2d Sig Serv Bn.	(50) ___
___ Ch, Crypt Br . . .	(93) ___		
___ Ch, Int Cont Br	(94) ___		
___ Ch, I & D Br. . .	(95) ___		

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| <input type="checkbox"/> As Discussed | <input type="checkbox"/> Information & File |
| <input type="checkbox"/> As Requested | <input type="checkbox"/> Recommendation |
| <input checked="" type="checkbox"/> Concurrence or Comments | <input type="checkbox"/> Signature if approved |
| <input type="checkbox"/> Information & Forwarding | <input type="checkbox"/> Your action by |
| <input checked="" type="checkbox"/> Information & Return | <input type="checkbox"/> Info upon which to base reply |

Mr. Deeter, R & D Div.

Asst. Director, Op Div

Approved for Release by NSA on 04-18-2014
pursuant to E.O. 13526

MR

Asst DCR

Crypt Machines - Cryptologic Sec's

Chief Crypt Engineer

TO THE FOLLOWING IN THE ORDER INDICATED		CHECK ACTION	
1. <i>Mr Clark</i>	INITIALS	<input type="checkbox"/>	CONCURRENCE
	DATE	<input type="checkbox"/>	SIGNATURE
2.	<input type="checkbox"/>	<input type="checkbox"/>	NOTE AND RETURN
	<input type="checkbox"/>	<input type="checkbox"/>	NOTE AND FORWARD
	<input type="checkbox"/>	<input type="checkbox"/>	COMPLETE ACTION
3.	<input type="checkbox"/>	<input type="checkbox"/>	CIRCULATE
	<input type="checkbox"/>	<input type="checkbox"/>	INFORMATION
	<input type="checkbox"/>	<input type="checkbox"/>	FILE

This is an interim report of the Rhoads subcommittee.

Read, if interested, and return to

W Washoe.

Comments welcome.

FROM: (Name, organization, building)	DATE
<i>Looper 90:2-77C</i>	
	TEL

SECRET

REF ID: A66693
CONFIDENTIAL

RESTRICTED

DATE 20 Sept 46

TO	FROM	TO	FROM
Chief, ASA... (10)		✓ Ch, Security Div... (80)	
Executive O (11)		P & O Staff... (81)	
Dir Comm Res. (14)	✓	Ch, Materiel Br (82)	
Ch, Hist Unit (13)		Ch, Methods Br... (83)	
Control O (15)		Ch, Protective Br (84)	
Asst Chief (Staff) (20)		Ch, Maint Br (85)	
Ch, Pers Sec... (21)		Ch, Res & Dev Div (70)	
Ch, Org & Tng Sec (22)		Tech Staff (71)	
Ch, Plans & Oper (23)		Ch, Ciph & Ciph Br (72)	
Ch, Materiel Sec (24)		Ch, Int Equip Br... (73)	
Ch, Fiscal Sec (25)		Ch, Elec & Elec Br (74)	
Adjutant, ASA... (26)		Ch, Lab Serv Br (75)	
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Ch, Intel Div... (90)		Ch, Supply Br (62)	
Ch, Lab Br (91)		Co, Arlington Hall (40)	
Ch, Machine Br (92)		2d Sig Serv Bn... (50)	
Ch, Crypt Br... (93)			
Ch, Int Cont Br (94)			
Ch, I & D Br... (95)			

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| <input type="checkbox"/> As Discussed | <input type="checkbox"/> Information & File |
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| <input checked="" type="checkbox"/> Information & Return | <input type="checkbox"/> Info upon which to base reply |

Attn. Capt Washburn
 Please comment on attached
 draft. Complete enough?
 Pers. O.K.? etc.

MC
 asst DCR

I concur/W

File
in
6w
Board
MK

Mr Rhoads,

I have not had time to coordinate the addition of these two job descriptions to this study. However, I think the rest of the committee will agree as per our discussion.

I suggest that they be tentatively added.

EM Dexter

11 Oct 46

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 CAF-1520-0
- (2) Communication Coding Series (Code clerks)
CAF-1610-0

- (3) Mechanical Engineering Series P-868-0
- (4) Electrical Engineering Series P-840-0
- (5) Radio Engineering Series P-880-0
- (6) Engineering Aide Series SP-810, 812-0, etc.
- (7) Physical Science Administration Series P-1362-0
- (8) Physical Science Information and Editing Series P-1366-0
- (9) Editorial Series CAF-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 SP-
- (2) Cryptography Series P-1318
- (3) Cryptographic Clerical Series CAF-1630-0
- (4) Signal Engineering Series P-

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

- (1) Cryptanalysis Series P-
- (2) Cryptanalytic Clerical Series CAF-
- (3) Traffic Analysis Series P-
- (4) Traffic Analysis Aide Series SP-
- (5) Traffic Analysis Clerical Series CAF-
- (6) Cryptographic Aide Series SP-
- (7) Cryptologic Engineering Series P-
- (8) Signal Intercept Engineering Series P-
- (9) *Cryptologic Research Series P-*
- (10) *Cryptologic Administration Series P-*

4. It is recommended that the changes indicated in Par. 3b, 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. WASHCOE
 Captain, Signal Corps
 Member from Security Division

MARK RHOADS
 Chairman

CHARLES R. DEETER
 Captain, Signal Corps
 Member from R & D Division

MAURICE R. COOMES
 Captain, Signal Corps
 Member-from Operations Div.

4 Incls

A *X*. Minutes of Meeting, 17 May
 B *Z*. Job Descriptions (*unchanged*)

C.J. Job Descriptions (*changed*)
D.H. Job Descriptions (*new*)

FIRST MEETING

22

**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. W. F. Friedman, Chairman
 Lt. Col. R. T. Walker, ASA Staff
 Colonel S. Kullback, A & B Division
 Lt. Col. H. L. Clark, Security Division
 Mr. P. B. Rowlett, Intelligence Division
 Captain W. C. Washoe, Security Division
 Lt. F. A. Klemm, Intelligence Division
 Mr. D. G. Starlin, Personnel & Training Branch
 Mr. Mark Rhoads, 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 P & T Branch
 Approved MGR - 30 Apr"

Incl A

FOR READING FILE

3. Considerable discussion ensued as to the poor descriptions of jobs as presented in the Position Allocation Manual for Graded Civilian Jobs (ASG 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 allocation 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. Washoe, Security Division
 Captain C. E. 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

No change

10
OK

STATISTICAL CLERICAL SERIES

CAF-1520-0

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.



Incl B

tel e pho... changes
~~No change title~~

Stat
Cryptocommunications Series?
no

Review
(11)

COMMUNICATIONS CODING SERIES
(Code Clerks)

GAT-1610-6

See... and... to...

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.

See...

W. Chant

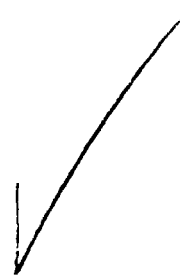
No chan

(13)
OK

MECHANICAL ENGINE-RING SERIES

P-868-0

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.

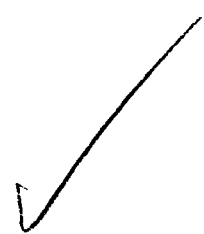


14
OK

ELECTRICAL ENGINEERING SERIES

P-840-0

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.



No change


(16)

OK

RADIO ENGINEERING SERIES

P-880-0

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.



No change

(17)

OK

ENGINEERING AID SERIES

SP-810, 812-0, 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.



~~27~~
19

PHYSICAL SCIENCE ADMINISTRATION SERIES

P-1362-0

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)

✓

No change

~~22~~
20

PHYSICAL SCIENCE INFORMATION AND EDITING SERIES

P-1566-0

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 prose reports on physical science subjects.

(for writers of technical, operational and maintenance manuals)



No change

EDITORIAL SERIES 17

CAF-1210-0

~~2~~
21

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")

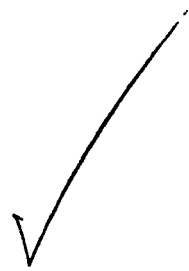


CRYPTANALYTIC AIDE SERIES

SP—

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.

*Final
(denton, other)*



Incl C

⑦

Review

~~CRYPTOCOMMUNICATIONS~~
~~CRYPTOGRAPHY SERIES~~ 11

OK

P-1318-

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 cryptographic systems, methods, and techniques.

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

OK

✓

(9)

Review

AM

~~Communication~~ CRYPTOGRAPHIC CLERICAL SERIES

OK

CAF-1630-0

This series includes all classes of positions the duties of

which are to supervise or perform clerical work involved in the ^{construction} preparation and development of codes and ciphers, of procedures ^{development} and preparation of procedures for their use, and the supervision of the use of ciphers and ^{of the use of codes and ciphers} codes, or to supervise or perform such other clerical work as

is incident to the work of cryptographers of professional standing.

AM



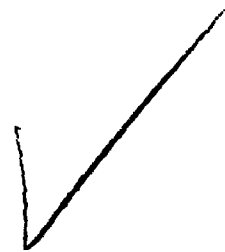
Words changed

15

OK.

SIGNAL ENGINEERING SERIES 7¹⁵

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.



Change: New Series
(formerly included in cryptography series)

CRYPTANALYSIS 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 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.

Series
(descriptive, active)



Serial 4

(3)
OK

CRYPTANALYTIC CLERICAL SERIES 7

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, ~~and interpretation~~ of codes and ciphers.

(4)

OK

TRAFFIC ANALYSIS SERIES = 2

P-

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 ^{network} systems, and the applications of traffic analysis to intercept control, cryptanalysis, intelligence, ^{communication} and security.

⑤

OK

TRAFFIC ANALYSIS AIDE SERIES ²⁴

SP -

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 ^{network} systems, and in the application of traffic analysis to intercept control, cryptanalysis, intelligence, and communication security.

(6)

OK.

TRAFFIC ANALYSIS CLERICAL SERIES

This series includes all classes of positions, the duties of which are to supervise or perform clerical work involved in the preparation of radio intercepts for the use of traffic analysts of professional standing, or to supervise or perform such other clerical work as is incident to the activities of traffic analysts of professional standing.

8

Review

Cryptocommunications
CRYPTOGRAPHIC AID SERIES
615

SP-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, and ~~the supervision of the use of codes and ciphers,~~ or in the design, development, testing, and operation of new and improved ~~cryptologic~~ systems, methods, and techniques.

Cryptocommunications

12
OK

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, ^{or evaluation} or inspection of mechanical, electrical, electronic, ^{and/or other applicable cryptos-} ~~and~~ electro-mechanical communications ~~equipment~~ ~~equipment~~ (including ~~code devices, cipher machines, and~~ ~~cryptanalytic aids~~) and cryptanalytic aids, involving literal, tele-type, 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.)

18
Barica
OK

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,} including ~~the~~ operation and maintenance of facilities ^{or} ~~for such intercept,~~ as well as providing necessary technical studies and special equipment related thereto.

3-4 and higher

(19)

Review

CRYPTOLOGIC RESEARCH 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 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 P-3 grades and higher only, with training in mathematics, statistics, physics, or engineering as a background prerequisite.)

O.K.

New Series

20

Review

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.

OK

~~Handwritten signature~~