

DISPOSITION FORM

FILE NO.

SUBJECT

Job Description for the Editor,
NSA Technical Journal

TO

FROM

DATE

COMMENT NO. 1

DISTRIBUTION

LIB

25 Feb 1955

Reference: Memorandum from AG to Members, NSA Technical Journal Editorial Policy Board, Subj: Agenda for the Fourth Meeting---, dtd. 18 Feb 55.

1. At the meeting of the NSA Technical Journal Editorial Policy Board held on 23 Feb 55 in response to the reference, certain changes necessary to establish the editor's job as a GS-13 were made in the job description. All changes are underlined in the copy of the job description attached as an inclosure.

2. PEIS is in the process of establishing the position.

3. The job should be advertised in the 7 March NSA Civilian Position Vacancy List.



GEORGE B. BROWN

Chief

Technical Library Division

Incl:

1/s

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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 recognized technical publication authority for the Agency's Technical Journal and as a member of the Technical Editorial Policy Board. In this capacity renders advice and consultation to the members of the Board and the potentialities and limitations of the Journal. Initiates and recommends to the Board the establishment, development or revisions 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. As the editor of the Agency's Technical Journal, initiates, plans, directs and coordinates the various comprehensive publications phases of the 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. Is responsible for the final selection of articles for publication or any given issue of the Journal. Preparation of articles and make up of the Journal must be so developed as to insure reader interest and to insure that the content of the Journal 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.