

Standard Form No 75  
February 1946

### UNITED STATES CIVIL SERVICE COMMISSION POSITION DESCRIPTION

1 (check one)  
Dept  Field

2 Official headquarters

3 Reason for submission  
(a) If this position replaces another (i.e., a change of duties in an existing position) identify such position by title allocation (s.r., loc series, grade) and position number

(b) Other (specify) **New Position**

4 Agency position No

5 C S C certification No **92**

6 Date of certification  
**Mar 16, 1949**

7 Date received from C S C

8 **Class Act 1949**  
CLASSIFICATION ACTION

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS	DATE
		Service	Series	Grade		
a Civil Service Commission						
b Department agency, or establishment	<b>Cryptologic Research Advisor</b>	<b>GS</b>	<b>1540</b>	<b>16</b>	<b>JWM</b>	<b>7-17</b>
c Bureau						
d Field office						
e Recommended by initiating office						

9 Organizational title of position **Special Assistant to the Director**

10 Name of employee (If agency specify V-1 S S or 4)

11 Department agency, or establishment  
**NATIONAL SECURITY AGENCY**

a First subdivision

b Second subdivision

c Third subdivision

d Fourth subdivision

e Fifth subdivision

12 This is a complete and accurate description of the duties and responsibilities of my position

(Signature of employee) \_\_\_\_\_ (Date) \_\_\_\_\_

13 This is a complete and accurate description of the duties and responsibilities of this position

**Spcl Asst Dir J. G. ...**

(Signature of immediate supervisor) \_\_\_\_\_ (Date) **28 FEB 1949**

Title **Director, National Security Agency**

14 Certification by head of bureau division, field office or designated representative

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Title \_\_\_\_\_

15 Certification by department, agency or establishment

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Title \_\_\_\_\_

16 Description of duties and responsibilities (See Guide to Position Classifiers, Employees and Supervisors for the Preparation of Position Descriptions Standard Form No 75A)

**See ATTACHED SUBSIDIARIES.**

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~~CONFIDENTIAL~~SPECIAL ASSISTANT TO THE DIRECTORDUTIES AND RESPONSIBILITIES:

As the Cryptologic Research Advisor is the principal consultant to the Director, National Security Agency concerning the technical and exploitational aspects of all cryptologic activities. These activities encompass two very broad fields of endeavor, communications intelligence and communications security, and involve several unrelated technical, professional and scientific fields and programs which demand continued "pioneering" effort to keep abreast of advancements in the fields. Renders technical advice and assistance to the Director, staff divisions and operating offices in the formulation and execution of the broad over-all plans and programs of the National Security Agency and in the technical control and coordination of all activities. Is responsible for studying and evaluating the overall programs in terms of current and new technical tactical and strategic information for the purpose of recommending to the Director changes in programs which may be justified by any changes in trends or by the results of advances in the communications electronic field brought about by the research being carried on by various government agencies, universities and industrial laboratories. Investigates new discoveries with a view towards applying such discoveries or modifications thereof to the accomplishment of communications security and communications intelligence production programs.

HELP PROVIDED BY GUIDES:

Follows broad agency policy directives and regulations and is guided by past and current technical successes and accomplishments, but the present and advancing sophistication of the science of communications security and communications intelligence on a world-wide basis is such as to require cognizance of advances in these very broad fields and the ability to consider and apply this knowledge as guidelines in the solution of specific problems as well as in the continuing advancement of the art.

HELP PROVIDED BY SUPERVISOR:

Works under general administrative direction of the Director of the Agency acting independently on all scientific and technical matters. Receives no technical direction from higher echelons within the Agency.

ORIGINAL THINKING DONE:

Is responsible for initiating ideas and investigating and advancing techniques and programs in hitherto unexplored lines in a variety of scientific fields, especially the very broad field of communications-electronics, in order to advance the work of the Agency and to insure that the communications of the United States Armed Forces are the most secure in the world and the maximum production of communications intelligence.

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~~CONFIDENTIAL~~PERSONAL WORK CONTACTS:

Participates in high-level committee and conference work for coordinating communications intelligence and communications security activities within the Agency and with the requirements of cooperating groups outside the Agency; initiates and maintains relationships with professional, technical and scientific personnel of highest professional reputation and standing to secure information and assistance needed in solving cryptologic problems; maintains close technical liaison with Service Cryptologic Agencies and with other Agencies and governments and is recognized as an outstanding authority in the field of cryptology.

THE EXTENT TO WHICH DECISIONS AND JUDGMENTS MADE ARE CHECKED OR REVIEWED:

Advice, decisions and opinions are accepted as technically sound and valid and have considerable influence on national and international policies and agreements as well as on programs of the National Security Agency. Any review is in terms of administrative policies, budgetary and manpower considerations.

THE IMPORTANCE AND EFFECTS OF WORK DONE:

The functions and programs of the Agency are of vital importance to and are an integral part of the National Defense programs.

SUPERVISORY RESPONSIBILITIES:

Exercises no direct supervision, but recommendations, policies, plans and programs originated by the Research Advisor affect and control the efforts of several thousand personnel through <sup>out</sup> the agency.

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## National Security Agency

Cryptologic Research Advisor  
Vacancy

GS-1540-15

**BACKGROUND:**

The scientific advancements in the broad field of communications, and the importance of this field to world security, place increasingly complex demands upon the National Security Agency in the accomplishment of its missions in the Communications Intelligence, Communications Security, and Research and Development fields. These rapid advancements and the greater importance of this mission were recognized by the recent Presidential Executive Directive abolishing the Armed Forces Security Agency and reconstituting the organization as the National Security Agency. To efficiently and effectively accomplish the expanded mission, it is essential to attract and retain recognized authorities in the professional and scientific fields and to equitably compensate these authorities for their services. The present compression within the Agency at the GS-15 level does not meet this requirement. The attached position description generally outlines the scope of this highly technical mission but does not disclose some of the highly classified programs which are undertaken by this Agency.

**QUALIFICATIONS REQUIREMENTS:**

The incumbent of this position must possess outstanding qualifications in the field of cryptology. He must possess outstanding ability to conceive and initiate programs which will insure that the Agency not only keeps abreast of the advancing sophistication of the science of cryptology on a world-wide basis, but also continues the advancement of the art. He must also possess top recognition in this field to obtain technical assistance and cooperation in the various fields of endeavor.

**EVALUATION:**

The incumbent of this position will be the top cryptologic advisor in this highly technical and specialized field, supporting the security measures of the nation and the world. In addition to the importance of this position, the extremely complex and unprecedented nature of the work appears to warrant allocation to the proposed grade of GS-15. It is recommended, therefore, that the Civil Service Commission concur in this recommendation and submit the position to The President for final action.

WILMA FLYNN  
Chief, Civilian Position Classification Section  
National Security Agency

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## NATIONAL SECURITY AGENCY

Civilian Supergrade Positions

<u>Position</u>	<u>Organization</u>	<u>Proposed Grade</u>	<u>Authorized</u>
<u>Chief Communications Scientist.</u> Serves as the Deputy Director for Research and Development in the exercise of management and operational and technical control of cryptologic research and development vested in the Director of the National Security Agency.	R/D	GS-18	GS-18
<u>Cryptologic Research Advisor.</u> Serves as Special Assistant to the Director of the Agency and is responsible for advising the Director and Deputy Directors (Military - rotating between the services) concerning the technical and exploitational aspects of cryptologic activities of the Agency. Studies and evaluates the overall program for the purpose of recommending changes justified by any changes in trends or by results in advances in the cryptologic field.	Spec. Asst. to Director	GS-18	GS-18
<u>Chief Cryptanalyst.</u> Serves as Technical Director of a large organization responsible for all specialized classified communication activities of the Armed Forces.	PROD	GS-18	GS-16
<u>Communications Scientist.</u> Responsible for the performance of communication security functions under the cognizance of the National Security Agency. This includes the establishment and promulgation of the communications security doctrine, policy, techniques and instructional material of the Armed Forces.	COMSEC	GS-17	0
<u>Chief Physical Science Administrator.</u> Assistant Director, Research and Development, directs the research and development activities, the purpose of which is to augment the ability of the National Security Agency to perform its mission rapidly, thoroughly and economically. This involves work in several professional fields, including electronics, physics, mechanical and electrical engineering, mathematics, cryptology, and a variety of related fields, encompassing basic research, applied research, and pioneer development.	R/D	GS-17	GS-16

<u>Position</u>	<u>Organization</u>	<u>Proposed Grade</u>	<u>Authorized</u>
<u>Communications Specialist</u> . Responsible for providing the technical continuity in the current and long-range planning of the cryptologic activities of the Agency.	P/P	GS-17	0
<u>Cryptanalyst</u> . Serves as one of two Agency cryptanalytic authorities in a large organization, with responsibility for planning, coordinating and directing the Agency specialized cryptanalytic program, and for the suspension and termination of various phases of work.	PROD	GS-17 GS-17	0 GS-16
<u>Physical Science Administrator (Research)</u> . Serves as Chief of Office for Research, exercising technical control and guidance over the activities of a research group composed of an Engineering Research Division, Mathematical Research Division, and Physical Research Division, investigating areas having actual or potential value in meeting the special requirements of cryptologic equipment and techniques.	R/D	GS-16	0
<u>Physical Science Administrator (Development)</u> . Serves as Chief of Office for Development, exercising technical control and guidance over development activities, including the conduct and control of projects for development of cryptologic equipment and methods, and involves work in several scientific and technical subject matter fields.	R/D	GS-16	0
<u>Comptroller</u> . Responsible for analyzing and evaluating command programs to facilitate the accomplishment of objectives within available resources in the performance of accounting, budgeting, auditing, management analysis, and reporting functions to aid in the most effective utilization of personnel, equipment, and funds.	COMP	GS-16	0
<u>Cryptanalyst (Security)</u> . As the Chief Security Analyst, recommends new cryptosecurity and physical security policies, and directs the implementation in the services of established policies in these fields.	COMSEC	GS-16	0
<u>Cryptologic Statistician</u> . Is responsible for determining the feasibility of applying analytical machine processing equipment and techniques in the solution of problems, advising on such application, and devising and developing appropriate methods for the use of the equipment.	PROD	GS-16	0

<u>Position</u>	<u>Organization</u>	<u>Proposed Grade</u>	<u>Authorized</u>
<u>Cryptanalyst.</u> Makes recommendations on matters dealing with specialized activities, anticipating new cryptologic developments and conducting original research in cryptanalytic techniques, new systems, and new devices, from the viewpoint of the specialized interest.	PROD	<u>GS-16</u>	<u>0</u>
	TOTAL	14	5