

WAR DEPARTMENT POSITION DESCRIPTION FIELD SERVICE		1. POSITION No. C-ASA-116	
2. INSTALLATION Army Security Agency		5. TITLE Cryptologic Consultant	
3. POSITION LOCATION Office of Chief, ASA		6. SERVICE P	7. SERIES 1318
		8. GRADE 8	9. No.
		10. SIGNATURE OF ANALYST <i>J. Flynn</i>	
		11. DATE ALLOCATED <i>1/18/49</i>	
		12. ADDITIONAL IDENTICAL TO THIS POSITION	
4. DUTIES AND RESPONSIBILITIES		PERCENTAGE OF TIME ON EACH TASK	
<p><u>JOB CONTROLS</u></p> <p>1. Supervisory controls consist of: supervision exercised by Chief, ASA who assigns and directs general and specific projects and studies pertaining to the formulation and execution of the over-all policies of the Agency in its assigned mission in the cryptologic field.</p> <p>2. Regulatory controls consist of: legislative statutes and departmental orders which define the functions of the Agency.</p> <p><u>MAJOR DUTIES</u></p> <p>As Special Assistant to the Chief, ASA, assists in the technical direction of the operations of the Agency, i.e. the production and use of communication security facilities, equipment, techniques and publications; the derivation of intelligence from foreign communications; and research and development of new equipment, facilities and techniques for communication security and communication intelligence purposes.</p> <p>1. Maintains direct contact with all technical operations, keeping the Chief, ASA advised as to the status of all important projects or programs and of existing impediments to the attainment of objectives. Renders technical advice in regard to planning and effectuating the over-all program of the Agency. Studies program emphasis and analyzes broad projects affecting the technical operations of ASA as are submitted to the Chief by higher authority and makes recommendations which will assist in the formulation of broad policies or the establishment of long-term programs for meeting the basic objectives of the Agency or for improving the technical efficiency of its operations.</p> <p>2. Undertakes special studies and prepares special reports or plans as may be useful to or as directed by the Chief, such as: (1) new trends or novel development in signal communication methods or equipment requiring new types of security apparatus for the protection of these communications or new types of analytic apparatus for their solution; (2) studies of new legislation affecting the Agency's operations.</p> <p>3. Serves as consultant and advisor to the Chief, ASA in the coordi-</p>			

DUTIES AND RESPONSIBILITIES—Continued

PERCENTAGE OF
TIME ON
EACH TASK

nation of the activities and operations of the ASA with those of cooperating organizations in the Signal intelligence and communication security fields. Studies incoming special or important reports and documents as may have been produced by outside agencies and referred by the Chief, ASA for review and recommendation, such as: special technical reports for cooperating cryptologic agencies; proposals for inter-service or combined crypto-communications; documents having a bearing on collaboration with other authorized organizations.

4. Acts as special advisor to the Chief in all technical matters connected with the ASA school, including training doctrine, curricula, and literature.

5. Serves on or attends meetings of ASA, Department of the Army, Joint or Combined Committees and boards as may be directed by the Chief, including those which formulate policy or deal with the broader technical aspects of cryptologic operations of ASA, the Department of the Army, or other Departments or Agencies of the United States.

6. Supervises and coordinates the historical activities of the ASA; is responsible for the ASA Museum and acts as Curator thereof. Reviews final drafts of technical publications of the ASA in all fields of interest and is responsible for the publication of the ASA Review.

7. Supervises and recommends to Chief policies affecting the TICOM activities of the ASA; acts as coordinator in the collection, evaluation, exploitation, and dissemination of cryptologic information, including that dealing with foreign cryptologic equipment, documents and organizations; studies the practical usages that can be made of such information in the work of the operating divisions and its incorporation in training doctrine or literature.

The above duties and responsibilities are approved.

(SIGNATURE OF OPERATING OFFICIAL)

13. TITLE AND GRADE OF IMMEDIATE SUPERVISOR OF THIS POSITION

14. TITLES, GRADES, AND NUMBER OF EMPLOYEES SUPERVISED BY THIS POSITION

POSITION AUDIT

DATE							
ANALYST							