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MARK 10/8 - O/C Field Station	COMM. OFFICER-CH	OCC. CODE AND GRADE C 3393.01-14	POSITION NO.
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Under general supervision of an Office of Communications Area Chief, serves as the Chief of one of the Agency's Major Communications Base Stations which is geographically removed from the immediate Area Headquarters Staff locality and involves independent operation and general management responsibility for planning, directing and supervising one of the larger, more active and varied technical communications station support programs in the Agency world network including staff, clandestine, and special communications activities, both for the Agency and other Government Departments as required, plus significant O/C and Agency representation responsibility within the local area and/or associated host support facilities and related administrative matters for both employees and dependents.

Responsible for planning and directing general station operations, and interpreting and implementing directives/procedures necessary to overall station operations and objectives, including staff, clandestine and special communications activities, engineering, technical installation and maintenance, radio and message center activities, security, technical supplies and administration.

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Responsible for planning and directing the Base Station communication operations both receiver and transmitter sites, technical circuit control, message preparation/routing/...

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FORM 387A (3-67)

POSITION DESCRIPTION

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STATION	TITLE SECRET Commo Officer-Ch	OCC. CODE AND GRADE GS 393.01-14	POSITION NO.
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graphic operations, traffic control, and systems/equipment utilization as relates to staff, clandestine and special communications for the area and/or world net support. In this connection, must be thoroughly familiar with all communications equipment and its operating characteristics to insure effective and efficient transmission, reception, relay and processing of communications (messages, data, voice ciphony, facsimile, video, etc.) Examples of systems/equipment utilized include: low, medium and high frequency radio transmitters (CW - HF - VHF - UHF - Microwave - Satellite, etc); communications receivers in their various combinations as required in diverse reception systems and links; Modems; Mux; technical circuit equipment control facilities; manual/machine/ and automatic high speed cryptographic devices; terminal electro/mechanical equipment; computerized message switches; numerous antennas and selector mechanisms; test equipment, power generating system, etc. 25X1

25X1 Responsible for establishing and maintaining continuing liaison with local U.S. Govt. civilian/military and/or commercial officials [redacted]

[redacted] and participates in meetings and resolves a variety of problems relating to circuit distortion/outages, increases in traffic load, circuit changes, procedural matters, priorities special routing indicators, etc.

Responsible for insuring the utilization of appropriate propagation techniques to enable circuits to operate at maximum efficiency.

Responsible for establishing local operating procedures to insure the efficient operation of communications activities.

Responsible for directing and supervising an engineering staff which provides professional and technical engineering support for the station engaged in field modification and implementation of communications equipment and systems; engineering studies of station layout and

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LOCATION	TITLE SECRET Commo Officer-Ch	OCC. CODE AND GRADE C 393.01-14	POSITION NO.
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and facilities; testing and reporting on new equipment; recommending field technical standards for installation and maintenance; planning and supervising equipment installation and maintenance, etc.

Responsible for planning and supervising the communications security activities pertinent to station operations including cryptographic, transmission, and physical security and directing the periodic review and preparation of necessary reports in connection with such matters.

Responsible for planning and supervising the technical communications supply program for the station ensuring the availability of supplies, spare parts and equipment necessary to meet current and proposed requirements.

Responsible for the administrative support activities required by the station which includes coordination with various indigenous commercial and business firms and local

Additionaly, [redacted] supervises the various other general administrative services required to support the station activities, personnel and dependents such as, budget and finance, personnel processing and briefing, school and related educational matters, employee relations, recreation, administrative supply, motor pool operations, etc.

Responsible for directing on-the-job training programs for the station's technical personnel to ensure maximum utilization and flexibility of personnel.

Prepares reports and makes recommendations to the Area Chief regarding the necessity for new or additional equipment.

Responsible for determining personnel assignments, shift rosters, leave, rotation between receiver and transmitter sites, etc. Performs related duties as required.

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POSITION DESCRIPTION

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SUPERVISION:

1. Supervision Received: Incumbent reports to and is under the general supervision of the Area Communications Officer who provides the general policy and objectives to be accomplished by the station. It remains with the incumbent to plan and carry out the station program with a minimum of guidance other than policy direction and to insure that the station operates effectively and efficiently.
2. Supervision Given Others: Incumbent is responsible for directing and supervising approximately 40 plus professional, technical, and administrative personnel.

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