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As Chief of the Communications Research Section serves as technical advisor to the Chief, Army Security Agency and ASA Staff, on all technical operations of the agency.

Utilizes a wide knowledge of special phase of communications as employed by Army, Navy, State Department and other agencies of the U. S. Government in order to maintain and develop procedures and techniques which have a bearing on Army Security Agency policy. Acts as coordinator for ASA in his field.

Serves as chairman of an Army-Navy Research and Development Committee, and as representative of the Chief, Army Security Agency, participates in technical discussions and acts as technical advisor to such committees. Occasionally serves as a member of special Army-Navy Committees dealing with pertinent subjects, such as special or adhoc committees appointed by Joint Communications Board or the Joint Chiefs of Staff.

Organizes and administers special duties assigned by the Chief, Army Security Agency, such as special studies in his field and acts as technical advisor on tours of visiting personnel such as the Chief of Staff D/A and Director of Intelligence D/A. Makes special reports on technical subjects as designated by the Chief, ASA, coordinates, reviews and makes recommendations to the Chief, ASA on documents requiring analysis and action.

Maintains close contact with publications sections engaged in the drafting of publications including training manuals, technical pamphlets etc. Gives advice in the formulation of policy governing training publications and doctrines and in the publication of training publications for Army Extension Courses; serves as Chairman of the Terminology Committee and formulates policy governing special terminology for the Army Security Agency. Reviews final drafts of all new publications in his field.

Maintains close contact with all historical activities of the agency; confers with and advises personnel assigned to historical activities within the Operating Divisions; personally directs the work of the Historical Unit, ASA and maintains direct liaison with other historical agencies of the War Department.

Makes recommendations for the formulation and execution of the ASA Public Relations Program.

As technical expert in his field makes occasional trips abroad as consultant for ASA and as directed by the Chief ASA.

MEMO ROUTING SLIP		NEVER USE FOR APPROVALS, CONCURRENCES, OR SIMILAR ACTIONS	
1	NAME OR TITLE <i>Col. Tracy</i>	INITIALS	CIRCULATE
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2			FILE
			INFORMATION
3			NECESSARY ACTION
			NOTE AND RETURN
4			SEE ME
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REMARKS <i>As requested</i>			
FROM NAME OR TITLE <i>John L. Sullivan</i>		DATE <i>16 Mar</i>	
ORGANIZATION AND LOCATION <i>AFSA-153</i>		TELEPHONE <i>222</i>	

Hand Delivered to
May Mills by Mr Fischer
22 August 1950

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