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2 November 1956

MEMORANDUM FOR: RECORD

SUBJECT : Operational Directive for SR/7/DOB I.O. on West Coast  
U.S.A.

**I. Operational**

A. Plan - to securely spot and make initial operational assessments of potential REDSOX agent candidates in the West Coast area of the U.S.A. In addition to this, he will be the SR/7/DOB West Coast representative who can exploit operational leads of opportunity under the direction of Headquarters.

**B. Objectives**

1. to establish agent nets to spot REDSOX agent candidates.
2. to interview and assess potential agents.
3. to report names of potential Hot War candidates.

**C. Tasks**

1. to integrate in the OO [ ] using it as a base of operations.
2. to establish communications with Headquarters by use of the OO/C pouch, TWX, and provide an alternate registered mail letter drop.
3. to establish his overt cover in the area of activity.

**D. Targets**

1. specific personalities designated by Headquarters as possible spotters or agent candidates.
2. Russian social or church groups where former DPs congregate.
3. Former Soviet minorities groups.
4. Leads provided locally by OO/C.

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E. Modus operandi

1. Three covers have been provided:

a. overt cover

This cover will be "lived" and utilized with a great deal of discretion when eliciting information for the purpose of locating spotters and agents on a true name basis. It will be used to establish overt presence in the area as for credit, vehicle registration and other resident obligations.

b.

This cover is to be used to approach potential agents and spotters after a PCSA or POA has been granted by Headquarters.

c.

Covers are issued to establish bona fides when interviewing potential agents and spotters when no PCSA or POA has been granted. Headquarters must approve each use of this cover after an RI and Division check has been conducted on the personalities.

2. As a by-product of his activity, he will furnish OO/C with potential positive intelligence leads and be of any other service to them that will not detract from his mission or jeopardize his security.

3. All names of operational interest will be checked against local OO/C files. This procedure is necessary to ascertain that OO/C has no interest in a given personality and to obtain any current information, if available. I&NS files to be checked for additional background information will be handled through normal OO/C channels.

4. The rule of compartmentalization will be maintained. The Chief of OO/C will be advised of contemplated actions to assure no conflict of interests. Chief, OO/C has been briefed on the mission of the SR representative and will determine what internal office security he wishes to maintain with his staff.

II. Administrative

A. Travel in authorized areas (see travel orders) will be coordinated with the Chief of OO/C. Travel outside of the approved area will be cleared with Headquarters.

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B. Monthly activities reports will be submitted and Headquarters techniques will be used on all operational reports.

C. OO/C will provide support as a desk, typewriter and necessary office supplies.

D. T&A reports will be maintained by OO/C and submitted to Headquarters OO which will forward them to the necessary Agency component.

Financial and travel instructions are attached to this memo.

[Redacted]  
Chief, SR/7/DOB/A&R

Approved [Redacted]

EW:jg

Distribution:

- ✓ Orig & 1 - SR/7
- 1 - SR/7/DOB/A&R Calif. Proj. file
- 1 - SR/7/DOB
- 1 [Redacted] personnel file
- 1 - (attach. only) - SR/7/DOB/FIN.

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FINANCIAL AND ADMINISTRATIVE ATTACHMENT TO "OPERATIONAL DIRECTIVE FOR SR/7/DOB I.O. ON WEST COAST U.S.A."

General Agency financial and administrative regulations apply to this activity and will be followed; however, specific instructions of concern are included below:

1. The use of personal car for business purposes is authorized. Reimbursement will be made at the established rate of 10 cents per mile. The radius of travel from [ ] is not to exceed 200 miles. Care should be exercised to exclude as reimbursable travel between the office and home when not on a TDY status.
2. Rental of an automobile from an established automobile renting firm is authorized whenever it is justified by security or expediency. Taxis should be used in preference to rented cars whenever feasible.
3. Travel as outlined in official travel order will not require prior approval. Travel beyond the authorized western states will not be made without prior approval from Headquarters.
4. In order to save time, travel to distant points will be made by fastest available commercial means, including by air.
5. Per diem will be calculated in accordance with established regulations.
6. No overtime is authorized on TDY status during periods of operational entertainment.
7. Operational entertainment will be reimbursed in accordance with existing regulations, i.e. at present \$1.00 to be deducted when not on per diem, \$2.40 to be deducted when on per diem for each meal.
8. In some cases it will be necessary to entertain certain persons at home. These persons normally would not be asked to visit the representative at his home, but for business reasons, such invitations are desirable. In such cases reasonable expenses incurred will be reimbursed.
9. Subscriptions to Russian language newspapers published in the U.S.A. will be reimbursed. In order to be abreast with events in

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Russian colonies and for the purpose of keeping an eye on items of intelligence value, scanning of such newspapers is important. It is anticipated that no more than four newspapers will be subscribed.

10. Membership dues in Russian social clubs will be reimbursed.
11. Communication expenses, such as telephone calls, telegrams, postage used for business will be reimbursed.
12. All other expenses which are normally authorized by regulations and by SR/7/DOB will be reimbursed.
13. Monthly accounting of expenses will be made to the SR/7/DOB Finance Officer. Initial advance of \$500.00 for expenses will be replenished as needed.
14. It is contemplated that the assigned mission will not require overtime although special operational situations may require overtime work. A ceiling of 10 hours per month is authorized but each request will be subject to scrutiny for justification.

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