

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:
Project Administrative Planning Staff, DD/A

NO.
DATE 25 January 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. SR Division	2514 J	JAN 25 1954		DLL	File 2510 J DO NOT REMOVE
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCE METHOD EXEMPTION 3B2B
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2007



NOV 30 1953

MEMORANDUM

TO : Deputy Director (Plans)

SUBJECT: Administrative Plan for SR Special Project
AEACRE - Domestic Training Station

Objective

1. The objective of the project is the establishment and operation of a domestic field station for the spotting, assessment, training, briefing, and preparation for dispatch of agents in support of SR operations.

Support

2. A domestic field station has been established in this country and is now in operation. The headquarters for the station includes the office of the Chief of Station, the Administrative Office, an operations section, and a spotting and assessment section. The trainees are quartered in safehouses located away from headquarters.

3. The trainees are furnished quarters, food, clothes, and such entertainment as is deemed necessary by the Chief of Station from a morale standpoint. They are generally under continued surveillance and are always escorted on all trips to off-site training areas and on all trips to and from the safehouses.

4. The station is using United States official cover. At present it is an annex of the Department of Health, Education and Welfare.

Approval

5. This project was originally approved by ADSO on 22 January 1952. The DCI, on 6 May 1952 approved [] of FI funds for fiscal year 1953, and in January 1953 he approved [] of PP funds for fiscal year 1953. On 24 August 1953 the DCI approved the SR Division's program for fiscal year 1954. This program included [] r AEACRE for fiscal year 1954. The budget for this project is now being reviewed by SR for the purpose of recommending a reduction in the project's budget for 1954.

SECRET
Security Information

- 2 -

Administrative Plan

6. The attached Administrative Plan has the concurrence of the respective offices of interest and is recommended for your approval.

/s/ [] Chief
Project Administrative Planning Staff, DD/A

/s/ []
Project Officer

PAPS/DD/A/MOG:jdc
(28 November 1953)

SECRET
Security Information

SECRET
Security Information
AEACRE
Concurrence Sheet

18/ []
SR Division

25 November 1953
Date

18/ []
Office of General Counsel

30 November 1953
Date

18/ []
Office of the Comptroller

25 November 1953
Date

18/ []
Cover Division

25 November 1953
Date

18/ []
Security Office

25 November 1953
Date

18/ []
Staff C/SPB

25 November 1953
Date

18/ []
Personnel Office

25 November 1953
Date

18/ []
Logistics Office

25 November 1953
Date

SECRET
Security Information

AEACRE
Administrative Plan
SR Special Project - Domestic Training Station

I. Funding

1. Funds shall be made available for the project on the basis of a detailed quarterly operating budget prepared by SR and concurred in by the Office of the Comptroller. The amount of the budget shall not be in excess of the amount of the project approval for the period and shall be in accordance with the terms and conditions of the project approval. The budget shall provide funds for (1) the operating expenses and compensation payable at the station, (2) the purchase of equipment, automobiles, and supplies by the Logistics Office and, (3) compensation for staff employees, covert associates, contract employees, and contract agents while in a holding status assigned to the project, payable by the Finance Division.

2. Funds shall be advanced for the project in accordance with the detailed operating budget upon appropriate request by SR, and all such advances shall be recorded as allotment expenditures at the time of advance by the Agency. Funds for the station shall be advanced to the [redacted] or his designee. The station may be advanced funds to provide a necessary working fund, and thereafter funds will generally be advanced in amounts not in excess of requirements for 30 days except in unusual circumstances.

3. The budget provisions for staff employees and military personnel shall be supported by a T/O prepared by the station and concurred in by SR and the Personnel Office.

4. The budget provisions for covert associates, contract employees, and contract agents shall be supported by a summary schedule of requirements prepared by the station and concurred in by SR and to be approved by Chief FI Staff and the Personnel Office.

5. The budget provisions for trainees and for the emergency holding of recruited agents pending full processing, pending dispatch, and pending disposal shall be supported by a summary schedule of requirements prepared by the station and concurred in by SR and approved by Chief, FI Staff.

6. The budget provisions for the purchase of equipment and automobiles and for the leasing of real estate shall be supported by a table of requirements prepared by the station and concurred in by SR and the Logistics Office.

SECRET
Security Information

II. Fiscal Authorisation

7. A letter of instruction outlining the authorities of the Chief of Station and the Chief, Administrative Office, including at least the following, shall be prepared by SR and the Office of the Comptroller with the concurrence of the Office of General Counsel:

a. [] and the Chief Administrative Officer shall have authority to expend funds for the operating expenses of the station in accordance with the detailed operating budget for the station, subject to the limitations expressly imposed therein. The prior approval of SR and the Office of the Comptroller shall be required for any expenditure in excess of the limitations expressly imposed in the budget. The authority of SR and the Office of the Comptroller to approve revisions of the budget is subject to the provision that any such amendments shall not increase the total amount of the budget to an amount in excess of the total budget limitation expressly provided in paragraph 1 of this Plan.

b. [] the Chief Administrative Officer, and the Finance Officer shall have authority to open and maintain a joint bank account, in pseudonym, for station funds provided that:

1. SR obtains twin declarations of trust, one to an unnamed party and one in favor of the U. S. Government, in a form prescribed by the Office of General Counsel, executed by the Chief of Station, the Chief Administrative Officer and the Finance Officer, covering funds in the bank account. The declarations of trust shall be held in custody by the Finance Division.

2. Funds may be withdrawn from the bank account only on the authorized signature of any two of the following officers: [] the Chief Administrative Officer and the Finance Officer.

3. SR will furnish the Finance Division with the name and address of the bank in which the account is opened, the title of the account, and the names of the persons authorized to withdraw funds from the account.

III. Personnel

8. All personnel assigned to the station, other than trainees, covert associates, spotters and cut-outs, shall be staff employees, military personnel or contract employees who shall be recruited and processed through regular Agency channels.

9. Those covert associates, spotters and cut-outs recruited by the Assessment and Recruitment Staff of the station shall have an appropriate "name check" clearance conducted by the Security Office and Staff C/SPB prior to their initial contact. All covert associates, spotters and cut-outs shall have a covert security clearance prior to their employment.

10. All trainees shall have a covert security clearance and shall execute a contract with the Agency prior to their training period. These contracts shall be negotiated by SR in coordination with the station and shall be approved by the Special Contracting Officer.

11. [] may authorize compensatory leave in lieu of overtime not to exceed seven earned days to be given at the completion of a training cycle (about six months) to qualified staff employees and military personnel.

IV. Logistical Support

12. All equipment and supplies for the station shall be provided in a manner determined by SR and the Logistics Office in accordance with the provisions of the approved budget.

13. All automobiles for the station shall be provided in a manner determined by SR and the Logistics Office in accordance with the provisions of the approved budget.

14. All safehouses and training sites for the station shall be leased in a manner determined by SR and the Logistics Office, in accordance with the provisions of the approved budget.

15. A storeroom shall be maintained for training equipment, automobile accessories, and special equipment held by the station. All such supplies and equipment shall be provided in a manner determined by SR and the Logistics Office in accordance with the provisions of the approved budget.

16. [] or the Chief Administrative Officer shall have authority to make emergency purchases of equipment and supplies provided the cost of the item does not exceed \$250.00. Each such purchase

shall be supported by an explanation of the emergency, which will be reviewed by SR and the Logistics Office.

17. The station shall maintain inventory records of all property assigned to the station in accordance with Agency regulations.

V. Travel Expense

18. [] shall have authority to approve domestic travel authorizations and vouchers for all personnel assigned to the base and for all trainees within the provisions of the approved budget. SR and the Senior FI, PP, or PM Staff as appropriate shall review the travel authorizations issued to determine that they were in accordance with the division's policy in regard thereto. Repeated and foreign travel orders shall have the prior approval of the Chief, SR or his designee and the Senior FI, PP, or PM Staff as appropriate.

19. All staff employees and military personnel shall be reimbursed for travel expense in accordance with Agency regulations. All covert associates and contract employees shall be reimbursed for travel expense in accordance with the terms of their contracts.

20. [] shall have authority to approve travel expense for trainees on an actual, necessary, reasonable basis. The Case Officer escort of the trainee(s) on the trip will pay all travel expense and will submit the travel expense voucher of the trainee(s).

VI. Other Operational Expense

21. [] shall have authority to approve the settlement of disputes (other than those arising from Agency personnel service contracts) involving damage to living quarters and other such expense, provided; that the cost does not exceed \$500.00, that for security reasons the dispute must be settled immediately, and that such dispute be reported immediately to the Chief of the Division and settlement approved by him. This authority shall be exercised only when neither normal nor special procedures appropriate to the particular instance can be securely used. In any case these unusual expense items will be supported by a detailed explanation signed by the appropriate Case Officer showing the reason for the expense. All such cases shall be reviewed by SR and the Senior FI, PP, or PM Staff as appropriate to determine that, when used, the special authority provided in this paragraph was justified and for the purpose of providing policy guidance to the station.

VII. Station Mess

22. The [] or the Chief Administrative Officer shall have authority to approve vouchers for food purchased for each mess operated by the base within the provisions of the approved budget for the station.

VIII. Entertainment

23. The [] or the Chief Administrative Officer shall have authority to approve such entertainment and recreational expense as is deemed necessary from a morale standpoint for trainees within the provisions of the approved budget.

24. The voucher for entertainment and recreational expense shall be supported by a statement from the escort showing date and the pseudonym of each Agency representative and each trainee.

25. All vouchers for entertainment and recreational expense shall be reviewed at least quarterly by SR and the Office of the Comptroller for the purpose of furnishing policy guidance to the [] regarding future entertainment and recreational expense.

IX. Auto Maintenance

26. The [] or the Chief Administrative Officer shall have authority to approve automobile operating and maintenance expense on a reasonable and necessary basis. These expenses will include emergency purchases of tires, batteries, and other parts and accessories necessary for the proper operation of the automobile. Directional signals and side mirrors may normally be included as necessary for the proper operation of the automobile.

27. SR and the Logistics Office shall review all automobile operating and maintenance expense at least quarterly for the purpose of furnishing policy guidance to the Chief of Station regarding future automobile operating and maintenance expense.

28. The [] shall have authority to authorize and approve on the spot settlement to non-Agency persons for automobile accidents provided the amount is not more than \$250.00 and that the settlement is necessary for security reasons, provided that the [] will make a survey of each claim in excess of \$25.00 and make a report to the Survey Review Board for final action. The amount of claim paid by the station shall be charged to the employees account pending the decision of the [] or the Survey Review Board as appropriate. In each case appropriate action will be taken against third parties.

SECRET
Security Information

29. The [] or the Chief Administrative Officer shall have authority to authorize and approve repairs to automobiles assigned to the station provided the cost is not more than \$250.00 and that the repairs are necessary for security reasons in order to avoid attracting unusual attention. This will not effect the duty to seek reimbursement from third parties where indicated. [] shall make a survey of each repair in excess of \$250.00 and make a report to the Survey Review Board for final action. The amount of repairs paid by the station shall be charged to the employees account pending the decision of the [] or the Survey Review Board as appropriate.

X. Security and Cover

30. The Security Officer of the station shall be selected or approved by the Security Office.

31. The program for the selection and assessment of safehouses shall be developed by the Security Officer of the station with the concurrence of the Security Office and the Cover Division.

32. The cover story for the occupants of each safehouse shall be developed by the Security Officer and be approved [] and concurred in by the Security Office and the Cover Division.

33. The Security Officer shall make a security check of each safehouse at least every six months and report his findings [] [] for appropriate action.

XI. Accounting and Reporting

34. The Finance Officer of the station shall be approved or selected by the Office of the Comptroller.

35. The Office of the Comptroller shall review the account procedures now in effect at the station and shall recommend and arrange for the installation of changes in procedure necessary for the proper accounting for all funds and for the preparation of the required monthly reports.

36. The station shall submit monthly financial reports, signed by [] and approved by the Chief of SR. These reports shall include at least:

- a. A statement showing the source of all funds.
- b. A statement of disbursements classified by type of expense with supporting vouchers and receipts or a statement showing why a receipt was not obtained.

SECRET
Security Information

c. A statement of the cost of operating each mess, the number of meals served, and the average cost per meal.

d. A statement showing the cost of operation and maintenance of each automobile for the period.

37. The monthly financial report shall include a certification signed by to the effect that the statement reflects, to the best of his knowledge and belief, the expenses of the station for the period. The financial report shall be subject to the approval of SR.

XII. Writeoff to Expense

38. Funds expended for the project by the station shall be charged to expense by the Authorized Certifying Officer on the basis of the station monthly report approved by SR, and the disbursements shall be supported in accordance with Agency regulations or the provisions of this Plan. All other funds expended for this project will be supported in accordance with Agency regulations.

XIII. Audit

39. The project shall be audited at least annually and the audit program shall be determined and carried out in accordance with Agency regulations.

SECRET
Security Information

ABACRE

RECOMMEND APPROVAL

10/1
DB/P-ADMIN

30 November 1953
Date

AUTHORIZED

10/1
Acting DDEA

14 January 1954
Date

APPROVED

10/1
for DD/P

21 January 1954
Date

*Original is in
Finance Riv*