

UNCLASSIFIED

INTERNAL USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

ACSR/SS

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

CSR/DOB

24 JUL 1957
25 JUL 1957

Attached also is the paper we rec'd in DOB a long time ago (actually a copy of the one attached to [redacted] memo). Unfortunately we never sent it down to CSR/7. So here it is for your info and reference when we go around on this subject again sometime in the future.
Thank you
M
25 Jul 57.

2.

3.

4.

5.

6.

7.

8.

9.

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

10.

11.

12.

13.

14.

15.

Pls file with other passport items vis a vis our agreement with SR/SS on responsibilities
Thank

3971

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24 July 1957

MEMORANDUM FOR: Chief, SR

SUBJECT : Determination of Support Activities for DOB to be
Accomplished either by SR Support Staff or DOB
Proper

1. The attached memorandum was prepared by the SR Support Staff after preliminary conferences with the DOB Support Staff. It was subsequently handed to the Chief, SR/7 DOB for his review and comment in order that the support lines of demarkation be established.

2. Recently the study was returned to the Chief, SR Support Staff by the Chief, SR/7 after the latter had submitted it to the Chief, DOB for review and comment by that establishment. The Chief, SR/7 stated that the conclusions of both himself and Chief, DOB were that the arrangements for support as defined were acceptable on the basis that they would establish lines of guidance which would be followed with the stipulation that should they prove unacceptable or unworkable at a future date they could be modified in conformance with the mutual agreement of both Chief, SR Support Staff and Chiefs of SR/7 and SR/DOB. This agreement is completely acceptable to the SR Support Staff and the attached is forwarded for your information in this regard.

Acting Chief, SR Support Staff

Distribution:
2-addressee
1-SR/DOB
1-SR/7
1-SR/SS

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DEMARKATION LINES DIVIDING SUPPORT RESPONSIBILITIES
BETWEEN DOMESTIC OPERATIONS BASE AND SR SUPPORT STAFF

*Get reading on for
DOB by 18 July*

The following is a preliminary presentation of the establishment of support responsibilities relegated to DOB and SR Support Staff. Decisions as to where they rest have derived from discussions on this score between the support counterparts in both of the two entities and are so listed. Those matters which require further discussion and determination are briefed at the close of each categorical heading.

	<u>ACTION</u> <u>DOB</u>	<u>ACTION</u> <u>SR/SS</u>
1. <u>MESSAGE CENTER</u>		
a. Assignment of pseudonyms and cryptonyms.		X
b. All written communications, whether classified or unclassified, are recorded and pouched in the office of Chief, SR/7/DOB at headquarters upon receipt from Message Center, SR/SS. The reverse is true on material received via special courier from DOB to hqs.	X	
2. <u>BUDGET & FISCAL</u>		
a. Travel Processing:		
(1) Domestic TDY for base personnel	X	
(2) Domestic TDY for base personnel in excess 180 days		X
(3) Domestic PCS travel for base personnel		X
(4) Overseas TDY for base personnel		X
(5) Overseas PCS for base personnel		X
These functions also include the approving authority for advances of and accounting for funds for these purposes.		
b. Finance and Fiscal Processing:		
(1) Prepare and submit annual budget to SR/DF	X	
(2) Submit quarterly allotment request	X	
(3) Submit sub allotment request		X
(4) Submit logistical financial requirements	X	
(5) Submit revised funding programs as required	X	
(6) Submit project renewals, amendments, and terminations through SR/7 to SR/SS	X	

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- 2 -

	<u>ACTION</u> <u>DOB</u>	<u>ACTION</u> <u>SR/ES</u>
(7) Submit monthly status of allotment accounts	X	
(8) Certification of funds available	X	
(9) Monthly status report of expenses including logistic expenditures		X
(10) Operational write-off requests, prepared by DOB for processing through SR/EF	X	
(11) Concurrence for cables, dispatches, or memoranda involving funds for projects administered by DOB	X	

3. PERSONNEL

a. Personnel processing of civilians		X
b. Personnel processing of officers		X
c. Personnel processing of enlisted men		X
d. Medical clearances on staff personnel		X
e. Medical clearances on contract types	X	
f. Liaison with Security on staff personnel		X
g. Liaison with Security on contract types	X	
h. Processing of foreign travel orders (Personnel factors)		X
i. Processing of domestic travel orders (Personnel factors)	X	
j. Processing of requests for cover orders in connection with foreign travel		X
k. Processing of requests for cover orders in connection with domestic travel	X	
l. Maintenance of staff employee files with the exception of additional minor data maintained at DOB		X

m. The processing of Contracts formerly carried out by DOB should be changed so that DOB Contracts or Agreements (in lieu of Contracts) flow through SR/ES before being submitted to Special Contracting Branch, Office of Personnel. This will permit the support of the SR/Contracts Officer in matters relating to the format of these papers, any special provisions in their content, and the monitoring of medical and security clearances.

n. It is recommended that definite procedures be established for the processing of foreign travel orders which require a courier designation. In this regard, it is suggested that the memorandum justifying the need for courier orders be processed

SECRET

SECRET

- 9 -

ACTION
DOB

ACTION
SR/SS

concurrently with the Agency Travel Order; and to ensure that this is done, that it be recognized in all cases where courier orders are requested, a memorandum of justification will be attached to the "Request for Travel Order."

e. What is to be the procedure of furnishing a Security briefing to staff employees assigned to DOB to ensure that they are aware of any differences in their status as to credit references, DOB cover story, etc? It would seem that this should be defined so that no Security breach arises as the result of both DOB and SR/SS failing to inform of pertinent facts in the belief that such had been effected by the other party.

p. It would seem pertinent in the establishment of the separate lines of administrative operation to delineate procedures for the monitoring by SR/SS of the preparation of Forms "W-2", Social Security and Retirement as applicable.

4. LOGISTICS

a. Procurement:

- (1) Requisitions and requests will be prepared by DOB and routed through, with copy for SR/SS. X
- (2) Within the above routing procedure, DOB is in a position to operate within the purview of all procurement Field Regulations. However, it will be necessary to determine through SSA-DD/S whether DOB is authorized to operate under the \$2,000.00 per line item purchase delegation or be limited through proximity to a maximum of \$250.00 by the Office of Logistics. (Concurrently DOB spends on an average of \$5,000.00 per annum for local purchase items, each under the limitation of \$250.00).

b. Supply:

- (1) Requisitions and requests for shipment of logistical items will be prepared by DOB and routed through, with copy for SR/SS. X

SECRET

SECRET

- 4 -

ACTION
DOB

ACTION
SR/SS

- (2) Concurrent with the above routing procedure, DOB is in a position to operate within the purview of pertinent Field Regulations. However, it will be necessary to define the limitation of the Chief's Surveying Authority based on whether he is to be categorized as Chief of Station or Chief of Base.
- (3) It is suggested that DOB rules establish conclusively that explosives and non-compatible items be stored at Fort Meade, and that small arms ammunition, only, be granted storage at DOB.

c. Transportation:

- (1) Movement of explosives and non-compatible items, in which the Office of Logistics Transportation Division and Security Officer are involved, will be processed thru the SR/Support Staff. DOB rules pertaining to such movements, which are to include those of weapons of all sorts together with ammunition, should be carefully defined so as to preclude any imbroglie with law authorities.
- (2) Field Regulations should control vehicle operation. However, rather than continuing the present procedure of registry of all DOB vehicles with GSA, it would appear appropriate that these be separated into two TVA's. This would permit the customary practice of assigning vehicles to the Project (ARAGRE) to be used solely for Project purposes; and the assignment of Administrative vehicles to the DOB proper. The combined use of all vehicles for both purposes, in the light of their GSA registry, possess the potential of security compromise. It is suggested, likewise, that DOB station rules include specifics as to the use of vehicles (FR 45-1525, para 2c) in which, with the exception of maintaining cover, vehicles are to be employed on official business only.

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SECRET

- 5 -

ACTION
DCB

ACTION
SR/SS

d. Real Estate and Construction:

- (1) Matters pertaining to rentals of station property and/or real estate, new construction, and addition of permanent equipment will be prepared at DCB and routed through, with copy for SR/SS.
- (2) Requests for the procurement, use and disposal of safes are to be submitted for action of SR/SS.

X

X

e. Printing Services:

- (1) Requisitions for printing services are to be submitted to SR/SS.

f. In effect, all papers involving logistical matters will carry a copy for and be routed through SR/Logistics for monitoring purposes. Except for routing matters processed within established procedure, SR/Logistics is to be apprised of matters or problems which entail discussion or consultation with the Office of Logistics personnel.

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CSR/DOB

DCSR/DOB

PLANS & PROJECTS

Handwritten notes in the left margin, including a vertical column of 'h' characters and various bracketed marks.

The comments in the margin are mine. Pls read this and on matters pertinent to your office - pls make separate comments. Feel free to come up and we'll thrash out any doubtful points. It will help me to understand the situation here, as well.
Thank you
H

7551

TRAINING

Handwritten checkmarks and brackets in the TRAINING section.

SECURITY

Handwritten checkmarks, brackets, and the text "comments attached" with a circled '7'.

LOGISTICS

Handwritten checkmarks and brackets in the LOGISTICS section.

FINANCE

Handwritten checkmarks and brackets in the FINANCE section.

A & R

Handwritten notes in the left margin under the A & R section.

MESSAGE CENTER

Handwritten checkmarks and brackets in the MESSAGE CENTER section.

SR/7

SR/7

[]
My comments are numbered
to agree with basic memo:

1. (a) - SA/SS has a responsibility for
recording only as I see it.

3 (f) I do not understand what this
one is all about.

3(o) Agree with your marginal
note.

4 (c)(v) ^{8/22} I don't know how []
feels about ~~the~~ these items
but to my mind they
are strictly matters of
concern to DOB. f

[]
5/24/57

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(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Chief, SR/7/DOB ^{22 MAY 1957}		
2			
3			
4			
5			
FROM		INITIALS	DATE
1	DC/SR/SS	JRB	5/21/57
2			
3			

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> APPROVAL | <input checked="" type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input checked="" type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

Remarks: [] before departing for two weeks military duty leave reviewed the attached hurriedly as it was ready just before he left. He requested that I follow the procedure of furnishing you with a copy so that you could study it during his absence for the purpose of a joint discussion shortly after he returns to his office on June 3rd. He also emphasized that the definition of responsibilities as shown should serve as lines of guidance and be considered sufficiently pliable for modification or change.

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FORM NO. 30-4
1 NOV 53

Previous editions may be used.

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DEMARCATIION LINES DIVIDING SUPPORT RESPONSIBILITIES BETWEEN DOMESTIC OPERATIONS BASE AND SR SUPPORT STAFF

The following is a preliminary presentation of the establishment of Support responsibilities relegated to DOB and SR Support Staff. Decisions as to where they rest have derived from discussions on this score between the Support counterparts in both of the two entities and are so listed. Those matters which require further discussion and determination are briefed at the close of each categorical heading.

	<u>ACTION</u> <u>DOB</u>	<u>ACTION</u> <u>SR/SS</u>
1. <u>MESSAGE CENTER</u>		
a. Assignment of pseudonyms and cryptonyms.		X
b. All written communications, whether classified or unclassified, are recorded and pouched in the office of Chief, SR/7/DOB at headquarters upon receipt from Message Center, SR/SS. The reverse is true on material received via special courier from DOB to hqs.	X	
2. <u>BUDGET & FISCAL</u>		
a. Travel Processing:		
(1) Domestic TDY for base personnel	X	
(2) Domestic TDY for base personnel in excess 180 days		X
(3) Domestic PCS travel for base personnel		X
(4) Overseas TDY for base personnel		X
(5) Overseas PCS for base personnel		X
These functions also include the approving authority for advance of and accounting for funds for these purposes.		
b. Finance and Fiscal Processing:		
(1) Prepare and submit annual budget to SR/BF	X	
(2) Submit quarterly allotment request	X	
(3) Submit sub allotment request		X
(4) Submit logistical financial requirements	X	
(5) Submit revised funding programs as required	X	
(6) Submit project renewals, amendments, and terminations through SR/7 to SR/SS	X	

Including C/A personnel?

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SECRET

	<u>ACTION DOB</u>	<u>ACTION SR/SS</u>
(7) Submit monthly status of allotment accounts	X	
(8) Certification of funds available	X	
(9) Monthly status report of expenses including logistic expenditures		X
(10) Operational write-off requests, prepared by DOB for processing through SR/BF	X	
(11) Concurrence for cables, dispatches, or memoranda involving funds for projects administered by DOB	X	

3. PERSONNEL

- a. Personnel processing of civilians X
- b. Personnel processing of officers X
- c. Personnel processing of enlisted men X
- d. Medical clearances on staff personnel X
- e. Medical clearances on contract types X
- f. Liaison with Security on staff personnel X
- g. Liaison with Security on contract types X
- h. Processing of foreign travel orders (Personnel factors) X
- i. Processing of domestic travel orders (Personnel factors) X
- j. Processing of requests for cover orders in connection with foreign travel X
- k. Processing of requests for cover orders in connection with domestic travel X
- l. Maintenance of staff employee files with the exception of additional minor data maintained at DOB X

m. The processing of Contracts formerly carried out by DOB should be changed so that DOB Contracts or Agreements (in lieu of Contracts) flow through SR/SS before being submitted to Special Contracting Branch, Office of Personnel. This will permit the support of the SR/Contracts Officer in matters relating to the format of these papers, any special provisos in their content, and the monitoring of medical and security clearances.

n. It is recommended that definite procedures be established for the processing of foreign travel orders which require a courier designation. In this regard, it is suggested that the memorandum justifying the need for courier orders be processed

Some in communication (off) travel OSS were delays in SR, however, processing under 24 hrs, do not occur.

over, as my all our contracts are not displayed with without inferring as to status etc. The SR/Contracts officer is having to deal with maximum

We do not have a solicitor recently in this commission (of Jetal). Courier order. with formal request for SR/Contracts to be recalled from commission because new admin system SR/SS

SECRET

- 3 -

ACTION
DOB

ACTION
SR/SS

concurrently with the Agency Travel Order; and to ensure that this is done, that it be recognized in all cases where courier orders are requested, a memorandum of justification will be attached to the "Request for Travel Order."

o. What is to be the procedure of furnishing a Security briefing to staff employees assigned to DOB to ensure that they are aware of any differences in their status as to credit references, DOB cover story, etc? It would seem that this should be defined so that no Security breach arises as the result of both DOB and SR/SS failing to inform of pertinent facts in the belief that such had been effected by the other party.

p. It would seem pertinent in the establishment of the separate lines of administrative operation to delineate procedures for the monitoring by SR/SS of the preparation of Forms "W-2", Social Security and Retirement as applicable.

4. LOGISTICS

a. Procurement:

- (1) Requisitions and requests will be prepared by DOB and routed through, with copy for SR/SS. X
- (2) Within the above routing procedure, DOB is in a position to operate within the purvue of all procurement Field Regulations. However, it will be necessary to determine through SSA-DD/S whether DOB is authorized to operate under the \$2,000.00 per line item purchase delegation or be limited through proximity to a maximum of \$250.00 by the Office of Logistics. (Concurrently DOB spends on an average of \$5,000.00 per annum for local purchase items, each under the limitation of \$250.00).

*Prefer
stay at 250.00
aug 78.*

b. Supply:

- (1) Requisitions and requests for shipment of logistical items will be prepared by DOB and routed through, with copy for SR/SS. X

*Trusty on SR/DOB
with responsibility. Many people
DOB/SS
request to DOB*

SECRET

SECRET

- 4 -

ACTION
DOB

ACTION
SR/SS

- (2) Concurrent with the above routing procedure, DOB is in a position to operate within the purvue of pertinent Field Regulations. However, it will be necessary to define the limitation of the Chief's Surveying Authority based on whether he is to be categorised as Chief of Base.
- (3) It is suggested that DOB rules establish conclusively that explosives and non-compatible items be stored at Fort Meade, and that small arms ammunition, only, be granted storage at DOB.

Agreed

c. **Transportation:**

- (1) Movement of explosives and non-compatible items, in which the Office of Logistics Transportation Division and Security Officer are involved, will be processed thru the SR/Support Staff. DOB rules pertaining to such movements, which are to include those of weapons of all sorts together with ammunition, should be carefully defined so as to preclude any imbroglio with law authorities.
- (2) Field Regulations should control vehicle operation. However, rather than continuing the present procedure of registry of all DOB vehicles with GSA, it would appear appropriate that these be separated into two TVA's. This would permit the customary practice of assigning vehicles to the Project (AEACRS) to be used solely for Project purposes; and the assignment of Administrative vehicles to the DOB proper. The combined use of all vehicles for both purposes, in the light of their GSA registry, possess the potential of security compromise. It is suggested, likewise, that DOB station rules include specifics as to the use of vehicles (FR 49-1525, para 2c) in which, with the exception of maintaining cover, vehicles are to be employed on official business only.

Needs Clarification
H7

SECRET

SECRET

- 5 -

ACTION
DOB

ACTION
SR/SS

d. Real Estate and Construction:

- (1) Matters pertaining to rentals of station property and/or real estate, new construction, and addition of permanent equipment will be prepared at DOB and routed through, with copy for SR/SS.
- (2) Requests for the procurement, use and disposal of safehouses are to be submitted for action of SR/SS.

X

X

e. Printing Services:

- (1) Requisitions for printing services are to be submitted to SR/SS.

f. In effect, all papers involving logistical matters will carry a copy for and be routed through SR/Logistics for monitoring purposes. Except for routing matters processed within established procedure, SR/Logistics is to be appraised of matters or problems which entail discussion or consultation with the Office of Logistics personnel.

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