

UNCLASSIFIED

INTERNAL USE ONLY

CONFIDENTIAL

SECRET

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	NO.
<i>OLDDP</i>	DATE

O: (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.				<p>Copy routed to all personnel, as per instructions of C. SR/DOB.</p> <p>gc 8/22/57</p>
2.	<i>SR/DOB</i>	<del>15 AUG 1957</del> AUG 20 1957		
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

DECLASSIFIED AND RELEASED BY  
 CENTRAL INTELLIGENCE AGENCY  
 SOURCES/METHODS EXEMPTION 3B  
 NAZI WAR CRIMES DISCLOSURE ACT  
 DATE 2007

*4566*

SECRET

DD/P 3.4689

1 July 1957

MEMORANDUM FOR: [ ]

SUBJECT : Instructions to Chief, Domestic Operations Base

1. Assumption of Duties

You are hereby appointed Chief of the SR Domestic Operations Base (DOB), effective this date and are instructed to assume the authorities and discharge the responsibilities commensurate with this position.

2. Status

Your general conduct and appearance should be as consistent with this status as your SR's responsibilities will permit.

## SECRET

e. You will obtain the approval of headquarters prior to decisions involving the employment or commitment of a long-range intelligence asset to the immediate support of an action program where such commitment may harm or destroy this intelligence asset.

#### 4. Line of Command

As Chief of the Domestic Operations Base you have great latitude for independent judgment to be applied within the framework of broad plans, program objectives, and general guidance furnished by the Chief, SR Branch 7 and higher authority.

#### 5. Finance

a. You will review, supervise, and approve all financial and budgetary matters, plans, estimates and expenditures related to operations in your area. Monthly accountings prepared in accordance with FED 30-1500-4 are to be transmitted through Chief, SR Division to headquarters Finance Division.

b. Current authorizations to expend funds for operations in your area will be made known to you, and it will be your responsibility to ensure that those authorizations are not exceeded, that accurate estimates of field costs for new or expanded operations are prepared and maintained.

SECRET

7. Communications

You will utilize the established communications systems between your area and Headquarters. All communications to and from your area will be accessible to you to the extent and in the manner you desire.

8. Security

You are especially charged with the maintenance of physical and operational security for your area in accordance with established CIA procedures. You will report any unusual problems to Headquarters.

/S/ Richard Helms  
For

Deputy Director (Plans)

CONCUR: