

**SECRET**

SR/DOR file Copy

23 April 1957

MEMORANDUM FOR: [ ]

SUBJECT : Instructions to [ ]  
Domestic Operations Base

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

**1. Assumption of Duty**

You are hereby appointed Chief of Station of the US Domestic Operations Base (DOB), effective 15 February 1957, and are instructed to ensure the authorization and discharge the responsibilities commensurate with this position.

**2. Status**

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

**3. Operational Duties and Responsibilities**

a. In this capacity as [ ] you will assume full control and direction of both the administrative and operational functions of the station and its related activities. You are to be responsible for the safeguarding and accounting for all real and personal property of the installation.

b. Within the framework of the CIA program, and under the directives you will receive from headquarters you will utilize CIA personnel, material, facilities, and funds so as to ensure the most effective use of these assets toward the accomplishment of the over-all CIA Mission.

c. You will maintain compartmentation of clandestine services activities and personnel to the extent required by security and as necessary to preserve the long-term effectiveness of the covert program. In order to ensure the protection of CIA covert assets, you will exercise the maximum security precautions in directing the activities of, or in meeting with, other CIA personnel.

d. You will consolidate administrative and support facilities to the extent and in the manner you deem best to carry out the CIA mission in your area.

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.

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## 4. Line of Command

As [ ] you are responsible to the Director of Central Intelligence through the Deputy Director (Plans) and the Chief, SR Division, in accordance with the provisions of FI 1-120-1.

## 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 FIM 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 sent down to you, it will be your responsibility to ensure that these authorizations are not exceeded, that accurate estimates of field costs for new or expanded operations are prepared and maintained, and that appropriate CIA regulations and procedures are observed.

c. It is essential that headquarters be advised of specific redelegation of authority at the station level.

## 6. Personnel

You will direct and supervise the activities of all CIA personnel assigned to your area.

a. Except in case of necessity, when headquarters will be advised immediately, personnel assigned major FI Classification activities may not be diverted from that category to another without the concurrence of headquarters.

b. You will facilitate requests for promotion, demotion, transfer or other appropriate personnel action for headquarters action.

c. Except in the case of routine clerical replacements, headquarters will consult with you insofar as possible before assigning personnel for 2/0 vacancies, but this will not preclude recruitment in the field. Prior to the recruitment and employment of any personnel (including contract personnel), operational or security clearance, as appropriate, and concurrence of headquarters will be obtained.

## 7. Communications

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

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**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.

[  
Deputy Director (Plans)]

**Origin:**

[  
Chief, SR Division]

[  
SR/NSA]

SR/SW, [ ] D: (23 April 1957)

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