

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL		
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	C/SR/SS	8/8	J. ? B
2			
3	C SR/7		
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	X FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks:			
I'd like you to file for any future ref orig. of this, plus buck sheet. This in case any question arises (auditors, e.g.) concerning my authority to sign finance and other papers.			
[ ]			
(OVER)			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
C SR/7			8 Aug 57
UNCLASSIFIED	CONFIDENTIAL	SECRET	

RECEIVED COML EXHIBIT

I have filed a copy of the attached together with the comments I made on the routing sheet in the Support Office files. Am returning to you after informing of this in the belief that this original should be a part of the DOB file for the reasons you so logically cite and, inasmuch as the DOB file would be the basis for an audit of that base, my thought was that the original should be therein. If you prefer, however, we'll be glad to retain it here.

COMMENT     RECOMMENDATION     FILE  
 COMMENT     REVISION OF MESSAGE     DISPATCH  
 RETURN     SMALL RETURN     RETURN  
 RETURN     REVISION     SIGNATURE

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

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CONFIDENTIAL

SECRET

### ROUTING AND RECORD SHEET

CND 3.4203

SUBJECT: (Optional)

FROM: SR Personnel

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. C SR/SS 2703 J 15 July H P

Approved by C SR/7 7/16/57 K M

2.

3. C SR 2052 J J M

18 Jul 57

4.

5. SSA/DDS 2016 L 7/23 30 July T Y B

? T Y B

6.

Hand Carry

7. ~~DD/P 1048 L~~

8.

9. Chief, Admin/SR att. 8/6/57 J. ? B

9 - Returned per our conversation.

10.

CS IC MO,

11. C SR/7 8/8/57 K.P.M.

per F.H.

12.

9-11: The attached Memo For: DD/P, SUBJECT: "Appointment of

13.

Chief of Domestic Operations Base, Headquarters Area" with

14.

Memo For: [redacted], SUBJECT

15.

"Instructions to Chief, Domestic Operations Base", both dated 15 February 1957 ( 1 original and 5 copies of each) were returned to O/SR/SS by SSA/DDS/Pers. The latter advised (OVER)

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(Comments Continued) The latter advised the undersigned by telephone several days before the return of both papers that the submission of these papers ~~XXXXXXXXXXXXXXXXXXXX~~ for the purpose of establishing a continuing jurisdiction for DOB in the interim period between its demise as an Administrative Plan under Project AEACRE and its establishment on 1 July 1957 as a domestic operations Base with Letter of Appointment and Letter of Instructions to [ ] was not deemed necessary. [ ] was of the opinion that the establishment of [ ] as Chief, Domestic Operations Base constituted sufficient authority and evidence for the change. His opinion was conveyed to CSR who verbally concurred in [ ]'s conclusion and [ ] was advised by telephone of CSR's concurrence.

[ ]

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### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

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. *DOIS*

*For your file*

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15 February 1957

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT : Appointment of [ ] as Chief of Domestic Operations Base, Headquarters Area

1. This memorandum contains a recommendation submitted for approval of the Deputy Director (Plans). Such recommendation is contained in paragraph 4 and in accordance with CSI 20-3.

2. The appointment of [ ] as Chief of Domestic Operations Base, Headquarters Area, effective this date is requested. [ ] will replace [ ] the present incumbent, who has been reassigned to [ ] effective 22 March 1957.

3. [ ] has been an employee of the Agency since June 1945, and is presently assigned as Branch Chief, SR/7, GS-15. His assignment as Chief of Domestic Operations Base would be a dual responsibility to that of Chief of Branch, SR/7. A biographic data sheet, including information regarding his Agency experience and training, is attached.

4. It is recommended that the appointment of [ ] as Chief of Domestic Operations Base, Headquarters Area be approved.

[ ]  
Chief, SR Division

1 Attachment:  
Biographic Information

The recommendation in paragraph 4 is approved:

Deputy Director (Plans)

Date

SR/PERS/ALB:kar

Distribution: O & 1 - Addr  
1 - CS/CS Panel  
1 - CSR  
1 - CSR/7  
1 - FI/RI  
1 - SR/DOB 2 - SR/Pers

SECRET

15 February 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 CIA responsibilities will permit.

**3. Operational Duties and Responsibilities**

a. In this capacity as Chief of Base you will assume full control and direction of both the administrative and operational functions of the Base and its related activities. You are to be responsible for the safekeeping 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.

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

7. **Area of Command**

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

5. **Finance**

a. You will review, approve, and approve all financial and budgetary activities, plans, estimates and expenditures related to operations in your area. Monthly accounting reports in accordance with JCS 30-1, 30B-4 are to be transmitted through Chief, SA Division to headquarters Finance Division.

b. Current authorizations to spend 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 necessary extensions of field cards for new or expanded operations are prepared and submitted, and that appropriate OIA regulations and procedures are observed.

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

6. **Personnel**

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

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

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

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

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**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.

[  
Deputy Director (Plans)]

CONCERN:

[  
Chief, SR Division]

\_\_\_\_\_  
SR/DES

SR/PER/ALB:jv

**Distribution:**

- Orig - Addressee (thru Chief, SR)
- 2 - DEP
- 1 - CSR/7
- 1 - Chief, SR
- 1 - SR/DES
- 1 - FI/RI
- 1 - SR/DOB file
- 1 - SR/PER/chronos

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