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11 June 1954

Letter of Instruction

MEMORANDUM FOR: Chief of SR Domestic Operations Base

SUBJECT: Designation as [ ]

REFERENCE: a SR Project AEACRE  
b Administrative Plan for Project AEACRE

1. You are hereby instructed to assume the authorities and discharge the responsibilities of a [ ] as specified in the approved references a and b for Fiscal Year 1955 to be effective 1 July 1954.

2. You are enjoined to make periodic reference to the special authorizations in the Administrative Plan which was furnished you. Particular attention should be paid to the financial provisions in paragraphs No. 16 (emergency purchase), No. 20 (travel expense), No. 21 (settlement of disputes), No. 23, (entertainment), No. 28 (settlement for accidents), and No. 29 (repairs to automobiles). In case of disputed interpretation, you will consult with the signatories.

3. You have elected not to use the special provision for bank account in sub-paragraph No. 7b. Accordingly, you will not open any bank account without prior permission of Chief, SR.

4. The preparation and submission of a quarterly operating budget is mandatory for allotment of funds. This budget request must be in accordance with prior approvals of administrative requirements specified in the Administrative Plan. The following ceilings must be observed: Paragraph 3 for table of organization, paragraph 4 for contract-type employees, paragraph 5 for trainees and agent holding, and paragraph 6 for logistics.

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

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5. Amendments to this letter of instruction can be initiated by Chief, SR Division or Chief, Domestic Operations Base based on experience in operating under this new system.

6. You will acknowledge this letter of instruction by your signature and return it to Chief, SR.

/s/ [ ]  
Chief, SR, DD/P

/s/ [ ]  
Office of Comptroller, DD/A

Concur: /s/ [ ]  
Office of General Counsel

Accepted: \_\_\_\_\_  
Chief, D. O. B.

SR/BF/DU:lk (11 June 1954)

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