

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:  Project Administrative Planning Staff, DD/A	TELEPHONE	NO.
	DATE  3 January 1955	

TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS
		REC'D	FWD'D			
SR Div.	1508 J		1955/1/4	<i>DL</i>		<p>1-283 Section II para 7 please prepare letter in name of [ ] for whatever you want to delegate to him on this amendment.</p> <p>DECLASSIFIED AND RELEASED BY CENTRAL INTELLIGENCE AGENCY SOURCE METHOD EXEMPTION 3B2D NAZI WAR CRIMES DISCLOSURE ACT DATE 2007</p>
SR Div.	1791		JAN 5 1955	<i>RL</i>		
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16 DEC 1954

**MEMORANDUM FOR: Deputy Director (Plans)**

**SUBJECT : Amendment No. 1 to Administrative Plan for SR Special Project ARACER - Domestic Operation Base**

**Objective**

1. The purpose of this amendment is to provide for the delegation of certain authorities of the Chief of the domestic operation base to the Chief of Operations as an alternate.

**Background**

2. The [ ] has revised the operations of the Station under the Administrative Plan dated 21 January 1954 and has recommended changes in the Plan to the Chief, SR Division for the purpose of expediting the administration of the base.

3. The Chief, SR Division has, based on the recommendations of the [ ] requested PARS to amend the Administrative Plan for this project to provide for the delegation of authority to the Chief of Operations of SR/DO to act as an alternate approving officer for (1) requests for operational and travel advances (2) accountings for advances (3) domestic travel vouchers (4) agent duty status reports and (5) reimbursement vouchers and to act as an authorizing officer for non-recurring domestic travel orders.

**Administrative Plan**

4. The attached Amendment No. 1 to the Administrative Plan has the concurrence of the respective offices and staffs of interest and is recommended for your approval.

15/  
[ ] Chief  
Project Administrative Planning Staff, SR/A

15/  
[ ]  
Project Officer

PARS/HQA/HGO:blp  
(16 December 1954)

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**ARARS  
Concurrence Sheet**

10/ ]  
10/ ]  
SR Division

16 December 1954  
Date

10/ ]  
Office of the Comptroller

16 December 1954  
Date

10/ ]  
Office of the General Counsel

16 December 1954  
Date

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Security Office

16 December 1954  
Date

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Staff C

16 December 1954  
Date

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Cover Division

16 December 1954  
Date

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Administrative Plan - Amendment No. 1  
SR Division Special Project ABACHE

Section II, Fiscal Authorization, paragraph 7, shall be amended to read as follows. The change represents an addition thereto which is identified by being underlined.

"7. A letter of instruction outlining the authorities of the the Chief of Operations and the Chief, Administrative Office, including at least the following, shall be prepared by SR and the Office of the Comptroller with the concurrence of the Office of the General Counsel."

Section III, Personnel, shall be amended by adding thereto new paragraph 11 (a) which shall read as follows:

"11. (a) The Chief of Operations [ ] shall have authority to approve Agent Duty Status Reports [ ] provided the report has been prepared in accordance with AF2 30-2."

Section V, Travel Expense, paragraph 18, shall be amended to read as follows. The changes are additions and they are identified by being underlined.

"18. The [ ] or the Chief of Operations shall have authority to approve non-recurring domestic travel authorization and vouchers for all personnel assigned to the base and for all trainees within the provisions of the approved budget. SR and Senior FI, FP, or PH Staff as appropriate shall review the travel authorizations issued to determine that they were in accordance with the division's policy in regard thereto. Recurring domestic and any foreign travel orders shall have the prior approval of the Chief, SR or his designee and the Senior FI, FP, or PH Staff as appropriate."

Section VI, Other Operational Expense, shall be amended to read "Operational Expense."

Section VI, Operational Expense, shall be further amended by adding thereto paragraph 21 (a) which shall read as follows:

"21. (a) The [ ] or the Chief of Operations shall have authority to approve:

[ ] (1) Travel advances to any Agency personnel assigned in amounts consistent with the cost of travel authorized.

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(2) Operational advances to any Agency personnel assigned [ ] for approved purposes and in amounts consistent with the estimated cost to be incurred.

(3) Accountings rendered for operational advances after he has satisfied himself that the funds were expended for the purpose for which they were advanced and that the cost was reasonable and necessary.

(4) Reimbursement vouchers presented by Agency personnel assigned [ ] after he has satisfied himself that the funds were expended for an approved purpose and that the cost was reasonable and necessary.

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**AEACRA**

**APPROVED, by direction of DD/P**

/s/ [ ]  
**Chief of Administration, DD/P**

23 December 1954  
**Date**

**AUTHORIZED**

/s/ [ ]  
**Assist. Deputy Director (Administration)**

28 December 1954  
**Date**

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