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# 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:

SR/EX

NO.

DATE

NOV 13 1953

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. SR/DOB					
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DECLASSIFIED AND RELEASED BY  
CENTRAL INTELLIGENCE AGENCY  
SOURCE METHOD EXEMPTION 3B2B  
NAZI WAR CRIMES DISCLOSURE ACT  
DATE 2007

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10 November 1953

**MEMORANDUM FOR:** Chief, SR Division

**SUBJECT:** Survey of Domestic Operations Base (DOB)  
of the SR Division by ID/P-I and R

**REFERENCE:** I and R Survey, Dated 2 October 1953, with  
Attachments

1. An interim report on reference survey was forwarded to ID/P-COP by this Division on 3 November. This report dealt with those recommendations which called for immediate action including certain recommendations to which the Division took exception. The interim report further stated that a complete report would be forwarded at a later date.

2. Before such a report can be completed corrective measures must be undertaken by DOB. In line with this there are two attachments appended: Tab A assigns action for the determination of recommendations proposed in the transmittal memorandum; and Tab B, based on the actual report, assigns action for those recommendations not necessarily pointed up in the transmittal memorandum. In the latter case the recommendations do not in most cases involve policy but merely good business practices and can be corrected by CDOB without need for further consultation.

3. It is accordingly recommended that a meeting be called to resolve the recommendations of a policy nature, said meeting to consist of CSR, DCSR, SR/COP, SR/CSS, SR/CDOB, and SR/CAD.

4. Subject to your concurrence it is recommended that said meeting be called Friday, 20 November, at the conclusion of the weekly Division Staff Meeting.

[ SR/Executive Officer ]

Attachments 3  
Reference  
Tab A  
Tab B  
SR/Admin/HM/nrm  
Distribution

Original and 1 - Addressee  
1 - SR/DOB  
1 - SR/EX

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TAB A - These recommendations contained in the memorandum of transmittal

<u>ACTION</u>	<u>PAGE</u>	<u>PARAGRAPH</u>	<u>REMARKS</u>
a. CSR, COP, CDOB, CSS	2	II a.	-That DOB undertake training of "black" agents for REDSOX program <u>only</u> .
b. CSR, COP, CDOB, CSS	3	II b.	-That DOB cease training of REDSKIN P/A's <ol style="list-style-type: none"><li>1. That REDSKIN P/A's recruited in Western Hemisphere be trained by OTR.</li><li>2. That those persons recruited in the field be trained in the field. If for any reason re-enrants are brought to the U.S., they be trained by OTR.</li></ol>
c. CSR, COP, CDOB, CSS	3	II c.	-That the training of foreign intelligence personnel be conducted by OTR.
d. CSR, COP, CDOB	3	II d.	-That the R and A program including Russian speaking medics, psychologists, and psychiatrists be approved.
e. CSR, COP, CDOB, CSS	3	II e.	-That there be direct liaison with OTR to exchange training guides, aids, and material.
f. CSR, COP, CDOB, CSS	3	II f.	-That there be direct liaison with RQM/OIS and that RQM/OIS assign tasks to DOB covert associates during slack periods.
g. CSR, COP, CDOB, CSS	3	II g.	-That a senior career agency c/o be assigned as CDOB. C
h. CSR, COP, CDOB, CSS	4	II h.	-That authority and responsibility in fact be granted DOB in the direction and execution of its training of REDSOX agents, with guidance from COP. C/o using DOB facilities come under the direction of CDOB. C
1. CSR, COP, CDOB, CSS	4	II 1.	-That the transfer of SAOP to OTR be implemented.

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<u>ACTION</u>	<u>PAGE</u>	<u>PARAGRAPH</u>	<u>REMARKS</u>
j. CSR, COP, CDOB, CAD	4	II j.	-That budget and personnel agents ABACRE be reduced - T/O not to exceed 57 (3 to go to OTR with SACF). <span style="float: right;">P</span>
k. CSR, COP, CDOB	4	II K.	-That the R and A program excluding Russian speaking medics, psychologists, and psychiatrists be approved. <span style="float: right;">RA</span>
l. CSR, COP, CDOB	5	a.	-That covert associates under contract to other elements of CIA not be intermingled with DOB contract personnel. That covert associates presently assigned to CSCB or HTS not be transferred to DOB for time being (see memorandum). <span style="float: right;">C</span>
m. CSR, COP, CDOB	5	b.	-That no commitment of funds for expenditures outside U. S. be made without following normal project procedures. <span style="float: right;">F</span>
n. CDOB, CSS, CAD	5	c.	-That all staff employees assigned to DOB complete basic training courses. <span style="float: right;">A</span>
o. CSR, COP, CDOB	5	d.	-That DOB be responsible for the guidance and direction of senior e/o in the execution of their collateral functions of giving on-the-job training to junior e/o under them. <span style="float: right;">3</span>
p. CSR, COP, CDOB, CSS	5	e.	-That DOB continue to use the military training assets. <span style="float: right;">F</span>
q. CSR, COP, CDOB, CSS	6	f.	-That recommendations under Section VII, Security, be adopted in toto. <span style="float: right;">S</span>
r. CSR, CAD, CDOB	6	g.	-Section VIII, preliminary audit. <span style="float: right;">FX</span>
s. CSR, COP, CDOB	6	h.	-That COP resolve all differences between DOB and branches re assessment of an agent. <span style="float: right;">K</span>
t. CSR, COP, CDOB	7	i.	-That air drops be used as a last resort and w/t only for priority recommendations. <span style="float: right;">C</span>

	<u>ACTION</u>	<u>PAGE</u>	<u>PARAGRAPH</u>	<u>REMARKS</u>	
u.	CSR, COP, CDOB	7	j.	-That DOB be in on early planning of ops. and have access to all information relative to agents.	C
v.	CSR, CAD, CSS, CDOB	7	k.	-That an admin plan be prepared and DOB be given Grade B station status.	H
w.	CSR, COP, CSS, CDOB	7	l.	-That DOB and OTR work together on the preparation of manuals and training material.	T
x.	CSR, CAD, CSS, CDOB	7	m.	-Administrative recommendations.	A *
y.	CSR, CAD, COP, CDOB	8	n.	-That no training pool, as such, be established.	C
z.	CSR, COP, CDOB, CSS	8	o.	-That there be direct liaison with OTR and RQM/OIS.	C
a-1.	CSR, COP, CDOB	8	p.	-That officers of Fieldcraft Section be present during final stages of training and that their recommendations not be overruled by branch officers.	FC
a-2.	CSR, COP, CDOB (See Section IX, paragraph 8)	8	q.	(1) That all reports prepared by commo on trainees contain sufficient copies for DOB and branch agent files. (2) That commo trainers be evaluated by c/o. (3) That a commo training area be set up in safehouse. (4) That on the air w/t training be given to all agents.	C
a-3.	CSR, COP, CDOB, CAD	9	r.	-That CDOB be held responsible for more efficient use of his personnel. (Section IX, 9 (b), 2)	P
a-4.	CSR, CDOB, CAD, CSS	9	s.	-That contents of this reference be incorporated into admin plan.	P *
a-5.	CSR, CDOB, CSS	9	t.	(1) Log in DOB/LN all visitors in and out of DOB. (2) Requests to DOB/LN be in writing.	L L



## TAB B - Those recommendations contained in the body of the report

<u>ACTION</u>	<u>PAGE</u>	<u>PARAGRAPH</u>	<u>ACTION REQUIRED</u>	
a. CDOB, CSR, COP	7 & 8	e. & f.	-Complete defining of responsibilities of DOB vs. the operational branch.	C
b. CDOB, CSR, COP	10	e.	-Functions not contained in project AEAGRE should not be placed upon them without an amendment to the project.	C
c. CAD, CDOB	10 & 11		-DOB T/O to carry only those individuals working on the project.	P
d. CDOB	14	6,7,8,9	-Control of covert associates should be spelled out in DOB standard operating procedures.	C
e. CDOB	15	1	-Incomplete records on subject plus need for contract on wife.	S + P
f. CDOB	15 & 16	2 & 3	-Determination on responsibility for recruitment in Latin America as relates to AEFEUD and WH Division.	RA
g. CDOB, CAD	16	1	-Commo to provide needed personnel from their strength at no charge to DOB.	C
h. CDOB, CSS	20	b.	-Basic Agency training required for all members of DOB.	A
i. CSR, CDOB	25	9	-An internal Division paper defining the limits to which DOB can be called upon for support. Any exceptions to be approved by CSR.	C
j. CDOB, CSS	26	c, d, & e	-Complete review of security and cover as it presently exists.	S
k. CDOB	27	g.	-Training progress reports to go through Security Officer to Ops. Officer, DOB.	T + C
l. CDOB	28	1st	-Policy of wives driving cars to DOB sites.	S
m. CDOB	28	d)	-Further instructions to be given to guards on handling of alarm systems.	S
n. CDOB	29 & 30	e & f	-SOP covering the use and storage of fire-arms and ammo.	SU



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<u>ACTION</u>	<u>PAGE</u>	<u>PARAGRAPH</u>	<u>ACTION REQUIRED</u>	
o. CDOB	31	h)	-Revision of files in Security Office in order to conform with recommendations (P. 33).	S
p. CDOB	31	g-1)	-Secure clearance on telephone company official handling DCB problems.	S
q. CDOB	34	a)	-Rewrite of security regulations governing safehouse operations.	S
r. CDOB, COP	35		-Dispose of Bluemont property.	SU 1A
s. CDOB, COP	37		-Dispose of Stainton property.	SU 1A
t. CDOB, COP	38		Dispose of 14th Street property.	SU 1A
u. CDOB	39	-	-General recommendations regarding safehouses.	U
v. CSS	40	III	[ ] re: rewrite violations.	P
w. CDOB, COP	41	IV	-Determination of the relations of branch e/o and DCB as effects contacts with trainees in safehouse areas.	S
x. CSS, CDOB	41	V	-Review of DCB headquarters cover. [ ] Consideration of getting Army installation.	
y. CAD, CDOB	43		-Clear up outstanding accounts of [ ]	
z. CAD, CDOB	43	h.	-Handling of cash on hand.	F
a-1. CAD, CDOB	43	i.	-No personal checks to be cashed.	F
a-2. CAD, CDOB	43	j. thru n.	-Control and accounting of cash advances.	F
a-3. CAD, CDOB	46	o, b, q	-Establishment of procedures for Suspension and Disallowances. Inventories control.	F
a-4. COP, CDOB	50	b.(1)b)	-Policy ruling called for here. If DCB is charged with recruitment and assessment then their recommendations must carry weight.	C 1A

<u>ACTION</u>	<u>PAGE</u>	<u>PARAGRAPH</u>	<u>ACTION REQUIRED</u>
a-5. CSR, COP	51	(e)	-Air drops vs. other means of penetration. W/t vs. other means of communication.
a-6. CSR, CAD, CDOB	51	(d)	-Policy - personnel detached or assigned to DOB.
a-7. CSR, CDOB, COP	51	(e)	-Withholding of background material from DOB on agent trainees. Material should be made available by branches.
a-8. CDOB, CSS	52	2-a.(1)	-Closer relations called for between OTR and DOB as relates to preparation of training materials.
a-9. COP, CDOB, CSR	53	b-(1)(a)	-A cursory review of AEGHAMP by the inspection team points up several bad practices resulting from a lack of clearly defined authority as relates to DOB and the branches.
a-10. COP, CDOB, CSR	54	(e)	-AEBASIN - this summary again points up the lack of a definite understanding between branch and DOB. Insecure handling of two agents from CSOB and lack of contracts on either individual.
a-11. CDOB	55	(b)	-Need for daily logs, weekly progress reports and training pseudos to be kept in central file in DOB.
a-12. CDOB, COP, CSR	55	e(1)	-AECLUB - transfer from CSOB to DOB of a medically unfit agent trainee. Report recommends complete review of case to establish responsibility for the delinquency.
a-13. CDOB, COP	56	(2)	-Recommends review of AEBERTH to establish where responsibility for such operations should fall in order to avoid future fiascos.
a-14. CDOB, CSR	57	(3)	-Case officer pool.
a-15. CDOB, CSS	58	c.	-Weaknesses in the use of Georgetown University for Phase I - SAOP.

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<u>ACTION</u>	<u>PAGE</u>	<u>PARAGRAPH</u>	<u>ACTION REQUIRED</u>
a-16. CSS, CDOB	63	h, i, j	-The weakness of using Georgetown is obvious. However, until such time as TRS obtains cleared Russian language instructors, there seems to be no other solution to the problem. C
a-17. CDOB, CSR, COP	69	g.	Spotting and recruitment procedures.
a-18. COP, CDOB, CSR	71	n.	-R and A should include psychologists, psychiatrists and medical officers fluent in Russian. T
a-19. CDOB, CSS	73	f.	-Duplication of training material presently in existence in TRS by DOB.
a-20. CDOB, COP	73	g.	-City brief prepared by SR/6 with copy for DOB. Operating branch would not release to DOB. This is unsound and puts false emphasis on security.
a-21. CDOB, CSS	74	h.	-Lack of checking by DOB Tradecraft Section as to material available in other units of CIA. T
a-22. CDOB, CSS, COP	76	h.	-Need for research on lighter and better equipment for agents' use. Overloading of agents to be dispatched. Recommendation that agent be present at time of packing of his equipment. Fe
a-23. CDOB, COP	79	(h)	-Need by the agent for "on-the-air" w/t training. T
a-24. CDOB, COP	79	(i)	-DOB overruled by e/o in the matter of how much weight an agent should carry. Fe
a-25. CDOB	81		-Recommendation by [ ] C/TR-Commo, that some instructors make reports on trainees. This is sound as it adds a further evaluation of the trainee to the overall. Co
a-26. CAD, CDOB	86	g.	-Authorization of funds for "unusual operational expenses." F
a-27. CDOB, CSS	90	g.	-Insufficient time given to DOB/LN in which to complete travel arrangements, in and out, for agents. There is no reason for this with a minimum of planning by branches and field. C

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<u>ACTION</u>	<u>PAGE</u>	<u>PARAGRAPH</u>	<u>ACTION REQUIRED</u>
a-28. CSS,CDOB	91	f.	-All requests from DOB to DOB/LN to be in writing either as request or when time does not permit a confirmation in writing.