

CIA HISTORICAL REVIEW PROGRAM
RELEASE AS SANITIZED
2003

AIR POUCH

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PESUCCESS/RYBAT

4 MAR 1954

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] FJHOPEFUL

: LINCOLN

Administrative Support

Letter of Instruction

REFERENCE: DIR 43261, dated 22 March 1954

1. PURPOSE:

The purpose of this letter is to:

- Define your authority.
- Delineate your Administrative Support responsibility.
- Establish procedures for implementing "a" and "b" above.
- Outline the administrative requirements of LINCOLN with respect to finance, personnel, logistical support and Base maintenance.

2. Effective 0001 hours 1 April 1954 FJHOPEFUL will become a Regional Command Station subordinate to LINCOLN. The entire [] and so many of the personnel stationed thereat as have been designated by DIR 43261 will become part of the Regional Command.

3. The Chief of Project LINCOLN will assume command of FJHOPEFUL as of 0001 hours 1 April 1954.

4. The Chief of Project, LINCOLN, hereby delegates to the []
[] FJHOPEFUL, the following authority and responsibility for the Administrative Support of PESUCCESS;

- The general functions of a military Headquarters Commandant.
- The general functions of an Administrative Officer with respect to finance, personnel and support.

5. Under 4a above you will be responsible for:

- Messing and billeting all personnel sent to FJHOPEFUL.
- The maintenance and use of all automotive vehicles or equipment.

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5. c. The establishment of rules of conduct for all personnel on the base with regard to safety, sobriety, morality and hygiene.
- d. The maintenance of minimum sanitary measures to insure the health of all personnel.
- e. Establishing and maintaining effective liaison for administrative matters between FJHOPEFUL, ODYOKIE and other PRIME organizations in the area.

Under 4b above, you will be responsible for:

- f. Providing LINCOLN with a Monthly Summary Accounting.
 - g. Preparing and submitting monthly to LINCOLN an estimated budget for the subsequent month's operation.
 - h. Maintaining adequate stock records of all supplies and equipment purchased or procured by you for PBSUCCESS.
 - i. Maintaining adequate time and attendance records on all personnel.
 - j. Securing the necessary travel documents, such as invitational orders, exit permits, etc., for personnel entering and leaving your area.
 - k. Establishing and maintaining necessary liaison with [] Station to implement "j" above.
 - l. Establishing and maintaining, through [], a weekly pouch direct to LINCOLN. [] will provide you with full addressing instructions and will process your pouch in the same manner as heretofore with your headquarters pouch.
 - m. Assisting the Operations and Security Officers in all their efforts, by providing them such support as they may require with respect to: supplies, equipment, vehicles, personnel, contacts with other organizations, etc..
6. You will be responsible for all operational and security aspects of this project, within the limitation of 5m above, wherein you will assist them in carrying out their assigned missions.
 7. You will be directly responsible to the Chief of Project, LINCOLN, and will look to the Chief of Support, LINCOLN, for Administrative guidance.
 8. The PM, Security, and Air Support personnel assigned to FJHOPEFUL are under your Administrative authority. They will look to the Chief of PM, Chief of Security and Chief of Air Support, LINCOLN, respectively, for policy guidance.

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9. You will utilize Organization Field Regulations for the preparation of all financial, personnel and administrative reports. These reports will be sent direct to LINCOLN, with a copy to Headquarters.
10. You will not be responsible for FJHOPEFUL facilities, equipment, supplies or buildings not directly required for the support of PBSUCCESS, except to provide sufficient safeguarding thereof as must be given all PBRIME property. Such facilities, equipment, supplies or buildings, as are not directly used in the support of PBSUCCESS are the responsibility of the Chief, WHD, who will take such action as he deems necessary to dispose of them.
11. You have been provided with an Administrative Support Officer to whom you should delegate the responsibilities outlined above. In addition you have been provided with a Security Officer, Medical Technician, Stenographer and Communicator to enable you to carry out your assigned tasks.
12. Any conflict of opinion as to the extent or scope of these instructions which may arise at this time, or in the future between yourself and any other personnel of the Command should be promptly directed to the Chief of Project LINCOLN for decision.

JEROME C. DUNBAR

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RMS/odp

22 March 1954

Distribution:

2 - FJHOPEFUL

3 - Hqtrs

4 - LINCOLN