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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 1940, 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:

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

Deputy Director (Plans)

Date

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BIOGRAPHIC INFORMATION

Date: 15 February 1957

Name: []
Grade: GS-15
Service Designation: ST

Date and Place of Birth: [] Madison, New Jersey

Marital Status: Married

Education and Career Outside the Agency:

B.A. - Ohio Wesleyan - English
M.A. - Syracuse Univ. - English
M.A. - Harvard Univ. - English
1929-31 []
1933-39 []
1939-42 []

Languages: German, French, Spanish & Italian

Military Duty: U. S. Army - 1943-46 - Major

CIA Experience: EOD: June 46 - Assist. Chief, TRS, OSO, CAF-13
Promoted: June 48 - Chief, TRS (Instructor) CAF-14
Reassigned: August 49 - GS-14, I.O., OSO, Czech Desk
Reassigned: November 49 - GS-14, I.O., Chief, Jugenheim Ops. Base
Reassigned: November 51 - GS-14, I.O. (FI) Czech-Polish Desk, Karlsruhe, Frankfurt
Reassigned: March 52 - GS-14, I.O. (FI) Czech Desk, Frankfurt
Reassigned: September 52 - GS-14, OTR, Chief Instructor, SB
Reassigned: March 53 - Chief, Training Isolation. GS-14, OTR course
Reassigned: August 55 - PM Officer - DDP/FE, []
Promoted: April 56 - GS-15 - OTR
Reassigned: February 57 - DDP/SR/7

CIA Training: Basic CE Operations 1954
Advanced CE Operations 1954
Operations Course, Phase I, Waiver and constructive credits 1954
Operations Course, Phase II Waiver and constructive credits 1954
Operation Course Phase III; Waiver and constructive credits 1954
Stay Behind Operations Waiver and constructive 1954
CIA Orientation, 1954
CAS Orientation, 1948

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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 programs, 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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e. You will obtain the approval of headquarters prior to decisions involving the employment or commitment of a long-range intelligence asset to the immediate support of an action program where such commitment may harm or destroy this intelligence asset.

4. Line of Command

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

5. Finance

a. You will review, supervise, and approve all financial and budgetary matters, plans, estimates and expenditures related to operations in your area. Monthly accountings prepared in accordance with FHB 30-1500-4 are to be transmitted through Chief, SR Division to headquarters Finance Division.

b. Current authorizations to expend 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 accurate estimates of field costs for new or expanded operations are prepared and maintained, and that appropriate CIA regulations and procedures are observed.

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

6. Personnel

You will direct and supervise the activities of all CIA 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 clerical replacements, headquarters will consult with you insofar as possible before assigning personnel for T/O vacancies, but this will not preclude recruitment in the field. Prior to the recruitment and employment of any personnel (including contract personnel), operational or security clearance, as appropriate, and concurrence 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)]

CONCUR:

[

ief, SR Division]

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