16 February 1965

MEMORANDUM FOR   Chief, DO/DOB

ATTENTION:

SUBJECT: Recommendations for the Improvement of the
                DO/DOB Cover

REFERENCE: DO/DOB Memorandum dated 28 May 1964, Subject:
                Request for Various Actions to Improve the
                Cover of DO/DOB

1.   As a result of discussions between members of your Base and Official Cover Branch, it is recommended that the following actions be initiated to consolidate DO/DOB cover under the U.S. Army Training Techniques Evaluation Group (SD-7790), a unit established for use by your base:

A.   Property

(1) The Fort Meade site, which is currently Headquarters, USA, TTEG, will remain unchanged.

(2) The Alexandria site (Headquarters, DO/DOB), for cover purposes, will become an extension office of Headquarters, USA, TTEG. The adjustment of Real Estate property account records at GSA and minor physical arrangements at the site will be necessary to document it as a military facility.
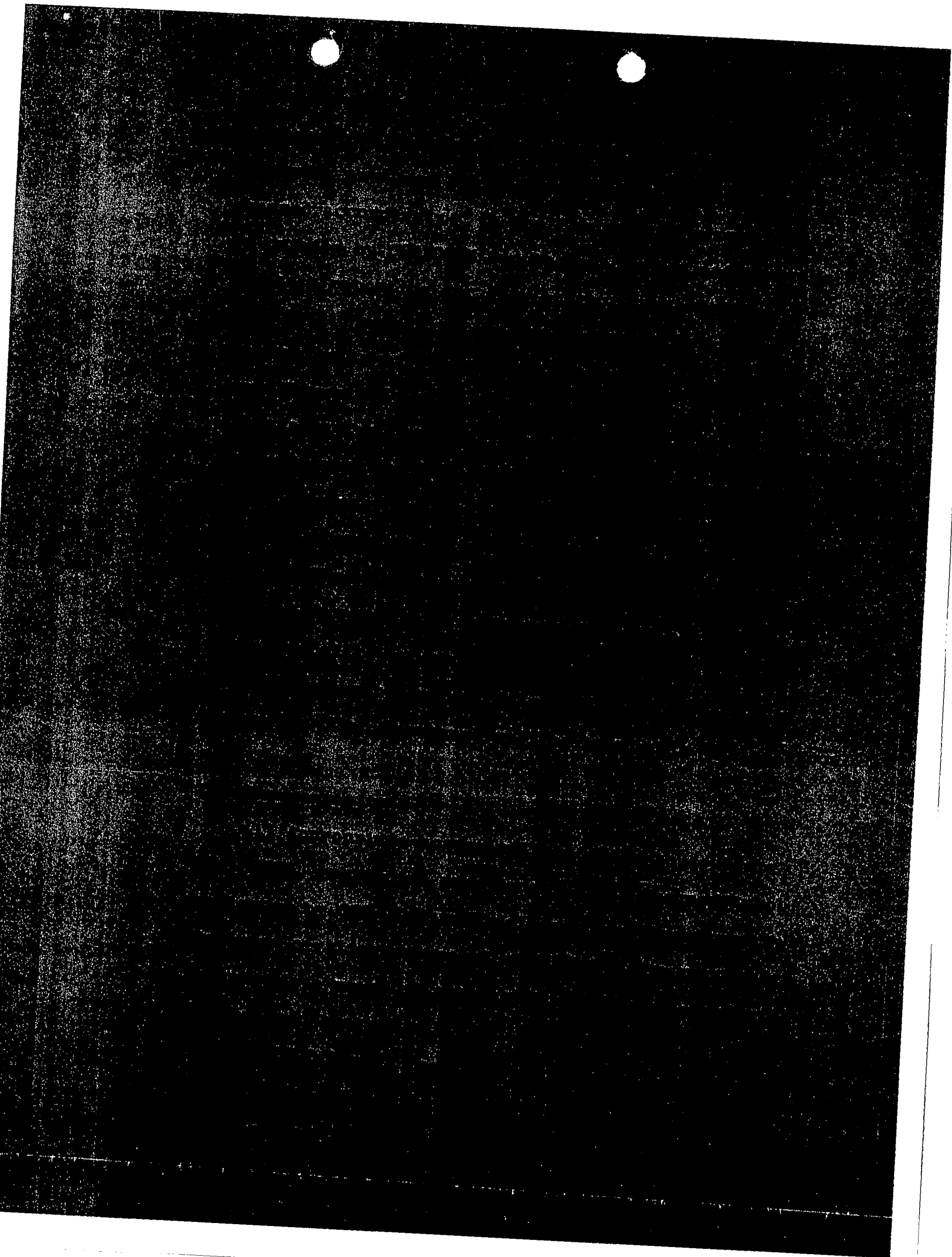
(3) The two safe offices located at the Old Post Office and the Tariff Buildings will be identified as sub-offices of USA, TTEG. The adjustment of Real Estate property account records at GSA and the replacement or elimination of door signs at the locations will be accomplished.

(4) All mail drops currently in use will be reviewed adjusted as required, and assigned specific functions.

(5) All OXford (Defense) telephones at the DO/DOB sites will be answered at "Training Techniques Evaluation Group". A new OXford line, for USA, TTEG, will be installed in the CCS/OC/M area. This instrument will be used for credit verification of employees and referral of any official inquires.

B.   Personnel

(1) All civilian personnel permanently assigned to

COMMENTS

C/DOB _____

DC/DOB _____

MESSAGE CENTER _____

P & R _____

TRAINING _____

FT. MEADE _____

SSO & FINANCE _____

LOGISTICS _____

SECURITY _____

Jack. Looks good - pls hold

If things continue Mac

should use this as

cover briefing paper.

Thanks,