

SECRET

23 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-7770), a unit established for exclusive 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 inquiries.

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

SECRET



SECRET

- 2 -

B. Personnel

(1) All civilian personnel permanently assigned to your activity will be backstopped as Department of the Army civilians with the USA, TTEG. Personnel currently assigned will be briefed and their cover changed accordingly. In the future, all personnel will be briefed by CCS/OC/M and their cover adjusted prior to their reporting for duty at your installation.

(2) All military personnel permanently assigned to your activity will continue to be assigned to the U.S. Army Element, Joint Support Group (SD-7709), for administrative purposes, however, they will be attached for duty with the USA, TTEG. Personnel currently assigned will be briefed and their cover status clarified. All future assignees will be reported to CCS/OC/M as destined for DO/DOB and briefings requested accordingly. Those having a duty station at Fort Meade will be identified and appropriate orders issued.

(3) Ostensible recall to military active duty of Agency civilian personnel will be handled on an individual case basis.

C. Documentation

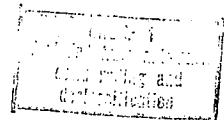
(1) Appropriate action will be taken to devise a USA, TTEG, restricted area badge. This document will be issued by CCS/OC/M in true name to all permanently assigned civilian personnel of DO/DOB. Its purpose is to provide a means of personal identification and will not be used operationally.

(2) DO/DOB will continue to use and issue the Training Area Pass used at the Fort Meade site. This will be issued in alias to DO/DOB personnel, authorized visitors, and student personnel.

(3) Orders, as required, will be requested by DO/DOB and issued by CCS/OC/M. For this and other administrative documentation, a full staff of alias personnel will be established, registered and assigned to USA, TTEG.

(4) Recruitment documentation, i.e., DA Form 1602 and the Book-type credential, currently held in alias with the U.S. Army Staff Group (SD-7760), will continue to be used in the initial contacts.

SECRET



SECRET

- 3 -

D. Operations

(1) The recruitment procedure, i.e., initial contact, recruitment pitch, and employer contact, will continue to be made under the U.S. Army Staff Group. The revision of this procedure will be the subject of a future study.

(2) All training and military support at military installations under the cover of USA, TTEG, will be coordinated, on a timely basis, with CCS/OC/M. In accordance with HR and CSI 240-2, this office will take appropriate action to backstop the exercise with the Joint Chiefs of Staff and/or Headquarters, Department of the Army as appropriate.

2. The cover proposals in paragraph one are provided for your comments and/or approval. These proposals permit flexibility of operations, consistency of Department of Army cover, and a lessening of possible cover/security compromises. Upon adoption, CCS/OC is prepared to initiate action to be effective on 1 March 1965.

3. Should there be any further questions, please contact CCS/OC/M on extension 5058.

Chief, Official Cover Branch,
Central Cover Staff

SECRET

