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

COVER CHANGE FOR DO/DOB

*Handwritten initials and date:*  
JCB  
2/17/65

18 February 1965

Tuesday, 16 February 1965, personnel at DO/DOB were briefed on the new Cover Legend by [ ] [ ] Central Cover Staff. [ ] [ ], DC/DO Support Staff was also present.

Personnel were instructed to fill out the following forms: Form 1413 (Official Cover Provision) and Form DA 428 (form necessary for obtaining an I. D. card).

All personnel at DO/DOB will be under U.S.A.T.T.E.G. Cover (United States Army Training Techniques Evaluation Group). This cover has been ~~set up exclusively~~ for DO/DOB. A cover telephone number, Oxford 5-2809, to be installed in Central Cover Staff office, by 1 March 1965, is for verification of employment and credit references only.

CREDIT:

When establishing credit, use Fort George G. Meade, Maryland address and the OX 5-2809 telephone number. Job titles and descriptions will be provided for each employee when they are individually briefed by C.C.S. By the time the briefings occur, the question of identity of C.O., Adjutant and Personnel Officer will have been settled. The amount claimed as salary must reasonably correspond with actual income, and C.C.S., in answering credit inquiries, will generally verify salary in this approximate range. When applying for credit, use OX5-2809 (as

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stated above) saying that this is the telephone number of the Personnel Office, and if there is a need to contact you personally, give your OXford telephone number here at the Base.

APPEARANCE OF INSTALLATION:

The Base will give the general appearance of an Army installation, such as the Army Seal and official Army pictures appearing in the Lobby of the Base, Guards in Army uniform, an official U. S. Army car in the parking lot. There is to be no identification placed on the outside of the building. The OXford telephone numbers at the Base are to be answered with U.S.A.T.T.E.G. identification starting immediately.

EFFECTIVE DATE OF COVER:

DOB personnel will officially be under U.S.A.T.T.E.G. cover as of 1 March 1965. For all practical outside purposes, the Headquarters of U.S.A.T.T.E.G. is Fort George G. Meade, Maryland. This building, DOB, is an extension of the Headquarters.

COVER FOR DEBRIEFERS IN TOWN:

The two DOB contract debriefers, working in town, will be working in a sub-office of U.S.A.T.T.E.G. The administrative details with G.S.A. or the building custodians, are presently being worked out. It is possible that the small cards displayed on the door or the wall in the hall may be removed entirely.

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DOMESTIC AND OPERATIONAL COVER:

The civilians at the Base are to use U.S.A.T.T.E.G. cover as domestic cover whereas military personnel will be restricted and may only use U.S.A.T.T.E.G. as an operational cover. Since military personnel are true military, they will have no need for a domestic cover.

In explaining or discussing your employment with friends, neighbors and associates who are not Agency employees, it will be permissible to give the Unit name, the Fort George G. Meade, Maryland location, and even the fact that you are assigned to the sub-office in Alexandria, Virginia. The location of this Base need not be withheld from this group of people or even from the employee's immediate family. The point was made that the location need not be indiscriminately volunteered, but if pressed, it could be disclosed. The suggestion was even made that one might say that they were assigned "to the Pentagon, but were working in Alexandria." Conceivably, this will suffice as an explanation in many situations. As a convenience to employees of the Base, they may be picked up and discharged by family members when they do not have their own transportation.

The location of DO/DOB is not to be disclosed to CIA employees.

Most Base personnel will be under U. S. Army Staff Group cover until 28 February 1965. Each person at the Base will have a Cover Legend prepared for them by C.C.S. and all prior cover will be back-stopped.

Military personnel *for Domestic* ~~under Operational~~ Cover, will use

U. S. Army Element Joint Support Group (through M.P.D.).

Employees were reminded that how they live and what they say will strengthen the Cover of ~~the Unit~~ *TTEG*.

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USE OF CREDIT UNION:

People under cover are not to make loan or share payments to the Northwest Federal Credit Union by personal check, nor are they to cash personal checks at the Credit Union while in Headquarters' building. Salary checks, the usual U. S. Treasury type, maybe cashed at the Credit Union since they are not cleared through commercial channels.

W-2 FORMS:

We must use the designation for employment as it is recorded on the W-2 form, even though it would appear to conflict with any old cover or the contemplated TTEG cover. If an employee is to report interest income on his Federal or State Tax Return, it maybe shown simply as "Federal Credit Union." The same procedure will apply if claiming interest expenses as a deduction.

SCHOOL:

Parents are required to fill out school forms, and the question appears: state employer, etc. Stay within your cover apparatus. State you work at Fort George G. Meade, Maryland with U.S.A.T.T.E.G. Unit. Do not give a specific building or room number. Use the Cover telephone number (OX 5-2809) and also give your OXford telephone number here at the Base, as an emergency may arise and the Superintendent or Teacher may want to get in touch with you immediately. Remember to give your Base OXford telephone number whether they ask for it or not.

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HOSPITALIZATION:

Personnel under cover, having GEHA insurance and having a Blue identity card, must secure a Yellow identity card. Contact C.C.S. immediately and secure a Yellow identity card. This Yellow identity card is recognized and valid within a radius of 50 miles of Washington, D.C. Beyond that, problems will possibly arise. If you are outside of your limited area, it is advisable not to attempt to use the Yellow identity card, but make payment yourself, securing receipts and then submit these receipts to the Insurance Branch for reimbursement. In the event one is questioned as to why they do not have hospitalization insurance, simply state, "Yes, I have hospitalization insurance, but it is restricted to the area where I live, and is more or less a private plan and restricted to certain Government employees in the area where I live." Employees using these Yellow identity cards and claiming to be Army civilians should realize that only Agency employees, under an official <sup>TYPE</sup> cover, have such a card. A legitimate Army civilian employee has a card totally different from this.

COLLEGE COURSES OFFERED AT CIA HEADQUARTERS:

Persons under cover cannot take college courses offered at CIA Headquarters as true names are given to the respective colleges involved.

CIA-SPONSORED RECREATIONAL ACTIVITIES:

People under cover cannot participate in CIA-sponsored recreational activities, such as bowling, basketball, etc. However, if a person under cover desires to purchase a ticket from the CIA

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Recreational Association for a concert, football game, etc. they may do so. The Office of Security has checked at these activities, in an attempt to determine if CIA people are grouped together, and found this not to be so.

### OUTSIDE EMPLOYMENT:

When an employee is contemplating part-time employment, they must - first of all - fill out the Outside Activity form, and submit to the Office of Security. They must also inform C.C.S. of this fact, stating where they will be working and what type of work they will be engaged in. As a rule, general work in a local department store offers no problem, but employees must remember to inform C.C.S. before they begin their part-time employment. It is when the job being sought would require a security-type clearance, that difficulties would arise. C.C.S. is able to give advice and guidance in this delicate area.

### SUMMER EMPLOYMENT FOR DEPENDENTS OR NEXT-OF-KIN:

It is understood that employment will be available starting this summer for a limited number of dependent children of Agency employees. Since only CIA employee dependents will be included in this program, problems will arise for those parents using the TTEG cover. Not only will there be an immediate problem, but there will be a continuing problem of documenting this employment in the future on other employment applications, school records, etc. If an employee does need assistance, C.C.S. should be contacted. This whole matter is being resolved and should be settled soon, so, if an employee encounters this situation, he should approach C.C.S. for guidance and advice.

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CLASSIFIED DOCUMENTS LEAVING DOB:

When an officer or employee is required to carry classified documents for a meeting or training exercise at another location, present Security regulations specify in detail how the envelope is to be prepared and to appear. The use of a telephone number 351 (and an extension in the office of Security) will immediately alert (or possibly alert) the finder that the envelope possibly contains CIA documents. The suggestion has been made that the procedure be considered involving the use of double envelopes or even the use of an Oxford telephone number at the Base since there are guards on 24-hour duty. The DOB Security Officer is to discuss this with the Office of Security and subsequently with C.C.S.

At this point, the attached C.C.S. memorandum, dated-----

was read aloud by

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