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21 September 1962

MEMORANDUM FOR: Chief, Personnel Branch, OSA

SUBJECT : OSA Security Branch
(Contract Couriers)

1. On 10 August 1962 I directed a memorandum to the Acting Assistant Director, OSA, through the Chief, Administrative Division, recommending that this office be authorized to hire in a contract status [redacted] security couriers. These couriers would be stationed: [redacted] at OSA Headquarters; [redacted] and [redacted]. Their service would be utilized to escort ultra-sensitive material primarily within the domestic confines of the United States.

2. My recommendation received the concurrence of the AAD/OSA and the Chief, Administrative Division.

3. I, subsequently, requested the Office of Security in a memorandum dated 22 August 1962 to initiate an action to locate suitable couriers for this assignment. I was, subsequently, informed by memorandum dated 29 August 1962 by the Office of Security that unfortunately since they are presently engaged in a heavy recruitment program for special agents they would be hard pressed to satisfy our courier recruitment requirements at this time since we had suggested that couriers meet the same basic requirements as special agents with the Office of Security.

4. It is requested that action be initiated with the Office of Personnel to locate candidates for these contract courier positions. The requirements for the position should include:

- A. The candidate should be single.
- B. Ideally in his early twenties.
- C. Have satisfied his military service requirement.
- D. Interested in a position which will require him to act in an "armed forces" or diplomatic courier capacity. The job will entail a considerable amount of travel around the United States and possibly abroad.

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- E. The individuals must be able to drive automobiles.
- F. He will be trained in the use of fire arms.
- G. He should be able to "handle himself physically."
- H. He must be a college graduate.


5. It is contemplated that after a tour of duty as a courier, (possibly a two year tour) in a contract capacity, in the event his services have been thoroughly satisfactory, he will be considered as a candidate for a staff Security Office position with the Agency. It is suggested that these couriers be recruited at the GS-7 level.

6. During any contact or discussion with candidates, they should be admonished not to indicate to their friends and associates, etc., the fact that they are being considered for employment with the Central Intelligence Agency. It would be preferred if they indicate they are being considered for a position with an element of the Department of Defense.

7. I would appreciate your advice as to the prospects of the Office of Personnel locating a sufficient number of candidates with these positions in the very near future.

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Chief, Security Branch
OSA

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