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19 April 1963

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**MEMORANDUM FOR THE RECORD:**

**SUBJECT: Cover/Security Action Regarding Use of (WU)TACTIC/  
(WU)OUTDONE Office Space by SAS/DD/P. Career Agent**

1. Reference is made to memorandum dated 11 April 1963 from Mr. Joseph Murphy, DODS/Security, to DO/COCM relative to the above Subject. In response to a request from Chief, Support/DODS, the writer initiated appropriate and final cover/security action to permit implementation of the Subject proposal as soon as possible.

2. On 16 April 1963, the writer met with Mr. (Fred Heiken) DO/COCM, for final discussions prior to the cover/security briefing of SAS Career Agent Ross Crozier. Following approval of the proposed plan of action by Mr. Stan Gaines, DCDO/OP; Mr. (J. Shaw) Chief, Support/DODS; and Mr. (Fred Heiken) DO/COCM, arrangements were made to meet in the A. M. on 17 April 1963 with SAS Case Officer Mr. Charles Ford and Career Agent Ross Crozier.

3. In the A. M. on 17 April 1963, the writer met with Mr. Charles Ford and Mr. Ross Crozier and escorted both individuals to Room 633 of the (WU)OUTDONE offices. Ross Crozier was given a briefing re: (1) the background of the (WU)OUTDONE company which included identification of the company as that which was listed on the door of Room 633; (2) introduced to the published telephone number in the metropolitan directory; and (3) in general terms, given an insight into the function of the company and its rather broad charter rights which logically permitted a company representative to concern himself with venture capital, etc. in the ZI or outside the continental limits of the United States. Crozier was further reminded that the cover of (WU)OUTDONE was not to be used for official purposes; that is, credit in the area, employment references, etc., since this employment was not one which afforded sufficient backstop. On the other hand, he was reminded that the (WU)OUTDONE cover and its cover office

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could be used for personal reference in conversation, such as with his relatives, close acquaintances, and neighbors in the area. Mr. Crozier was quick to point out that he did not intend to use the story unless it was absolutely necessary and that the main purpose of the cover and the office for the present would be to give him four walls, a typewriter, and a phone where he could carry out his assigned work for SAS and when and if necessary give a plausible explanation of temporary employment to friends, neighbors, etc. Mr. Crozier was not to leave any classified material in the offices and stated that he would exhibit the utmost of discretion when his day's work was completed, checking desks, drawers, floors, etc. In this vein, he also acknowledged his responsibility to maintain good phone security when and if he has a need to contact his SAS Case Officers on a sterile line. Ross Crozier was given the office key to Room 633 and instructed to call his SAS Case Officer should he need additional support direction and/or instructions regarding his use of (WUOUTDONE) cover facilities. Crozier advised that he personally was very appreciative for the facility made available to him and would exhibit the utmost of discretion in utilizing the assigned space and cover facility.

03 4. Prior to the actual briefing of Ross Crozier and Charles Ford, it was agreed by Mr. Gaines, Mr. (Shaw), Mr. (Heiken), and the writer, that considering the circumstances surrounding the limited use of (WUOUTDONE) office by Crozier, a briefing of the cleared and witting law firm members connected with (WUOUTDONE) was not believed necessary. However, it was further agreed that should Crozier's continued use of this cover indicate additional backstopping would be advisable, appropriate adjustments would be made which in turn may well include a limited briefing of one or two key cleared and witting legal personalities.

5. This memorandum will also serve to confirm a verbal briefing afforded Mr. Gaines, Mr. (Shaw), and Mr. (Heiken) in the P. M. on 17 April 1963. 05 03

  
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