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*Last Updated: 04/24/2024*

# PERSONNEL AND CLERICAL

1. The establishment of a properly manned administrative office with sufficient work space for the personnel assigned is a matter of highest priority. A full time administrative officer in the grade of O-3/O-4 should be on board by 1 September. Because the AFIC utilizes the Army clerical format, it would be helpful if either the admin officer or the senior enlisted type were Army.

2. A suggested subcommittee manning is as follows:

	<u>Service</u>	<u>Grade/Rate</u>	<u>Number</u>	<u>Reporting Date</u>
Chairman	USMC	O-6	1	1 SEP
Deputy Chairman	USAF	O-5	1	1 SEP
Admin Officer	USA	O-3	1	1 SEP
Member	USA	O-4/O-5	1	1 OCT
	USAF	O-4/O-5	1	1 OCT
	USCG	O-4/O-5	1	1 OCT
	USN	O-4/O-5	1	1 OCT
	USMC	O-4/O-5	1	1 OCT
VIP Coordination Center		O-2 to O-4	3	15 DEC/2 JAN
Clerical	USA	E-7	1	1 SEP
	USN/USAF	E-5	1	1 AUG
	USAF/USN	E-3/E-4	1	1 OCT
	USCG	E-3/E-4	1	1 NOV
	USMC	E-3/E-4	1	1 DEC

3. Although the Army format is prescribed for AFIC clerical matters, it is often necessary to send letters and deal with administrative matters using an individual's own service style. For this reason it is suggested that representatives of each service be assigned to the office.

ANNEX C  
Marine Corps Member, MA Subcommittee  
(Less Tabs)



DO NOT REMOVE !

WE ARE

30 January 1981

AFTER ACTION REPORT of U. S. Marine Corps Member Military Aides  
Subcommittee, Presidential Inauguration 1981.  
Submitted by LtCol P. A. HOOK, USMCR

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I. MISSION:

1. To plan, develop, implement and coordinate the Marine Corps Military Aides Program, Armed Forces Inaugural Committee 1981.

II. To establish liaison with the Presidential Inaugural Committee.

II. BRIEF: Reporting date 15 October 1980.

A total of 104 USMC military aides were assigned. 34 (35 if Mr. Wick's aide is included) as personal aides, 67 Social Aides, 2 executive assistants to the Entertainment Committee and 1 administrative assistant to the first office.

Washington area interviews were conducted 20, 21, 25, and 26 November 1980 at HQMC. Quantico interviews were conducted 24 November 1980.

III. CHRONOLOGY:

- |                        |  |
|------------------------|--|
| <u>15 October 1980</u> | LtCol P. A. Hook reported aboard AFIC.   |
| <u>24 October 1980</u> | Liaison with JCCIC Liaison Officer to Capitol Tour.  |
| <u>27 October 1980</u> | Military Aides Chairman's letter to Manpower, HQMC requesting volunteers for personal, social aides, drivers, and setting forth criteria for selection. Tab (1). |
| <u>5 November 1980</u> | MCBul 5420 published, Marine Corps Participation in the 1981 Presidential Inauguration. Tab (2).   |
| <u>7 November 1980</u> | Deadline for receipt of names of volunteers for military aides.  |

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AFTER ACTION REPORT (Continuation)

<u>10 November 1980</u>	Marine Corps Birthday Celebration and initial liaison established with PIC, Mr. Fred Biebel, Executive Director.
<u>17 November 1980</u>	Appointments set up to interview aide volunteers.
<u>19 November 1980</u>	Tour of Capitol for Military Aides Subcommittee with other AFIC staff set up with JCCIC Liaison.
<u>20-26 November 1980</u>	Interviews conducted.
<u>21 November 1980</u>	Invitations for aides gala completed for pickup from Defense Printing, Pentagon. TAB (3).
<u>2 December 1980</u>	Establish liaison with 1st and 2nd family offices.
<u>9 December 1980</u>	Selections of aides completed.
<u>10 December 1980</u>	Deadline for submissions of drivers from HQMC.
<u>10 December 1980</u>	Aides committee hosts reception for PIC staff, Washington Navy Yard, Officer Club. TAB (4).
<u>11 December 1980</u>	Aides not selected notified they are placed on reserve list.
<u>12-15 December 1980</u>	Sixty (60) aides notified of selection to attend 1st aides brief 17 Dec 80 Bolling AFB Theater. TAB (5).
<u>16 December 1980</u>	Assignments of Aides to Governors completed. Other assignments followed as names were decided upon period 18 Dec 80 - 16 Jan 81.
<u>17 December 1980</u>	Aides brief Bolling AFB Theater.
<u>30 December 1980</u>	Governors Aides Briefing with PIC Governor's Liaison, Vandenberg Room, Bolling Officers Club.
<u>6 January 1981</u>	Brief for first and second family aides. Tour of capitol.
<u>7 January 1981</u>	Second aides brief for personal aides only Bolling AFB Theater.
<u>7 January 1981</u>	Reception and dinner for aides and guests, Bolling Officers Club, 1900 - Co-Chairmen of Presidential Inaugural Committee, Mr. Charles Wick and Mr. Robert Gray, guests of honor.

30 January 1981

AFTER ACTION REPORT (Continuation)

9 January 1981 Capt Bechtol volunteered off duty - Fri, Sat, Sun to assist in social aides assignments.

12-21 January 1981 Capt Bechtol TDY to AFIC Military Aides Subcommittee.

14 January 1981 Final group briefing for personal aides and senior social aides.

17-20 January 1981 Military Aides staff liaison for following events.

17 January 1981 PIC Co-Chairmen's Reception State Dept, Diplomatic Reception Rooms 1700-1930. TAB (6).

18 January 1981 Inaugural Prayer Convocation National City Christian Church, 1330-1530. TAB (7)

19 January 1981 Office duty 0730-1930.

20 January 1981 Pension Building Inaugural Ball 2100-0100. TAB (8)

26 January 1981 After Action reports due from personal aides and senior social aides. Sample TAB (9).

30 January 1981 Draft letters of appreciation. Sample TAB (10).  
Provide lists of names and addresses of social aides participants to PIC committee chairman. Sample TAB (11).  
Provide list of all aide participants to AFIC.  
Administrative office for certificates TAB (12).  
Personal Aide Assignments TAB (13).  
Social Aide Assignments TAB (14).  
Memorandum for Assistant Commandant. TAB (15).  
Complete After Action reports.

IV. DISCUSSION: Upon assignment, I began to read the fascinating 1977 After Action Report to familiarize myself with inaugural activities and procedures. It was exciting to anticipate taking part in history in the making. Staff meetings were held with Chairman, Military Aides Subcommittee, Colonel Hammack, twice weekly during October and November. These were pleasant and lengthy occasions when each service representative had opportunity to provide input to the plans for aide selection and assignment process in true committee fashion. In December the aide interview process precluded twice weekly staff meetings and the rapidly increasing pace of the events allowed for group meetings on call when essential. In October an aides reception was proposed, with reception and dinner later being agreed upon at Bolling Officers Club, 7 January 1981. The process for printing invitations was investigated. After drawing up the invitations; MDW (Military District of Washington), processed the request through their printing budget. Defense Printing Service provided layout, and a quality product was completed by 21 November 1980, well in advance of a 1 December deadline, set during a staff meeting. The 1 Dec deadline proved unnecessary since the invitations were distributed at the first aides briefing on 17 December 1980. The "aides gala" as it was called held 7 January 1981 was a huge success in every regard.

30 January 1981

AFTER ACTION REPORT (Continuation)

Upon initial assignment to the Military Aides Committee my concept of responsibilities was to manage the entire program for the U. S. Marine Corps involvement of Military Aides for VIP's and Inaugural activities. This concept included the processes of:

- (1) Requesting volunteers
- (2) Screening volunteers by interview
- (3) Selecting from volunteer pool
- (4) Training jointly with other services
- (5) Assigning personal and social aides
- (6) Informing and updating
- (7) Coordinate and assist
- (8) Write letters of appreciation and after action report

By 1 December, interviews had been conducted with approximately 103 officers at Headquarters, Marine Corps and MCDEC, Quantico.

By 10 December 60 aides were notified to attend the initial briefing 17 December 1980 at Bolling AFB Theater.

Early on tasks included liaison with the AFIC "liaison officers" to JCCIC and PIC, Special Events and Credentials, then to include direct liaison with the First and Second family coordinators.

Staffing of the PIC started building after election and developed during the interview process. It was not possible to spend much time in liaison at this time because of interviews. Liaison was of little practical value since the PIC staffs and their ideas were changing daily. However, the "picture was coming into focus". Following the interview process liaison continued. Before Christmas points of contact were named within the Military Aides Committee to establish direct liaison with each special event chairperson.

Assignments of Governors aides was to take place during a joint service session with a group decision arrived at after each put forth the best candidates. This plan never came to pass and each service started filling in their slots separately. This left the Marine Corps unable to match Marines according to states in four instances. According to stated committee policy we provided only 6 governors aides. This did not seem equitable. At one point the Marine Corps had 15 personal aide assignments with two other services having made 22 assignments. The difference was later equalized by using the entertainers aides but only after "hard times" in the communication process.

The naming of VIP's to receive Military Aides was slow and piecemeal in process. This caused a great deal of fragmentation and frustration in the assignment process.

AFTER ACTION REPORT (Continuation)

The military aides were anxious to know their assignments and frequently questioned the service representative as to when and whom they would be assigned.

Staying organized was a challenge.

Continuing to manage rather than being managed was a challenge.

A respectful attitude in communicating within the subcommittee was not always apparent. It would have avoided some unnecessary hassle in a couple of instances.

As the social aide requirements expanded much beyond the 1977 scope and beyond the planning of thirty in number for 1981, opportunity for participation in the inaugural activities was provided to most volunteers that interviewed even though they were initially notified of placement in a reserve status.

The interview process went extremely well. Officers reported to General Schulzes Conference Room 4000, Navy Annex, HQMC. Filling out an aide interview form in advance was desirable. With the interview form completed in advance fifteen minutes per interview was generally sufficient. One half hour total time is required.

Special commendation is deserved by LtCol Charles Krulak, General Schulze's administrative assistant, (Code MM) for obtaining officers files for each volunteer and for providing superb support in every way. He was a "genuine delight" to work with.

Great appreciation goes to Captain Robin Higgins, Personal Officer of Headquarters and Support, HQMC for her exceptional cooperation and service. She did a superb job of coordinating volunteers and provided assistance in distributing aide interview forms and served as headquarters point of contact during initial phase of program.

The quality of the Headquarters Marine Corps aide volunteers was excellent. The records of performance were outstanding. The level of cooperation and professionalism demonstrated by those Marines selected was superb.

One aide reported being treated by his principal (an entertainer) in a disrespectful manner. Most aides reported being greatly appreciated and told stories of fantastic experiences of going to exciting Inaugural activities and meeting people that make history. The aide and drivers for Mr. Deaver, White House Counselor, were ushered into the oval office two days after the Inauguration to meet the President and for a picture taking session. It was personally rewarding to have had a part in assigning some of the most outstanding Marines as military aides to dignitaries, high government officials and entertainers.

The time and effort involved was extensive, rigorous and exhausting for aides and AFIC committee members. Especially exciting was to learn of the special and unique "once in a life" time opportunities experienced by the aides.

V. RECOMMENDATIONS A THROUGH L

AFTER ACTION REPORT (Continuation)

V. RECOMMENDATIONS

RECOMMENDATION: A

A memo to PIC Co-Chairmen by 1 December announcing Military Aides Committee, stating its mission, functions and services provided to the PIC - ie - assignment of personal military aides to governors, cabinet members, JCCIC, Supreme Court Chief of Justice, other White House dignitaries and Social Aides at all Inaugural functions.

Include an attachment of duties of Personal Aides and duties of Social Aides. Encl (1) & (2).

Request Co-Chairmen to name a point of contact within PIC, to obtain list of designated VIP's and coordinate social aide requests.

RECOMMENDATION: B

Disseminate information to all PIC event Chairmen on Social Aide services provided.

Request each event chairmen determine needs for social aides at events and submit requests to PIC Aide Coordinator.

An alternate plan would be to request PIC Event Chairmen to submit requirements directly to Military Aides Subcommittee point of contact or to Special Events Site Coordinator no later than 22 December.

DISCUSSION:

Disseminating information on Aides Committee Services to the PIC Chairmen in Memo or Bulletin form early in December NLT 5 December cannot be over emphasized in importance.

This would alert the committee to action, state the procedure to request aides and trustfully ensure a more coordinated aides assignment process.

1981 information was passed by word of mouth which was very time consuming. Requirements were given 9 January 1981 which was extremely late for making assignments, notifications, access lists and obtaining clearances.

This resulted in an unnecessary crash to get assignments made with word changing frequently as to ground rules for compiling access lists to events. The deadlines for lists were most impractical but seemed necessary under the circumstances and resulted in causing the project to be crash oriented, with "flaps" created that could have been avoided with a more timely method of obtaining Social Aide Requirements.

RECOMMENDATION: C

Request special Projects Incorporate a column for Social Aide Requirements on their daily Special Events Schedule.

AFTER ACTION REPORT (Continuation)DISCUSSION:

Since Special Events Coordinators were communicating regularly with the PIC event co-chairmen the early determination of military social aide requirements could have been facilitated by AFIC Special Events coordinators.

The special events schedule and continual update was an excellent means of following the constant changes in activities. Staff and event chairmen for the purpose of liaison and developing working relationships.

RECOMMENDATION: D

The Military Aides Subcommittee host a "no host" reception at Ft. McNair Officers Club approximately mid december for the PIC Exec. Staff and event chairmen for the purpose of liaison and developing working relationships.

RECOMMENDATION: E

Plan more lead time to properly insure invitation distribution thru PIC channels and to allow for RSVP response.

RECOMMENDATION: F

Set time for reception no earlier than 7 p.m. Many invited guests were still working until that time and had to regret because of the 5:30 p.m. - 7:30 p.m. time frame set.

RECOMMENDATION: G

Work with Personnel Director to determine who should be invited from each PIC Committee. He/She could identify chairmen and Directors of Activities when the PIC Directory was still in its developing stage.

RECOMMENDATION: H

Determine the internal information, distribution system of the PIC as early as possible, in order to effectively distribute invitations to invited guests. Personnel and their locations were increasing and changing rapidly.

RECOMMENDATION: I

By 1 August 1984 assign a Marine Corps personnel officer to determine, manage and coordinate Marine Corps personnel requirements and assignments for the Armed Forces Inaugural Committee.

DISCUSSION:

The personnel process must be carefully tracked to ensure proper, adequate and timely staffing of the Armed Forces Inaugural Committee. As personnel requirements expanded they came at times when other program requirements were heavy for the Joint Executive Committee Member and other Marine officer representatives. It is inefficient to task these marine officers with details of personnel assignments when they have fulltime responsibilities with primary functions of military aides, transportation or parade.

30 January 1981

AFTER ACTION REPORT (Continuation)

RECOMMENDATION: J

Continue Aides Gala

DISCUSSION: The reception and dinner for aides and guests was a spectacular affair, a huge success and greatly enjoyed and praised by those in attendance. It provided opportunity for aides to get to know each other and enjoy themselves just before the rapid pace of inaugural events took place.

RECOMMENDATION: K

Service clerk with service officer - Administrative Support to maintain cognizance of lists of assignments.

Each service representative have administrative support to be accountable to the service representative. It is absolutely essential for this clerk typist to develop a close working relationship with the officer early on to keep track of the action, understand the program, and follow through on repeated functions ie, setting appointments for interviews, maintaining lists accurately, and updating assignments.

DISCUSSION:

The centralized administrative pool was less effective in providing solid support for the officers program since it was easy to pass the buck on responsibility and difficult to pin down accountability with single assignments often "floating" between two or three clerks.

When the time is slow in October and early November for Administrative personnel an effective functioning relationship should be developed between the officer and service clerk.

RECOMMENDATION: L

Interviews be conducted at Headquarters, Marine Corps.

DISCUSSION:

This allows for screening of records to observe photo and recent fitness reports concurrently with (although not during) personal interview process.

The photo is a good reminder of the interview proceedings.

A few interviews were conducted at the Military Aides Subcommittee, Armed Forces Inaugural Committee. However, due to carpools and the rather difficult location of the Inaugural building, it is more practical for the volunteers to interview at their location.

PERSONAL AIDES  
DUTIES AND RESPONSIBILITIES

Personal Aides are senior officers who are assigned to assist a distinguished guest in meeting the developed schedule for the Inaugural events. Among the duties and responsibilities of the personal aides are as follows:

1. Meet the distinguished guest upon arrival in Washington.
2. Ensure drivers is well indoctrinated and conversant with all requirements as to locations and time.
3. Maintain a schedule as to distinguished guest's itinerary and maintain a file on invitations, etc.
4. Serve as secretary in acknowledging invitations, making reservations for meals, arranging for flowers, etc.
5. Serve as escort to the distinguished guest while he attends all functions, provided the distinguished guest so desires.
6. Set up and act as escort for any sight-seeing trips desired by the distinguished guest.
7. Act as secretary in setting up appointments for the distinguished guest either to be seen or for the distinguished guest to make visits.
8. Basically - the aide is assigned to insure the distinguished guest's stay in Washington is as pleasant and as unencumbered as is possible.

How much is required of the aide is an absolute determination of the distinguished guest. The aide is assigned on a full time basis and has been relieved of all other duties that might interfere.

One important facet must be stressed. The aide does not have an expense account. It is highly recommended that the distinguished guest provide the aide with a petty fund that will allow the aide to pay for such small items as gratuities, parking, flowers, etc. This will then give the aide needed flexibility.

SUGGESTIONS MADE BY LTC RASCO and CDR VANCE, former Military Aide at a MEETING WITH THE SUBCOMMITTEE HELD ON 30 OCTOBER 1980.

1. Two way radios are extremely important.
2. Have back up routes and plans for every event.
3. Establish contact and fully coordinate with VIP's office prior to his arrival.
4. Aide should check VIP's hotel room prior to his arrival in Washington.
5. Learn personal traits, likes, dislikes of VIP.
6. Aides should have telephone billing number.
7. Aides should have ample cash for routine needs and for emergencies.
8. Do not depend on cloak rooms, leave overcoats with drivers, if possible.
9. Aides should carry change of uniforms in vehicle.
10. Aides will not have time to come by subcommittee offices for messages, should try to call in daily but time for calls will be a problem.
11. Aides should know the name and phone number of civilian ticket handlers.
12. Aide should never give up possession and control of VIP's tickets. With tickets, aide can control situation.
13. Aides should have room in VIP's hotel in which to change uniforms.
14. Police departments in Maryland, District of Columbia and Virginia need to be aware of VIP auto identification markings.
15. Make arrangements at an early date for wives to have tickets for inaugural events.

## SOCIAL AIDES

### Duties and Responsibilities

Social Aides are experienced officers in the grades 0-3, 0-4 and 0-5 and are assigned to assist at the various official Inaugural Events. Among the duties and responsibilities of Social Aides are the following:

- a. Assist and provide information to personal aides as required.
- b. Serve as uniformed protocol officers.
- c. Circulate among, and socialize with, guests and assist as needed.
- d. Man VIP entrances.
- e. Coordinate with the Medical Aid Stations as necessary.
- f. Assist any handicapped VIP's.
- g. Serve as cordon for Pres, VP.
- h. Facilitate VIP movement.
- i. Maintain liaison with Senior SocialAide and Command Post Site to provide rapid communications on any problems.
- j. Act as trouble shooter in key locations.
- k. Coordinate short fuze requirements.
- l. Familiarization with the following site areas is essential:
  1. Reserved VIP parking
  2. VIP entrance & exit
  3. VIP coat check
  4. Driver holding area
  5. VIP holding area
  6. Seating for VIP's
  7. VIP trouble desk
  8. Ticket areas
  9. Rest rooms
  10. Bars, food concessions
- m. Knowledge of duties and responsibilities of civilian "Host/Hostess" as well as Secret Service is essential.

GENERAL INSTRUCTIONS

FOR

MILITARY AIDES

## A. General Instructions for Military Aides

### 1. Standards of Conduct

As one of the military officers selected to perform aide duty during the 1977 Inauguration of President Jimmy Carter you will be expected:

- a. To meet all situations with complete composure and self assurance.
- b. In carrying out all your duties, conscientiously and meticulously exercise sound judgement in the handling of all matters.
- c. Respect the personal nature of many of your duties by refraining from discussion of such matters with others.
- d. Maintain the proper standards of appearance and conduct at all times.
- e. Be prepared to assist people to the maximum extent possible, keeping in mind your rank and position.
- f. Familiarize yourself, in advance, with the building in which each function will take place. Locate the room or rooms in which the event is to be held. Details on the specific functions, including VIP entrances, parking areas, holding areas, etc., will be furnished to you at the various briefings.

### 2. Termination of Duty

It is expected that your duties will end by 0001, 23 January 1977 except for the After Action report due on 25 January 1977.

### 3. After Action Report

Keep a record of your actions. Include your comments, observations and recommendations in this record. The record and your observations will be required in an After Action Report of your activities to be submitted in memorandum form to the Military Aides Committee by CCB 25 January 1977.

Each Personal Aide and Social Aide-in-charge of a specific event is required to submit an After Action Report.

This report should include a summary of: functions attended, observations, recommendations, comments, etc.

### 4. Security and Intelligence

If an Aide receives any threat or any intelligence indicating a threat to any of the principals or activities of the Inauguration, please contact the Committee immediately.

## 5. Questions

a. When in doubt concerning any matter involving your duties, contact the Military Aides Committee, telephone 693-0750 located in room 2-1009, Wing 10, Tempo B, 2nd and T Streets, SW, Washington, D.C., 20315.

Subcommittee members will attend all functions in which Aides participate. Questions should be referred to them.

b. The following telephone numbers are provided should you require information from the D. C. Police Department

General Police Information 626-2000

Police Traffic Dispatcher (for up to  
date advice on traffic conditions  
along your proposed route). 626-2701

## 6. Telephone Calls

If aides are required to place local or long distance calls as a part of their Aide duties they should use FTS, WATS, AUTOVON, or similar facilities if possible. No direct or commercial billing will result from these calls. If these facilities are not available for some reason and commercial lines must be used, Aides should charge the call to the Military Aides Subcommittee, telephone number 202-693-0750. If calls are charged, the following information must be provided, as soon as possible, to the Subcommittee Administrative Supervisor, Chief Foster:

Name of Caller  
Name of party called  
City called  
Number called  
Date of call

## B. Additional Instructions for Military Aides to Official Guests

### 1. Aide Utilization

Each Office Guest will have a Military Aide assigned on a permanent basis from arrival through 22 January. Official Guests have received, or will shortly receive, a letter giving them certain information. A sample is in your packet. You are to act as the Military Aide during his/her stay in Washington, during the Inauguration. Whether or not the Aide will be utilized depends on the individual guest.

### 2. Civilian Assistants

In some cases the official guest may have a civilian assistant and/or security guard that you will need to contact to coordinate your duties and exchange information. If applicable to your situation, the Military Aides Committee will advise you of that persons name and phone number.

### 3. Responsibilities

Your responsibilities as an Aide are outlined below:

a. Keep him/her advised of your whereabouts and how he/she can contact you if necessary.

b. You are authorized to correspond directly with the guest after the initial contact by the committee. A copy of all correspondence will be included in your after action report.

c. You will meet your Assigned Guest upon arrival at his/her arrival point in Washington and escort him/her to his/her local accommodations. It is your responsibility to know the arrival time and method of transportation. Arrangements with the Military Driver and sedan should be made ahead of time to allow for any last minute changes.

d. Upon arrival in the Washington area, arrange a briefing of scheduled activities to determine the itinerary the guest wishes to establish. This material will be furnished you. After determining which functions the guest wishes to attend, plan his/her arrivals and departures. The timely arrival at official functions is your responsibility. Washington will be exceptionally crowded during the Inaugural, so make certain that you allow enough time to get to the various functions. You will probably accompany him/her to all functions but check first as to what events he/she wishes you to attend.

e. Pick up tickets and other related passes that will be required for entrance and parking from the Military Aides Committee.

f. Should the guest request assistance in clerical or other administrative support, notify the Military Aides Committee.

g. Be prepared to escort the Guests spouse and family to social or recreations functions as requested.

h. You will be expected to participate in all official social activities.

1. Your initial face to face contact with the Official Guest will be made in uniform. At that meeting you should establish an understanding as to when you are to wear your uniform. In any case, you will wear the uniform at all functions unless you are specifically requested to wear civilian clothes. Appropriate military dress for official occasions is noted in these instructions. You are required to be in uniform for the Inaugural Ceremony and the Inaugural Parties.

#### 4. Driver

The military driver of the Official Guest's Official automobile is your responsibility. Contact him as soon as he has been identified. His loyalty and cooperation can be a major factor in your success as an Aide. Insure that he is completely briefed on his destination and how to get there; that he is neat and smart in appearance, and that he keeps the car clean, inside and out. Give your driver plenty of time to familiarize himself with routes, destinations and parking. In previous years, reconnaissance and rehearsals have been of value. Arrange a rendezvous point for each function in case of separation; give the driver both your phone number and the principals phone number. Also acquaint yourself with the dispatcher, and with his system of operation; find out who should be contacted in an emergency. When arriving at the various functions, ascertain the proper entrance to use. Know where the Official Guest is to sit and the whereabouts of the restrooms, cloakrooms, etc. Details on the specific functions will be furnished you at the various briefings.

#### 5. Expenses

Aides normally will not incur any expenses in the performance of their duties; however, in certain unusual cases Aides may incur expenses and will be reimbursed as noted below:

##### a. Personal Expenses

Aides are not expected to pay the personal expenses of Official Guests such as meals, entertainment, flowers, and similar costs. These costs are appropriately the responsibility of the Guests. If Aides do incur any of these costs, on behalf of these persons, they should seek reimbursement directly from them. In this regard Aides should discretely determine if the Official Guest has an expense or petty cash fund and the procedure for using this fund in support of their duties. This can be determined by contacting the Guest's administrative staff and should be done before the Inaugural Activities begin.

b. Logistic Expenses

In some cases the Aides will incur unusual logistic expenses in the performance of their duties such as car repairs, cab-fares, parking costs, telephone calls, emergency lodging, etc.. The Committee will reimburse Aides for these out-of-pocket expenses when incurred as a part of their Aide duties. The reimbursement procedures in these cases are simple and direct. Small size voucher blanks will be included in your packet so that you may maintain a pocket record of your expenses as they occur. These vouchers will be submitted to the Military Aides Subcommittee for reimbursement as soon as possible after the expenditure and in all cases not later than the date of submission of their After Action Report. Receipts must be provided for all single expenditures over two (\$2.00) dollars.

6. Miscellaneous Helpful Hints:

a. The Official Guest may desire to attend a State Society Reception, if held. A call to the office of a Senator from his/her state will usually get you all the details.

b. If the Official Guest desires to dine out, reservations will be a must.

c. Know the location of the Churches of the Official Guest's faith, and times of service.

d. Make arrangements with a florist for delivery of flowers on short notice.

e. Know the location of a cleaning establishment which can give fast cleaning and pressing service, both for yourself and the guest.

f. Know how to contact the Official Guest's office in case of emergency.

g. It proved helpful to some to prepare a detailed schedule for the Official Guest and his/her spouse.

h. Recognize that you are on call on a full-time basis for the time that your Official Guest is in town for the Inauguration. The full-time effort should be extended to your preparation.

## 7. Official Uniforms for the 1977 Presidential Inauguration

The following are the prescribed uniforms, by service, to be worn at the various events connected with the 1977 Presidential Inauguration. For details consult the Liaison Officer of your Service.

### a. Army.

- (1) Daytime - Army Blue (with overcoat, if required by weather).
- (2) Afternoon Social - Army Blue with four-in-hand tie.
- (3) Evening Social - Army Blue Mess or Army Blue with bow tie.
- (4) Dress requirements for Female Officers will be briefed separately.

### b. Navy.

- (1) Daytime - Service Dress Blue (with overcoat and gray gloves, if required by the weather).
- (2) Afternoon Social - Service Dress Blue.
- (3) Evening Social - Dinner Dress Blue Jacket.
- (4) Dress requirements for Female Officers will be briefed separately.

### c. Marine Corps.

- (1) Daytime - Undress Blue, with overcoat if necessary.
- (2) Afternoon Social - Undress Blue.
- (3) Evening Social - Evening Dress, with scarlet cummerbund.
- (4) Dress requirements for Female Officers will be briefed separately.

### d. Air Force.

- (1) Daytime - Winter Service Uniform.
- (2) Afternoon Social - Winter Service Uniform.
- (3) Evening Social - Mess Dress Uniform.
- (4) Topcoats/overcoats may be required in event of severe weather.

e. Coast Guard.

(1) Daytime - Service Dress Coast Guard Blue (with overcoat and gray gloves, if required by the weather.)

(2) Afternoon Social - Service Dress Coast Guard Blue.

(3) Evening Social - Dinner Dress Blue Jacket.

(4) Dress requirements for Female Officers will be briefed separately.

The following general instructions will prevail for all services; (1) Aiguillettes will not be worn, (2) Ribbons, or miniature decorations and medals will be worn on all uniforms, as appropriate, and (3) Name tags will not be worn, as official badges will be provided.

8. Sweethearts and Spouses

Specific information on which functions spouses and sweethearts may be invited to attend and the details of their attendance will be provided as these details become available.

VI. ATTACHMENTS TABS 1 THROUGH 15

ANNEX D  
Military Aides' After Action Reports  
(AFIC Files - MA Subcommittee Fort Lesley J. McNair)

ANNEX E  
Military Aide Subcommittee Files  
(AFIC Files - MA Subcommittee Fort Lesley J. McNair)

27 Sept 84

ANNEX B (INTELLIGENCE J-2) TO 1985 ARMED FORCES INAUGURAL PLAN

I. MISSION. The J-2 Directorate provides intelligence, military police and credentials support to the Armed Forces Inaugural Committee (AFIC) as required for Inauguration activities.

II. ORGANIZATION. The J-2 Directorate consists of three divisions organized by function:

- A. Intelligence (ANIC-J2-INTEL) (Appendix 1).
- B. Military Police (ANIC-J2-MP) (Appendix 2).
- C. Credentials (ANIC-J2-CRED) (Appendix 3).

J-2 Organization Chart is in Appendix 4.

III. EXECUTION.

A. Concept of Operations.

1. Phases.

a. Phase I (Planning).

(1) Directorate is established and initial coordination and planning are accomplished.

(2) Initial requirements are developed.

(3) Initial tasking of other agencies is accomplished.

b. Phase II (Coordination and Advanced Planning Phase).

(1) Final planning accomplished in close coordination with PIC and JCCIC.

(2) Coordination meetings held in areas of intelligence support, operations and access control.

(3) Other agencies tasked as required.

c. Phase III (Inaugural Period). Implement procedures.

d. Phase IV (After Action Phase). As stated in basic plan.

2. Responsibilities.

a. Intelligence Division.

(1) Plans and coordinates intelligence support for AFIC.

(2) Serves as AFIC Security Manager.

ANNEX B (INTELLIGENCE J-2) TO 1985 ARMED FORCES INAUGURAL PLAN

b. Military Police Division.

(1) Coordinates operations and plans with law enforcement and security agencies.

(2) Plans, coordinates and accomplishes security, traffic control and weapons certification.

c. Credentials Division.

(1) Plans, coordinates and provides AFIC credentials.

(2) Plans and coordinates external credentials to meet AFIC requirements.

d. Appendices 1-3 provide more detailed information.

B. Coordination.

1. Internal. J-2 will coordinate with all AFIC staff agencies on intelligence, law enforcement operations, physical security and credentials matters. Following coordination will be of particular concern:

a. J1 - AFIC personnel matters.

b. J3 - Operational security and military police support.

c. J4 - Transportation security, to include driver training.

d. J5 - Aide training and VIP support.

e. J6 - Communications support for security; communications security.

2. External. (J-2 will be primary point of contact for AFIC for those agencies identified by \*).

a. Intelligence agencies.

(1) Defense Intelligence Agency \*

(2) US Army Intelligence and Security Command \*

(3) US Air Force Office of Special Investigations \*

(4) Naval Investigative Service \*

(5) Other intelligence agencies \*

b. Law Enforcement/Security Community.

(1) US Secret Service \*

ANNEX B (INTELLIGENCE J-2) TO 1985 ARMED FORCES INAUGURAL PLAN

- (2) Metropolitan Police Department \*
- (3) Armed Forces Police \*
- (4) Federal Bureau of Investigation \*
- (5) Capitol Police \*
- (6) Federal Protective Service/General Services Administration \*
- (7) US Park Police \*
- (8) Virginia State Police \*
- (9) Maryland State Police \*
- (10) Fairfax County Police \*
- (11) Prince Georges County Police \*

c. Military.

(1) Military District of Washington, Deputy Chief of Staff, Operations.

d. Congress. US Congressional Committee on Inaugural Ceremonies.

e. Other agencies are required.

C. Time line/Milestones. See division appendices.

IV. RESOURCES/SUPPORT.

A. Personnel.

1. Director of Intelligence, US Marine Corps Colonel. Responsible for overall direction and management of Intelligence Directorate.

2. Deputy Director of Intelligence. US Army Lieutenant Colonel. Serves as Acting Director in absence of Director. Supervises operations of Directorate as specified by the Director.

3. Administrative Non-commissioned officer. US Army Sergeant First Class. Responsible for administrative matters and preparation of correspondence.

4. Assistant Administrative Non-commissioned officer. US Marine Corps Staff Sergeant. Assists senior Marine Corps representative on all Marine Corps matters. Provides administrative assistance.

5. Clerk-typist. Civilian GS-4. Performs clerical and administrative duties to support J-2 operations; works under Directorate Administrative NCO's supervision.

ANNEX B (INTELLIGENCE J-2) TO 1985 ARMED FORCES INAUGURAL PLAN

6. Other positions as described in appendices.

B. Equipment Required.

1. One typewriter each for administrative personnel; total 7.

2. One word processor for J-2 Directorate. Word processor must have capability of manipulating information, such as personnel rosters, to permit sorts by various data elements, and facilitate changes.

3. Calculator: Required for J-2 Directorate accounting purposes.

4. Shredder: Required for destruction of all AFIC sensitive information.

5. Pass fabrication capability: Required for preparing AFIC passes for Inaugural Hall and other AFIC areas/facilities. May be available as support service from GSA or other government agencies.

C. Service/Facilities.

1. Communications: Full access to local, long distance and autovon is required in all offices. Other requirements (message traffic, liaison telephone lines, etc.) are being quantified. Radio requirements are contained in Annex D.

2. Transportation: Driver and/or vehicle required on continuing basis for official travel within local area.

3. The Director J-2 is located in Room 335A, Inaugural Hall, telephone (202) 433-7874 (commercial), Autovon 288-7011.

V. APPENDICES/TABS:

A. Appendix 1: Intelligence Division.

B. Appendix 2: Military Police Division.

C. Appendix 3: Credentials Division.

1. Tab A to Appendix 3: Credentials SOP to be published.

D. Appendix 4: J-2 Organization Chart.

APPENDIX I TO ANNEX B (INTELLIGENCE) TO 1985 ARMED FORCES INAUGURAL PLAN

I. MISSION. See Annex B and basic plan.

II. ORGANIZATION. See Appendix 4 (J-2 Organization Chart). The Intelligence Division will consist of an Intelligence Officer, Non-commissioned Officer and clerk-typist.

III. EXECUTION.

A. Concept of Operations.

1. Phases.

a. Phase I (Planning). As stated in Annex B and basic plan, acquisition of secure working space is key milestone.

b. Phase II (Coordination and advanced planning). See Annex B.

c. Phase III (Inaugural Period). See Annex B.

d. Phase IV (After Action Phase). See basic plan.

2. Responsibilities.

a. Intelligence Division will coordinate and provide intelligence support in response to AFIC requirements.

b. Intelligence Division will publish and maintain Standard Operating Procedures for document and personnel security.

c. Chief, Intelligence Division is the AFIC Security Manager.

d. Intelligence Division will support J-3 and other AFIC elements as required for information and operations security needs.

B. Coordination.

1. Internal. See Annex B and basic plan.

2. External. Intelligence Division will coordinate with intelligence organizations and elements listed in Annex B and basic plan.

C. Time line/Milestones. Following are in addition to timelines in basic plan.

7 Sep      Establish Intelligence Division.

10 Sep      1. Establish clearance requirements for AFIC staff.

2. Establish clearance procedures for AFIC staff.

3. Establish schedule for intelligence briefings for designated AFIC staff.

APPENDIX 1 TO ANNEX B (INTELLIGENCE) TO 1985 ARMED FORCES INAUGURAL PLAN

14 Sep	Complete initial contacts and establishment of liaison with Intelligence Agencies.
17 Sep	Obtain secure working area. Open classified files. Establish communications requirements.
21 Sep	Establish requirements for initial intelligence support.
28 Sep	Publish security SOP in coordination with MP Division.
15 Oct	Task agencies for Intelligence support.
TBD	Provide OPSEC Support to J-3.
1 Nov	Secure working areas in full operation. Communications established.

IV. RESOURCES/SUPPORT.

A. Personnel.

1. Chief, Intelligence Division. US Army Major. Serves as primary point of contact for liaison with all intelligence agencies, is the AFIC Security Manager, and is the principal staff point of contact for intelligence and threat support.

2. NCOIC, Intelligence Division. US Army Sergeant First Class, MOS 96/97 Assistant AFIC Security Manager, coordinates the document and personnel security programs, and assists in liaison as required.

3. Clerk-typist. US Army E-4/5, provides typing and administrative support.

B. Equipment. See Annex B.

C. Services/Facilities.

1. Access to secure area, secure telephone, and secure message facilities are required.

2. The Intelligence Division Office will be located in Room 337, Inaugural Hall, telephone (202) 433-7875; Autovon 288-7011.

V. APPENDICES/TABS. Standing operating procedures for security will be published separately as AFIC SOP.

APPENDIX 2 TO ANNEX B (INTELLIGENCE) TO THE 1985 ARMED FORCES INAUGURAL PLAN

MILITARY POLICE

- I. MISSION. See Annex B.
- II. ORGANIZATION. See Annex B.
- III. EXECUTION.
  - A. Concept of Operations (See Annex B)
  - B. Coordination (See Annex B)
  - C. Time Line/Milestones (In addition to Annex 2 and the basic plan)

<u>DATE</u>	<u>ACTION</u>
TBD	Initiate parking plan and initiate issue of parking permits.
August	
31	Complete initial liaison with local civil and military police and security agencies.
September	
14	Draft Use of Force Guidance for staffing.
28	Complete Identification of security/police support requirements. Begin tasking.
October	
12	Draft Weapons Certification Plans for staffing.
December	
5	Publish Weapons Certification and Use of Force documents for printing.
27	Draft finalized Law Enforcement operations order to staffing.
January	
TBD	Provost Marshal briefs supporting commanders.
TBD	Military Law Enforcement units become OPCON to AFIC Provost Marshal.
February	
15	After-Action Report submitted/Provost Marshal Offices closes

APPENDIX 2 TO ANNEX B (INTELLIGENCE) TO THE 1985 ARMED FORCES INAUGURAL PLAN

<u>DATE</u>	<u>ACTION</u>
February	
18	Equipment turn-in.
28	Final outprocessing.

IV. RESOURCES.

A. Personnel.

1. Internal.

(a) Provost Marshal. US Army Lieutenant Colonel, Military Police. Supervises law enforcement operations, coordination and planning.

(b) Deputy Provost Marshal. US Army Captain. Performs missions assigned by the Provost Marshal.

(c) Other as required.

2. External: To be determined.

B. Equipment: See Annex B.

C. Services/Facilities: The Provost Marshal Office is located in Room 338, Inaugural Hall, telephone (202) 433-7839/7840; Autovon 288-7015.

APPENDIX 3 TO ANNEX B (INTELLIGENCE) TO THE 1985 ARMED FORCES INAUGURAL PLAN

CREDENTIALS.

I. MISSION. See Annex B and basic plan.

II. ORGANIZATION. The Credentials Division will consist of a Credentials Division Chief, a coordinator, an assistant coordinator, and a clerk-typist.

III. EXECUTION.

A. Concept of Operations.

1. Phases. See Annex B and basic plan.

2. Responsibilities. Credentials will be issued to military and DOD civilian or contract personnel supporting the Presidential Inauguration in accordance with the general guidelines contained in this Appendix and TAB (to be published).

(a) Requirements. Each Directorate and Division will establish its requirements for internal and external credentials as early as possible in the planning cycle and will forward these to the Credentials Division in writing for action.

(b) External Credentials. Requests for Credentials will be submitted through channels to the J-2 Credentials Division. Details will be contained in TAB.

B. Coordination.

1. Internal. See Annex B and basic plan.

2. External. Credentials Division will coordinate with agencies listed in Annex B and basic plan for credentials requirements. Other agencies will also be contacted in coordination with J-3 (Special Events) and other AFIC elements to establish credentials requirements as necessary.

C. Time Line/Milestones.

<u>DATE</u>	<u>ACTION</u>
27 Aug	Credentials Division is established.
4 Sep	AFIC Credentials Requirements identified.
14 Sep	Initial liaison contacts made.
1 Oct	Implement Interim AFIC Access Procedures. Issue AFIC Credentials.
12 Oct	External Credential Requirements identified.
24 Oct	Publish Credentials SOP.

APPENDIX 3 TO ANNEX B (INTELLIGENCE) TO THE 1985 ARMED FORCES INAUGURAL PLAN

<u>DATE</u>	<u>ACTION</u>
1 Nov	Implement AFIC access procedures.
10 Nov	Establish coordination with PIC.

IV. RESOURCES/SUPPORT.

A. Personnel.

1. Chief, Credentials Division. US Air Force Lieutenant Colonel. Responsible for operations and management of Credentials Division.

2. Credentials Coordinator. US Air Force Major. Responsible for credentials requirements and operations.

3. Assistant Credentials Coordinator. US Coast Guard Lieutenant. Responsible for credentials requirements and operations.

4. Clerk-typist. Civilian GS-4 provides administrative support for Credentials Division.

5. Clerk-typist (word processing). Civilian GS-4. Responsible for word processing support for Credentials Division.

B. Equipment. See Annex B.

C. Services/Facilities. Credentials Division will be located in Room 336, Inaugural Hall, telephone (202) 433-7875.

OK. Milestones  
should be squared  
away by end of  
next week w

## Annex B (INTELLIGENCE J-2) to 1985 Armed Forces Inaugural Plan

I. MISSION. The J-2 Directorate provides intelligence, military police and credentials support to the Armed Forces Inaugural Committee (AFIC) as required for Inauguration activities.

II. ORGANIZATION. The J-2 Directorate consists of three divisions organized by function:

- a. Intelligence (ANIC-J2-INTEL) (Appendix 1).
- b. Military Police (ANIC-J2-PM) (Appendix 2).
- c. Credentials (ANIC-J2-CRED) (Appendix 3).

J-2 Organization Chart is in Appendix 4.

### III. EXECUTION.

#### A. Concept of Operations.

##### 1. Phases.

##### a. Phase I (Planning).

(1) Directorate is established and initial coordination and planning are accomplished.

(2) Initial requirements are developed.

(3) Initial tasking of other agencies is accomplished.

##### b. Phase II (Coordination and Advanced Planning Phase).

(1) Final planning accomplished in close coordination with PIC and JCCIC.

(2) Coordination meetings held in areas of intelligence support, operations and access control.

(3) Other agencies tasked as required.

##### c. Phase III (Inaugural Period). Implement procedures.

##### d. Phase IV (After Action Phase). As stated in basic plan.

## 2. Responsibilities.

### a. Intelligence Division.

(1) Plans and coordinates intelligence support for AFIC.

(2) Serves as AFIC Security Manager.

### b. Military Police Division.

(1) Coordinates operations and plans with law enforcement and security agencies.

(2) Plans, coordinates and accomplishes security, traffic control and weapons certification.

### c. Credentials Division.

(1) Plans, coordinates and provides AFIC credentials.

(2) Plans and coordinates external credentials to meet AFIC requirements.

### d. Appendices 1-3 provide more detailed information.

## B. Coordination.

1. Internal. J2 will coordinate with all AFIC staff agencies on intelligence, law enforcement operations, physical security and credentials matters. Following coordination will be of particular concern:

a. J1 - AFIC personnel matters

b. J3 - Operational security and military police support

c. J4 - Transportation security, to include driver training

d. J5 - Aide training and VIP support

e. J6 - Communications support for security; communications security

2. External. (J2 will be primary point of contact for AFIC for those agencies identified by \*).

### a. Intelligence agencies.

(1) Defense Intelligence Agency \*

(2) US Army Intelligence and Security Command \*

(3) US Air Force Office of Special Investigations \*

(4) Naval Investigative Service \*

(5) Other intelligence agencies \*

b. Law Enforcement/Security Community.

(1) US Secret Service\*

(2) Metropolitan Police Department\*

(3) Armed Forces Police\*

(4) Federal Bureau of Investigation\*

(5) Capitol Police\*

(6) Federal Protective Service/General Services Administration\*

(7) US Park Police\*

(8) Virginia State Police\*

(9) Maryland State Police\*

(10) Fairfax County Police\*

(11) Prince Georges County Police\*

c. Military.

Operations

(1) Military District of Washington, Deputy Chief of Staff,

(2) Supporting Military Police Organizations

d. Congress. US Congressional Committee on Inaugural Ceremonies.

e. Other agencies as required

C. Time lines/Milestones. See division appendices.

IV. RESOURCES/SUPPORT.

A. Personnel.

1. Director of Intelligence. US Marine Corps Colonel. Responsible for overall direction and management of Intelligence Directorate.

2. Deputy Director of Intelligence. US Army Lieutenant Colonel.

Serves as Acting Director in absence of Director. Supervises operations of Directorate as specified by the Director.

*US Army Sergeant First Class.*

3. Administrative Non-commissioned officer. ~~Grade and service to be determined.~~ Responsible for administrative matters and preparation of correspondence.

4. ~~Assistant Administrative Non-commissioned Officer US Marine Corps Staff Sergeant. Assists senior Marine Corp representative on all Marine~~  
5. Clerk-typist. Civilian GS-4. Performs clerical and administrative duties to support J2 operations; works under Directorate Administrative NCO's supervision.

*Corps matters. Provides administrative assistance.*

5. Other positions as described in appendices.

#### B. Equipment Required.

1. One typewriter each for administrative personnel; total: 7.

2. One word processor for J2 Directorate. Word processor must have capability of manipulating information, such as personnel rosters, to permit sorts by various data elements, and facilitate changes.

3. Calculator: Required for J2 Directorate accounting purposes.

4. Shredder: Required for destruction of all AFIC sensitive information.

5. Pass fabrication capability: Required for preparing AFIC passes for Inaugural Hall and other AFIC areas/facilities. May be available as support service from GSA or other government agency.

#### C. Services/Facilities

1. Communications: Full access to local, long distance and autovon is required in all offices. Other requirements (message traffic, liaison telephone lines, etc.) are being quantified. *Radio requirements are contained in Annex D.*

2. Transportation: Driver and/or vehicle required on continuing basis for official travel within local area.

3. The Director J2 is located in Room 335A, Inaugural Hall, telephone (202) 433-7874 (commercial), *Autovon 288-7011.*

#### V. APPENDICES/TABS:

A. Appendix 1: Intelligence Division

B. Appendix 2: Military Police Division

C. Appendix 3: Credentials Division

1. Tab a to Appendix 3: Credentials SOP to be published.

D. Appendix 4: J2 Organization Chart.

Appendix 1 to Annex B (INTELLIGENCE) to 1985 Armed Forces Inaugural Plan

I. MISSION. See Annex B and basic plan.

II. ORGANIZATION. See appendix 4 (J2 Organization Chart). The Intelligence Division will consist of an Intelligence Officer, Non-commissioned Officer and clerk-typist.

III. EXECUTION.

A. Concept of Operations.

1. Phases.

a. Phase I (Planning). As stated in Annex and basic plan acquisition of secure working space is key milestone.

b. Phase II (Coordination and advanced planning). See Annex B.

c. Phase III (Inaugural Period). See Annex B.

d. Phase IV (After Action Phase). See basic plan.

2. Responsibilities.

a. Intelligence Division will coordinate and provide intelligence support in response to AFIC requirements.

b. Intelligence Division will publish and maintain Standard Operating Procedures for document and personnel security.

c. Chief, Intelligence Division is the AFIC Security Manager.

d. Intelligence Division will support J3 and other AFIC elements as required for information and operations security needs.

B. Coordination.

1. Internal. See Annex B and basic plan.

2. External. Intelligence Division will coordinate with intelligence organizations and elements listed in Annex B and basic plan.

C. Time lines/Milestones. Following are in addition to timelines in basic plan.

7 Sep	Establish Intelligence Division
10 Sep	<ol style="list-style-type: none"> <li>1. Establish clearance requirements for AFIC staff.</li> <li>2. Establish clearance procedures for AFIC staff</li> <li>3. Establish schedule for intelligence briefings for designated AFIC staff.</li> </ol>
14 Sep	Complete initial contacts and establishment of liaison with Intelligence agencies.
17 Sep	Obtain secure working area. Open classified files. Establish communications requirements.
21 Sep	Establish requirements for initial intelligence support.
28 Sep	Publish security SOP in coordination with MP Division, <del>for physical security</del>
15 Oct	Task agencies for Intelligence support.
TBD	Provide OPSEC Support to J3.
1 Nov	Secure working areas in full operation. Communications established.

#### IV. RESOURCES /SUPPORT.

##### A. Personnel.

1. Chief, Intelligence Division. US Army Major. Serves as primary point of contact for liaison with all intelligence agencies, is the AFIC Security Manager, and is the principal staff point of contact for intelligence and threat support.

2. NCOIC, Intelligence Division. US Army Sergeant First Class, MOS 96/97 Assistant AFIC Security Manager, coordinates the document and personnel security programs, and assists in liaison as required.

3. Clerk-typist. US Army E-4/5, provides typing and administrative support.

##### B. Equipment. See Annex B.

C. Services/Facilities.

(1) Access to secure area, secure telephone, and secure message facilities are required.

(2) The Intelligence Division Office will be located in Room 337, Inaugural Hall, telephone (202) 433-7875; *autovoan: 288-7011.*

V. APPENDICES/TABS. Standing operating procedures for security will be published separately as AFIC SOP.

Appendix 2 to Annex B (INTELLIGENCE) to the 1985 Armed Forces Inaugural Plan

MILITARY POLICE

I. MISSION: See Annex B

II. ORGANIZATION: See Annex B

III. EXECUTION:

A. Concept of Operations (See Annex B)

B. Coordination: (See Annex B)

C. Time Line/Milestones (In addition to Annex 2 and the basic plan)

<u>DATE</u>	<u>ACTION</u>
TBD	Initiate parking plan and initiate issue of parking permits
August	
31	Complete initial liaison with local civil and military police and security agencies
September	
14	Draft Use of Force Guidance for staffing
28	Complete Identification of security/police support requirements. Begin tasking.
October	
12	Draft Weapons Certification Plans for staffing
December	
5	Publish Weapons Certification and Use of Force documents for printing
27	Draft finalized Law Enforcement operations order to staffing
January	
TBD	Provost Marshal briefs supporting commanders
TBD	Military Law Enforcement units become OPCON to AFIC Provost Marshal
February	
15	After-Action Report submitted/Provost Marshal Offices closes

- 18            Equipment turn-in
- 28            Final outprocessing

#### IV. RESOURCES

##### A. Personnel

###### 1. Internal

(a) Provost Marshal. US Army Lieutenant Colonel, Military Police. Supervises law enforcement operations, coordination and planning.

(b) Deputy Provost Marshal. US Army Captain. Performs missions assigned by the Provost Marshal

(c) Admin NCO. Grade and service to be determined. *delete*

(d) Others as required.

###### 2. External: To be determined.

##### B. Equipment: See Annex B

C. Services/Facilities: The Provost Marshal Office is located in Room 338, Inaugural Hall, telephone (202) 433-7839/7840 (commercial) or 288-7015 (auto-von).

Appendix 3 to Annex B (INTELLIGENCE) to the 1985 Armed Forces Inaugural Plan  
CREDENTIALS.

I. MISSION. See Annex B and basic plan.

II. ORGANIZATION. The Credentials Division will consist of a Credentials Division Chief, a coordinator, an assistant coordinator, and a clerk-typist.

III. EXECUTION.

A. Concept of operations.

1. Phases. See Annex B and basic plan.

2. Responsibilities. Credentials will be issued to military, <sup>and</sup> personnel supporting the Presidential Inauguration in accordance with the general guidelines contained in this appendix and TAB (to be published).  
*as early as possible in the planning cycle*

(a) Requirements. Each Directorate <sup>and</sup> Division will establish its requirements for internal and external credentials and will forward these to the Credentials Division <sup>in writing</sup> for action.

(b) External Credentials. Requests for Credentials will be submitted ~~in writing~~ through channels to the J-2 Credentials Division. Details will be contained in TAB.

B. Coordination.

1. Internal. See Annex B and basic plan.

2. External. Credentials Division will coordinate with agencies listed in Annex B and basic plan for Credentialing requirements. ~~In addition, Other agencies and/or civilian firms~~ will also be contacted in coordination with J3 (Special Events) and other AFIC elements to establish credentialing requirements, <sup>as necessary.</sup>

C. Time lines/Milestones.

27 Aug	Credentials Division is established.
4 Sep	AFIC Credentials Requirements identified.
14 Sep	Initial liaison contacts made.
1 Oct	Implement Interim AFIC Access Procedures. Issue AFIC Credentials.

12 Oct External Credential Requirements identified.  
24 Oct Publish Credentials SOP.  
1 Nov Implement AFIC access procedures.  
10 Nov Establish coordination with PIC.

#### IV. RESOURCES/SUPPORT.

##### A. Personnel.

1. Chief, Credentials Division. US Air Force Lieutenant Colonel. Responsible for operations and management of Credentials Division.

2. Credentials Coordinator. US Air Force Major. Responsible for credentials requirements and operations.

3. Assistant Credentials Coordinator. US Coast Guard<sup>or</sup> Lieutenant Commander. Responsible for credentials requirements and operations.

4. Clerk-typist. Civilian GS-4 provides administrative support for Credentials Division.

5. Clerk-typist (word processing). Civilian GS-4. Responsible for word processing support for Credentials Division.

##### B. Equipment. See Annex B.

C. Services/Facilities. Credentials Division will be located in Room 336, Inaugural Hall, telephone (202) 433-7875 (commercial).