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**Folder Title:** JGR/Inaugural Guidelines  
(4 of 11)  
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# WITHDRAWAL SHEET

## Ronald Reagan Library

**Collection Name** ROBERTS, JOHN: FILES

**Withdrawer**

MJD 8/7/2005

**File Folder** JGR/INAUGURAL GUIDELINES (4 OF 11)

**FOIA**

F05-139/01

**Box Number** 28

COOK

33MJD

DOC NO	Doc Type	Document Description	No of Pages	Doc Date	Restrictions	
1	BRIEFING BOOK	RE INAUGURAL AIDS (PAGES 52 - 54)	3	ND	B2	961

Freedom of Information Act - [5 U.S.C. 552(b)]

- B-1 National security classified information [(b)(1) of the FOIA]
- B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- B-3 Release would violate a Federal statute [(b)(3) of the FOIA]
- B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

E.O. 13233

C. Closed in accordance with restrictions contained in donor's deed of gift.

PUBLIC AFFAIRS TIPS FOR AFIC PERSONNEL, MILITARY AIDES AND DRIVERS

What do you do when?

- - You're at a reception, escorting or driving a governor. A Washington Post reporter has been trying to corner the governor and find out his itinerary. The reporter can't get to the governor, but you're handy, and you look like you know what you're doing, so the reporter walks over to you with his note pad handy.

- - You answer the telephone and a voice says, "Hi, I'm Jerry Kane from WRC-TV. I understand you'll be escorting (driving) Governor Kelly from Kentucky. When will he arrive in Washington, and who will he be meeting with?"

You may not find yourself in exactly these situations, but chances are good that you'll meet with the media in some way during the next few months/weeks/days. Try to remember these points:

A. Few events attract as much attention as a Presidential Inauguration --

1. Every reporter is covering essentially the same story which includes the swearing-in ceremony and other events associated with a President taking office.

2. Every reporter is looking for an angle so they have something to distinguish his/her story from all others so they will be searching for a new way to tell the story of the Inauguration.

B. You're part of that story, and reporters know that --

1. Your uniform makes you look official and you look like someone who has access to information.

2. Reporters often can't get to VIPs, but if they see you at an event, they may try to find out what they want to know from you.

a. May ask you VIP's itinerary;

b. May ask if VIP is scheduled to meet with the President:

c. May ask you personal questions about the VIP.

Let's talk in terms of basic philosophy - what you can and shouldn't say --

1. Reporters probably won't be out to do a story about you but they may see you as being able to provide a piece of the puzzle. They will be looking for a little bit of information that could help make their story complete.

2. Reporters will either be interested in your job or the VIP you job is associated with;

3. If reporter asks you about your job, you're free to respond (Being in the military doesn't mean you wear a muzzle).

a. Explain your duties.

b. Express your personal opinions.

(1) Make it clear they are personal opinions;

(2) Ensure reporter understands that you speak for yourself; not your service or DoD. (This is especially difficult because, being in uniform, you automatically represent your service).

C. Use common sense

1. You tread on dangerous ground if opinions you express run counter to already-established policy.

2. Don't try to answer a question if you don't know the answer --

a. Don't be afraid to say, "I don't know."

b. Don't let a reporter put words in your mouth.

3. Refer tough questions to the PAO, or to the press center at the event you are attending.

4. If PAO doesn't have the answer, it's our job to get it.

5. Reporter may ask you political questions --

a. Who you voted for;

b. Whether you're pleased with the choice in presidents.

(1) DoD regulations prohibit military personnel from partisan political activity while in uniform;

(a) The Inauguration is an event which should be above politics;

(b) Don't get embroiled in political discussion;

c. It's OK to say whether you voted for Reagan or Mondale but don't try to gain support for Republican/Democratic programs or policies;

d. Avoid conflict of interest, or its appearance;

e. Stay away from partisan politics;

D. Now, if the reporter asks you about the VIP you are associated with, the guidance is a little different

1. Security, safety and politics may enter into questions about VIP's itinerary.

a. Ask your VIP how he would like you to respond to questions about where he has been, and where he is going.

b. VIP may be travelling with his public spokesman. If that's the case, refer questions to spokesman.

c. If you're at one of the gala events and a press center has been set up, refer reporter to PIC personnel in press center.

d. If your VIP does not want you to respond to questions like these, there are two things you should do —

(1) If you can't answer the question, tell the reporter where he/she can go to get the answer;

(2) Be polite: don't brush off the reporter. There are few things more dangerous than injured mountain lions and irate reporters. They are just trying to do their jobs and there is no reason to be curt or rude with them.

(3) Cardinal points to remember —

(a) Media serves the public.

(b) Public has the right to know.

E. One last point to bring up —

1. Do you have to talk to reporters?

a. No

(1) If you're uncomfortable talking to the press, there's no regulation that says you have to.

(2) But if you say no, be careful how you say it.

(3) Your service may be accused of muzzling you.

b. Refer reporters you don't wish to talk to to our office, or the nearest press center.

Any questions? Call: Armed Forces Inaugural Committee Public Affairs Office.  
433-7886/7887/7888

## PERSONAL SECURITY

1. During the Inaugural period a multitude of distinguished visitors converge upon the Washington, DC area. Large numbers of these visitors will convene at the many Inaugural events located throughout the city. Given the political nature of the Inauguration and the publicity it receives, the potential for terrorism exists.
2. Military Aides are not body guards; however, with recent increases in terrorism Aides must remain vigilant and security conscious. The Aides security role is largely passive and supports the efforts of security personnel/agencies. Those distinguished visitors and officials which would be the most logical target of terrorism are generally accompanied by their own security personnel. Aides should not interfere with these personnel as they perform their security mission.
3. Recommendations and tips for passive security measures follow.
  - a. AIDES WILL NOT acquire, carry or conceal a weapon under any circumstances.
  - b. Insure your vehicle is locked when unattended.
  - c. Insure your vehicle is locked, the windows are closed and seatbelts are fastened when under way with a VIP.
  - d. If your car has been left unattended examine your vehicle before entering it for evidence of tampering or unexplained objects. Do not handle suspicious items.
  - e. Look for wires or tape hanging from under the carriage of the vehicle. Check wheelweels carefully.
  - f. Walk around the vehicle and insure that the wheels are not blocked.
  - g. Review security measures and the training received from transportation division with your driver.
  - h. If you suspect your car is being followed, change your route several times. If you are still being followed call the Coordination Center on your radio, get the lincense number of the vehicle (without increasing your exposure) and proceed to the nearest police station or security checkpoint.
  - i. Keep your vehicle's fuel at least half-full at all times.
  - j. Become familiar with the various exits and routes in the VIP's hotel and at each major destination.
  - k. When traveling, know your route and an alternate route. Avoid suspicious areas.
  - l. Be alert to unsolicited room service or other deliveries.
  - m. Before departing an area check both ways down the hall or street as applicable.
  - n. Meet hotel security personnel, know their names, procedures and how to get in touch with them.
  - o. Do not answer questions in regard to the VIP's itinerary, hotel accomo-dations or security.
  - p. Verify unusual changes to itineraries/instructions with responsible agencies (VIP Coordination Center).
  - q. Do not accept unexpected packages or parcels without a return address. Do not hesitate to request proper identification from delivery personnel.

- r. If an unexpected package is delivered verify the sender before accepting it.
  - s. Examine mail to see if it has been tampered with.
  - t. Visually examine parcels and letters for the following conspicuous characteristics of a postal bomb:
    - (1) No return address
    - (2) Arrival by international mail
    - (3) Excessive postage
    - (4) Letters weighing two to five ounces
    - (5) Unusually rigid
    - (6) Leaks or strange odors
    - (7) Imbalanced when lifted
  - u. Isolate suspicious letters or packages.
  - v. In the event of a serious incident, pursue a course of action which will assure the safety of your VIP.
  - w. Have the phone numbers and locations of the various security agencies readily available.
  - x. Maintain good communications. Use your radio if trouble is encountered.
4. If the above incidents, or any other which seems suspicious occur, notify the Coordination Center and the most proximate security/law enforcement agency immediately.

## CREENTIALS

1. Identification/security credentials will be prepared for all Aides by J-2, (Security), AFIC. These Credentials have been approved by the Secret Service and will meet all foreseen access requirements. Preparation and issue of credentials will be accomplished as follows:

a. Personal data will be obtained from the Aides during training on 5 and 6 December 1984. Photographs will be taken at that time as well. Due to limited photographic assets, some Aides may not complete the process on those dates. Supplemental photograph opportunities will be scheduled at the Pentagon and Navy Annex. J-2 will prepare the credentials and retain them until 9 January 1985.

b. Credentials will be issued to Aides at the 9 January 1985 training session. Distinctive name tags will also be issued at that time. Identification/security credentials must be safeguarded at all times. The loss of these items must be reported immediately to Military Aides Division (433-7857) and J-2 (453-8935), AFIC.

2. A Spouse/Escort Information Sheet is in this packet. In the event that spouse/escort participation at Inaugural events is requested by the PIC, the data form these sheets will be used to prepare access rosters. This sheet must be completed, signed, and returned on the second training day, 6 December 1984.



## PROTOCOL REFERENCES

The material listed below will be helpful in answering specific questions on customs, courtesies, and social obligations. Military publications can be found in the Military Publications Center and Service Libraries. Other books are normally available at the various Post Libraries.

### a. Army Regulations:

- (1) AR 600-25 - Salutes, Honors, and Visits of Courtesy, Changes 1-8
- (2) AR 670 - series - Uniform and Insignia
- (3) AR 672-5-1 - Awards and Decorations
- (4) AR 840-10 - Description and Use of Flags, Guidons, Tabards, and

Auto Plates

### b. Navy Regulations/Pamphlets:

OPNAVINST 1710.7 - Social Usage and Protocol Handbook, Office of the Chief of Naval Operations, Department of the Navy, Washington, D.C.

### c. Air Force Regulations/Pamphlets:

- (1) AF Pamphlet 900-1 - Guide to Air Force Protocol, DAF, WDC.
- (2) AFR 35-70 - Uniforms and Insignia

### d. Coast Guard Regulations:

- (1) COMDT INST M5000.3, Chapter 14, Honors and Ceremonies
- (2) Naval Ceremonies, Customs, and Traditions, Mac & Connell.

(3) Naval Customs, Traditions and Usage, Levette.

e. General Protocol References:

(1) Swartz, Oretha D. Service Etiquette, Annapolis, MD: US Naval Institute, 1963.

(2) Smith, Bernice. Etiquette. British Book Service, 1966.

(3) Benton, Francis, and General Federation of Women's Clubs, editors. Complete Etiquette. New York: Random House, Inc.

(4) Fenwicke, Millicent. Vogue's Book of Etiquette. New York: Simon and Schuster.

(5) Vanderbilt, Amy. Complete Book of Etiquette. New York: Doubleday and Company.

(6) Headquarters, Department of the Army. A Guide to Protocol and Etiquette for Official Entertainment. DA Pam 600-60, April 1981.

(7) Radlovic, J. Monte. Etiquette and Protocol. New York: Harcourt, Brace and Company, 1957.

(8) Parrant, Ruth Gibson. Social Usage and Protocol. Washington, D.C.: Foreign Liaison Section, Office of Naval Intelligence, Naval Supply Systems, 1958.

(9) Wier, Ester. Army Social Customs. Harrisburg, PA: The Stackpole Company.

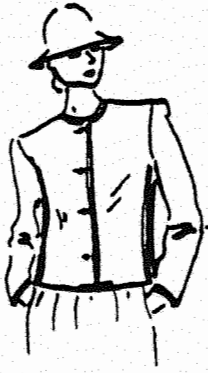
(10) Customs and Courtesies of the Service and Guide to Army Social Life, US Army Infantry School, Fort Benning, Georgia, February 1974.

(11) Customs and Courtesies of the Service and Guide to Fort Rucker Social Life, United States Army Aviation School, Fort Rucker, Alabama, January 1970.

(12) Social Usage Abroad, Department of State, USA.

(13) Martin, Judith. Miss Manners. Guide to Excruciatingly Correct Behavior. Bantam Books.

# INAUGURAL TIPS



## Tuxedo Rentals



### AIRLINES

American Airlines	393-2345
Continental Airlines	628-6666
Delta Airlines, Inc.	920-5500
Eastern Airlines	393-4000
New York Air	800-221-9300
Northwest Orient	737-7333
Pan Am	845-8000
Piedmont Airlines	620-0400
Republic Airlines	347-0448
TWA	737-7400
U. S. Air	783-4500
United Airlines	893-3400
Western Airlines	737-4825
World Airways	800-772-2600

### Washington's Carriage Trade

- o Ashbrook House Ltd.  
3301 New Mexico Ave., NW  
364-8105  
Mon-Sat 1000 AM to 5:30 PM  
Casual to Cocktail
- o Botique Ingeborg  
117 N. Henry St.  
Alexandria, VA  
836-0080  
Mon-Fri 8:30 AM to 5:00 PM  
Sat 1000 AM to 4:00 PM  
Daytime to evening  
Lunch & sherry served  
Customer pickup  
Moderate to very expensive  
Customers by appointment
- o Claire Dratch  
7615 Wisconsin Ave.  
Bethesda, MD  
656-8000  
  
1224 Connecticut Ave., NW  
466-6500  
Moderately priced separates  
to haute couture  
  
Mon-Sat 9:30 AM to 5:30 PM  
Thurs until 9:00 PM (Bethesda)  
  
Mon-Sat 1000 AM to 6:00 PM  
Thurs until 7:00 PM (D. C.)
- o Colette of Watergate  
2516 Virginia Ave., NW  
338-7200  
  
600 New Hampshire Ave., NW  
338-6488  
Traditional styling  
  
Mon-Sat 9:00 AM to 6:00 PM
- o Frankie Welch  
1702 G St., NW  
466-8900  
  
305 Cameron St.  
Alexandria, VA  
549-0104
- o Career Apparel - American Labels  
Mon-Fri 1000 AM - 6:00 PM (D. C.)  
Mon-Sat 9:30 AM - 5:30 PM (Alexandria)  
Sun 1200-5:00 PM

Where to Rent Formal Wear  
Royal Formal Wear, 737-7144; Men  
Black or White Tie \$37-70  
Women's Gowns \$37-45  
Woodward & Lothrop, 289-7788  
Ext 884  
Black Tie \$40  
White Tie \$ 50

For last minute tailoring:  
Seville of London, 966-0320  
Bethesda Custom Tailors 656-2077

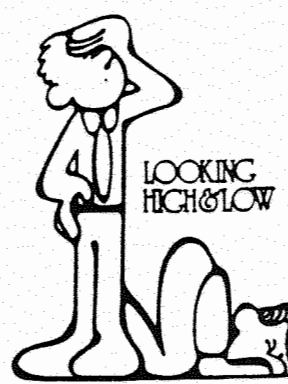
### BEAUTY SALONS

- Robin Weir & Company  
2134 P Street NW  
Near Dupont Circle  
861-0444
- Watergate Salon  
2532 Virginia Ave., NW  
333-3488
- Unicorn  
119 South Fairfax Street  
Alexandria, VA  
548-1202
- Elizabeth Arden Beauty Services  
5225 Wisconsin Ave., NW  
362-9890
- Jean-Pierre Haute Coiffure, Inc.  
1010 Wisconsin Ave., NW  
337-8940
- Alexandra De Paris  
Fair Oaks Mall  
Fairfax  
385-3611  
Just Hair,  
1139 N. Highland Ave.  
Arlington, VA  
527-0238
- Lord & Taylor  
Fair Oaks Mall  
Fairfax  
691-3963
- Garfinckel's  
145h & F Streets, NW  
Washington, D. C.  
628-7730
- Mylandre Coiffures  
222 Cameron Street  
Alexandria, VA  
836-0679



### LIMOS/TAXIS

- Limousine Services  
V.I.P., 484-777  
Carey, 892-2000  
Admiral, 554-1000  
International, 289-6800  
Capitol, 333-0383  
Watergate, 338-7716.  
Diamond, 462-4500  
Dav El, 543-2300
- Taxi Services  
Diamond Cab, 387-6200  
Yellow Cab, (DC) 544-1212; (MD)  
585-1212; (VA) 527-2222.  
Barwood Cab, (MD) 652-8500,  
585-1212  
Airport Cab, (VA) 471-555



Carlton Dining Room  
923 16th St., NW  
638-2626

Charlie Chiang's  
1912 I St. NW  
293-6000

The Barley Mow  
7th Street & Maine Avenue  
554-7320

Dominique's  
1900 Penn. Ave. NW  
452-1126

Old Europe  
2434 Wisconsin Ave., NW  
333-7600

Marrocco's Ristorante  
1913 Pennsylvania Ave., NW  
331-9664

Casa Maria Mexican Restaurant  
700 Water St. NW  
554-5302

Harvey's Restaurant  
1001 18th St.  
NW  
833-1858

O'Donnell's  
8301 Wisc. Ave  
Bethesda  
656-6200

Kings Landing  
121 South Union St.  
Alexandria  
836-7010

The Portofino  
526 South 23rd St.  
Arlington, VA  
978-8200

219  
219 King Street  
Alexandria, VA  
549-1191

Did you know? Planning a Big Presidential Inaugural, inaugrees have been known to make some unusual requests: Harry Truman asked for a B-52 flyover and John F. Kennedy wanted a torpedo boat on a flatbed truck carrying the crew of PT-109.

On dining: A few of the Presidents' Favorites --

o George Washington - As a plantation owner, our first president was well versed in culinary entertaining. Although he was one of America's founding fathers, his favorite dishes were English: beefsteak, kidney pie, meat roasts, and trifle.

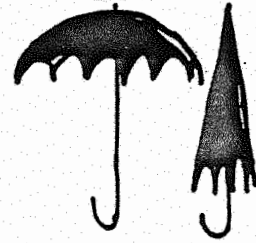
o Martin Van Buren - A man with a preference for fine dining and continental delicacies, he enjoyed pate de foie gras and Salade a la Volaille, an elegant chicken salad, served on silver plates which he chose and purchased personally for the White House.

o Ulysses S. Grant - In a presidency with more bravado than most, Grant's state dinners sometimes had 29 courses. He and his wife especially liked broiled mackerel and veal olives (stuffed veal).

o Ronald Reagan - Our current president likes straightforward foods such as veal, raspberries and macaroni and cheese. And, of course, his favorite snack is jelly beans.

WEATHER  
OR NOT

Tel: 936-1212



HOTELS

Shearson-Washington 328-2000  
Mayflower, 347-3000  
Jefferson, 347-4704  
Loves L'Enfant Plaza, 484-1000  
Washington Hilton, 483-3000  
Capitol Hilton, 393-1000  
Four Seasons, 342-0444  
Embassy Row, 265-1600  
Georgetown Inn, 333-8900  
Shearson Carlton, 638-2626  
Madison, 862-1600  
Hay-Adams, 638-2260  
Hyatt Regency, 737-1234  
Ritz-Carlton, 293-2100  
Wallington, 337-7400  
Watergate, 963-2300  
J. W. Marriott, 393-2000  
Cantebury Hotel, 393-3000

Florists.

Flower Designs by David Ellsworth  
328-1666  
Floral Arts, Inc., 362-7800  
Flower Gallery, 331-1453  
Flower Designer, 966-3400/3401  
Nature's Touch, 362-2782  
Angelo Bonita, 654-8202

AFTER THE BALL

If all of the celebrating hits you where it hurts on inaugural night:

DC: Peoples Drug, 628-0720  
MD: Peoples Drug, 434-3121  
VA: Peoples Drug, 560-7280  
Dart Drug, 765-8160  
Drug Fair, 527-2600



## WHITE HOUSE PRECEDENCE LIST

1. President of the United States
2. a. Vice President of the United States  
b. Governor of a State (when in his own state)
3. a. Speaker of the House of Representatives  
b. Chief Justice of the Supreme Court  
c. Former Presidents of the United States  
d. American Ambassadors (when at post)
4. Secretary of State
5. a. President, United Nations General Assembly (when in session)  
b. Secretary General of the United Nations  
c. President, United Nations General Assembly (when not in session)  
d. President, International Court of Justice  
e. Foreign Ambassadors, E. and P. accredited to the U.S.
6. Widows of Former Presidents of the United States
7. Ministers and Envoys Extraordinary of foreign powers accredited to the United States (in order of presentations of their credentials)
8. a. Associate Justices of the Supreme Court  
b. Retired Chief Justices of the Supreme Court  
c. Retired Associate Justices of the Supreme Court  
(NOTE: Associate Justices who resign lose their rank)
9. Members of the Cabinet (other than the Secretary of the State) according to date of establishment of the department, as follows:  
Secretary of the Treasury  
Secretary of Defense  
Attorney General  
Secretary of the Interior  
Secretary of Agriculture  
Secretary of Commerce  
Secretary of Labor  
Secretary of Health and Human Services  
Secretary of Housing and Urban Development  
Secretary of Transportation  
Secretary of Energy  
Secretary of Education  
\*Counsellor to the President  
\*Director, Office of Management and Budget  
\*Director, Central Intelligence Agency  
\*U.S. Representative for Trade Negotiations (USTR)  
\*Special Representative for Trade Negotiations (USTR)
10. a. President Pro Tempore of the Senate  
b. Senators (according to length of continuous service; when the same, arrange alphabetically)  
c. Governors of States (when outside their own state)  
Relative precedence among Governors, all of whom are outside their

own states, is determined by their state's alphabetical order. (See attached list)

- d. Acting Heads of Executive Departments
  - e. Former Vice Presidents of the United States and their wives or widows
11. a. Members of the House of Representatives (According to length of continuous service; if the same, arrange by date of their state's entry into the Union, or alphabetically by state.
- b. Delegates from the District of Columbia, Guam, and the Virgin Islands to the House of Representatives (nonvoting members)
  - c. Resident Commissioner from Puerto Rico to the House of Representatives
  - d. Governor of Puerto Rico
  - e. \*Assistants to the President:
    - James A. Baker
    - Michael K. Deaver
    - James S. Brady
    - Richard G. Darman
    - Fred F. Fielding
    - Craig L. Fuller
    - John S. Herrington
    - Edward V. Hickey, Jr.
    - Robert C. McFarlane
    - Michael A. McManus, Jr.
    - M. B. Oglesby, Jr.
    - John F. W. Rogers
    - Larry M. Speakes
    - John A. Svahn
    - Lee J. Verstandig
    - Faith Whittlesey
12. a. Charges d'Affaires of Foreign Powers
- b. Charges d'Affaires ad interim of Foreign Powers
  - c. Former Secretaries of State
  - d. Former Cabinet Members
13. a. Number two man in executive departments, as follows:
  - The Deputy Secretary of State
  - The Deputy Secretary of the Treasury
  - The Deputy Secretary of Defense
  - The Deputy Attorney General
  - The Under Secretary of the Interior
  - The Deputy Secretary of Agriculture
  - The Deputy Secretary of Commerce
  - The Under Secretary of Labor
  - The Under Secretary of Health and Human Services
  - The Under Secretary of Housing and Urban Development
  - The Deputy Secretary of Transportation
  - The Deputy Secretary of Energy
  - The Under Secretary of Education
- b. Solicitor General
  - c. Administrator, International Development, Agency for all State Under Secretaries and Counselors
  - d. Director, U.S. Arms Control and Disarmament Agency
  - e. Director, United States Information Agency
  - f. Under Secretary of State for Political Affairs

\* PRIORITY PLACEMENT DETERMINED BY EACH ADMINISTRATION

Under Secretary of State for Economic Affairs

- g. Other Under Secretaries of Executive Departments when number 3 man
  - h. Ambassadors at Large
  - i. Secretary of the Army
  - j. Secretary of the Navy
  - k. Secretary of the Air Force
  - l. Chairman, Council of Economic Advisers
  - m. Postmaster General
  - n. Science Adviser to the President
  - o. Chairman, Board of Governors of the Federal Reserve
  - p. Chairman, Council on Environmental Quality
  - q. Deputy U.S. Trade Representatives
  - r. Chairman, Export-Import Bank
- 14.
- a. Chairman, Joint Chiefs of Staff
  - b. Chief of Staff of the Air Force (by date of appointment)
  - c. Chief of Naval Operations (by date of appointment)
  - d. Chief of Staff of the Army (by date of appointment)
  - e. Commandant of the Marine Corps
  - f. Retired Chairman, Joint Chiefs of Staff
  - g. Five Star Generals
  - h. Fleet Admirals
  - i. Lieutenant Governors (when not in their own state)
  - j. Chairman, Permanent Council of the O.A.S. - rotates every three months
  - k. Secretary General of the Organization of American States
  - l. Representatives of the Organization of American States
  - m. Persons with Ambassadorial rank (Foreign accredited, i.e. U.N. Representatives, alternate O.A.S. Representatives)
  - n. Apostolic Delegate
  - o. Heads of International Organizations  
i.e. NATO, CENIO, SEATO, IMF, World Bank - a.k.a. IBRD
  - p. Other Under Secretaries of Executive Departments not listed in above categories
- 15.
- a. Administrator, General Services Administration
  - b. Administrator, National Aeronautics and Space Administration
  - c. Chairman, Merit Systems Protection Board
  - d. Chairman, Office of Personnel Management
  - e. Administrator, Federal Aviation Administration
  - f. Chairman, Nuclear Regulatory Commission
  - g. Director, ACTION
  - h. Administrator, Environmental Protection Agency
- 16.
- a. American Ambassador (on State and Official Visits to the U.S.-Washington, D.C. portion only)
  - b. Chief of Protocol (on State and Official Visits to the U.S. and White House Events)
  - c. American Ambassadors (on State and Official Visits to the U.S.-Outside Washington, D.C.)
  - d. Ambassadors of career rank on duty in the United States
17.     \*Deputy Assistants to the President

\* PRIORITY PLACEMENT DETERMINED BY EACH ADMINISTRATION



18.
  - a. Chief Judge and Circuit Judges of the U.S. Court of Appeals for the District Of Columbia (according to length of service)
  - b. Governor of Guam
  - c. Governor of the U.S. Virgin Islands
  
19. Cardinals
  
20.
  - a. Acting Chief of Protocol when at the White House accompanying the President on State and Official Visits
  - b. Deputy Under Secretaries of Executive Departments
  - c. Deputy Administrator, Agency for International Development
  - d. Deputy Director, U.S. Arms Control and Disarmament Agency
  - e. Commandant of the Coast Guard
  - f. American Charges d'Affaires
  - g. Assistant Secretaries, Counselors, and Legal Advisers of Executive Departments (by date of appointment)
  - h. National Security Council Senior Staff Members
  - i. Under Secretaries of the United Nations
  - j. President, Overseas Private Investment Corporation (OPIC)
  - k. Administrator, National Oceanographic and Atmospheric Administration (NOAA)
  - l. Deputy United Nations Representative
  - m. Chief of Protocol - see 16b
  - n. Deputy Director, Central Intelligence Agency
  - o. Deputy Director, General Services Administration
  - p. Deputy Director, U.S. Information Agency
  - q. Deputy Director, National Aeronautics and Space Administration
  - r. Deputy Director, Office of Personnel Management
  - s. Deputy Director, Office of Management and Budget
  - t. Deputy Director, ACTION
  - u. \*Deputy Director, Environmental Protection Agency
  - v. \*General Counsel, Office of The U.S. Trade Representative
  - w. Assistants, Office of U.S. Trade Representative
  
21.
  - a. Assistant Administrator, Agency for International Development
  - b. Vice President, World Bank (IBRD)
  - c. Comptroller General
  - d. \*Special Assistants to the President
  - e. Members of the Council of Environmental Quality
  - f. Court of Military Appeals
  - g. Members of the Council of Economic Advisers (rank alphabetically)
  
22.
  - a. American Ambassadors (either designate or in the United States under normal orders, or on leave)
  - b. Representatives of U.S., Missions to EEC and OECD
  - c. Archbishop
  
23.
  - a. High Commissioner of the Trust Territory of the Pacific Islands
  - b. Mayor of Washington, D.C.
  
24.
  - a. Under Secretary of the Army
  - b. Under Secretary of the Navy
  - c. Under Secretary of the Air Force

\* PRIORITY PLACEMENT DETERMINED BY EACH ADMINISTRATION

- d. Ministers of Career Rank (confirmed by the Senate)
  - e. Acting Assistant Secretaries of Executive Departments
25.
    - a. Four Star Generals (in order of seniority) (retired officers rank with but after active officers)
    - b. Admirals (in order of seniority) (retired officers rank with but after active officers)
    - c. Governor of American Samoa
  26.
    - a. Assistant Secretary of the Army (by date of appointment)
    - b. Assistant Secretary of the Navy (by date of appointment)
    - c. Assistant Secretary of the Air Force (by date of appointment)
    - d. Director, Selective Service System
  27.
    - a. Three Star Military Officers (Lt Generals, Vice Admirals) in order of seniority. Retired offices rank with but after active members.
    - b. General Counsels of Military Departments
  28. Chairman, American Red Cross
  29. Bishops of Washington (alphabetically by name)
  30. Former American Ambassadors and Ministers (Chiefs of Diplomatic Missions) in order of presentation of credentials at first post)
  31.
    - a. Heads of Independent Agencies not mentioned previously (according to date of establishment)
    - b. President, Overseas Private Investment Corporation) (OPIC)
    - c. Director, Federal Bureau of Investigation (FBI)
    - d. Treasurer of the United States
    - e. Director of the Mint
    - f. Chairman, Federal Communications Commission (FCC)
    - g. Director, National Bureau of Standards
    - h. Other Chairmen, Bureaus, Boards and Commissions not previously listed
    - i. Librarian of Congress
    - j. Administrator, Veterans Administration
    - k. Vice Chairmen and Members of the Board of Governors of the Federal Reserve System
    - l. Secretary of the Smithsonian Institution
    - m. Director, National Science Foundation
  32.
    - a. Nonaccredited ministers of foreign governments assigned to foreign diplomatic missions in Washington, D.C.
    - b. Chairman, D.C. City Council
    - c. Commissioner of U.S. Customs Service
    - d. Assistants to commissioners
  33.
    - a. Deputy Assistant Secretaries of Executive Departments (ranked by date of appointment)
    - b. Deputy Counsels of Executive Departments (ranked by date of appointment)
    - c. Deputy Chief of Protocol
    - d. Directors of Offices of Executive Departments
    - e. \*Defense Attaches
    - f. \*Deputy Assistants, Office of Special Trade Representative

\* PRIORITY PLACEMENT DETERMINED BY EACH ADMINISTRATION

34. a. Counselors of Embassies  
b. Consuls General of Foreign Powers (Legations)
35. a. Two Star Military (Major Generals, Rear Admirals) in order of seniority. Retired officers rank with, but after, active officers.  
b. Director, National Security Agency  
c. Deputy Assistant Secretaries of military departments (by date of appointment)  
d. Surgeon General, U.S. Public Health Service
36. Chief Judge and Associate Judges, U.S. Court of Claims
37. a. Chief Judge and Associate Judges, Court of Customs and Patent Appeals  
b. Chief Judge and Judges, U.S. (Customs) Court of International Trade
38. Chief Judge and Associate Judges, U.S. Tax Court
39. Chief Judge and Associate Judges, U.S. District Court for the District of Columbia
40. a. One Star Military (Brigadier Generals, Rear Admirals) in order of seniority  
b. Air Commodores in order of seniority
41. a. Senior Secretaries of Embassies when there is no counselor  
b. Assistant Chiefs of Protocol  
c. Secretary of the Senate  
d. Doorkeeper of the House of Representatives  
e. Chaplain of the Senate
42. Members of Bureaus, Boards and Commissions
43. a. Junior Staff Officers  
b. White House Executive Directors  
c. Assistants to the Vice President

MEDICAL TREATMENT FACILITIES - NATIONAL CAPITAL AREA

NAME	ADDRESS	EMERGENCY PHONE NUMBER
. GEORGE WASHINGTON UNIVERSITY HOSPITAL	901 23rd ST NW WASHINGTON DC 23rd ST & PENNSYLVANIA AT WASHINGTON CIRCLE	676-3211
. GEOGETOWN UNIVERSITY HOSPITAL	38th ST & RESERVOIR RD WASHINGTON, D.C. WISCONSIN AVE NORTH TO RESERVOIR RD WEST TO 38th ST.	625-7151
. WASHINGTON HOSPITAL CENTER (MED STAR)	110 IRVING ST., N.W. WASHINGTON, D.C. NORTH CAPITAL TO MICHIGAN AVE	ER 541-6701 MED STAR 541-7234
. HOWARD UNIVERSITY HOSPITAL	2041 GEORGIA AVE, N.W. WASHINGTON, D.C. 20 BLOCKS NORTH OF CONSTITUTION AVE ON 7th ST.	745-1131
. WALTER REED ARMY MEDICAL CENTER	6825 16th ST., N.W. WASHINGTON D.C. FROM LAFAYETTE PARK	576-1199
. VETERANS ADMINISTRATION MEDICAL CENTER	50 IRVING ST., N.W. WASHINGTON, D.C. NORTH CAPITAL TO MICHIGAN AVE	745-8357 (7747)
. CAPITOL HILL HOSPITAL	700 CONSTITUTION AVE., N.E., WASHINGTON D.C. 7 BLOCKS EAST OF U.S. CAPITOL ON CONSTITUTION	269-8769
. DISTRICT OF COLUMBIA GENERAL HOSPITAL	19th & C ST., S.E., WASHINGTON, D.C. 15 BLOCKS EAST OF U.S. CAPTIOL ON INDEPENDENCE. SOUTH WEST ON MASSACHUSETTS AVE TO HOSPITAL COMPLEX	675-5400
. NAVAL HOSPITAL BETHESDA MD	8901 WISCONSIN AVE BETHESDA, MD APPROX ½ MILE SOUTH OF RT 495 on WINCONSIN AVE., RT 355	295-4810 (5469)
. MALCOM GROW AIR FORCE HOSPITAL	ANDREWS AIR FORCE BASE CAMP SPRINGS, MD RT 495 TO EXIT 11 EAST	981-2158
. ARLINGTON COUNTY HOSPITAL	1701 N GEORGE MASON DR ARLINGTON, VA RT 395 TO WASHINGTON BLVD WEST ON WASHINGTON , RT ON GEORGE MASON DRIVE.	558-6161
. NATIONAL ORTHOPEDIC HOSPITAL	2455 ARMY NAVY DR ARLINGTON, VA SOUTH ON I-395, EXIT AT GLEBE RD LEFT UNDER I-395, LEFT TO ARMY NAVY DRIVE	553-2417

## VIP COORDINATION CENTER

1. The VIP Coordination Center will be located in the Inaugural Headquarters building. The Center will assist Military and Senior Special Aides in the performance of their duties as follows:

a. The Center has message boxes designated for each Military and Senior Special Aide. During the Inaugural period these boxes should be checked daily by the Aide. This can be done in person, or by calling the Center. If there is a matter that appears to be urgent the Center will attempt to contact the aide by telephone or radio.

b. The Center will be the Net Control Station (NCS) for the Aides/Protocol Net, and be operational 24 hours per day during the Inaugural period. As the NCS, it will display, disseminate and react as appropriate to message traffic received from Aides. The NCS will also initiate contact with Aides when necessary.

c. The Center will control, receipt and distribute communications assets. Each Military Aide will receive two hand-held radios for use by himself and his driver. Radios will be the Aide's responsibility, although one may be sub handreceipted to the driver. Senior Social Aides will be issued cellular phones and hand held radios only for the duration of their event.

d. The Center will maintain status boards which will display pertinent information about Inaugural sites and events, VIP/Aide assignments, VIP itineraries, ect. Military Aides will advise the Center of their VIP's itinerary, and any subsequent changes. Aide Coordinators and Senior Social Aides will advise the Center of significant changes to events or personnel requirements.

e. The Center will maintain a small number of extra radios, blankets, first aid kits, flashlights and batteries for issuance, if necessary.

2. In addition to the above functions, the Center will insure that problems encountered by Aides are channeled to the appropriate agency for resolution.

# DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL  
ANIC-J5-MA

SUBJECT  
MILITARY AIDES/PROTOCOL COMMUNICATION PLAN

TO J-5 FROM Director, J5 DATE 12 October 1984 CMT 1  
Maj Snow/jdk/7858

1. Reference.
  - a. ANNEX F to 1985 Armed Force Inaugural Plan.
  - b. Meeting, 3 October 1984, J-5/J-6/Transportation.
2. Concept. The Military Aides Coordination Center will control a radio net dedicated to coordinating aide activities during the inaugural period. The net will consist of a base station, located at AFIC Headquarters, and 300 hand held radios in the possession of military aides, drivers and selected J-5 personnel. The net will be configured with fifteen aide/driver teams operating on one of ten (10) separate frequencies, as depicted at inclosure 1. The following procedures will apply to all members of the net:
  - a. The Military Aides Coordination Center will be the net control station (NCS).
  - b. Aides/drivers will conduct routine internal coordination on their designated net.
  - c. If NCS wishes to speak with an aide/driver, the supplemental hand held radio will be used to summons them to the base station net.
  - d. Aides/drivers will switch to the base station frequency to effect coordination with AFIC, but will return to their designated frequency when coordination has been completed.
  - e. The only exception to d. above, will be when aides/drivers are caused to leave the immediate D.C. metropolitan area. Under those circumstances they will switch to the base station net, with range extended by repeater.
  - f. In the event of vehicle breakdown, drivers/aides will notify the NCS on the base station net, then switch to the transportation net to coordinate recovery/replacement/repair.
  - g. Call signs will be assigned at the same time as radios. The radios have secure speech capability, so call signs will be simple and serve only for convenience in identification.
3. Issue and Security. Communications equipment will be recieved from J-6 by the Chief, Aides Coordination Center. He in turn will sub-hand receipt the equipment to users. Security and accountability will be IAW reference a. Equipment will be as follows:
  - a. One 100 WT/R Base Station
  - b. One console
  - c. One repeater (dedicated but not recieved)
  - d. 300 Hand held radios (Two per aide)
  - e. 10 Cellular Telephones (dedicated but not recieved)

ANIC-MA

SUBJECT: Military Aides/Protocol Communication Plan

4. Instruction. Instruction for operation, recharging and secure capability of radios will be provided by J-6.

5. Maintenance. Maintenance will be IAW reference a.

1 Incl AS



L. B. WARDLOW

CAPT, USN

Deputy Director, J5

CF:

J6

# WITHDRAWAL SHEET

Ronald Reagan Library

*Collection Name*

ROBERTS, JOHN: FILES

*Withdrawer*

MJD 8/7/2005

*File Folder*

JGR/INAUGURAL GUIDELINES (4 OF 11)

*FOIA*

F05-139/01

COOK

*Box Number*

28

33MJD

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1 BRIEFING BOOK

3

ND

B2

961

RE INAUGURAL AIDS (PAGES 52 - 54)

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Freedom of Information Act - [5 U.S.C. 552(b)]

B-1 National security classified information [(b)(1) of the FOIA]

B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]

B-3 Release would violate a Federal statute [(b)(3) of the FOIA]

B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]

B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]

B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]



## 2. Steps in Case of Interference

Interference is any outside influence that impedes communication. Depending on what frequency you are using interference could be caused by high tension power lines, other transmitters, fluorescent lights, even truck or car engines. In this area, there are many frequencies in use and you may pick up some noise from other transmitters. In this case, you simply transmit through the interference. If communication is impossible, follow these steps:

a. Look in the immediate vicinity for high tension power lines or other potential problems and move away from them. Try a couple of different locations to determine if it is local interference.

b. If moving your location has no effect, look for a telephone and contact the Net Control Station (NCS). The number is listed on the card provided with the radio.

c. If moving your location does not work and there is no telephone available, advise the NCS that you are switching to the Guard channel. You must request permission to enter the net; once in contact, transmit your message and J6 personnel will be monitoring the Guard channel to assist you. Remember - the guard channel is primarily for emergencies and should only be used only as a last resort.

## 3. Maintenance

A. Very little maintenance is required - simply keep the unit clean and dry. Common sense prevails.

B. Battery Changing - A battery should last a minimum of 8 hours. The only way to erase the secure code in the radio involves improper battery handling. To change a battery you must insure the radio is turned off before removing the weak battery. In addition, you have only 30 seconds to replace the new battery or the code will erase, so have a spare ready before you remove the discharged battery.

### Procedures

1. Turn the radio off.\*
2. Place radio in your left hand with speaker grille facing you, and press the battery release with your left thumb.
3. While holding down on the battery release, rotate the battery counterclockwise.
4. Rotate battery 90°, or until the cam lock is clear, then remove battery from radio.
5. To replace the battery, reverse steps 1 thru 4 above. First engage the cam lock, rotate battery clockwise until it latches in the proper position. DO NOT FORCE. Be sure battery engages the slot on the bottom of the radio.

\*Note 1: Attempting to change battery without first turning radio off, will erase the secure coding of the radio.

\*Note 2: If battery changeout cannot be accomplished within the allotted 30 seconds, the secure coding will be lost.

C. If You Lose The Code - If you hear a continuous beeping sound when you press the PTT switch, it means you have erased the code. Simply switch your mode select switch to the Clear ("O") position\* and advise the NCS that you have lost the code and are transmitting in the clear. They will make arrangements to have maintenance personnel re-code the radio. It is a simple operation and should take only 10-15 seconds.

\*Note 1: Transmissions made in the clear will be received by any radio on the same frequency, regardless of the position of the mode select switch.

Note 2: The NCS will have to switch to the clear "O" position to transmit the information.

D. Battery Charging - The battery charger will fully charge a weak battery in one hour. The radio must first be turned off and then placed gently in the charger. Two lights are located under each battery receptacle - a green light indicates a fully charged battery and a red light indicates a weak battery.

Note 1: The battery can be charged by itself; it does not have to be attached to the radio.

Note 2: Insure the radio is turned off before inserting it in the charger.

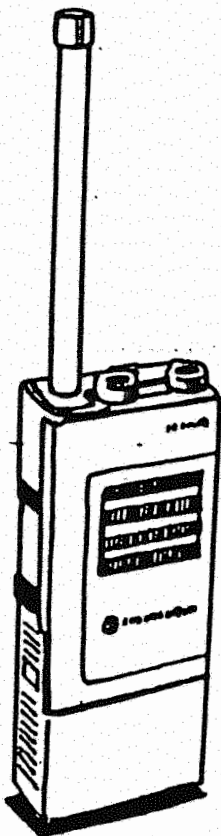


MIL AIDES/PROTOCOL 10

QUANTITY 15 x 2

ZONE A

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_



ZONE B

- 1 MIL AIDES/PROTOCOL 10
- 2 MIL AIDES/PROTOCOL MASTER
- 3 REPEATER FAILED NET
- 4 TRANSPORTATION
- 5 MIL AIDES/PROTOCOL 1
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 GUARD

APPROVED \_\_\_\_\_  
Initials/Date

PRIMARY CHANNEL MIL AIDES/PROTOCOL 10

TRANSPORTATION INFORMATION SHEET

I. General

Comments concerning your driver's performance or responsibilities should be directed toward LT Cunningham at 453-8817.

II. Refueling

Motor Pool fuel pumps are open 24 hours a day. Credit cards may be used for emergency purchases.

III. Car Wash

A. Military Agencies:

1. Bldg. 111, Washington Navy Yard
2. Bolling AFB
3. Cameron Station
4. Ft. Myer

B. Commercial Agencies (Emergencies only):

- 1.

IV. Accident Procedures

- A. Contact Aides Division via radio
- B. A Taxi will be dispatched to pick you up
- C. Your driver will remain with the vehicle
- D. If you need an ambulance, advise the Aides Division or call FPS at 472-1111.

V. Driver's Meals

On event nights, evening meals will be provided to the drivers at the event sites.

VI. Reimbursable Driver's Expenses

- A. Parking Fees (not parking violations)
- B. Tools
- C. Missed meals (for those not on separate rations)
- D. Drivers are provided the necessary reimbursement forms

VII. Commo Equipment

- A. Spare battery provided
- B. Fresh battery provided daily at Motor Pool.

SPECIAL AIDE AFTER ACTION REPORT

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_ SENIOR AIDE: \_\_\_\_\_

EVENT: \_\_\_\_\_ LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

(Circle one)

- |  |     |    |     |
|--|-----|----|-----|
| 1. Do you feel that the training provided by the AFIC was appropriate and adequate to prepare you for your duties? | Yes | No | N/A |
| 2. Were the number and nature of coordination meetings sufficient?   | Yes | No | N/A |
| 3. If you attended a site orientation, was it helpful?   | Yes | No | N/A |
| 4. Do you feel that the special aides were properly utilized?  | Yes | No | N/A |
| 5. Did the aides' spouse/escorts attend the event?   | Yes | No | N/A |
| 6. Did, or could have, the presence of aides' spouse/escorts enhanced the event?                                   | Yes | No | N/A |
| 7. Were you adequately supported by:   |     |    |     |
| The Armed Forces Inaugural Committee?  | Yes | No | N/A |
| The Presidential Inaugural Committee?  | Yes | No | N/A |
| Military Aides present at your Event?  | Yes | No | N/A |
| 8. Did you encounter unforeseen difficulties with transportation?  | Yes | No | N/A |
| 9. Were your basic personal needs (e.g. food, rest) met?   | Yes | No | N/A |
| 10. Did the facility pose any limitations or hazards during the event?   | Yes | No | N/A |
| 11. If given the opportunity, would you serve as an aide for a future inaugural?                                   | Yes | No | N/A |

REMARKS (Please elaborate on the reverse any significant observations, making reference to the appropriate question number, additional sheet may be attached. Constructive comments are solicited.)

MILITARY AIDE AFTER ACTION REPORT

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

DESIGNATED VIP (Name/Title): \_\_\_\_\_

INCLUSIVE DATES: \_\_\_\_\_ LOCAL ACCOMMODATIONS: \_\_\_\_\_

(Circle one)

1. Do you feel that the training provided by AFIC was appropriate and adequate to prepare you for your duties? Yes No N/A
2. Did you experience difficulty in effecting initial coordination with your designated VIP? Yes No N/A
3. Did the spouse of the VIP attend? Yes No N/A
4. Was the presence of your spouse/escort requested? Yes No N/A
5. Did the VIP's personal staff accompany him/her? Yes No N/A
6. If so, were there any conflicts between yourself and personal staff members? Yes No N/A
7. Did you experience any difficulties with members of the press corps? Yes No N/A
8. Where you adequately supported by:
  - The Armed Forces Inaugural Committee? Yes No N/A
  - The Presidential Inaugural Committee? Yes No N/A
  - Special Aides at the various events? Yes No N/A
  - The driver? Yes No N/A
9. Did you experience any unforeseen transportation problems? Yes No N/A
10. Did the communications system adequately address your needs in supporting the VIP ? Yes No N/A
11. Did you experience any difficulties obtaining/coordinating tickets to the various events? Yes No N/A
12. If given the opportunity, would you serve as an aide for a future inaugural? Yes No N/A

REMARKS: (Please elaborate on the reverse side any significant observations, making reference to the appropriate question number, additional sheets may be attached. Constructive comments are solicited.)

MILITARY AIDES PLANNING SHEET

Return one copy to VIP Coordination Center and  
update as necessary

VIP NAME:

AIDE NAME:

# OF PEOPLE IN PARTY:

NAMES OF PEOPLE IN PARTY:

ARRIVAL TIME/DATE:

MODE OF TRANSPORTATION (ARRIVAL):

AIRLINE & FLIGHT #:

HOTEL  
ROOM NUMBER (S) :

DEPARTURE TIME/DATE:

AIRLINE/FLIGHT:

ADDITIONAL INFO/REMARKS:

SPECIAL EVENTS PLANNING SHEET

DATE:

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

GUEST'S (No): \_\_\_\_\_

PROJECT OFFICER: \_\_\_\_\_

SPECIAL EVENTS POC: \_\_\_\_\_

SPECIAL EVENTS POC: \_\_\_\_\_ PHONE \_\_\_\_\_

1. PIC POC NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

ROOM: \_\_\_\_\_

2. SECRET SVC POC NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

(OBTAIN ALTERNATE POC)

3. EVENT LOCATION POC NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

(OBTAIN ALTERNATE POC)

4. ASSIGNED SR. SPECIAL AIDE

NAME: \_\_\_\_\_ SVC: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_

5. At Event LOC, MA SUBCOMMITTEE MEMBER AND ASSIGNED ADMIN SA CAN BE CONTACTED DURING THE EVENT AT ROOM BALLROOM ; PHONE \_\_\_\_\_

6. AIDES: REQUESTED: \_\_\_\_\_

ASSIGNED: \_\_\_\_\_



a. DOES MILITARY AIDE ENTER EVENT W/VIP? \_\_\_\_\_

b. IS SPOUSE OF SA INVITED? \_\_\_\_\_

c. DOES SPOUSE REQUIRE A TICKET? \_\_\_\_\_

d. GENERAL DESCRIPTION OF SA DUTIES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. LOCATION OF SITE PLANS/MAPS: \_\_\_\_\_

8. FEEDING/REFRESHMENTS FOR MA/SA AND DRIVERS: \_\_\_\_\_

9. PARKING FACILITIES: \_\_\_\_\_

10. BREAK AREA FOR DRIVERS AND MILITARY AIDES: \_\_\_\_\_

SPOUSE/ESCORT INFORMATION SHEET

Please Complete and return this form to:

The Armed Forces Inaugural Committee  
 ATTN: ANIC - J5 - MA  
 Anacostia Annex  
 Washington, D.C. 20599-0510

Name:	Last	First	Middle	SSAN
-------	------	-------	--------	------

Military Sponsor:	Rank	Service
		USA USAF USCG
		USN USMC CIV

Height _____	Hair Color _____
Weight _____	Eye Color _____

1. **AUTHORITY:** Title 10, United States Code, Section 3102
2. **PRINCIPAL PURPOSE:** To provide the Military Aides Division with information for managing personnel assigned or attached to the Armed Force Inaugural Committee (AFIC)
3. **ROUTINE USES:** To coordinate access to specified inaugural events with the Secret Service, FBI and other security related agencies.
4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Disclosure of information is voluntary; however, individuals not providing information may not be given access to inaugural events.

Signature,	(Spouse/Escort)	Date
------------	-----------------	------

**Remarks**

**OFFICE USE ONLY**

RELEASING PUBLIC AFFAIRS OFFICE

PAO CODE

For Hometown News Directorate Use Only

**INFORMATION FOR HOMETOWN NEWS RELEASE**

(See Privacy Act Statement and Instructions on Reverse)

PRINT OR TYPE—SEND ORIGINAL ONLY

1. RANK	2. PAY GRADE	3. FIRST NAME, MIDDLE INITIAL, LAST NAME	4. SOCIAL SECURITY NUMBER	5. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
---------	--------------	--	---------------------------	--

6. BRANCH OF SERVICE <input type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> OTHER	7. STATUS a. <input type="checkbox"/> ACTIVE	8. EVENT (Example: Promoted to Sergeant; Received Commendation Medal)
	b. <input type="checkbox"/> RESERVE <input type="checkbox"/> NATL GD	

Your Living Parents/Guardians or Other Relatives—Include Branch of Service and Rank, if Military

10. FIRST NAME, MI, LAST NAME	RELATIONSHIP TO YOU	ADDRESS (Number and Street)		ZIP CODE
		CITY	STATE	

11. FIRST NAME, MI, LAST NAME	RELATIONSHIP TO YOU	ADDRESS (Number and Street)		ZIP CODE
		CITY	STATE	

12. WIFE'S/HUSBAND'S NAME (First, MI, Last) (Include Service and Rank if Military)	NAME OF WIFE'S/HUSBAND'S LIVING FATHER (First, MI, Last Name)			ZIP CODE
	ADDRESS (Number, Street)	CITY	STATE	

BRANCH OF SERVICE (if Military)	NAME OF WIFE'S/HUSBAND'S LIVING MOTHER (First, MI, Last Name)			ZIP CODE
RANK (if Military)	ADDRESS (Number, Street)	CITY	STATE	

13. YOUR PRESENT UNIT OF ASSIGNMENT	POST OR BASE (Not APO)	CITY	STATE OR COUNTRY	DATE ASSIGNED (Yr-Mo-Day)
-------------------------------------	------------------------	------	------------------	---------------------------

14. DUTY MOS OR AFSC	PRESENT JOB TITLE (Full Title—Do Not Abbreviate)			15. TOTAL YEARS ACTIVE DUTY
16. LAST UNIT OF ASSIGNMENT	POST OR BASE (Not APO)	CITY	STATE OR COUNTRY	

17. HIGH SCHOOL ATTENDED	CITY	STATE	ZIP CODE (If Known)	YEAR GRADUATED
--------------------------	------	-------	---------------------	----------------

18. COLLEGES/UNIVERSITIES ATTENDED (Complete Name)	CITY	STATE	ZIP CODE (If Known)	DEGREE	YR. GRAD

19. REMARKS					

20. YOUR SIGNATURE			DATE	DUTY PHONE	
--------------------	--	--	------	------------	--

21. VERIFICATION (if signature over 30 days old, see reverse side)			DATE	DUTY PHONE	
--	--	--	------	------------	--

## INSTRUCTIONS

1. Rank, such as SrA, Sp4, Sgt, Cpt, SSgt, 1Lt, etc.
2. Pay Grade, such as, E-4, E-9, O-4, O-3.
- 3., 4., 5., and 6., Self explanatory.
- 7a. Persons on extended active duty.
- 7b. Persons on active duty for training or a member of a Reserve or National Guard unit.
8. Short statement on reason for news release, such as, "Graduated from basic training".
9. Date of Event. The date the event actually happened, such as, date commendation medal was presented.
- 10., 11., 12., 13., 14., and 15., Self explanatory.
16. Last unit of assignment - unit you were assigned to when you received orders for your present assignment.
- 17., and 18., Self explanatory.
19. Remarks - Continue explanation of event here if necessary. Attach copies of award citation, base newspaper article, etc., which will help explain the event.
20. Self explanatory.
21. For PAOs Only: If the PAO believes the signature on the release form will be over 30 days old by the time it reaches the Hometown News Directorate, then the personal information on the form must be reverified. (NOTE: This re-verification does not eliminate the 30 day requirement on the event.) The PAO may contact the individual, determine that the information is current, then the PAO may sign in Block 20; or, the individual may personally check the form and sign in Block 20. Do not change date on the original signature. (Forms received at the Directorate with a signature over 30 days old cannot be used unless this reverification has been done.)

## REMARKS

## PRIVACY ACT STATEMENT

**AUTHORITY:** 5 U.S.C. 301, 10 U.S.C. 8012 and 8034, and EO 9397.

**PRINCIPAL PURPOSE:** To prepare news stories and news releases for distribution and publication by civilian news media to recognize the achievements of Army and Air Force members. SSAN is used for positive identification.

**ROUTINE USE:** Information may be disclosed to civilian news media representatives. Once published, information is considered "Public Domain."

**DISCLOSURE IS VOLUNTARY:** Failure to provide the information may mean little or no public news release material can be produced, thus denying the individual public recognition for personal achievements.

(space above for FHTNC use only)

Information concerning the Privacy Act of 1974 is contained on reverse--  
**IMPORTANT--READ REVERSE PRIOR TO COMPLETING THIS FORM.**

<b>PART A--To be completed by subject. PLEASE PRINT OR TYPE. SUBMIT ORIGINAL ONLY.</b>					
1. BRANCH OF SERVICE USN      USMC      USCG		2. DATE OF EVENT	3. SEX M      F	4. AGE	FHTNC USE ONLY
5. RATE/RANK	6. NAME (First, middle initial, last)				
7. NAME(S) OF PARENTS FULL NAME			ADDRESS (No., Street, City, State, Zip Code)		
FATHER _____					
MOTHER _____					
8. MARRIED <input type="checkbox"/> YES <input type="checkbox"/> NO	9. SPOUSE'S FULL NAME		ADDRESS (No., Street, City, State, Zip Code)		
10. SPOUSE'S PARENTS' FULL NAME(S)			ADDRESS (No., Street, City, State, Zip Code)		
FATHER _____					
MOTHER _____					
11. HIGH SCHOOL ATTENDED		CITY, STATE	GRADUATED		YEAR
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
12. COLLEGE/UNIVERSITY		CITY, STATE	DEGREE EARNED		TYPE      YEAR
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
13. DATE ENTERED SERVICE (Month, year)	14. DATE REPORTED THIS COMMAND (Month, Day, Year)		15. DUTIES TO WHICH ASSIGNED		
16. COMPLETE UNIT DESCRIPTION/DESIGNATION AND HOMEPORT/HOMEBASE (If deployed)					
17. I UNDERSTAND THE INFORMATION CITED ON THE REVERSE. I CERTIFY THAT THE ABOVE IS CORRECT AND I HAVE NO OBJECTION TO ITS PUBLICATION.					
SIGNATURE _____					
<b>PART B--To be completed by Public Affairs Office: Check appropriate story box. Do not use for Hold files.</b>					
REPORTED	PROMOTED TO THE ABOVE RANK	MERITORIOUSLY PROMOTED TO THE ABOVE RANK		COMMISSIONED IN THE ABOVE RANK	
DESIGNATED A (Specify)	MEDAL (Type)*	AWARD (Type)*			
	*Attach copy of citation or letter		*Attach copy of citation or letter		
SERVICE SCHOOL GRADUATE	COURSES COMPLETED	WILL REPORT TO (Do not abbreviate; list location)			
COMPLETED RECRUIT TRAINING	HONORS/AWARDS	WILL REPORT TO (Do not abbreviate; list location)			
REENLISTED FOR YEARS	RETIRED AFTER YEARS	LIST KEY ASSIGNMENTS (Continue on reverse)			
OTHER (Continue on additional sheet if necessary)					
18. RELEASE AUTHORIZED (Signature, Title, Date)			19. RELEASE NO.	20. COMMAND AND LOCATION (Must be filled in)	

**NAVSO 5724/1 (Rev. 1-76) Privacy Act Statement  
AUTHORIZED HOME TOWN NEWS RELEASE**

Authority to request this information is derived from 5 United States Code 301, Records Management (Navy and Marine Corps) and 14 United States Code 93f, Commandant: General Powers (Coast Guard). The purpose of this form is to provide pertinent biographical and routine identification information to enable the Fleet Home Town News Center to prepare a news story for release to the media in the individual's home community/community with which there is a personal tie. Releases are only distributed to media that have specifically requested news stories about their local area residents. Completion of this form is entirely voluntary. There is no penalty whatsoever for failure to provide requested information. It merely precludes release of a news story about the individual.

**INSTRUCTIONS**

**PART A—TO BE COMPLETED BY THE INDIVIDUAL**

**BLOCK**

**INSTRUCTION(S)**

- 1 Check branch of service: if reservist, add "R" to branch (USNR, USMCR, or USCGR).
- 2 Actual date of promotion, completion of school, ceremony, etc.
- 3 Circle one.
- 5 Use rank, not pay grade. (Use CPL, BM2, JO1—NOT E4, E5, E6, etc.).
- 6 Your full name; print clearly.
- 7 If other than parents are listed as next-of-kin, include relationship and give complete address to include ZIP code.
- 8 Check one.
- 10 Same as Block 6.
- 11 "Graduated"—check one.
- 12 Include type of degree earned (BA, BS, AA, etc.)
- 15 Indicate your duties by job title, (e.g. squad leader, cook, plane captain, etc.), NOT by NEC/MOS/QC.
- 16 Give complete name and location of your unit. For overseas units, use geographical location (e.g. Okinawa; Rota; etc) or Fleet (Sixth, Seventh, etc) ; DO NOT use FPO number.
- 17 Payroll signature required to permit release of news story.

**PART B—TO BE COMPLETED BY UNIT PAO**

- 18 **MUST** be filled in on each form, unless a group of forms (10 or more) is submitted under cover letter.
- 19 For Unit PAO's use if desired.
- 20 **MUST** be filled in on each form. Embossed plate or rubber stamp recommended for large commands.

310950 Dec 84

DRAFT  
1985 PRESIDENTIAL INAUGURATION  
SUPPORT BY THE DEPARTMENT OF DEFENSE

This memorandum provides guidance regarding inaugural support activities by Department of Defense, hereafter referred to as the Department, civilian and military personnel. The inauguration of the President is a non-partisan event that represents the enduring system of our democratic government. It is planned by the Presidential Inaugural Committee (PIC) and the Joint Congressional Committee on Inaugural Ceremonies (JCCIC).

The inauguration of the President has a unique meaning to the Armed Forces since it represents a change or continuation of command for the Commander-in-Chief. Additionally, it is an event rich in protocol and ceremonies--areas in which the military has significant expertise. The Department therefore, has traditionally provided a wide range of support to the PIC and the JCCIC in connection with the various inaugural activities. This support is provided through an Armed Forces Inaugural Committee (AFIC) which plans, coordinates and provides appropriate military support requested by the PIC and JCCIC. The AFIC is formed prior to the election to begin initial inaugural planning in an apolitical mode to develop a staff well versed in the full scope of inaugural requirements. While it is difficult to codify every aspect of the support that may be appropriately provided by the Department, the following definitions and

guidelines address the areas in which military support may be rendered. Questions concerning military support that are not covered by these guidelines should be referred to PIC and Department counsels for mutual resolution.

Definitions:

Armed Forces - Includes Army, Navy, Marine Corps, Air Force and Coast Guard personnel and units.

Designated Inaugural Participant - those individuals who actually have a role in the official inaugural events and who have been designated by the PIC Chairman.

Official Inaugural Event - an activity sponsored, recognized or sanctioned by the PIC and/or JCCIC.

Guidelines:

Transportation - Cars driven by military personnel may be used only for official purposes by PIC, JCCIC, and AFIC members, and Designated Inaugural Participants. The term "official purposes" means inaugural committee business. For example, transportation provided to and from inaugural balls will be provided only to those qualified individuals who are Designated Inaugural Participants or whose presence is required in an official capacity. Transportation shall not be provided for personal purposes.

Military Aides - Military Aides will assist members of the First and Second Families and the Designated Inaugural Participants to meet their inaugural schedules and responsibilities.



Military Escorts - Military escorts will be assigned to groups to assist their movement within the greater Metropolitan Washington D.C. area. Groups may be assigned an escort if they are participants in an official inaugural activity or if their presence adds to the occasion (e.g. Congressional Medal of Honor Society).

Military Coordinators - Military coordinators will coordinate the arrival, movement and departure of the President and/or the Vice President at the various inaugural events. Military coordinators will also provide assistance to ensure the orderly conduct of military support for events at which the President and/or Vice President are scheduled to appear. Military coordinators will not be used for routine administrative duties such as ticket taking, parking cars, etc.

Inaugural Parade - Military personnel will monitor and coordinate the parade for safety purposes and will be used along the parade route to provide parade control. Security issues are to be directed to the appropriate civilian or federal law enforcement agency. Military marching units may be authorized to participate in the parade. Military drivers, vehicles and equipment may be approved for use in the parade as requested by the PIC.

Ushers - Military ushers may be used at the public swearing-in ceremony of the President and at the White House Presidential Reviewing Stand.

Medical - Medical units and/or personnel with the requisite medical supplies, may be provided to official inaugural events to provide treatment to military, PIC staff (to include volunteers) and the public in attendance. Additionally, an aid station will provide emergency treatment and supplies for job related injuries and illnesses of the PIC staff.

Liaison - DOD personnel may be provided to the PIC as full-time members of their staff. These personnel are on loan for less than 90 days and on a non-reimbursable basis. Their principal duty will be to advise, assist and inform on issues concerning military support of the inauguration. Additionally, the following personnel/expertise/service may be provided: administrative support to include typing, stenography and reproduction; computer systems and systems analysis; drivers and Aides-de-camp; transportation planning; budget analysis, parade and ceremonial coordinators; military police coordinator; protocol specialist; marketing coordinator and other staff support as required.

Equipment - Technical support and equipment, such as 2-way radios, cellular phones and beepers, may be provided to the PIC thru GSA if requested. DOD will be fully reimbursed for all support.

Offices of Mutual Support - Assignment of military personnel to office functions such as reproduction rooms and

motor pool operations is authorized in those cases where such assignment either provides a cost saving or a more efficient operation for the military.

Funding - Joint PIC/AFIC funding is authorized for items that provide a mutual benefit e.g. Porta Potties at assembly areas serving both military and civilian participants in the parade.

Food Service - Food Service may be provided on a reimbursable basis for civilian inaugural participants. Such service will be made consistent with all appropriate Departmental regulations.



REPLY TO  
ATTENTION OF

**THE ARMED FORCES INAUGURAL COMMITTEE**  
ANACOSTIA ANNEX, BUILDING T-5  
WASHINGTON, D.C. 20599

ANIC-DJS

5 December 1984

MEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE (PUBLIC AFFAIRS)

SUBJECT: Visit to Armed Forces Inaugural Committee - INFORMATION MEMORANDUM

1. During your 10 December visit to Inaugural Hall, you will be provided an overview of the military's role in supporting the nation's 50th Inauguration as well as an orientation of the Inaugural Operations Center.
2. Based on our coordination with the Presidential Inaugural Committee, it appears that military support for 1985 Inaugural activities will be reduced from the level of support DOD provided in 1981. This reflects a sensitivity to Senator Proxmire's continuing interest in DOD's support for inaugurations and, in particular, the use of military aides, ushers and drivers. For this reason, I have carefully reviewed this area of concern to ensure that we are acting in the best interests of the Defense Department. For example, using military personnel as ushers at the swearing-in ceremony was provided for by the 98th Congress with adoption of Senate Concurrent Resolution 144 which, "authorized...appropriate equipment and the services of personnel of departments" in support of the Joint Congressional Committee for Inaugural Ceremonies (JCCIC) ceremonies at the Capitol. Another example is our use of military drivers. Through an arrangement with the Presidential Inaugural Committee (PIC), they are providing vehicles and fuel while we are providing the drivers. This is a reasonable arrangement in that both committees receive needed official transportation support and share the cost for this service.
3. Although we have not received a specific request for military aides, we anticipate a significantly reduced requirement for 1985 Inaugural activities. The PIC indicates that military aides will be limited to the First and Second Families, and governors. I am confident that this is reasonable and proper. Additionally, I have been informed that the PIC Chairman will personally review all aide requests.
4. I am looking forward to this opportunity to inform you of the extent of our involvement in inaugural support and to introduce you to some of the fine service men and women who are representing the Department of Defense.

WILLIAM A. ROOSMA  
Brigadier General, USA  
Director of the Joint Staff  
Armed Forces Inaugural Committee

THE WHITE HOUSE

WASHINGTON

December 10, 1984

MEMORANDUM FOR FRED F. FIELDING

FROM:

JOHN G. ROBERTS 

SUBJECT:

Inaugural Guidelines

I met Thursday afternoon with a group from the Armed Forces Inaugural Committee (AFIC) headed by Lt. Col. Hye-Knudsen to discuss guidelines for military participation in the Inaugural. They were very receptive to the idea of developing such guidelines. Contrary to General Roosma's representations to you, however, AFIC had prepared no guidelines itself.

On Friday I learned that Kathleen Buck of the Defense Department General Counsel's office had been asked by superiors at Defense to prepare guidelines. I talked with Buck on Friday and we agreed to collaborate in drawing up the guidelines, since the lists of what PIC should request from the military (the demand side) and what the military should provide (the supply side) should obviously coincide. Buck will be meeting with the AFIC people on Tuesday; we plan to get together after that. The final product will presumably be a set of guidelines that you could issue to PIC and that Defense could issue to AFIC.

1985 PRESIDENTIAL INAUGURATION  
SUPPORT BY THE DEPARTMENT OF DEFENSE

GENERAL

The inauguration of the President is the most prestigious event in the United States. It has a unique meaning to the Armed Forces for it also represents a change or continuation of command. Additionally, it is an event rich in protocol and ceremonies--areas in which the military has significant expertise. Since the events of the inaugural period must be planned and executed by the Presidential Inaugural Committee which is not formed until after the election, there is a distinct need for an existing staff well versed in the full scope of inaugural activities. Traditionally, DOD has provided the services of a military support team, formed prior to the election to begin planning and organizing inaugural support in an apolitical mode. The role of this support team, the Armed Forces Inaugural Committee, is to provide a wide range of support to the Presidential Inaugural Committee. This support includes the entire spectrum of administrative personnel, logistics, supply, transportation, medical, safety/security, military parade participation and communications assistance. Authorized Armed Forces support is addressed below.

## TRANSPORTATION

Presidential Inaugural Committee (PIC) cars driven by military personnel may be used for official purposes only and only by Armed Forces Inaugural Committee (AFIC) members, PIC members and Designated Inaugural Participants. The term "official purposes" means Inaugural Committee business. For example, transportation provided to and from inaugural balls will be provided only to those qualified passengers who are working or whose presence is required in an official capacity at the balls. Transportation shall not be provided for personal purposes, including transportation from residence to work. Designated Inaugural Participants are those individuals who actually have a role in the official Inaugural events and have been designated by the PIC Chairman. Governors shall be considered Designated Inaugural Participants.

## MILITARY AIDES

Military Aides will be provided to assist members of the First and Second Families and the Designated Inaugural Participants to meet their inaugural schedules and responsibilities. Military Aides will not be provided to other individuals.

## MEDICAL SUPPORT

Medical units may be provided to official inaugural events and at the inaugural balls.

## MILITARY ESCORTS

Members of the military may be assigned to groups as designated by the PIC to ensure their efficient and timely movement within the greater Metropolitan

Washington D.C. area. Groups may be assigned an escort if they are participants in an official inaugural activity or if their mere presence adds to the occasion (i.e. Congressional Medal of Honor Society).

#### INAUGURAL PARADE

Military units will monitor the parade for safety purposes and will be used along the parade route. Security issues are to be directed to the appropriate civilian or federal law enforcement agency. Military marching units may be authorized to participate in the parade itself as well as military drivers for parade floats. Military vehicles and equipment may be approved for use in the parade as requested by the PIC.

#### USHERS

Military personnel may be used as ushers only at the actual swearing-in ceremony of the President and at the Presidential Reviewing Stand.

#### MILITARY COORDINATORS

Military personnel may be used at inaugural events such as galas and balls, to coordinate the arrival and departure of the President and/or the Vice President and assist in the orderly conduct of these events.



## LIAISON

Members of the Armed Forces may be assigned for duty within the PIC. In these assignments their principal duty will be to provide advice, assistance and information concerning military support of the inaugural. Additional specialized personnel may be assigned to the PIC to provide expertise in specific functional areas such as budgeting and management information systems. Assignment of these people will assist in an orderly transition from the pre-election build-up of the inaugural organization and will allow for more efficient PIC/AFIC execution of the inaugural.

## OFFICES OF JOINT SUPPORT

Assignment of military personnel to office functions such as reproduction rooms is authorized in those cases where such assignment either provides a cost savings or a more efficient operation.