

Ronald Reagan Presidential Library

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Collection: Advance, Office of Presidential: Record
Folder Title: 05/25/1984 Vietnam Unknown Soldier
Arrival Ceremony (3 of 3)
Box: OA 16000

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Last Updated: 05/16/2025

WITHDRAWAL SHEET

Ronald Reagan Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
1. list	re: walk thru set-ups and contacts (1p, partial)	n.d.	F-7 B7
2. list	(2pp, partial)	n.d.	P-6 B6
3. list	(1p, partial)	n.d.	F-7 B7
4. list	(1p, partial)	n.d.	F-7 B7 CJ 11/21/00
COLLECTION: Advance, Office of Presidential - Series IV HOOLEY, JAMES L. Files Events			cas
FILE FOLDER: 16606 Event: Vietnam Unknown Soldier 5/25/84 [3 of 3] OA 16001			10/31/95

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(e)]

- P-1 National security classified information [(a)(1) of the PRA].
- P-2 Relating to appointment to Federal office [(a)(2) of the PRA].
- P-3 Release would violate a Federal statute [(a)(3) of the PRA].
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA].
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA].
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA].

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

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

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

WITHDRAWAL SHEET

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1. list	re: walk thru set-ups and contacts (1p, partial)	n.d.	F-7
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3. list	(1p, partial)	n.d.	F-7
4. list	(1p, partial)	n.d.	F-7
COLLECTION: <i>Advance, Office of Presidential - Series IV: Events</i> HOOLEY, JAMES L: Files			<i>2m</i> cas
FILE FOLDER: Event: Vietnam Unknown Soldier 5/25/84 [3 of 3] <i>16000</i> OA 16001			<i>6/29/2005</i> 10/31/95

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

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Countdown Meeting

for Capitol + Arlington

WALK-THRU SET-UPS AND CONTACTS

- meeting @ Arlington in Chapel under M.D.Rn.
- ✓ Set-up ~~walk-thru one week prior to event.~~
 - 5/24 @ 3:00pm
 - ✓ Call the project officer to obtain host committee contacts.
M DW - Paul Miller - web
 - ✓ Call Duty Military Aide (on duty the day of the event): (2150)
 - ✓ -Vans Browner / Brennan
 - WHCA notification
Ken - web
 - ✓ Call USSS Operations - inform about time & place of walk-thru. (6341)
morell notified
 - Lead: Studdert (may meet us there?)
 - Site: Roots + Coughlin
 - (meet us there?)
 - (may be late)
 - (meet us there)
 - (how will Barry get in w/ car?)
 - Press: O'Neil (will ride in van)

REQUEST FOR APPOINTMENTS

To: Officer-in-charge
Appointments Center
Room 060, OEOB

Please admit the following appointments on Sunday - May 20, 19 84
for Tamara J. Kriner (Tami) of Presidential Advance
(NAME OF PERSON TO BE VISITED) (AGENCY)

John Roots
Barry Coughlin
Stephen Studdert
Hugh O'Neill

*for Vietnam Arrival Ceremony,
Funeral Service &
Interment*

MEETING LOCATION

Building OEOB/West Wing
Room No. 179/West Executive
Time of Meeting 5:00 a.m.

Requested by Tamara J. Kriner (Tami)
Room No. 179 Telephone ext: 7565
Date of request May 18, 1984

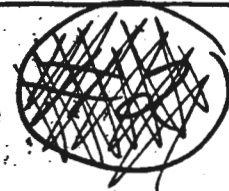
Additions and/or changes made by telephone should be limited to three (3) names or less.

APPOINTMENTS CENTER: SIG/OEOB - 395-6066 or WHITE HOUSE - 456-6742

Vietnam Unknown Soldiers

removing,
moral Service,
Entertainment

Rehearsal Walk-Thru



WALK-THRU SET-UPS AND CONTACTS

✓ Set-up walk-thru one week prior to event.

Sun. - 5/20 5:30am @ Capitol Vans depart 5:15am

✓ Call the project officer to obtain host committee contacts.

Dreman contacted

✓ Call Duty Military Aide (on duty the day of the event):

(2150)

↳ Vans

↳ WHCA notification → then Dreman

Bill D. notify

✓ Call USSS Operations-inform about time & place of walk-thru. (6341)

notified D. Morrell

tel. Adv: John Roots / Barry Coughlin

lead: Steve Studdert

vp: Hugh O'Neill

REDACTED

REDACTED

REDACTED

Vietnam Unknown Soldier

Arrival Ceremony (5/25)

@ U.S. Capitol

Official Photographer *a.* SUPPORT

Military Aide (Drennan), CONTROL

Medic *a.* SUPPORT

✓ L. Speakes (2100) *yes*
(Connie)

SPARE

✓ D. Fischer (2168) *yes*

SPARE

M. Weinberg *a.*

PRESS VAN I

692-0120

0175

Tom MacHamer

CALL AND ASK IF GOING IN MOTORCADE:

✓ M. McMANUS (6687) *no*
Margie

M. DEEVER (6475) ? - *doesn't want to think about it yet*
Donna/Gayle

W. SITTMANN (2861) ? " " " " " " "

✓ E. MEESE - (2235) *yes*, *+ Mrs. Meece*
Marilee

✓ R. MCFARLANE (2235) *yes*
Kay

✓ J. BAKER (6797) *yes*
Barbara

~~* who ever the Project officer is they should be called also.~~

Col. Hawthorne:
325-8690 | 1,203 |
Mrs. Meece

PUBLISHING BRANCH REQUISITION Executive Office of the President Office of Administration				1. Control No.		REQ. NO. 4-4051	
2. For Reference Consult TAMARA KRIVER				3. Agency WH / ADV		4. Telephone No. (extension) 7565	
5. Appropriation Number (If Reimbursable)				6. Title listed below is: (<input checked="" type="checkbox"/> in the appropriate box) <input type="checkbox"/> Draft <input type="checkbox"/> 1st Revision <input type="checkbox"/> 2nd Revision <input type="checkbox"/> 3rd Revision			
7. Title: U.S. CAPITAL 25th							
8. Date of Request 5.24			9. Requested Delivery Date 5.24			10. Scheduled Completion Date 3:00	
GRAPHICS							
11. Artwork							
Item	No. of Pieces	Item	No. of Pieces	Item	No. of Pieces	Item	No. of Pieces
a. Charts/Graphs		b. Posters/Signs		c. Tent Cards		d. Covers	
e. Viewgraphs		f. Certificates		<u>g. Diagrams</u>	2	h. Stationery	
i. Layout/Paste-up		j. Scrolls		k. Other (Describe below)			
COMPOSITION/DOCUMENT PREPARATION							
12. Word Processing				13. Photocomposition			
Item	No. of Pages	Item	No. of Pages	Item	No. of Pages	Item	No. of Pages
a. Labels		b. Form Letters		a. Typesetting		b. Forms	
c. Text editing		d. Tables		c. Calendars		d. Tables	
e. Other (Describe below)				e. Other (Describe below)			
ADDITIONAL INFORMATION							
PRINTING SPECIFICATIONS							
14. Pages of Copy	15. No. Copies	16. Finished Size _____ x _____	17. Paper: a. Cover b. Text	Grade	Color	Weight	
18. Print: (<input checked="" type="checkbox"/> in the appropriate box) <input type="checkbox"/> Head to Head <input type="checkbox"/> One Side <input type="checkbox"/> Head to Foot			19. Punch/Drill: _____ No. Holes _____ Diameter _____ Cntr - Cntr			20. Padding: No. Sheets to Pad _____	
21. Staple: (<input checked="" type="checkbox"/> in the appropriate box) <input type="checkbox"/> Side <input type="checkbox"/> UL <input type="checkbox"/> Other			22. Collate: (<input checked="" type="checkbox"/> in the appropriate box) <input type="checkbox"/> Yes <input type="checkbox"/> No			23. Other: (specify)	
24. Deliver To:						25. Call When Ready? (<input checked="" type="checkbox"/> in the appropriate box) <input type="checkbox"/> Yes <input type="checkbox"/> No	
26. Authorizing Signature: TK			27. Date 5.24		28. Received by:		29. Date

SECURITY PIN REQUEST

23 May 1984

1. MG John Ballantyne [REDACTED]	CG, MDW	U.S. CAPITOL/ANC
2. BG William Roosma [REDACTED]	DCG, MDW	U.S. CAPITOL/ANC
3. Mr. Paul Miller [REDACTED]	Director, Ceremonies	U.S. CAPITOL/ANC
4. Mr. William Murray [REDACTED]	MDW Ceremonies	U.S. CAPITOL/ANC
5. Mr. James Albright [REDACTED]	MDW Ceremonies	U.S. CAPITOL/ANC
6. LTC Thomas Groppel [REDACTED]	MDW Ceremonies	U.S. CAPITOL/ANC
7. CPT Craig Benedict [REDACTED]	MDW Ceremonies	U.S. CAPITOL/ANC
8. CPT Harry Stryffeler [REDACTED]	MDW Ceremonies	ANC
9. CPT Jeffrey Gowen [REDACTED]	MDW Ceremonies	ANC
10. CPT Dale Meeks [REDACTED]	MDW Ceremonies	ANC
11. SGM Robert Brown [REDACTED]	MDW Ceremonies	U.S. CAPITOL/ANC
12. SFC Phil Fowler [REDACTED]	MDW Ceremonies	U.S. CAPITOL/ANC
13. SFC James Meriweather [REDACTED]	MDW Ceremonies	ANC
14. PV2 Kimberly Brecht [REDACTED]	MDW Ceremonies	ANC
15. Mr. Donald Skinder [REDACTED]	Veterans Administration	U.S. CAPITOL/ANC
16. Mr. Richard Bain [REDACTED]	Veterans Administration	U.S. CAPITOL/ANC
17. CPT James Hays [REDACTED]	MDW Ceremonies	U.S. CAPITOL/ANC

18. Mr. William Hammond
[REDACTED]

Historian
(USA Military History)

U.S. CAPITOL/ANC

19. COL Robert Delaney
[REDACTED]

MDW Public Affairs

U.S. CAPITOL/ANC

20. MAJ Clyde White
[REDACTED]

MDW Public Affairs

U.S. CAPITOL/ANC

21. Mr. Courtenay Welton
[REDACTED]

MDW Public Affairs

U.S. CAPITOL/ANC

TICKETS FOR ARLINGTON (back to 100?)

LTCOL. McLean 692-4483 (405)

Credential Packet:

- funeral announcement
- seating ticket w/ sec, box, seat, etc.
- card w/ uniform or dress instructions
- instructions for no cameras or briefcase due to ^{tight} security
- parking instructions in S. Pentagon parking lot rooms 20-36

Janice Settle
Advance - Sec. Shultz
632-8840

(Shiela - talked to
Cabinet Affs)

talk to
Henkel &
Suddert

? his car will be part of POTUS
motorcade on Fri.

LTCOL Lewis - escort for Sec Shultz
Security: Fri. - Pat McCreary
from State Mon. - Jim Walsh

Sec. motorcade will depart
from POTUS motorcade &
arrive at E. Plaza Doc
Entrance; that arr. point

< Sec Shultz has mtg. w/ POTUS
until 2:00 @ White House >

Vietnam Unknown Soldier
Ceremony - US Capitol (w.t. - 5/17
9:00am)

→ Don Cleary - C. Fullers office
give don tickets

2:00 on 25th - lck. time @ Andrews
(casket)

2:45 ar. @ Capitol
In motorcade:

- ① Spec. Hon. Guard JCS
- ② Hon. Paul B. (10) POWS U.A.
- ③ Nat. Comm. Vet. Org.

on ar.:

Marching Band there
Col. of Troops lined up by pillars
(every other step)

from time of ar. to inside is 5 min.
(wheelchair; 3 comm. will be
determining factors)

2:50 in Rotunda

casket out of car - 4 R.F., 21 gun
salute (long guns - 100 sec.)

stop off w/ hymn & carry casket
hymn

in order: JCS, clergy, casket, hon. paul b.; casket

During all this movement outside POTUS in church

POTUS eulogy (clergy/POTUS only speakers)
POTUS places wreath
(short in nu. + bene.)

out by 3:00pm

go out same way come in.

POTUS motorcade to Carr. Ent.

on departure:

~~Don~~ Max Barbur - rad. TV
Ben West - newspapers
David Holmes - mag. + per. press
Maurice Johnson - press photog.

} get
to
H.O.

5:30 - 7:00 @ Capitol (go thru twice)

8:30 @ Arlington

9:25 - 9:30 amphitheatre cere. done.

10:30 or 11:00 done @ Arlington -

(45 min @ Arl. interrupted
because of wreath cere.)

EF100 - holding run.

~~Star~~ Mrs. R. - shouldn't come to either
- isn't per B. Henkel (5/17)

US Cap. all. - 10 or 11 people max.
to Potomac

M.S. Capitol

time from start moving casket to placement on catafalque:

5:18 (48)

out - 6:00 to procession

→ W H A - PA hymn into Rotunda

motorcade arr @ 2:40pm

POTUS moves when competing caskets started moving
place casket

Inn

P 90

(2:52 ends) Encl.

Place Wreath

Bene

Pres. Party Depart

former Pres. w/ POTUS in EF100

2:40 POTUS on to L. r. (hearse arr.)

2:45 POTUS moves to Rotunda position

2:46 arr pot.

2:50 casket on cataf.

2:53 Encl.

2:55 Place Wreath

2:56 Bene

2:57 dep.

2:58 in L. r.

3:02 dep. L. r. to motor.

3:05 dep U.S. Capitol

Vietnam Events:

~~5/7~~ → Col. Hawthorne - escorting Mr. Meese
to 25th + 28th events.
spoke to Carol Haline + Carol said Meese
acc. POTUS to both events.
(W) 325-8692 (H) 451-1862 or 334-9057
→ White House Staff Escort:
Maj. J. Penter Hollist
Maj. Hollist will be calling me

Verify: will Meese travel w/
POTUS? Let Hawthorne
know.

THE WHITE HOUSE
WASHINGTON

May 21, 1984

Mrs Reagan will
go to Rotunda
event not Arlington

MEMORANDUM FOR MICHAEL K. DEEVER

FROM:

WILLIAM HENKEL *WH*

SUBJECT:

VIETNAM UNKNOWN SOLDIER ARRIVAL CEREMONY AT U. S.
CAPITOL, FRIDAY, MAY 25, 1984

Attached is a proposed summary schedule.

EVENT CONCEPT

The President will participate in the arrival ceremony of the casket at the U. S. Capitol on Friday, May 25, 1984.

The Vietnam Unknown Soldier will lie in state in the Rotunda of the U. S. Capitol from approximately 2:45 p.m. Friday, May 25, 1984 until 12:00 p.m. on Memorial Day, Monday, May 28, 1984.

The President will move from the holding room to the Rotunda during the five minutes the body is transported to the catafalque in the Rotunda. The clergy will conduct a short service.

The President will proceed to the podium and deliver a eulogy. Following the eulogy, a soldier bearing The Presidential wreath will enter the Rotunda and position himself at the foot of the casket. The President will move from the podium and place the Presidential wreath, assisted by the wreath bearer. The wreath bearer will exit as The President returns to his original position. The clergy will give the benediction. After the benediction, The President will depart the Rotunda and proceed to the holding room, to the motorcade for boarding, then return to The White House.

The ceremony in the Rotunda will be very brief. It is expected to begin at approximately 2:50 p.m. and conclude by 3:00 p.m.

RECOMMENDED PRESS COVERAGE

1. Eulogy - PRESS POOL COVERAGE/CAPITOL HILL PRESS

Approve ☒

Disapprove ☐

05/21/84 1:00 p.m.

FRIDAY, MAY 25, 198

PAGE 2

2. Placing of Presidential Wreath - PRESS POOL COVERAGE/CAPITOL
HILL PRESS

Approve

1

Disapprove

cc: M. McManus
D. Fischer
F. Ryan
W. Sittmann

05/21/84 1:00 p.m.

THE WHITE HOUSE

WASHINGTON

PROPOSED SUMMARY SCHEDULE OF THE PRESIDENT

2:25 p.m. THE PRESIDENT departs the Oval Office en route motorcade for boarding.

2:30 p.m. THE PRESIDENT departs The White House en route U. S. Capitol.

Drive Time: 10 mins.

2:40 p.m. THE PRESIDENT arrives U. S. Capitol, Carriage Entrance, and proceeds to holding room.

2:45 p.m. THE PRESIDENT departs holding room and proceeds to Rotunda via elevator.

2:46 p.m. THE PRESIDENT is escorted to position in Rotunda and remains standing.

PRESS POOL COVERAGE
CAPITOL HILL PRESS COVERAGE

2:49 p.m. Casket enters Rotunda and is placed on catafalque.

2:50 p.m. Clergy conducts short service.

2:53 p.m. THE PRESIDENT proceeds to podium and delivers eulogy.

2:55 p.m. THE PRESIDENT proceeds from podium to foot of casket and, assisted by wreath bearer, places Presidential wreath.

2:56 p.m. THE PRESIDENT returns to original position,

2:57 p.m. Clergy gives benediction.

2:58 p.m. THE PRESIDENT departs the Rotunda and proceeds, via elevator, to holding room.

05/21/84 1:00 p.m.

3:02 p.m. THE PRESIDENT departs holding room en route motorcade for boarding.

3:05 p.m. THE PRESIDENT departs U. S. Capitol en route The White House.

Drive Time: 10 mins.

3:15 p.m. THE PRESIDENT arrives The White House.

THE WHITE HOUSE

WASHINGTON

May 17, 1984

MEMORANDUM FOR WILLIAM HENKEL

FROM: TAMI KRINER *JK*

SUBJECT: VIETNAM UNKNOWN SOLDIER CEREMONY AT U. S. CAPITOL,
FRIDAY, MAY 25, 1984

Bill, this is a draft summary of the event for your information. I will be refining this and adding the proposed schedule summary for the Deaver Memorandum. I welcome your input.

EVENT SUMMARY

The President will participate in the arrival ceremony of the casket at the U. S. Capitol.

The Vietnam Unknown Soldier
The deceased will lie in state in the Rotunda of the U. S. Capitol from approximately 2:45 p.m., Friday, May 25, 1984 until 12:00 p.m. on Memorial Day, Monday, May 28, 1984. Following the arrival ceremony at the Capitol, the public will be permitted to file past the bier until 10:00 a.m. on Memorial Day.

Participating in the ceremony, along with The President, will be the following civilian groups: honorary pallbearers, National Commanders ~~Veteran~~ Organizations, Reception Committee, Chiefs of State and Heads of Government, The Vice President, Speaker of the House, Chief Justice of the U. S. and Associate Justices (active and retired), ~~Marshal and Clerk~~, Dean of the Diplomatic Corps and Diplomatic Corps, Members of the Cabinet, Members of Congress, State and Territorial Governors, Deputy Secretary of Defense, Service Secretaries, and Assistant Secretary of Transportation. (NOTE: Steve Studdert is going to recommend the Vice President not attend because logistically it would complicate the event more than is necessary.)

There will be approximately ~~444~~ military troops involved in the ceremony from the Army, Marines, Navy, Air Force, and Coast Guard as well as Medical Support Personnel.

The President will be in the holding room at the Capitol when the military motorcade from Andrews Air Force Base arrives. It will take approximately five minutes to transport the casket to its' position on the catafalque in the Rotunda. During that five minutes, the band will play four "Ruffles and Flourishes" followed

05/17/84 5:00 p.m.

FRIDAY, MAY 25, 1984

the body is transported to the Rotunda
PAGE 2

by a hymn and a 21-gun salute fired by the saluting battery (five seconds between rounds rather than the three seconds we are used to at arrival ceremonies). The President will move from the holding room to the Rotunda during that five minutes. At the first note of the hymn, the body bearers will move the casket from the hearse and the escort officer will lead the special honor guard between the honorary pallbearers up the East Capitol steps and into the Rotunda. The President will be in position in the Rotunda at this time. (NOTE: See attached APPENDIX 2 and APPENDIX 3 diagrams for arrival of casket and positions of all participants.)

When the procession has entered the Rotunda, the band will cease playing and those units that will not be dismissed will take their positions. The clergy will then conduct a short service, and move from position 1 to position 2 on the APPENDIX 3 diagram.

The President will then proceed to the podium and deliver a eulogy. Following the eulogy, a soldier bearing The Presidential wreath will enter the Rotunda and position himself at the foot of the casket. The President will then move from the podium and place the Presidential wreath, assisted by the wreath bearer. The wreath bearer will exit as The President returns to his original position. The clergy will then give the benediction. After the benediction The President will depart the Rotunda and proceed to the holding room, to the motorcade for boarding, then return to The White House..

The ceremony in the Rotunda will be very brief. It is expected to begin at approximately 2:50 p.m. and conclude by 3:00 p.m.

There will be a full dress rehearsal of this event on Sunday, May 20th at 5:30 a.m. Our advance team will attend this rehearsal. The times and details will be reviewed and firmed up at that time. A proposed scenario will be submitted on Monday, May 21, 1984.

RECOMMENDED PRESS COVERAGE

1. Eulogy - OPEN PRESS COVERAGE

Approve _____

Disapprove _____

2. Placing of Presidential Wreath - OPEN PRESS COVERAGE

Approve _____

Disapprove _____

OPTIONS/QUESTIONS

1. Should it be recommended that the Vice President attend?

Yes _____

No _____

05/17/84 5:00 p.m.

Bill

by a hymn and a 21-gun salute fired by the saluting battery (five seconds between rounds rather than the three seconds we are used to at arrival ceremonies). The President will move from the holding room to the Rotunda during that five minutes. At the first note of the hymn, the body bearers will move the casket from the hearse and the escort officer will lead the special honor guard between the honorary pallbearers up the East Capitol steps and into the Rotunda. The President will be in position in the Rotunda at this time.

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RECOMMENDED PRESS COVERAGE

1. Eulogy -

~~OPEN PRESS COVERAGE~~ Capitol Hill Press + White House Travel Pool

Approve _____

Disapprove _____

2. Placing of Presidential Wreath -

~~OPEN PRESS COVERAGE~~ Capitol Hill Press + White House Travel Pool

Approve _____

Disapprove _____

OPTIONS/QUESTIONS

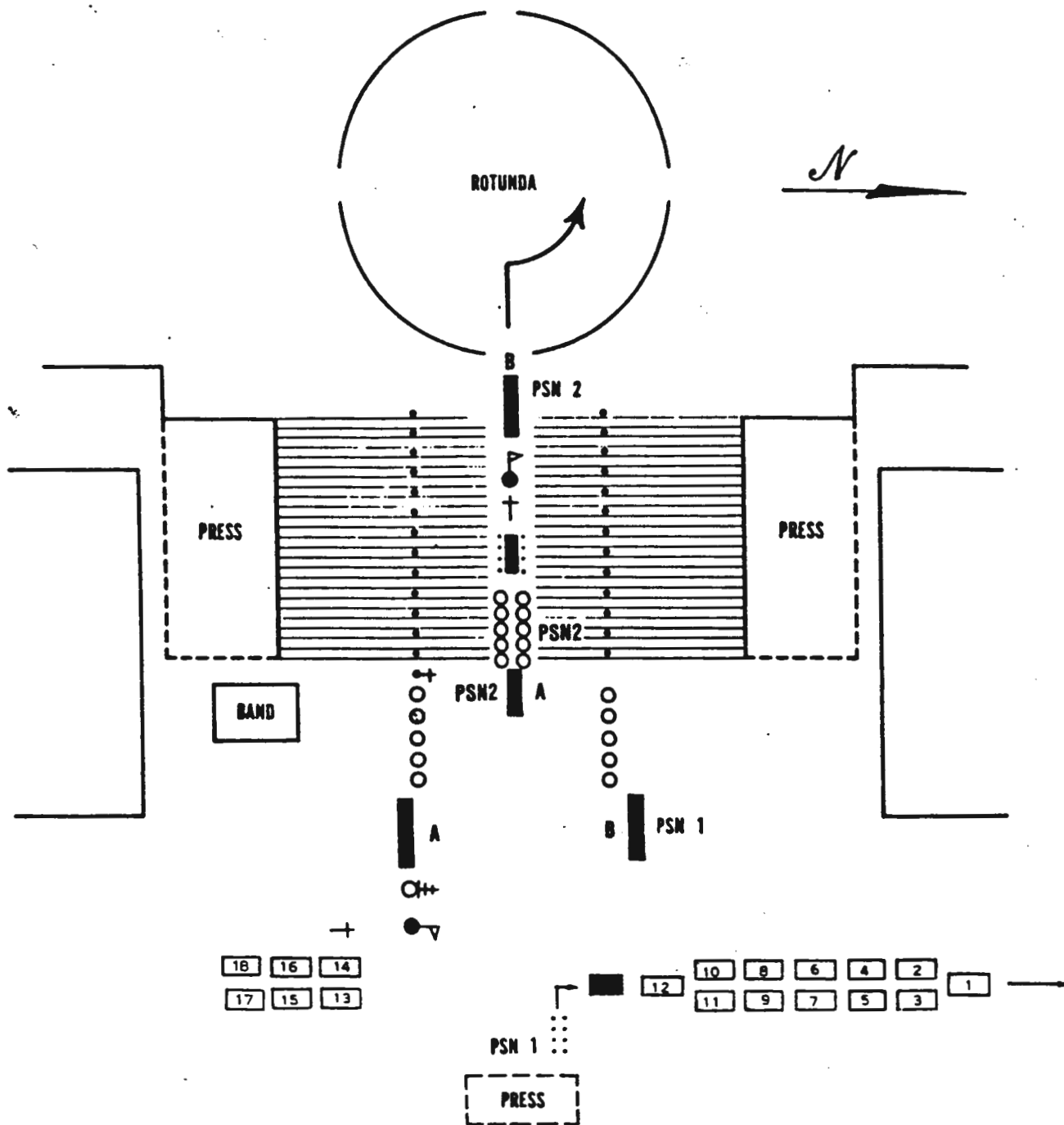
1. Should it be recommended that the Vice President attend?

Yes _____

No _____

05/17/84 5:00 p.m.

APPENDIX 2 (ARRIVAL AT THE US CAPITOL FROM ANDREWS AFB) ANNEX B



VEHICLES

1-Escort Commander
2-7-Special Honor Guard
8-11-Honorary Pallbearers
12-Clergy
13-16-National Commanders
Veterans organizations









PARTICIPANTS

**A National Commanders
Veterans organizations**

B Special Honor Guard

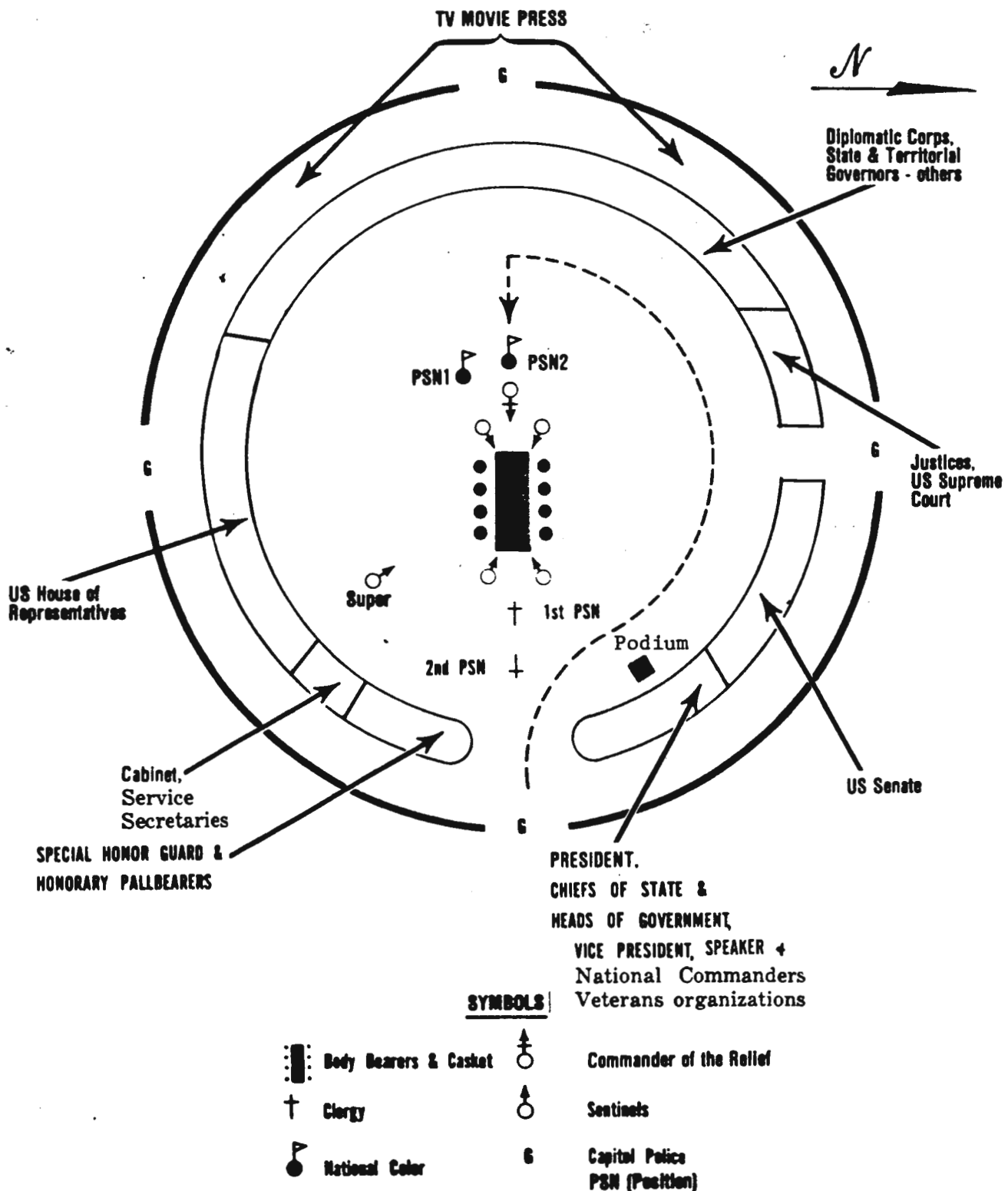
SYMBOLS

SYMBOLS

	National Color		Honorary Pallbearers
	Body Bearers & Casket		Escort Commander
	Honor Cordon		Clergy
	Cordon Commander		Hearse
			PSN (Position)

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APPENDIX 3 (ARRIVAL, LYING IN STATE US CAPITOL) TO ANNEX B RECEPTION COMMITTEE



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THE WHITE HOUSE
WASHINGTON

REVISED

May 17, 1984

MEMORANDUM FOR WILLIAM HENKEL

FROM: TAMI KRINER *TJK*

SUBJECT: VIETNAM UNKNOWN SOLDIER CEREMONY AT U. S. CAPITOL,
FRIDAY, MAY 25, 1984

Bill, this is a draft summary of the event for your information. I will be refining this and adding the proposed schedule summary for the Deaver Memorandum. I welcome your input.

EVENT SUMMARY

The President will participate in the arrival ceremony of the casket at the U. S. Capitol.

The deceased will lie in state in the Rotunda of the U. S. Capitol from approximately 2:45 p.m., Friday, May 25, 1984 until 12:00 p.m. on Memorial Day, Monday, May 28, 1984. Following the arrival ceremony at the Capitol, the public will be permitted to file past the bier until 10:00 a.m. on Memorial Day.

Participating in the ceremony, along with The President, will be the following civilian groups: honorary pallbearers, National Commanders Veterans Organizations, Reception Committee, Chiefs of State and Heads of Government, The Vice President, Speaker of the House, Chief Justice of the U. S. and Associate Justices (active and retired), Marshal and Clerk, Dean of the Diplomatic Corps and Diplomatic Corps, Members of the Cabinet, Members of Congress, State and Territorial Governors, Deputy Secretary of Defense, Service Secretaries, and Assistant Secretary of Transportation. (NOTE: Steve Studdert is going to recommend the Vice President not attend because logistically it would complicate the event more than is necessary.)

There will be approximately 444 military troops involved in the ceremony from the Army, Marines, Navy, Air Force, and Coast Guard as well as Medical Support Personnel.

The President will be in the holding room at the Capitol when the military motorcade from Andrews Air Force Base arrives. It will take approximately five minutes to transport the casket to its' position on the catafalque in the Rotunda. During that five minutes, the band will play four "Ruffles and Flourishes" followed

05/17/84 5:00 p.m.

by a hymn and a 21-gun salute fired by the saluting battery (five seconds between rounds rather than the three seconds we are used to at arrival ceremonies). The President will move from the holding room to the Rotunda during that five minutes. At the first note of the hymn, the body bearers will move the casket from the hearse and the escort officer will lead the special honor guard between the honorary pallbearers up the East Capitol steps and into the Rotunda. The President will be in position in the Rotunda at this time. (NOTE: See attached APPENDIX 2 and APPENDIX 3 diagrams for arrival of casket and positions of all participants.)

When the procession has entered the Rotunda, the band will cease playing and those units that will not be dismissed will take their positions. The clergy will then conduct a short service and move from position 1 to position 2 on the APPENDIX 3 diagram.

The President will then proceed to the podium and deliver a eulogy. Following the eulogy, a soldier bearing The Presidential wreath will enter the Rotunda and position himself at the foot of the casket. The President will then move from the podium and place the Presidential wreath, assisted by the wreath bearer. The wreath bearer will exit as The President returns to his original position. The clergy will then give the benediction. After the benediction The President will depart the Rotunda and proceed to the holding room, to the motorcade for boarding, then return to The White House.

The ceremony in the Rotunda will be very brief. It is expected to begin at approximately 2:50 p.m. and conclude by 3:00 p.m.

There will be a full dress rehearsal of this event on Sunday, May 20th at 5:30 a.m. Our advance team will attend this rehearsal. The times and details will be reviewed and firmed up at that time. A proposed scenario will be submitted on Monday, May 21, 1984.

RECOMMENDED PRESS COVERAGE

1. Eulogy - ~~OPEN PRESS COVERAGE~~ *Capitol Hill Press + White House Invol Pool*

Approve _____

Disapprove _____

2. Placing of Presidential Wreath - ~~OPEN PRESS COVERAGE~~ *capitol Hill Press + White House Invol Pool*

Approve _____

Disapprove _____

OPTIONS/QUESTIONS

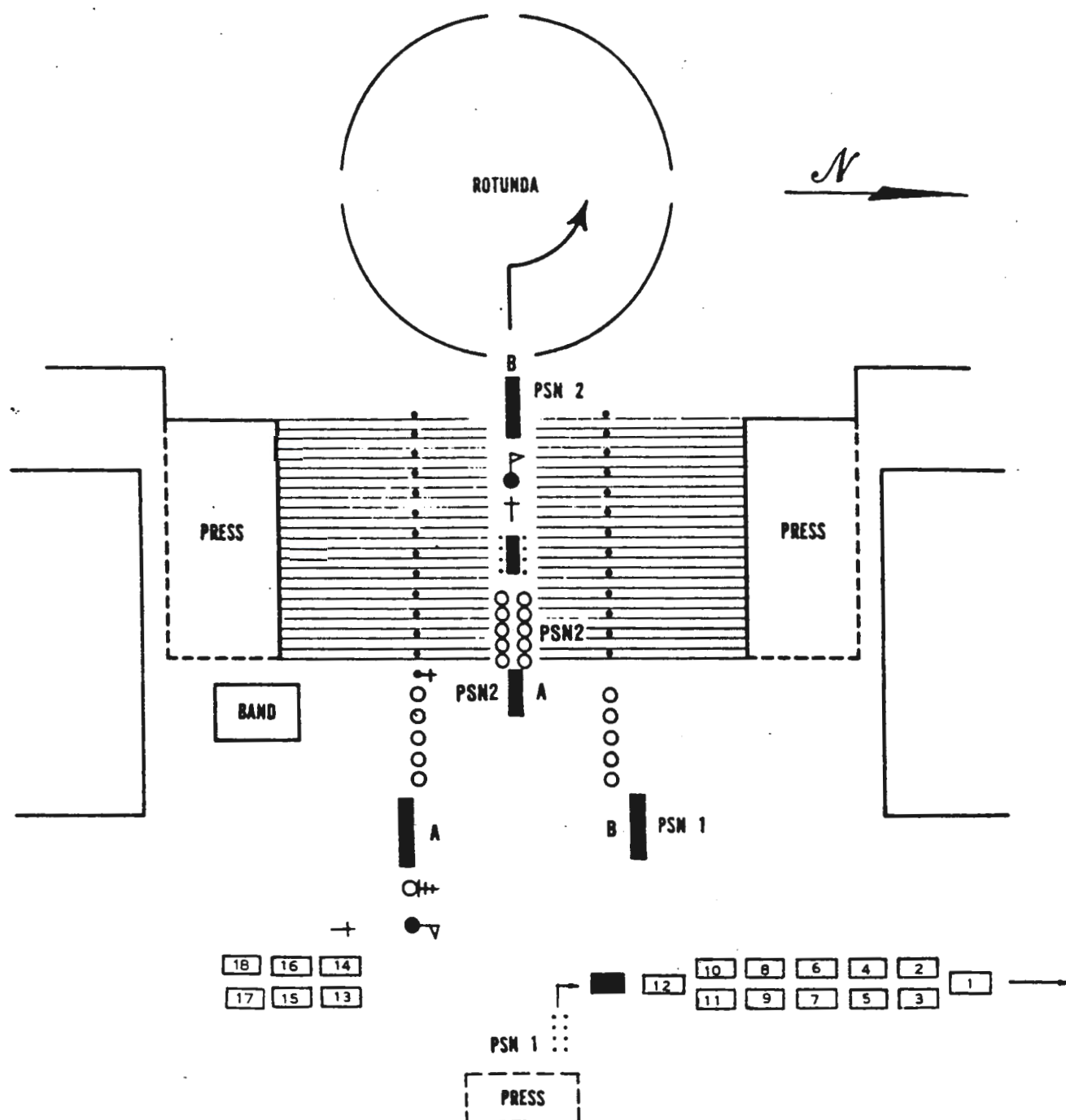
1. Should it be recommended that the Vice President attend?

Yes _____

No _____

05/17/84 5:00 p.m.

APPENDIX 2 (ARRIVAL AT THE US CAPITOL FROM ANDREWS AFB) ANNEX B



VEHICLES

- 1-Escort Commander
- 2-7-Special Honor Guard
- 8-11-Honorary Pallbearers
- 12-Clergy
- 13-18-National Commanders
Veterans organizations

PARTICIPANTS

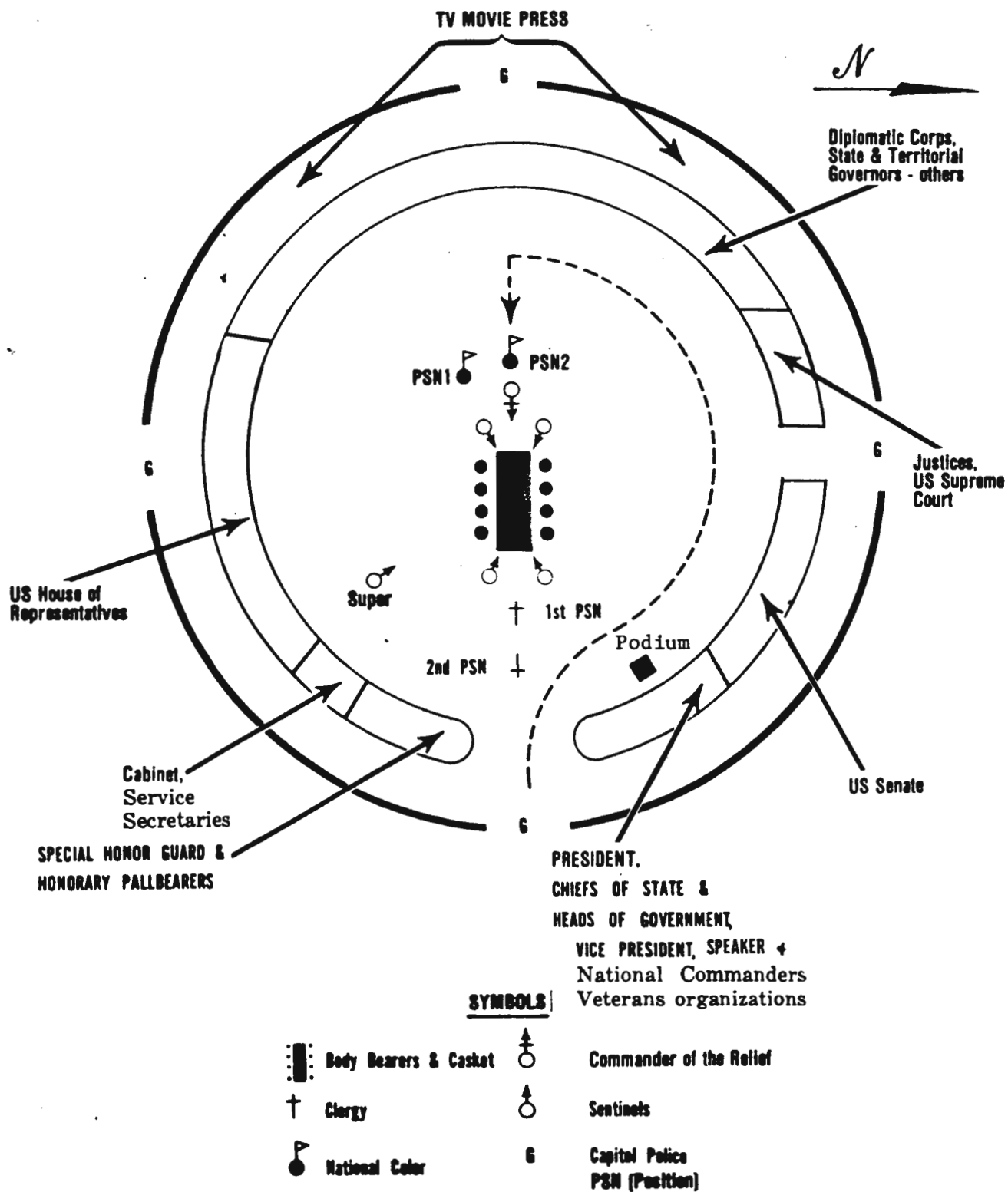
- A National Commanders
Veterans organizations
- B Special Honor Guard

SYMBOLS

- National Color
- ⚑ Body Bearers & Casket
- Honor Cordon
- ⚑ Cordon Commander
- Honorary Pallbearers
- ⚑ Escort Commander
- ⚑ Clergy
- Hearse
- PSN (Position)

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Vietnam Unknown Soldier Ceremony

US Capitol on 5/25 - Fri am

* Call Steve Studdert + setup
pre-adv. for Wed morning 5/16.

Pre-Advance on ~~5/16 @ 9:30~~
5/17 @ 9:00

Pre-Advance
folders: (12)

- ✓ diagrams
- ✓ background info.
- ✓ contact sheet
- ✓ all notes etc.
- ✓ set-up sheet
- ✓ extra paper
- ✓ labels

Vietnam Unknown Soldier Ceremony

NAME/Title Organization ^{US Capitol} Home Phone Office phone

Jamie Kinner	Pres Adv-WHS	836-4349	456-7565
ALAN ZIMMERMAN	WHCA	656-9249	395-6368
DAVE MURPHY	USSS	975-8096	395-6310
MAJ Ken Basserman	WH Communication Agency	395-2000	395-4040
CAPT DENNIS J. RENSEL	WHCA	395-2000	395-4292

REDACTED

BARRY COUGHLIN	WH ADVANCE	895-7635	-785-6061
Tom Ward	AOC	225-1218	
* DAVID OVERY	USCP	225-9251	
JACK DANIELS	"	224-6745	
Ben J. Moore	"	225-9251	
W.E. Waters	"	224-2985	
INSP FRANK KERRILAN	"	224-9801	
OK Harry Zaney	"	224-9810	
GERRY VANS	House of Arms	998-0627	225-2456
MICHAEL A. JARBOE	USCP/SID	224-3171	
INSP ROY C. BELL	USCP/SID	224-3171	
W. J. M. R. S. C.	USCP CAPITOL	224-2985	
H. J. Burkhead	USCP/HSB/	225-7328	
R. T. DELANEY	HQ MDW	451-8870	693-1150
Clyde R. White	AMQ MDW	668-0937	693-1174
MAJ Tom MacFarlane	3d US Inf	694-0656	692-0128

22

Vietnam Unknown Soldier Ceremony

@ US Capitol Rotunda 5/25 (approx. 2:15-3:00)

WALK-THRU SET-UPS AND CONTACTS

✓ Set-up walk-thru one week prior to event.

5/17 - Wed 2 vans depart ~~8:45 am~~

Call the project officer to obtain host committee contacts.

✓ Call Duty Military Aide (on duty the day of the event): (2150)

✓ -Vans

✓ -WHCA notification
Bill Drennan to notify

✓ Call USSS Operations-inform about time & place of walk-thru. (6341)

notified Dave Morrell / Paul Miller - 693-0636 -
military Dist. of Wash
MDW

Project Officer: Tom Groppe

Staff Lead: Steve Studdert

Press Lead: Hugh O'Neill but of town for walk-thru

Site Adv: ~~John Post~~ (?) Barry Coughlin

Mil Aide: Lt. Col Bill Drennan

WHCA Lead:

USSS Lead: ~~██████████~~

Speechwriter: Al Meyer - 2896

Researcher: Julie Cane

(Julie will go on walk-through - 5/15 - 1:00)
~~██████████~~

Host Contact:

INTOWN EVENT CHECKLIST

EVENT: Vietnam Unknown Soldier Arrival Ceremony
LOCATION: U.S. Capitol Rotunda DATE: 5/25/84
PRE-ADVANCE DATE/TIME: 5/16/84 VANS DEPART: 9:00am

	<u>DATE</u>
<input checked="" type="checkbox"/> Walk-through Scheduled.	_____
<input checked="" type="checkbox"/> Mil. Aide for transportation, WHCA, Stewards, HMX <i>(don't need stewards or HMX)</i>	_____
<input checked="" type="checkbox"/> USSS Lead Agent	_____
<input checked="" type="checkbox"/> Project Officer	_____
<input checked="" type="checkbox"/> Host Organization Contact Person	_____
<input checked="" type="checkbox"/> Folders for Advancemen	_____
<input checked="" type="checkbox"/> Deaver Memo with Summary Schedule (cc: McManus, Fischer, Ryan, Sittmann)	_____
<input checked="" type="checkbox"/> Graphics-Diagrams	_____
<input type="checkbox"/> Press Announcement	_____
<input checked="" type="checkbox"/> Speech Received/Reviewed (Copies to Advancemen)	_____
<input checked="" type="checkbox"/> Detailed Schedule/Cover Page	_____
<input type="checkbox"/> Briefing Paper Received	_____
<input checked="" type="checkbox"/> Schedule Cold-Read before distribution	_____
<input checked="" type="checkbox"/> Distribute Schedule (DEADLINE: 3:00 p.m. day before event) <i>Thursday, 5/24</i>	_____
<input checked="" type="checkbox"/> PERSONAL SCHEDULE (DEADLINE: 3:00 p.m. day before event) <i>Thursday, 5/24</i>	_____
<input checked="" type="checkbox"/> Copies: Bill/Grey/Jim/Charles/Advance	_____
<input checked="" type="checkbox"/> Complete File	_____

*H. O'Neill
J. Studdert
B. Coughlin
USSS
Wheat
1st Lady*

THE WHITE HOUSE
WASHINGTON

Bill Henkel

TO:

FROM: BILL SITTMANN
Special Assistant to the President
and Special Assistant to the
Deputy Chief of Staff

SUBJECT: Attached

I've spoken to Ed Hickey and we
don't have to do both of these.
Para. 3 is the one we will do.

- ☐ Information
☐ Action
- Bill Sittmann*
1/10/70



REPLY TO
ATTENTION OF

ANC&SE

DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY MILITARY DISTRICT OF WASHINGTON
FORT LESLEY J. MCNAIR
WASHINGTON, DC 20319

KR File is Trip File
CC TO
So

30 March 1984

E.V. 7/

But
are we required
to do both ceremonies?

1984 APR - 1 PM 4:17

MEMORANDUM THRU EDWARD V. HICKEY, JR.

FOR WILLIAM F. SITTMANN /MICHAEL K. DEAVER

SUBJECT: Ceremonies for the Unknown Serviceman of Vietnam

1. The President should arrive at the U.S. Capitol Rotunda at 2:35 p.m. on 25 May 1984.

2. Upon arrival at the East Capitol Plaza, he will be assisted to his position in the Rotunda by his escort officer. When all participants are in position, the casket will be brought into the Rotunda. At this time, the President will deliver the eulogy. At the conclusion of the eulogy, a soldier will position himself near the foot of the casket with the Presidential Wreath. The President should move to him and place the wreath at the casket assisted by the wreath bearer, and return to his position. The benediction will be given at this time. This ceremony will last approximately 15 minutes and concludes the ceremonies for the day.

3. The President should arrive at Arlington National Cemetery on 28 May 1984 at 1:30 p.m. He will be escorted to the dismount point at the north entrance of the Amphitheater. Upon his arrival at the north entrance, he will be taken to the Memorial Display Room; when all is ready, the President will be escorted to his seat in the Apse. The funeral service will last approximately 25 minutes. The U.S. Army Band will sound honors to the Unknown, and the casket will be carried into the Apse--the President should stand during honors and place his right hand over his heart. When the casket is in place, the U.S. Marine Band will begin the funeral service with the playing of the National Anthem--the President should stand and place his right hand over his heart. At the completion of the National Anthem, there will be 1 minute of silence. At the conclusion of the 1 minute of silence, the Catholic chaplain will give the invocation. The Trumpet Call will then be sounded, and the audience will join in singing "My Country 'Tis of Thee." At the conclusion of the song, the President will make a brief address, present the Medal of Honor, and return to his seat. The chorus will sing "On Bended Knee." The Jewish chaplain will then read Psalm 91 followed by the U.S. Army Chorus singing "The Last Words of David." The Protestant chaplain will then read the New Testament lesson from John 14:1-7, 15-17 and 27. Following the reading, the chorus will sing "The 23rd Psalm." At the conclusion of the song, the Orthodox chaplain will pronounce the benediction--all standing. The

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ANC&SE

SUBJECT: Ceremonies for the Unknown Serviceman of Vietnam

President will then be escorted into the Memorial Display Room. When all is ready on the Plaza, the President will follow the casket, escorted by General Ballantyne, to his position on the Plaza. The chaplains will then deliver their committal prayers. At the conclusion of the prayers, the President will place the Presidential Wreath and return to his position facing the Tomb. The Saluting Battery will fire a 21-gun salute--the President should place his right hand over his heart. At the completion of the gun salute, the chaplain will give the benediction. At the conclusion of the benediction, the President should again salute as the firing party fires 3 volleys followed by the playing of Taps. When Taps is complete, the interment flag will be folded and presented to General Ballantyne. General Ballantyne will then give the flag to the President. The President will then present the flag to the Superintendent, Arlington National Cemetery, for safekeeping. The ceremony is thus concluded, and the President will be ushered off the Plaza to his vehicle for departure.



PAUL C. MILLER
Director
Ceremonies and Special Events

1 Encl
State Funeral Plan

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THE STATE FUNERAL PLAN FOR THE INTERMENT
OF THE
UNKNOWN SERVICEMAN OF VIETNAM

The designation ceremony for the Unknown American Serviceman killed in Vietnam will take place in Hawaii on 17 May 1984 at 1100. Following the designation ceremony, the Unknown will depart Hawaii with ceremony at approximately 1200 and be transported by ship to Alameda Naval Air Station, California, arriving no later than noon, 24 May 1984. The anticipated travel time from Hawaii to San Francisco is approximately 7 days. The Unknown will arrive at Alameda Naval Air Station with ceremony and will be transported to the base chapel, Travis Air Force Base, for repose. The Unknown will be received with ceremony and will lie in repose until 0500, 25 May 1984. Public viewing during the period of repose will be continuous until 2 hours prior to the departure from the base chapel, if public interest requires. A guard of honor will attend the Unknown while in repose.

On 25 May 1984, the deceased will depart the base chapel with ceremony at 0530 and will be transported to the Travis air terminal for departure. The Unknown will depart Travis Air Force Base with ceremony at 0600 and will be transported to Andrews Air Force Base. The Unknown of Vietnam will arrive at Andrews Air Force Base with ceremony on Friday, 25 May 1984, at approximately 1400 and will be escorted to the U.S. Capitol for lying in state.

The deceased will be received with ceremony at the U.S. Capitol at approximately 1445 and will lie in state in the Capitol Rotunda for approximately 3 days, until 1200 Memorial Day. A guard of honor will attend the Unknown until departure from the U.S. Capitol. Public viewing during the period of lying in state in the Capitol Rotunda will be continuous until 2 hours prior to the departure from the Capitol, if public interest requires. The Unknown will be moved from the U.S. Capitol at 1200, Monday, 28 May 1984, with ceremony, placed on the caisson on the East Plaza of the Capitol and proceed to Delaware and Constitution Avenue to join the main funeral procession to Arlington National Cemetery. A flyover will be conducted as the caisson is centered on Memorial Bridge.

The funeral service will be held in the Amphitheater, Arlington National Cemetery (ANC), at approximately 1400 followed by interment at the Tomb of the Unknown Soldier. The casket will be closed throughout all ceremonies. Honors will consist of 4 ruffles and flourishes and a 21-gun salute. The period of mourning will be from reveille, on the day of arrival in Washington, D.C. to retreat, the day of interment in Arlington National Cemetery.

Encl 1

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Friday, May 25

9:00 am (30 min)	<u>Staff Time</u> (Baker/Meese/Deaver)	Oval Office
9:30 am (15 min)	<u>National Security Briefing</u> (McFarlane)	Oval Office
9:45 am (15 min)	<u>Senior Staff Time</u>	Oval Office
10:00 am (60 min)	<u>Personal Staff Time</u>	Oval Office
11:00 am (60 min)	<u>Briefing for European Trip</u> (McFarlane)	Oval Office
12:00 m (90 min)	<u>Lunch and Personal Staff Time</u>	Oval Office
1:30 pm (30 min)	<u>Meeting with Secretary Shultz</u>	Oval Office
Approx. 2:15 pm	<u>To Capitol for Vietnam Unknown Soldier Ceremony</u> (Henkel/McFarlane)	Capitol Hill
Approx. 3:00 pm	<u>Arrive Back at White House</u>	South Lawn
Afternoon	TN <u>To Camp David</u>	South Lawn

THE WHITE HOUSE

WASHINGTON

MEMORANDUM

5/8/84

TO: WILLIAM HENKEL/EDWARD HICKEY

FROM: FREDERICK J. RYAN, JR. *FJR*

SUBJ: APPROVED PRESIDENTIAL ACTIVITY

MEETING: Participate in Rotunda Ceremony at The Capitol
for Unknown Serviceman of Vietnam Conflict

DATE: May 25, 1984

TIME: Depart approximately 2:15 pm
Return approximately 3:00 pm

DURATION:

LOCATION: Rotunda of The Capitol

REMARKS REQUIRED: Yes

MEDIA COVERAGE: Coordinate with Press Office

FIRST LADY
PARTICIPATION: ~~Optional~~ *No, per Donnah Harrington-5/15@1:30*

NOTE: PROJECT OFFICER, SEE ATTACHED CHECKLIST

cc: R. Darman J. Rosebush
R. Deprospero R. Scouten
B. Elliott B. Shaddix
D. Fischer W. Sittmann
C. Fuller L. Speakes
W. Henkel WHCA Audio/Visual
E. Hickey WHCA Operations
G. Hodges A. Wrobleski
C. McCain Nell Yates
B. Oglesby

