

PROGRAM

for

Dinner in Honor of Lt. General V. A. Walters

Thursday, 27 May 1976

1800 Assemble for cocktails in Rendezvous Room

1845 } Sit down to Dinner

(following Director's lead)

1930 Director Bush - remarks

Present Agency Flag and Plaque

Mr. Proctor - remarks

Mr. Blake - remarks

Mr. Wells - remarks

Mr. Stevens - remarks

Mr. Knoche - remarks

Present Agency Gift

General Walters - remarks

MEMORANDUM FOR: Marie

Attached for your information. Please give me a call if there are any questions or problems or if other requirements develop.



Date 5-24-76

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FORM 101 USE PREVIOUS  
5-75 EDITIONS

# *Citation*

The Director of Central Intelligence  
awards the Distinguished Intelligence Medal to

VERNON A. WALTERS

Lieutenant General, United States Army

Deputy Director of Central Intelligence

in recognition of his outstanding performance of his moral and legal responsibilities as the Deputy Director of Central Intelligence. General Walters intensively learned the details of the Agency's mission, organizational structure and activities. His exceptional talents in human relations made him a highly effective representative of the organization in dealings with foreign intelligence officials and other members of the United States Government. Behind his outward appearance of informality and conviviality, he displayed the highest qualities of moral integrity and rigid adherence to his constitutional responsibilities, despite a number of severe pressures to lead him to a contrary position. General Walters' actions made a major contribution to the Central Intelligence Agency and reflect great credit on him, the United States Army, and the Federal service.

ARRANGEMENTS FOR GENERAL WALTERS DINNER

27 MAY 1976

TIME AND PLACE

1800 HOURS - RENDEZVOUS ROOM

INVITATIONS

PRINTED BY P&PD. LAYOUT AND ADDRESSING BY LSD. 49 ACCEPTANCES SO FAR (INCLUDING GENERAL WALTERS)

SEATING

10 AT HEAD TABLE - MR. CARVER, MR. PROCTOR, MR. KNOCHE, GENERAL WALTERS, MR. BUSH, ADMIRAL MURPHY, MR. WELLS, MR. BLAKE, DR. STEVENS, DR. CHAMBERLAIN (SEATING LAYOUT ATTACHED)

OPEN SEATING FOR 62

DISPLAY OF THE AMERICAN FLAG, AGENCY FLAG, AND THE FLAG OF A THREE STAR GENERAL

ALL 3 FLAGS WILL BE DISPLAYED. ACCORDING TO THE INSTITUTE OF HERALDRY - STARS AND STRIPES TO END OF HEAD TABLE ON RIGHT, AGENCY FLAG SLIGHTLY TO RIGHT OF PODIUM SO AS TO BE IN FULL VIEW, AND THE GENERAL'S FLAG TO THE END OF THE HEAD TABLE ON THE LEFT. [REDACTED] (OFFICE) HAS INDICATED WE CAN GET GENERAL WALTERS' FLAG TO USE ON THE 27TH.

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FLOWERS

LSD WILL PROVIDE FOR HEAD TABLE. NO REQUIREMENT FOR CORSAGES.

AGENCY FLAG AND PLAQUE FOR PRESENTATION

WILL BE ON HAND IN PRESENTATION CASES.

PHOTOGRAPHS

SERVICES OF AN AGENCY PHOTOGRAPHER HAVE BEEN REQUESTED BEGINNING AT 1800 HOURS.

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RECORDING

LOW PROFILE LECTERN WITH STATIONARY MICROPHONE. AGENCY PLAQUE WILL BE DISPLAYED IN FRONT OF LECTERN. [REDACTED] WILL RECORD AND PROVIDE 3 CASSETTES. [REDACTED] WILL ADVISE [REDACTED] REP WHEN "REMARKS OF THE EVENING" ARE TO BEGIN.

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HVAC

SHORTLY BEFORE "REMARKS OF THE EVENING" BEGIN, THE HVAC WILL BE CUT OFF SO NOISE OF OPERATION WILL NOT INTERFERE WITH RECORDING. AN ENGINEER WILL BE STANDING BY IN THE FAN ROOM AND [REDACTED] WILL CALL. HVAC TO BE TURNED BACK ON AT CONCLUSION OF REMARKS.

GUEST BOOK

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GUEST BOOK WITH AGENCY SEAL AND GENERAL WALTERS' NAME EMBOSSED ON COVER WILL BE PROVIDED AS WELL AS AN APPROPRIATE STAND.

TELEPHONE

PLUG-IN TELEPHONE WILL BE PROVIDED.

SECURITY

NO OUTSIDE GUESTS AS OF NOW. DCI SECURITY WILL HANDLE IF REQUIREMENT DEVELOPS.

GENERAL

RENDEZVOUS ROOM WILL BE DIVIDED BY BONE COLOR SCREENS. CARPET TO BE VACUUMED, HALL CLEANED AND WAXED, COAT RACKS PROVIDED, AND RESTROOMS CLEANED.

PREPARATION OF FOOD

BY EDR USING RENDEZVOUS ROOM FACILITIES.

WE WILL HAVE A SENIOR REP FROM THE OFFICE OF THE CHIEF/LSD AND A MAN FROM SPACE MAINTENANCE AND FACILITIES BRANCH ON HAND DURING THE ENTIRE EVENING.

HEAD TABLE - 27 MAY 1976

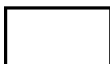
MR. CARVER	DR. PROCTOR	MR. KNOCHE	LT. GEN. WALTERS	MR. BUSH	Podium	ADMIRAL MURPHY	MR. WELLS	MR. BLAKE	DR. STEVENS	DR. CHAMBERLAIN
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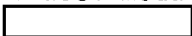
General Guest Area

18 MAY 1976

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NOTE FOR:




Attached is a layout for General Walters' dinner on 27 May which will accommodate up to 74 persons total. When you can, please give me or  the names and the seating arrangements for the head table in order for us to obtain placecards. Seating at the other tables should be open and on a first come-first served basis.

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I have also taken the liberty to make the following arrangements:

a. An Agency photographer will arrive at 1800 hours and stay for the entire evening.

b. The Office of Communications will record "remarks of the evening," and we will make the necessary arrangements to obtain cassette copies of the recording for General Walters.

c.  from my Division will take care of the flower arrangements for the head table.

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d. The Headquarters Engineering Branch has been alerted to reduce the HVAC during the time when the remarks of the evening are being made.

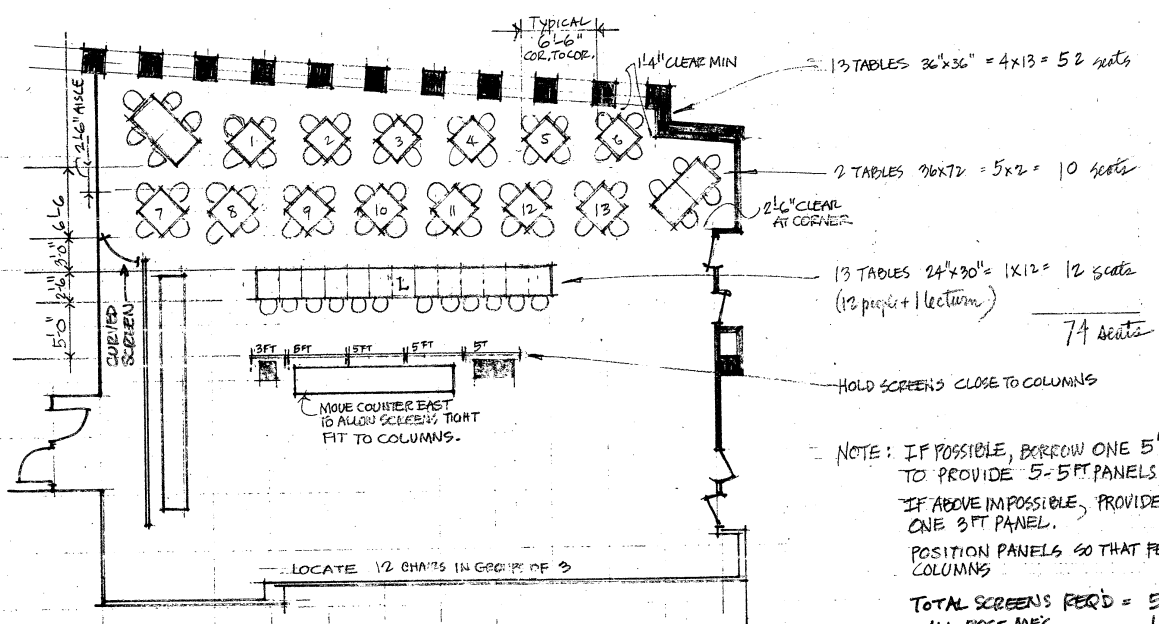
e. Some coatracks will be provided in the hallways.

f. An appropriate lecturn will be provided with stationary microphones.

Please give me a call if I can be of further assistance and if you have any questions.



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13 TABLES 36"x36" = 4x13 = 52 seats

2 TABLES 96x72 = 5x2 = 10 seats

13 TABLES 24"x30" = 1x12 = 12 seats  
(12 people + 1 lecturer)

74 seats

HOLD SCREENS CLOSE TO COLUMNS

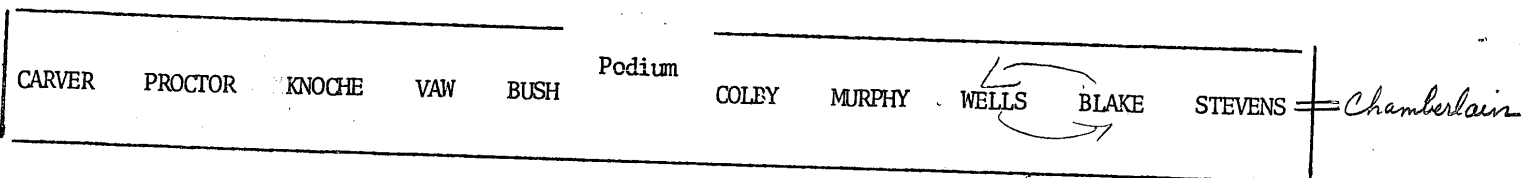
NOTE: IF POSSIBLE, BORROW ONE 5' ROSE PANEL TO PROVIDE 5-5' PANELS, ALL FREE STANDING. IF ABOVE IMPOSSIBLE, PROVIDE 4-5' PANELS AND ONE 3' FT PANEL. POSITION PANELS SO THAT FEET STADOLE THE COLUMNS

TOTAL SCREENS REQ'D = 5 STRAIGHT. ALL ROSE MFG, 1 CURVED. COLOR BONE.





HEAD TABLE - 27 May 1976



General Guest Area

17 May 76

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Mr. Stevens - remarks

Mr. Carver - remarks

*Mr. Chamberlain*

Admiral Murphy - remarks

Mr. Knoche - remarks

Present Agency Gift

General Walters - remarks

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Approved For Release 2006/01/12 : CIA-RDP80R01731R002000080003-3

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DDCI Dinner - 27 May 1976

6:00 p.m. - Cocktails and dinner \*

Rendezvous Room

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Invitations - [ ] having printed up. (14 May 76)

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[ ] has list of invitees-- she will send out  
(Sample invitation in folder)

Cost of affair: \$13.50 per person, payable to [ ]

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\$12.00 for cost of food, etc.

1.50 towards gift

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Gift: [ ] to handle

Head Table: Can seat up to 12 - Need list.

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Centerpiece: [ ] has one to use there.

Recording: [ ] will arrange to have ceremonies recorded on tape.

\* see menu attached

MENU FOR DDCI DINNER - 27 May 1976

Juice

Salad

Roast Potato

Green Peas

Chicken Cordon Bleu

Sherbet

Also includes Cheese, Bread, and Wine



*Vernon A. Walters*  
*Lieutenant General, United States Army*  
is hereby awarded the  
*Career Intelligence Medal*

in recognition of his exceptional contributions in the field of intelligence. In his years as Deputy Director, the Central Intelligence Agency continually relied on and benefitted from General Walters' fine judgment, invaluable experience in foreign affairs, outstanding talents and warm personality. His tenure as DDCI coincided with the most turbulent period of Agency history, preempting both time and effort of the four Directors under whom he served and thus rendering his role as Deputy even more critical. In this time of troubles, General Walters' remarkable talents and abilities gave brilliant service to the essential task of maintaining the confidence of allies abroad and authoritatively reassuring cooperating foreign intelligence services of this Agency's continuing ability to perform. General Walters' steadfastness, his integrity and his courage have reflected the highest credit on him, the Central Intelligence Agency and the United States of America.