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20 May 1982

MEMORANDUM FOR: Director, Office of External Affairs

FROM: Charles E. Wilson
Chief, Public Affairs Division

SUBJECT: President's Visit to Headquarters

1. A proposed scenario for a Presidential visit to CIA is attached. If you approve, the next steps include:

- Solicit DCI approval;
- Ask DCI to invite President;
- Nail down date.

2. Once date is set, DDA will take over arrangements, including liaison with Secret Service. PA role will concentrate on preparing the President's remarks and supporting the White House Press Corps. DDA should call an early planning meeting in which you will play an important part.

3. Final thought: You may wish to include selected guests from the Hill; e.g., Goldwater, Moynihan, Inouye, Chafee, Baker, Boland, Young, O'Neill.

[Signature Box]

Charles E. Wilson

STAT

Attachment: A/S

APPROVE:

[Signature Box]

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Director, Office of External Affairs

5-20-82
(Date)

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SCENARIO FOR PRESIDENT'S VISIT TO CIA HEADQUARTERS

- 1300 -- [] begin to assemble on lawn in front of main entrance, STAT all standing.
- Marine Corps Band begins concert on steps of Headquarters Auditorium.
- White House Press Corps positioned on sidewalk and steps in front of main entrance.
- Podium with microphone positioned on sidewalk dead center in front of main entrance.
- Pls check Position of sign.* → Signing table positioned in front of statue of Nathan Hale.
- 1315 -- DD's and Independent Office Heads standing in position in a line across and behind the podium.
- 1325 -- DCI and DDCI take position on curb to greet President.
- 1330 -- Presidential party arrives, Band plays Hail to the Chief, President disembarks, greeted by DCI and DDCI.
- 1332 -- DCI introduces President to DD's, etc., leads him to podium and introduces him with simple:
- "Ladies and Gentlemen, I am honored to present the President of the United States."
- 1335 -- President's remarks on the occasion of the signing of an Identities bill.
- 1345 -- President moves to and takes seat at signing table for ceremonial signing.
- 1350 -- Band resumes playing; Presidential party moves into front entrance of building (press remains outside) en route to Room 1A13. [] emp | STAT line route inside building. Outside employees remain in position.
- 1355 -- President meets with senior Agency officials in 1A13.
- 1405 -- President departs 1A13 escorted by DCI, retraces route but makes lap around inner quadrangle, exits front entrance.
- 1415 -- Presidential party departs.

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