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CIA-RDP90G01353R001900090022-3

### ROUTING AND RECORD SHEET

**SUBJECT:** (Optional) Arrangements for Air Force Intelligence Dining-In  
15 April 1988

<b>STAT</b>	William M. Baker Director, Public Affairs	EXTENSION 27676	NO. PAO 88- 0135
			DATE 13 April 1988

1.	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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*P-209-11*

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PAO 88-0135

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25X1

13 April 1988

MEMORANDUM FOR: Director of Central Intelligence

FROM: William M. Baker  
Director, Public Affairs Office

SUBJECT: Arrangements for the Air Force Intelligence Agency Dining-In

1. You are scheduled to address the Air Force Intelligence Agency (AFIA) Dining-In in honor of General Schuyler (SKYLER) Bissell on Friday, 15 April, at Andrews Air Force Base Officers Club (reception 1830 - 1925, posting of colors 1930, dinner 2000, remarks 2145 and adjournment 2230). Phone: 420-4744. Black-tie is the appropriate dress for the evening. I will be seated at a table near the head table and will remain throughout the program.

2. Arrangements: You are asked to be at the main entrance of the Officers Club at 1830 where you will be met by Assistant Chief of Staff for Air Force Intelligence Major General Schuyler Bissell who will escort you to the reception area. Your host for the evening, Colonel George B. Lotz Commander, Air Force Intelligence Agency and President of the Dining-In, will meet you there. A receiving line is not planned. At approximately 1925 Captain Richard Millar will escort you to the Dining Room. After seating and ceremonies, dinner will be served at 2000. When Colonel Lotz announces "lets all enjoy our meals" everyone will wait for you to take your first bite. It is tradition that you should stretch this out.

You will be seated with the following:

- |  |   |
|--|---|
| Major General Schuyler Bissell             | Assistant Chief of Staff, Air Force Intelligence  |
| Lieutenant General Edward J. Heinz         | Director, Intelligence Community Staff  |
| Colonel George B. Lotz                     | Commander, AFIA   |
| Colonel Billy J. Bingham                   | Deputy Assistant Chief of Staff, Intelligence Headquarters, US Air Force                                |
| Colonel Phillip E. Thompson                | Director, Policy, Plans and Programs, Assistant Chief of Staff, Intelligence Headquarters, US Air Force |
| Chaplain (Major General) Stuart E. Barstad | Chief of Chaplains, Headquarters, US Air Force  |

See biographies opposite.

~~CONFIDENTIAL~~

Dinner will be followed by the grog ceremony. You are not expected to participate in the grog bowl tradition unless you wish to do so. (See opposite for rules of the mess.) After the ceremony there will be a break followed by speeches. (See agenda opposite.) Colonel Lotz will introduce you at approximately 2145 and you are scheduled for 20 minutes of remarks. At the end of your remarks and as shown in your speech you will say "and so to recognize these many contributions, I am pleased to present General Bissell with the National Intelligence Distinguished Service Medal, which is given in recognition of his 35 years of exemplary service to the United States Air Force, the National Intelligence Community, and his country." Captain Dan McCusker, Assistant Executive Officer Intelligence Community Staff, will read the citation and you will then present the medal. Colonel Lotz will present a toast to you and also present you with a memento.

Adjournment is at 2230. Protocol calls for you and Colonel Lotz to depart before officers are allowed to do so. A microphone and podium will be available near your table. DCI Security will be taping your remarks for the Agency's historical records. An Air Force photographer will take photographs. The Air Force does not plan to publish your remarks. General Bissell has asked that segments of the evening's program be videotaped for his personal records.

Approximately 350 US Air Force officers, retired Air Force officers, and civilians--many are analysts-- will be in the audience. Although spouses are not invited, some female officers and civilian employees will attend. The media will not cover the event.

3. Background: Formal military dinners are a tradition in all branches of the United States armed services. Some trace the origins of the Dining-In to the old English monasteries. The custom was then taken up by the early universities and eventually adopted by the military with the advent of the officers' mess. British soldiers brought the custom to colonial America, where it was borrowed by George Washington's continental army.

The Air Force Dining-In custom began in the 1930s with the late General H. H. "Hap" Arnold's "wing-dings." The close bonds enjoyed by Air Corps officers and their British colleagues of the Royal Air Force during World War II added to the American involvement in the Dining-In custom. Now the Dining-In is recognized as an occasion where ceremony, tradition, and good fellowship play an important part in the life of an Air Force unit. Bob Gates spoke at a Naval Dining-In last October.

25X1



William M. Baker



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS AIR FORCE INTELLIGENCE SERVICE  
FORT BELVOIR, VIRGINIA 22060-5788

Executive Registry

87-3698x

1 DEC 1987

The Honorable William H. Webster  
Director of Central Intelligence  
Washington, DC 20505

Dear Judge Webster

On behalf of the men and women of the Air Force Intelligence Service, I would like to invite you to serve as guest speaker at our spring 1988 Dining In. We will be commemorating our role in providing intelligence support to HQ USAF and the national Intelligence Community. This year's event coincides with the retirement from active duty of Major General Schuyler Bissell, Assistant Chief of Staff, Intelligence, and we will be saluting General Bissell's 35 years of service to the Air Force and the nation.

Your talk, to last approximately 15-20 minutes, may certainly be of your own choosing. We believe that no one is better qualified to help us celebrate these events, and we request the honor of your presence at 6:30 p.m., April 15, 1988 in the Foulois Room, Andrews Air Force Base Officers' Club. As the date approaches, I will personally meet with you to discuss details of the evening.

Sincerely

A handwritten signature in cursive script that reads "Geo. Lotz".

GEORGE B. LOTZ, II, Colonel, USAF  
Commander



### ROUTING AND RECORD SHEET

SUBJECT: (Optional) Speaking Invitation - Air Force Dining-In				
FROM: William M. Baker Director, Public Affairs		EXTENSION: 27676	NO. PAO 87-0190	
			DATE 21 Dec 87	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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1. ER	28 DEC 1987		<i>RT</i>	<p><i>See memo</i></p>
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*P-309-IR*

21 December 1987

JUDGE:

RE: Speaking Invitation  
Air Force Intelligence Dining-In  
Honoring General Schuyler Bissell's Retirement  
Sponsored by the Air Force Intelligence Service  
Andrews Air Force Base  
15 April 1988

Colonel George Lotz, USAF, has invited you to be the guest speaker at the Air Force Intelligence Dining-In honoring General Schuyler Bissell's retirement. This is the second invitation that you have received to be the guest speaker at this event. General Edward Heinz, Director of the Intelligence Community Staff, also has invited you. (See memo opposite.) I recommend that you accept this invitation.

DCI/PAO/WMB [redacted]

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Bill Baker

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Washington, D. C. 20505

Executive Registry

87-3698/1

29 DEC 1987

Colonel George B. Lotz, II, USAF  
Department of the Air Force  
Headquarters Air Force Intelligence Service  
Fort Belvoir, Virginia 22060-5788

Dear Colonel Lotz:

Many thanks for your invitation to be the guest speaker at the Air Force Dining-In honoring General Schuyler Bissell's retirement on Friday, April 15th at Andrews Air Force Base Officers' Club. I am pleased to accept the honor and look forward to participating with you in the Dining-In. A member of my Public Affairs Office will be in touch with you concerning any arrangements.

Best regards.

Sincerely yours,

/s/ William H. Webster

William H. Webster  
Director of Central Intelligence



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## THE AIR FORCE DINING-IN

The Dining-in is a formal dinner function for members of an organization or unit.

**BACKGROUND.** The custom of dining-in is a very old tradition in England, but is not exclusively military. It is believed that dining-in began as a custom in the monasteries, was adopted by the early universities, and later spread to the military units of the country when the officers' mess was established.

The late General H. H. Arnold probably started the dining-in within the Army Air Corps when he used to hold his famous "wing-dings." The contacts of U.S. Army Air Corps personnel with the British and their dining-ins during World War II gave additional impetus for the growth of this custom in the USAF. It was recognized that those occasions provided situations where ceremony, tradition, and good fellowship could play an important part in the life of military organizations.

Faculty members of the Squadron Officer Course (later designated Squadron Officer School) of the Air University, realizing the value of tradition and ceremony, began having faculty dining-ins. The dining-in was also included in the curriculum for the students. This was also very successful and the custom rapidly spread to Air Force units in other commands.

**PURPOSE.** The dining-in provides a situation for officers to see how ceremony and tradition play a part in the life of an Air Force unit. It also provides an occasion for officers to meet socially at a formal military function. It is an excellent means of saying farewell to departing officers and welcoming new officers. Further, the dining-in provides an opportunity to recognize individual and unit achievements. All of these are very useful in building high morale and esprit de corps.

**DRESS.** The dress for the dining-in should be the Air Force Mess Dress. Medals must be worn by all members of the mess and military guests. Civilian guests should wear appropriate civilian attire (formal).

**DINING-IN CUSTOMS.** Each member of the mess should arrive within ten minutes after the opening time to meet the guests before dinner is served. When the signal is given for dinner, the members should enter the dining room and stand behind their chairs. There will be no smoking from the time the members enter the dining room until the president of the mess so permits. (Members, unless properly excused will not leave the mess before the guest of honor and the president have departed.)

The guest of honor and the president of the mess will be the last to join the head table. The president formally opens the mess and continues according to the agenda. The president will remain standing while he is speaking but he will seat the other members of the mess after the toast to the Chief of Staff has been given.

The president's welcoming remarks, after the invocation, will set the tone for the formal part of the agenda. Guests at the head table are introduced by the president of the mess. Other guests of the mess should be introduced by an appropriate member of the mess.

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DCI/PAO/WME [redacted] 20Nov87

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20 November 1987

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JUDGE:

RE: Speaking Invitation  
Air Force Intelligence Dining-In  
Honoring General Schuyler Bissell's Retirement  
Sponsored by the Air Force Intelligence Service  
Andrews Air Force Base  
15 April 1988

Director of the Intelligence Community Staff General Edward Heinz has invited you to be the guest speaker at the US Air Force Intelligence Dining-In honoring retiring USAF Assistant Chief of Staff for Intelligence, General Schuyler (SKYLER) Bissell, on Friday, 15 April at Andrews Air Force Officers' Club. The proposed format is 20 minutes of remarks without a question and answer period. The topic is of your choice. You could expect an audience of 250 - 400 Air Force officers without spouses and dress for the occasion is formal military attire or black-tie. The media would not attend. The cocktail reception begins at 6:00 p.m. and dinner at 7:00 p.m.

I recommend that you accept this invitation. If you agree, I will notify General Heinz and make the appropriate arrangements.

Bill Baker

\_\_\_\_\_ Agree

\_\_\_\_\_ Disagree

~~ADMINISTRATIVE INTERNAL USE ONLY~~

**SECRETARIAT**

**ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
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Remarks

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*[Signature]*  
 Executive Secretary  
 4 Dec. 1987  
 Date

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I recommend that you accept this invitation. If you agree, I will notify General Heinz and make the appropriate arrangements.

STAT

[redacted]

Bill Baker

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  X   Agree  
       Disagree

[redacted]



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