

From: Commandant
To: Distribution List

Subj: Change-in-Command Ceremony of the Commandant of the U S Coast Guard on
Thursday, 31 May 1962

ANNEX A

PUBLIC INFORMATION PLAN - FAIR WEATHER

1. Mission

a. To ensure that the public information aspects of this event are fully covered and are conducted in such a manner as to maintain the dignity of the occasion.

b. To assist the representatives of the news media in accurately and fully reporting the event and to provide such facilities and services as may be required in keeping with existing regulations.

c. To provide Coast Guard news and photographic coverage.

2. Responsibilities

a. Chief, Headquarters Public Information Division is responsible for the over-all coordination of public information coverage of this event, and will be assisted by the public information personnel of his staff.

b. Pre-Ceremony Briefing - The Chief, Public Information Division will hold a pre-ceremony briefing for media representatives at 1415 at Pier #2, Naval Weapons Plant, Washington, D C , Thursday, 31 May 1962.

c. The O1 and O2 decks aft on the ABSECON will be reserved for seating of the writing press, motion picture and television cameras, photographers, and radio recording equipment. The ABSECON will be positioned before hand to get best possible camera angles.

The photographers will be supervised by LCDR A. Lonsdale and Chief Warrant Officer, H. E. Whitver.

Ground rules for the still and hand movie cameramen will be determined during the conference with Chief, Public Information Division.

d. Power Facilities - Movie and T.V. camera stands will have available electrical power supply as needed. Sound may be picked up by fixed leads to the rostrum where the ceremony is taking place.

Change-in-Command Ceremony of the Commandant (Cont.)

3. Parking and Escorts

a. Press representatives are requested to enter Naval Weapons Plant, Main Gate on "N" Street and proceed to the "PRESS" reserved parking in the vicinity of Sail Loft, Building 112, Warrington Ave., Naval Weapons Plant. Those cameramen with heavy equipment may off-load their equipment at the main entrance, Sail Loft, Building 112, Warrington Ave., and then move their automobiles to the "PRESS" reserved parking area. Escorts will be available at the main entrance, Sail Loft, Building 112, to show the members of the press their assigned respective areas.

4. Miscellaneous Facilities

a. Press kits will be made up by Chief, Public Information Division. These kits will include background information on Secretary Douglas Dillon, Admiral A. C. Richmond, Vice Admiral E. J. Roland and Assistant Secretary James Reed and be distributed to the press prior to the ceremony. Members of the press will be admitted to the reception upon presentation of their press credentials.

5. Cancellation

a. This order is cancelled 1 June 1962.

A handwritten signature in cursive script, appearing to read "E. J. Roland". The signature is written in dark ink on a light-colored, slightly aged paper background.

From: Commandant
To: Distribution List

Subj: Change-in-Command Ceremony of the Commandant of the U.S. Coast Guard on
Thursday, 31 May 1962

ANNEX A

PUBLIC INFORMATION PLAN - FOUL WEATHER

1. Mission

- a. To ensure that the public information aspects of this event are fully covered and are conducted in such a manner as to maintain the dignity of the occasion.
- b. To assist the representatives of the news media in accurately and fully reporting the event and to provide such facilities and services as may be required in keeping with existing regulations.
- c. To provide Coast Guard news and photographic coverage.

2. Responsibilities

- a. Chief, Headquarters Public Information Division is responsible for the over-all coordination of public information coverage of this event, and will be assisted by the public information personnel of his staff.
- b. Pre-Ceremony Briefing - The Chief, Public Information Division will hold a pre-ceremony briefing for all media representatives then on hand at 1415, in the section reserved for the press, Sail Loft, Building 112, Warrington Avenue entrance, U.S. Naval Weapons Plant, Washington, D.C., Thursday, 31 May 1962.
- c. The writing press will be seated in a designated section on the main floor near where the ceremony is taking place. Motion picture and television cameras (on tripods) will be positioned in an assigned area in the guest seating or stage area opposite the rostrum where the ceremony is taking place. Photo areas will be assigned on either side of the rostrum for still and hand held motion picture cameras. These photographers may also make photographs from the press assigned guest seating or stage area.

The photographers will be supervised by LCDR A. Lonsdale and Chief Warrant Officer H. E. Whitwer.

Ground rules for the still and hand movie cameramen will be determined during the conference with Chief, Public Information Division.

- d. Power Facilities - Movie and T.V. camera stands will have available electrical power supply as needed. Sound may be picked up by fixed leads to the rostrum where the ceremony is taking place.

Change-in-Command Ceremony of the Commandant (Cont.)

3. Parking and Escorts

a. Press representatives are requested to enter Naval Weapons Plant, Main Gate on "M" Street and proceed to the "PRESS" reserved parking in the vicinity Pier #2, Naval Weapons Plant. Those cameramen with heavy equipment may off-load their equipment at the head of Pier #2, and then move their automobiles to the "PRESS" reserved parking area. Escorts will be available at the head of Pier #2 to show the members of the press their assigned respective areas on board the CGC CAMPBELL.

4. Miscellaneous Facilities

a. Press kits will be made up by Chief, Public Information Division. These kits will include background information on Secretary Douglas Dillon, Admiral A. C. Richmond, Vice Admiral E. J. Roland and Assistant Secretary James Reed, and be distributed to the press prior to the ceremony. Members of the press will be admitted to the reception upon presentation of their press credentials.

5. Cancellation

a. This order is cancelled 1 June 1962

E J Roland

James Reed