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Visit of Richard Nixon
President of the United States
to the Azores
December, 1971

INTRODUCTION

The purpose of this booklet is to introduce you to an International Advance. It is not intended as a check list or an authoritative document, but only as a guide.

The International Advance is totally different from any kind of domestic advance. Experience and maturity are probably the key factors since in a foreign country it is necessary that the Advanceman personally represent the President, the Government and the people of the United States in his dealings. Not only must he work with the American Embassy, but he must coordinate all aspects of the President's visit with the host government.

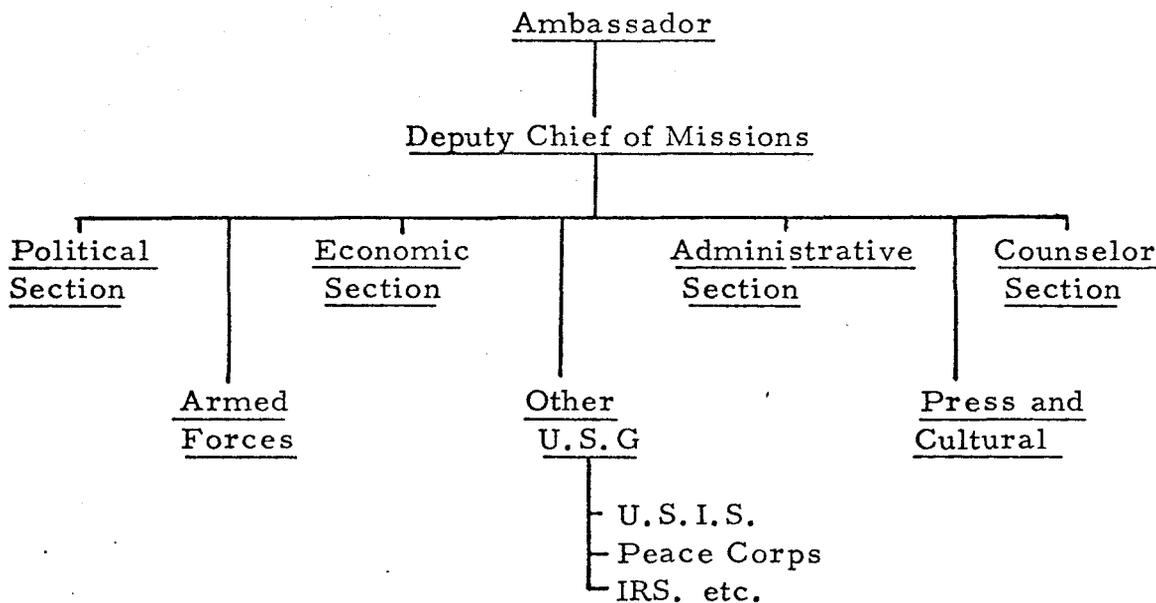
The entire advance team must always keep in mind that they are representatives of the Government and the people of the United States and that the U.S. may be judged by the actions of the Team. This is an awesome responsibility.

I. STRUCTURE OF AN EMBASSY

According to Webster's dictionary an Embassy is the official residence and office of an ambassador, or a mission abroad undertaken officially especially by an ambassador. Further, an ambassador is defined as an official envoy; a diplomatic agent of the highest rank accredited to a foreign sovereign or government as the resident representative of his own sovereign or government or appointed for a special and often temporary diplomatic assignment.

In layman's language, the American Embassy in whatever country you may visit is the official representative of the United States and will be your source of logistic support for planning a Presidential visit.

Following is a typical "chain of command" diagram.



The chief area you will be concerned with is the Administrative Section, which will be your source of logistic supply. The other areas may be of interest and help to you depending upon circumstances.

II. WORKING WITH THE EMBASSY

A. Before Leaving the United States

Once you have received your assignment, there are certain things that can and should be done before departure that will be of invaluable aid to you once in the country.

1. Obtain all available information on the Embassy, the Ambassador and the DCM. Also request biographies and photographs of the above. From this information you may be able to obtain a fair picture of the Ambassador's and therefore the Embassy's attitude toward the President and Presidential visits. This information obviously will be important to you in your initial meetings with the Ambassador.
2. Read as much as possible about the country you will be visiting. Especially, learn what you can about customs, folk lore, and the people's feeling toward the United States and the President.
3. If possible, it would be helpful to have the list of the U.S. Official Party and biographies of the same.
4. Determine through the State Department Operations that cables have been sent to the Embassy requesting support for you and other members of the Advance Team upon arrival.

B. Upon Arrival

1. As soon as possible after arrival, you should meet with the Ambassador. After the appropriate exchange of pleasantries you should request the following:
 - a. the Ambassador to write a letter to the Embassy introducing you as the President's advanceman and requesting everyone to give you the utmost cooperation.
 - b. that the Ambassador instruct the Administration Officer or his top assistant to work hand in hand with you and further to pick the 10 to 15 best men in the Embassy to work with you as project officers.

- c. that the Ambassador make available the "best secretaries" and sufficient office space.
2. After giving the Ambassador sufficient time to talk to his DCM or whomever he designates as your counterpart, you should request a meeting with him. You will want to size up this man quickly, as he should fill the role as your prime contact. If you feel he can do the job, give him a broad overview of the visit and list the Project and Event Officers needed (if known.) As a minimum you should request the following:
 - a. Airport Project Officer
 - b. Airport Event Officer
NOTE: May be the same if, for example, it is a closed arrival.
 - c. Motorcade and Transportation Project Officer
 - d. Project Officer for Residences. (Principles)
 - e. Project Officer for Hotel (support staff)
 - f. Event Officer for each event.
 - g. Control Officer
 - h. Escort Officers for each senior staff member and/or VIP's party.
 - i. Logistics/Supply Officer
 - j. Gifts and Thank You Project Officer
 - k. Baggage Project Officer

You should then request your prime contact to make the assignments requested and call a meeting of these assigned project and event officers.

3. When you meet with the Project Officers and Event Officers you will again want to cover the upcoming visit in a broad picture, emphasizing the importance of each officer in the overall success of the visit.

When discussing the responsibilities of each officer you may discover they already have a good idea of what you expect of them. However, never take their experience for granted and cover in detail what you expect of each project or event officer.

Using a sample scenario, illustrate what is needed, i. e. airport diagrams, ceremonial diagrams, residence and hotel floor plans, etc. Then distribute copies of the sample scenario and set a time for each officer to meet with you with the requested information.

This is one of the most important meetings you will have, and if done correctly, these men will do most of the leg work and paper work for you.

4. The aim of these meetings is to establish the fact that you are totally in control and are there for one reason - to insure a successful visit for the President.
5. Following these meetings, you should be ready to request a meeting with your host government counterpart.

III. WORKING WITH THE HOST GOVERNMENT

In working with the host government, you must never lose sight of the fact that you are representing the government of the United States and even more importantly, the President. You will be under tremendous pressure to obtain answers to questions concerning the desires of the host country regarding the activities of the President. At the same time you must be diplomatic in your dealings lest your insistence perpetrate an "international incident."

Your counterpart in most cases will be from the Office of Protocol, probably the Chief of Protocol or his assistant. It is with this man you will deal on a day to day and question by question basis. It is of prime importance to quickly establish a working relationship and rapport with your counterpart.

Following are questions which will need to be answered in negotiations with your counterpart. Timely answers are paramount to a successful visit.

1. Arrival

Will there be an arrival ceremony?

Will there be a reception committee? If so, who?

Can you obtain photos of the arrival area?

Will honors be rendered? How and in what order?

Will the host make remarks on arrival? Does the host wish the President to make remarks? Will the remarks be translated?

2. Motorcade

Who rides with the President?
What is the proper seating arrangement?
Who's car will the President use?
What communication will be provided should the President
not ride in his own car?
Will crowds be on the motorcade route?
If so, will the motorcade be allowed to stop?
Will camera cars or camera trucks be a part of the motorcade?
Where will U.S. VIPs and Staff ride?
Will we be able to insert a control car?

3. Overnight Accommodations

Where will the President and Mrs. Nixon stay?
What nearby facilities are available for senior staff?
Where should remainder of party and support staff stay?
Will the host government provide a motorpool?
Will the host government provide private tours for certain members
of the Official Party?

4. Dinner/Luncheons/Receptions

Where and when does the host government wish to hold a dinner?
Where and when should we hold a reciprocal luncheon/dinner?
Who will attend?
What is the dress?
What is the proper seating?
Will there be remarks or exchange of toasts?
Will these remarks or toasts be translated?
Will press coverage be allowed? Photo opportunity?

5. Head to Head Meetings

When and where will head to head meetings be held?
Who should attend?
Will there be a plenary session?
Should gifts be exchanged at this time?
Photo opportunity?

6. Color Event(s)

What color events does the host government propose?
Who participates? Host government reps? U.S. reps?
When? Where?
Press Coverage? How?

7. Intra-Country Travel

Can S'76 and/or U. S. helos be used?
Who from Host Country would accompany the President?
Who from U. S. Party will be allowed to go?

8. Departure

Will there be a departure ceremony?
Honors?
Will there be remarks on departure?
Can a departure diagram be provided?

From experience, one of the most difficult areas of negotiation will be the use of S'76 and the President's limousine. The Host Country will usually argue that the President is their guest and as such, they should provide transportation within their country. This is one area we will want to win. A strong argument is that the President is not only the Head of State in the U. S. but is also Commander-in-Chief of the U. S. Armed Services. As such, by our Constitution, he must always have world wide communication capability. Our assets (S'76, limousine, helicopters, etc.) have this capability.

In all negotiations, the Advanceman must remain calm and patient. In direct contrast to domestic advances, you will not usually get answers and agreements at your first meeting with the Host representative. You must remember that there are language barriers, we do things differently and it usually takes considerable time for the Hosts to accept our methods. Don't lose your cool; you are not dealing with the County GOP Chairman or even a Mayor or Governor. Your greatest leverage is your diplomacy, patience and personal rapport.

NATIONAL ARCHIVES AND RECORDS SERVICE

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
	International Advance Handbook (pg. 8 only)	c. 1972?	A, B

FILE LOCATION

Robin Martin Papers, Box 8, "International Advance Handbook"

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V. STATE DEPARTMENT ADMINISTRATIVE DIRECTIVE

The following is an example of a directive issued by the State Department to the appropriate Embassies prior to a Presidential visit. It is included here for your information so that you can see what services will "automatically" be provided by the Embassy.

PRESIDENTIAL VISIT

Control Room, Service Center and Secretariat

I. General

- A. An average double room is sufficient for each of the three rooms referred to below.
- B. The three rooms should be contiguous. The Secretariat and the Administrative Control Room should be connecting if possible.
- C. The three rooms should not be on the same floor as the President's suite.
- D. Bedroom furniture should be removed from each of the rooms.

II. Service Center

- A. Post should provide for round-the-clock accomodation exchange (pre-packaged money is recommended.)
- B. Place on a conference table, information sheets (only one subject per sheet), maps or booklets on:
 - Laundry and dry cleaning facilities
 - Hair dresser facilities
 - Restaurants and places of entertainment
 - Places of interest (museums, art galleries, etc.)
 - Conversion charts (U.S. dollars vis-a-vis local currency)
 - Medical facilities; health precautions
 - Explanation of motor pool operation (NOTE: This will duplicate the only information sheet put in the rooms of members of the party)
 - Listings of do's and dont's's
- C. Procedure on use of written material: When member of President's party asks control officer a question (e.g. what are the best Chinese restaurants in town?), the control officer will be able to give the party member sheet answering his question.

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D. Liquor, cigarettès and sundry items will be on sale but liquor for sale will be placed out of sight (i. e., generally in bathroom). No individual is authorized to purchase more than two (2) fifths of liquor. Any exception must be authorized by the Operations Officer.

E. [REDACTED]

F. In addition to desk for person handling accomodation exchange, there should be a desk for the control officer and a typing stand for use by American or FSL secretary (one electric and one manual typewriter should be available.)

G. Bar facilities are not to be provided in this room.

H. [REDACTED]

I. Control Officer should have availabe for restricted use copies of complete alphabetical room assignment list. Copies should also be given to:

1. Support Staff Command Post
2. WHCA Switchboard
3. WHCA Communications Center
4. Operations Officer (2 copies)
5. White House Baggage Officer
6. Secretariat

J. Wrapping Services should be provided.

III. Administrative Control Room

A. Four desks are to be placed in the room for;

Operations Officer
Administrative Officer
Administrative Counselor
American Secretary (provide one electric (10 pitch typefont) and one manual typewriter)

B. [REDACTED]

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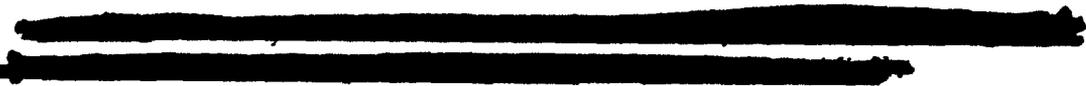
- C. Representative of Administrative Section should be on duty in this room throughout stay. American secretary should be available on 24-hour basis.
- D. Xerox 660 with plenty of supplies.

IV. Secretariat

- A. Two desks and two secretarial tables are to be placed in the room for:

NSC Staff Representative
Secretariat Representative
American Secretary (from party)
American Secretary (from Embassy)

- B. Room should also contain necessary office supplies and a bar-lock cabinet with combination lock.

C. 

If hotel configuration permits, same Marine Security Guard can control access to Administrative Control Room and Secretariat.

- D. Two copies of major local newspapers should be delivered daily to the Secretariat.

PRESIDENT'S SUITE

1. There should be no newspapers, magazines, tourist literature, brochures, etc., in the Presidential suite.
2. Senior Military Aide will advise of any special items to be included in the President's suite.
3. In all cases the Senior Military Aide will handle gratuities for guest house employees, etc. The local embassy representative should be prepared to advise the senior Military Aide and the senior State Administrator on local customs, correct amount to be given, manner of gift, etc.

HOUSING REQUIREMENTS

AIRCREWS

1. Aircrews will be the responsibility of Defense Attaches.
2. Where it is not possible to billet Presidential aircrews with the Presidential party, they will be billeted in accommodations of a similar nature as the main party (except nearer to the Presidential aircraft to facilitate guarding the aircraft, etc.)
3. As a minimum, the Presidential pilot and navigator will be billeted in the same hotel as the Senior Military Aide.

GENERAL ADMINISTRATION

A. Arrival

1. Vehicles should be clearly marked. Standard car assignments windshield placards will be produced in Washington and pouched to each stop.
2. Posts should arrange waiver of all immigration, health and customs formalities. Preferably it will not be necessary to take passports off the aircraft.

If host government insists on stamping passports, both in and out formalities should be performed concurrently.

3. If passport formalities are necessary, Embassy Consular Officer should pick up passports and shot record cards from State representative on advance aircraft (arriving 30 - 60 minutes ahead of S '76). He will have passports, shot record cards for all passengers on advance plane, S '76 and back-up (86970). Press planes will have passports with them.

Post should confirm telegraphically that no immigration, health or customs formalities will be required.

B. COMMUNICATIONS

1. Post should be prepared to provide adequate 24-hour coverage of their communications center and telephone switchboards during the actual visit and for a minimum period prior to visit.
2. In addition, post should establish a classified courier service (couriers must have Top Secret clearances) between the Embassy, Secretariat, and any other location where principals may be billeted.

Couriers should have adequate transportation and be familiar with locations of principals and work areas.
3. Distribution of cables to the official party should be worked out with senior State Administrative Representative.
4. Further instructions on communications requirements will be provided by the Senior White House Communications Agency Representative.

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FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Document	International Advance Handbook page 17	12/71	B

File Location:

Robin Martin Papers, Box 8, folder title: International Advance Handbook

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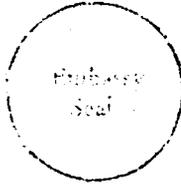
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D. IDENTIFICATION BADGES

The following badges will be used for identification.

No. _____



American Employees
of Embassies
(cleared only)

Visit of President Nixon

No. _____



Local Employees
of Embassies

Visit of President Nixon

GIFTS

1. Embassy Gift Officer should be at plane side to accept delivery of all gifts and to assure safekeeping of gifts. The Administrative Officer for the trip will provide further instructions at plane side.
2. Embassy Gift Officer must coordinate with host government Protocol Officer and the White House Protocol Officer to assure that gifts are delivered in time and at the proper site. Embassy Gift Officer must therefore have separate transportation, through knowledge of detailed schedule, and appropriate identification to gain access to actual sites where gift exchanges will take place. Embassy Gift Officer should determine from advanceman whether there will be personal exchange of gifts between principals or whether exchange will be between protocol officers only.
3. For gifts received by President Nixon and/or members of the Official Party, the Embassy Gift Officer will be provided pre-printed forms for registering gifts. The gift register must indicate the recipient, full name and address of donor, exact title, occupation or other information identifying donor, date of receipt and circumstances under which gift was given.
4. Gift forms must be prepared in quintuplicate with copy placed inside gift package. Fifth copy on outside of package containing gift. First original will be given to the Operations Officer. Send second copy to S'76 Baggage man. Third copy retained by post. Draft thank you letters must accompany the copy given to the Operations Officer.
5. Perishable gifts such as flowers, fruits and candies are to be retained by Embassy Gift Officer. The Operations Officer should be advised of the receipt of such items who will provide instructions for disposition. A gift register must be prepared.
6. All other gifts to the President or any member of the Official Party will be collected and stored at the Embassy for inspection by the Secret Service.
7. Gifts should be well packed, logged and marked. Several gifts may be packed in one container for transit back to the United States aboard one of the Presidential Aircrafts.

8. Thank you letters for all gifts received and for all dinners, receptions and other hospitality are to be prepared in draft by Embassy Gift Officer.

Discuss with the Operations Officer who should sign thank you letters, i. e. The President, member of the party or an Embassy Officer.

Letters should be prepared in draft and submitted to the Operations Officer as early as possible after arrival. White House stationary will be provided for typing approved letters.

PRESIDENTIAL GIFT REGISTER

POST: _____

1. GIFT FOR _____ DATE RECEIVED _____
 (Name)

2. DONOR _____
 COMPLETE ADDRESS _____

TITLE, OCCUPATION AND OTHER IDENTIFYING INFORMATION

3. DETAILED DESCRIPTION OF GIFT

GIFT ACKNOWLEDGED BY POST (COPY OF LETTER ATTACHED)
 TO BE ACKNOWLEDGED BY

All letters prepared for signature by members of official party should be typed in final and given to Mr. John M. Thomas prior to departure.

NOTE: FIVE COPIES OF THIS FORM SHOULD BE PREPARED AND DISTRIBUTED AS FOLLOWS:

1. COPY GIVEN TO MR. THOMAS WITH DRAFT LETTERS ATTACHED.
2. COPY GIVEN TO WHITE HOUSE BAGGAGE OFFICER.
3. COPY AFFIXED OUTSIDE SHIPPING CONTAINER.
4. COPY ENCLOSED IN BOX WITH GIFT.
5. COPY RETAINED BY POST GIFT OFFICER.

NON PERISHABLE GIFTS SHOULD BE SENT TO: Mr. John M. Thomas A/OPR
 Office of Operations Room 7318
 U.S. DEPARTMENT OF STATE
 Washington, D.C. 20520

PERISHABLE GIFTS Such as flowers, fruit or candy should be retained by Post Gift Officer
 Disposition of such items to be determined by Mr. Thomas.

PRE-ADVANCE AGENDA AND TALKING POINTS

Proposed First Meeting with Embassy Key Staff

Head of Pre-Advance delegation opens meeting and

- A. Introduces other members of the Advance Team.

BGen Richard L. Lawson: Military Assistant to the President. In charge of all military support elements involved with Presidential travel, including the White House Communications Agency, aircraft, food and medical services, ceremonies, personal services to the President. General Lawson relies on his individual representatives to carry out the specific functions under his command.

William Henkel, Jr.: Special Assistant to the President. Coordinates all facets of Presidential travel and is primarily responsible for the President's schedule. In familiar terms is the President's Chief Advanceman.

Country Lead Presidential Advanceman: Will be President's personal representative and will remain in country to lead the advance team.

Richard Keiser: Special Agent in Charge, Presidential Protective Division, United States Secret Service. Will be in charge of coordinating all security arrangements for the President's visit.

Military Aide to the President: Will be the President's key military escort during his visit. The President will rely on his Aide for guidance through all ceremony. He will be in proximity to the President throughout the visit.

B. Brief overview of a Presidential trip.

1. The President has traveled all over the world and is very familiar with protocol and etiquette.
2. The President has certain ways of doing things.
3. We have a team of experts who are familiar with how the President prefers to do things.
4. The Embassy must cooperate to the fullest extent with this team to insure a successful visit for the President.
5. We request the Ambassador or his representative set up meetings with host country representatives to discuss proposed pre-advance activities.
6. Request expanded meeting with Embassy personnel and members of pre-advance team.

May 8, 1974

TALKING POINTS/AGENDA FOR HEAD OF PRE-ADVANCE DELEGATION

General Session with Embassy [For all members of U.S. pre-advance team and Embassy counterparts]

- A. Brief overview of a Presidential trip.
1. The President has traveled all over the world and is very familiar with protocol and etiquette.
 2. The President has certain ways of doing things.
 3. We have a team of experts who are familiar with how the President prefers to do things.
 4. The Embassy must cooperate to the fullest extent with this team to insure a successful visit for the President.

- B. Introduction of other members of the Advance Team.

BGen Richard L. Lawson: Military Assistant to the President. In charge of all military support elements involved with Presidential travel, including the White House Communications Agency, aircraft, food and medical services, ceremonies, personal services to the President. General Lawson relies on his individual representatives to carry out the specific functions under his command.

William Henkel, Jr.: Special Assistant to the President. Coordinates all facets of Presidential travel and is primarily responsible for the President's schedule. In familiar terms is the President's Chief Advanceman.

- C. Turn meeting over to Mr. Henkel to introduce other members of the Advance Team, outline their responsibilities, and conduct discussion for organization of Embassy to facilitate arrangements for President's visit.

May 8, 1974

HENKEL TALKING POINTS

General Session with Embassy [For all members of U.S. pre-advance team and Embassy counterparts]

A. Introduction of Pre-Advance Team members:

Country Lead Presidential Advanceman: President's personal representative who will remain in country to lead advance team in coordinating all facets of visit. (Expand on experience)

Richard Keiser, SAIC, Presidential Protective Division, United States Secret Service. Responsible for coordination of all security arrangements for the President's visit.

Military Aide to the President: Will be President's key military escort during his visit. The President will rely on the Aide for guidance through all ceremony. Will stay in proximity to President throughout visit.

State Department Operations Officer:

NSC Representative: representative of the National Security Council staff on this trip.

Lead USSS Agent: Will remain in country to coordinate security.

BGen Lawrence E. Adams, Commander, White House Communications Agency. *Comment on Constitutional req. of CofC*

WHCA Trip Officer: will remain in country, responsible for all communications, etc.

Press Office Representative: responsible for press arrangements.

Transportation Office representatives: responsible for logistical support for the press - housing and transportation.

State Department Operations representative:

Dr. _____: Medical services for the President and staff.

_____ : AF 1 advance

_____ : Helicopter advance

Ronald L. Jackson - food services

B. Team concept

1. White House advance group operates as a team.
Key to team is being open to frank communications.
2. One of keys to visit will rest on Embassy and support provided us.
3. Greatest asset to facilitate President's visit is development of singls schedule from which everyone works.
4. Key objective is to create situations where there are no surprises.
5. Need to establish counterpart relationships.

C. What we want to accomplish today:

1. Meet with host country representatives and discuss proposed Presidential activities.
2. Tour of Presidential residence.
3. On-site surveys.
4. Prior to meeting with host country representatives, desire briefing on what is expected, what to expect, and who will attend.
5. Ack for major component problems around table.
6. Discussion of schedule.

Ask the Ambassador for any advice or guidance that he would like to give.

- a. What feedback have you had from the host country to date?
- b. How will the host play these meetings?
- c. Who will be the contact that we will have to deal with?
- d. Any problems in the offing?
- e. Request guidance on meetings with host representatives.

May 8, 1974

PREPARATIONS FOR ADVANCE TEAM TO DISCUSS WITH EMBASSY

METHOD OF NEGOTIATIONS

1. Who to negotiate with [which branch of government, city by city, one central place?]
2. Counterparts : who, government organization, rank.
3. Interpreters for Advance Team?
4. Type of sessions? [Plenary/counterparts]
5. Documentation:
 - Who does schedules, do we give them ours?
 - Diagrams - who does?
 - Background information - local color
6. Timing of decisions:
 - Which questions taken up first?
 - Understanding concerning schedule changes.
7. Inspection of sites to be visited:
 - How arranged?
 - Credentials for Advance Team

LOGISTICS OF ADVANCE

1. Billeting:

- Who arranges?
- Required accommodations
- Power supply/converters
- Location
- How paid for
- Food/water/booze
- Ya Ha
- Services/Laundry

2. Office:

- Supplies
- Secretaries
- Equipment - typewriters/xerox/files/safe
- Location
- Security

3. Embassy-type Services (Commisary)

- Currency exchange
- Guide information
- Restaurant information
- Manpower
- Motorpool
- Postal services

- Courier
4. Transportation:
- Permission to move about
 - Guides?
 - Intra-city vehicles
 - City to city transportation (air, rail, automobile)
Ours or theirs?

ORGANIZATION AND CONTROL OF ADVANCE TEAM

1. Daily meetings:
2. Flow of paper work:
3. Identification of responsibilities:
4. Project officers:

CONTACTS

1. Maintain contact sheet
2. Determine key people
3. Local officials
4. Security types

May 8, 1974

PRE-ADVANCE QUESTIONS FOR MEETING WITH EMBASSY

ARRIVAL

1. What does host country have planned for arrival ceremony?
2. Who will be on hand to greet President?

TRANSPORTATION TO RESIDENCE/MEETING SITE

1. Do we helo or motorcade?
2. How do we move remainder of staff?
3. What about press moves? (Pool Coverage only?)

HOTEL ACCOMMODATIONS

1. What are official party accommodations?
2. Any problem with meals/food?
3. How about motor pools?

HEAD-TO-HEAD MEETINGS

1. Where and when held?
2. Press coverage?
3. Who are to be counterparts?
4. Length of second meeting, time and location?
5. Counterparts the same?
6. Press coverage?

PLENARY SESSIONS ?

1. Will there be Plenary sessions?
2. Do we expand parties for Plenary?
3. Will Heads of State join Plenaries?
4. Press coverage at beginning?

HOST DINNER

1. Who will be official host?
2. Toasts?
3. Location and time?
4. Number of attendees from each?
5. Attire?
6. Type of press coverage?

FIRST LADIES

1. In what activities will the wife of the Head of host country participate?
2. Any activities for Mrs. Nixon alone?

DEPARTURE STATEMENT

1. Does the Host Country wish a joint communique, etc.?

DEPARTURE

1. Transportation to airport?
2. How do we move rest of staff?
3. What type of departure ceremony?

MISCELLANEOUS

1. Any special customs problems?
2. Will there be any exchange of gifts?
3. Will the Advance Team be provided an interpreter?
4. Are there any special requests for a First Lady event?

May 9, 1974

PRE-ADVANCE AGENDA AND TALKING POINTS

Proposed First Meeting with Host Country Representatives [To be attended by Pre-Advance team key members and Ambassador to Host Country or his designee]

1. Ambassador opens meeting and introduces head of pre-advance delegation.
2. Head of delegation introduces key members of pre-advance team (as in first meeting with key Embassy staff) and turns meeting over to William Henkel.
3. Henkel expands role of pre-advance team and role of lead advanceman, lead USSS agent, WHCA trip officer.
4. Henkel talking points discuss pre-advance questions for meeting with Host Country (attached.)

QUESTIONS FOR MEETING WITH HOST COUNTRY

METHOD OF NEGOTIATIONS

1. Will counterparts be able to discuss their respective roles?
2. Will discussions be held at a national level or will the advance team deal with different people in each city?
3. Inspection of sites to be visited:
 - Can pre-advance team visit proposed sites?
 - Can sites be re-visited for a personal inspection by the advance teams staying in country?
 - Can photographs be taken or will the host country provide?
 - Can diagrams be drawn or will they be provided?
4. Will Host Country or Embassy be responsible for arrangements for advance team regarding
 - Ground and air transportation
 - Billet and personal services
 - Communications between advance team members

PROTOCOL

1. What is the proper greeting? (Hand shake, bow, etc.)
2. What is the proper attire for
 - arrival ceremonies?
 - dinners?
 - meetings?

3. Who should be in the Official Party?
 - Order of precedence?

 - Does the host have any exclusions to the Official Party (like Press Secretary?)

4. Who will compromise Unofficial Party?

5. Will gifts be exchanged?
 - Between what parties?
 - What would be appropriate gifts?
 - Where would they be exchanged?

6. Of what local customs should we be aware?

CEREMONIES

1. Will an arrival ceremony be held?
 - Where ? (airport, palace, etc.)
 - If not at airport, will any official function occur there?

2. Who will greet the President?
 - Where will he be met? (on board plane, foot of ramp, door of palace, etc.)
 - Is an introduction proper?
 - Who would make introduction?
 - Is interpretation necessary?

3. Will the President's Official and Unofficial parties and support personnel be escorted?
 - Who will provide escorts?
 - How will escorts be identified?

4. What participation is required of the President and Official parties?
 - What does the President do during the Host Country Anthem (hand over heart, etc. ?)

- Do the Official parties greet each other?

- What movements would be required of interpreters and aides?

- 5. Does sheet music for our National Anthem need to be provided?

- 6. Will the citizen's of Host Country be allowed to view the President's arrival?
 - Who will be invited?

 - How large a crowd?

OFFICIAL MEETINGS

1. Where will they be held?

2. Who would attend?
 - Will they be head to head?

 - Will counterparts meet separately?

 - Will there be group meetings?

3. Will interpreters and simulataneous translation equipment be provided?

4. How will the physical arrangement of the meeting room(s) be set up?

5. Photo opportunities?

OFFICIAL DINNERS

1. Where will official dinners be held?

2. Should we host a dinner?
 - Would U.S. provide food and necessary equipment?

 - Would Host provide food and equipment and U.S. pay the bill?

3. Are toasts and responses appropriate?
 - Should they be interpreted?

 - Will they be simultaneous or delayed translations?

4. How will the seating be arranged?

5. Would a receiving line be held?
 - Who would be included?
 - What would be the order of the receiving line?
6. What, if any, entertainment would be provided?

RESIDENCES

1. Where will the President reside?
2. Would will be allowed to reside in close proximity to the President?
3. Where will the Official and Unofficial parties and support personnel reside?
4. Who will make the room assignments?
5. Will the Host or Embassy provide
 - logistical support
 - food and water
 - room service
 - power converters
 - baggage handling
 - door signs in English/Host language

OFFICES (if Host Country has no Embassy)

1. What will Host provide for office support?
 - supplies
 - secretaries
 - equipment (typewriters, copy machines, files, safes)
2. Where would the office be located?
3. Will the host provide personal services:
 - currency exchange
 - guide information
 - postal services
 - restaurant information

TRANSPORTATION

1. How will the U.S. party be moved?
 - Will one motorcade be used for the Official Party, staff and support personnel?
 - How will these people be assigned to vehicles?
 - Is the motorcade or any part prohibited from any area?

2. Who will provide vehicles?
 - What types of vehicles will they provide?
 - Can our Presidential limousine be used?
 - If they provide the car, will the President's car be an open car?
 - How will the President's car be identified? (emblems, flags?)
 - Will the other vehicles have signs identifying the occupants? Bilingual?
3. Will a motorpool be provided?
 - By Host or Embassy?
 - For the official party?
 - For the staff?
 - For support personnel?
 - How many cars will be provided?
 - Will drivers, guides and/or interpreters be provided?
4. What is proper for the President to do in a motorcade situation?
 - Can he stop the motorcade and shake hands?
 - Is it proper for him to stand up and wave?
5. Will motorcade routes be made public and will there be people along the route?
 - How controlled?
 - Proximity to route?

6. Intra-Country Transportation:

- Use S'76, helicopters, Presidential limousine, etc.?