

244th RADIO RELAY SQUADRON  
OREGON AIR NATIONAL GUARD  
PORTLAND INTERNATIONAL AIRPORT  
PORTLAND, OREGON

SUBJECT: Non-Commissioned Officers Dining In

21 March 1966

TO: All Non-Commissioned Officers, Officers and Honored Guests.

1. A "Dining-In" has been scheduled for Friday evening, 15 April 1966 at Ford's On The Hill, 9589 S.W. Barbur Boulevard, Portland, Oregon, from 1900 hours to 2230 hours.

2. Dress: Mess Dress with black jacket for Officers and all season Blue uniforms with white shirt and black bow tie for Airmen. Tuxedo or dark suit with white shirt and black bow tie are in order for civilian special guests.

3. General Procedures: All officers of the squadron attending the Dining In will be considered members of the mess. Since this will be conducted as a formal military affair, it is requested the following rules of order be observed and strictly adhered to:

a. Upon arrival the members of the mess will greet the President of the Mess and honored guests.

b. Each member of the mess and guests are requested to check the master seating diagram which will be located in the front entrance to the dining room.

c. The bar will be open from 1900 hours to 1925 hours and from 2030 hours to 2100 hours. Drinks will not be taken into the main dining room.

d. All members of the mess and guests will assemble in the lobby of the dining room no later than five minutes before the appointed time, 1930 hours, for assembly in the main dining room.

e. Upon arrival in the dining room, members of the mess and guests will stand behind their chairs until every person is present and will not be seated until the President of the Mess so states.

f. Seating will be strictly according to rank and position. Place cards will be provided for each member and guest in accordance with the seating diagram. The guest of honor will sit to the immediate right of the President of the Mess. In NO instance will anyone begin eating until everyone is served and until the President starts to eat.

g. Smoking is NOT permitted from the time the members enter the Dining Room until the "Smoking Lamp" at the head table is lighted. This normally occurs at the beginning of the dessert course.

h. Each time the mess is adjourned and reassembled members will stand behind their chairs until those at the head table are seated or have departed the table. Members depart the Dining In only when the guest of honor has departed.

i. At the conclusion of the guest speaker's address and closing comments by the President of the Mess, the formal activities for the evening will be terminated.

j. At any time after the toast to the guests, a member may ask to be recognized for any appropriate reason. A typical reason may be that a toast has been forgotten. In such a case the member will stand and ask to be recognized by saying, "Mr. President, Rank and Name, I have a point of order". The President will recognize the member by calling his rank and name. The member will, in a polite and forthright manner, advise the President that a toast required by courtesy or protocol has not been proposed. The President should then request the member who has the floor to ask Mr. Vice to propose the appropriate toast.

GENE A. KATKE  
TSGT, Oregon ANG  
President of the Mess

1 Atch  
Schedule of Events

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NOTE:

THE \$6.00 DINNER COST SHOULD BE MAILED TO:

MSGT R. L. MESICK  
3401 N. E. 82ND  
VANCOUVER, WASHINGTON,  
BY APRIL 15TH, 1966.

IF YOU ARE UNCERTAIN OF YOUR ATTENDANCE  
YOU MAY WITHHOLD PAYMENT UNTIL THE NIGHT OF  
THE DINING-IN.

IN EITHER CASE WE HOPE YOU WILL MAKE EVERY  
EFFORT TO JOIN US FOR AN ENJOYABLE EVENING.

TSGT GENE KATKE  
PRESIDENT

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NON-COMMISSIONED OFFICERS' DINING-IN

INVITED GUESTS: MAJOR GENERAL DONALD N. ANDERSON  
BRIGADIER GENERAL STARYL C. AUSTIN

GUEST OF HONOR AND GUEST SPEAKER: BRIGADIER GENERAL GORDON L. DOOLITTLE

DINING-IN OFFICERS:

PRESIDENT OF THE MESS: TSGT. GENE A. KATKE  
PROTOCOL OFFICER: SMSG. LLOYD V. BUCKLEY  
MESS OFFICER: MSG. ARTHUR W. LUFT  
ARRANGEMENTS OFFICER: MSGT. RALPH L. MESICK  
MR. VICE: SSGT. GEORGE L. COULSEY

TIME: FRIDAY 15 APRIL 1966, 1900 HOURS

PLACE: FORD'S ON THE HILL, 9589 S.W. BARBUR BLVD., PORTLAND, OREGON.

The seating diagram will be located at the entrance to the dining room.

Dress and instructions are attached. Your individual cooperation to the protocol procedures requested, will insure the evening being a complete success.

Request those persons desiring lobster in place of the steak dinner notify TSGT. KATKE at AL4-0402 (Portland) as soon as possible.

## SCHEDULE OF EVENTS

- 1900 Bar Opens. All Members locate their seats.
- 1925 Bar Closes
- 1930 Assembly in main dining room, remain standing behind chairs. NO SMOKING. Guests enter last.
- 1935 President: One rap of the gavel calls mess to order.  
Asks for the invocation.
- 1938 President: "Gentlemen, I propose a toast to the Commander-in-Chief, the President of the United States."  
Response by the Mess: "To the President"  
Mr. Vice: Will propose toasts to:  
Secretary of the Air Force  
Response by the Mess: "To the Secretary of the Air Force"  
Chief of Staff of the Air Force  
Response by the Mess: "To the Chief of Staff of the Air Force."  
Chief of Staff of the Army  
Response by the Mess: "To the Chief of Staff of the Army".  
The Governor  
Response by the Mess: "To the Governor"  
President: "Gentlemen, be seated"
- 1943 President: Welcoming remarks.
- 1947 President: Recognizes guests at head table and other guests.  
President: "Mr. Vice"  
Mr. Vice: Proposes a toast to the guests. All rise and respond, except the guests, "To our guests".  
  
Response by all to toasts for the rest of the evening, "Hear, Hear".
- 1950 Main Course
- 2030 President: Two raps of gavel - Bar opens
- 2100 Bar Closes, assemble in dining room.
- 2106 President: One rap of the gavel, all remain standing until the head table is seated. Smoking lamp is lit, dessert and coffee are served.
- 2121 President: Achievements and awards  
Mr. Vice: Offer appropriate toasts to individual achievements.  
All rise, respond with, "Hear, Hear".
- 2136 President: Introduces guest speaker.
- 2138 Address by the guest speaker.
- 2158 President: Closing comments
- 2210 President: Final Toast.  
Response: All rise. "Hear, Hear".  
Two raps of the gavel and the mess is adjourned.











































