

244th MOBILE COMMUNICATIONS SQUADRON (CONTINGENCY) AFCS  
OREGON AIR NATIONAL GUARD  
PORTLAND INTERNATIONAL AIRPORT  
PORTLAND, OREGON

SUBJECT: Non-Commissioned Officers Dining-In

20 March 1969

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

1. A "Dining-In" has been scheduled for Friday evening 18 April 1969 at The Old Country Kitchen, 10519 SE Stark Street, Portland, Oregon, from 1900 to 2230 hours.

2. Dress: Mess Dress with black jacket for Officers and all season blue uniform 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 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 that 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 of the Mess begins 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 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.

*Joseph P. Hellberg*  
JOSEPH P. HELLBERG

Senior Master Sergeant, Oregon Air National Guard  
President of the Mess

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Schedule of Events

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NON-COMMISSIONED OFFICERS' DINING-IN

INVITED GUESTS: MAJOR GENERAL DONALD N. ANDERSON  
BRIGADIER GENERAL STARYL C. AUSTIN  
BRIGADIER GENERAL GORDON L. DOOLITTLE  
COLONEL RAY H. WILSON  
STAFF SERGEANT DAVID H. MAY

GUEST OF HONOR AND GUEST SPEAKER: MISTER L. D. "PAT" CODY  
Director of Aerospace Education,  
Pacific Region USAF-Civil Air Patrol

DINING-IN OFFICERS:

PRESIDENT OF THE MESS: SMSGT JOSEPH P. HELLBERG  
PROTOCOL OFFICER: SSGT JAMES E. STEWART  
MESS OFFICER: SSGT ROBERT E. NORTH  
ARRANGEMENTS OFFICER: SGT FLETCHER A. TORREY  
MR. VICE: TSGT RICHARD G. JUGGERT

TIME: FRIDAY 18 APRIL 1969, 1900 HOURS

PLACE: OLD COUNTRY KITCHEN, 10519 SE STARK, 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 Sergeant North at 665-0898 (Home), or 665-3184 (Bus), as soon as possible.

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NOTE:

THE \$6.50 DINNER COST SHOULD BE MAILED TO:

SMSGT R. L. MESICK (Phone 693-5394)

3401 N.E. 82nd

VANCOUVER, WASHINGTON, 98665

BY APRIL 16th, 1969

IF YOU ARE UNCERTAIN OF YOUR ATTENDANCE YOU MAY WITHHOLD  
PAYMENT UNTIL THE NIGHT OF THE DINING-IN. FOR INFORMATION  
OTHER THAN LISTED HEREIN CALL TSGT R. T. KYLE, 288-5611  
Ext 531.

WE HOPE YOU WILL MAKE EVERY EFFORT TO JOIN US FOR AN ENJOYABLE  
EVENING AT OUR FIFTH ANNUAL DINING-IN.

SMSGT JOSEPH P. HELLBERG  
PRESIDENT

### SCHEDULE OF EVENTS

- 1900 Bar Opens. All Members locate their seats.
- 1925 Bar Closes
- 1930 Assembly in main dining room, remaining behind chairs.  
NO SMOKING. Guests enter last.
- 1935 President: One rap of the gavel calls mess to order.  
Asks for 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 and 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.











































