



DEPARTMENT OF DEFENSE  
THE NATIONAL WAR COLLEGE  
WASHINGTON, D.C. 20319

John  
bio

NWCSY

13 August 1974

Admiral Elmo R. Zumwalt, Jr., USN (Ret.)  
Naval Historical Center  
Box 210  
Washington Navy Yard  
Washington, D.C. 20374

Dear Admiral Zumwalt:

Your acceptance of our invitation to address the members of The National War College on Tuesday, 24 September 1974, is greatly appreciated. The morning program will consist of your lecture beginning at 9:00 A. M. followed by the question and answer period, discussion group meeting, and concluding with the luncheon to be held at the Fort McNair Officers' Club.

A copy of the syllabus for Course II will be mailed to you upon final publication.

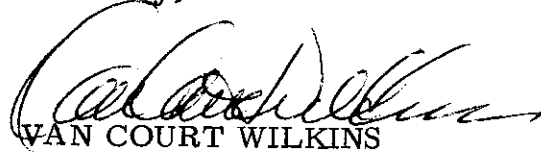
You may wish to review the enclosure "Information for Guest Speakers", especially that portion dealing with the nonattribution policy of the College.

The enclosed requisites form will provide the needed information to guide our planning for the administrative support of your visit. We ask that you indicate your decisions and return it to us as soon as possible. In regard to paragraph 6 of the form, we can provide you with charts, maps or slides. We would appreciate having your requirements at least two weeks prior to your lecture.

Lastly, if you have a current biography we would appreciate your sending a copy to us in order that we may acquaint the student audience with your experience and background.

We look forward to having you at the College once again.

Sincerely,



VAN COURT WILKINS  
Colonel, USA  
Secretary

Encls  
as

*Administ*  
You will need to complete  
att'd form re your NWC  
address on 2nd SEP.  
VW  
B

22 August 1974

Dear Colonel Wilkins,

Enclosed is a copy of my vitae and the completed requirements form.

Thank you for your assistance. I look forward to being with you on 24 September.

Sincerely,



E. R. ZUMWALT, JR.

Colonel Van Cort Wilkins, USA  
The National War College  
Washington, D. C. 20319

*Wilkins, V.C.*

(Date)

SUBJECT: Requisites for Forthcoming Lecture of Admiral Elmo R. Zumwalt, Jr.  
on Tuesday, 24 September 1974  
(Date) (Name) USN (Ret.)

Secretary  
The National War College  
Washington, D. C. 20319

1. I (do) - (do not) desire NWC to make a hotel reservation for me.  
a. If reservation is desired, state date and hotel preference if any.

- b. If reservation is not desired, state where you can be contacted while in the Washington area.

West Nyack, N.J.

(Address and Phone Number)

- c. My expected time of arrival in the Washington area will be

0840  
(Hour)

on

24 Sept  
(Date)

2. I (do) - (do not) desire transportation to the College on the day of my lecture. If government transportation is desired, I will be at  
Navy Yard, Building 310 - inside driveway and pickup is  
(Address)  
requested at 0830. It is recommended that you arrive at  
(Time)  
the College twenty minutes before the lecture time.

3. I (do) - (do not) plan to stay for discussion group meeting.

4. I (do) - (do not) accept invitation to luncheon.

5. I (do) - (do not) object to the attendance of properly-cleared visitors at my lecture.

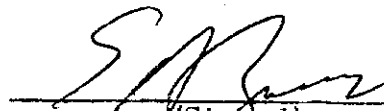
6. Will you use visual aids in your presentation? (Yes) (No). If yes, will you provide your own visual aids? (Yes) (No). What type? \_\_\_\_\_  
\_\_\_\_\_. Do you want the College to prepare visual aids for you? (Yes) (No). If yes, please attach description on separate sheets of paper and forward to the College at least two weeks prior to your presentation. (Please refer to enclosure on "Information for Guest Speakers").

7. The classification of my talk will be:

TOP SECRET \_\_\_\_\_ SECRET \_\_\_\_\_ CONFIDENTIAL ✓

FOR OFFICIAL USE ONLY \_\_\_\_\_ UNCLASSIFIED \_\_\_\_\_

- \*8. The College sometimes receives requests from U. S. Government departments or agencies for loan of lectures; they are not loaned without prior approval of the Speaker. Do you object to loan of your lecture to U. S. Government departments and agencies? (Yes) (No) *with my approval*
- \*9. The College occasionally receives requests from U. S. Government departments and agencies for permanent retention of copies of lectures; they are not approved for retention without prior approval of the Speaker. Do you object to the reproduction and retention of a copy of your lecture by U. S. Government departments and agencies? (Yes) (No) *with my approval*
- \*10. I (do not) object having an expanded photo caption press release made associating me with the topic of the day, course title, and the College.

  
\_\_\_\_\_  
(Signed)

NOTE: PLEASE UNDERLINE OR FILL IN NECESSARY INFORMATION AND RETURN IN ENCLOSED FRANKED ENVELOPE AT YOUR EARLIEST CONVENIENCE.

\*Copies of lectures loaned or approved for retention retain the following caveat in keeping with our nonattribution policy.

"This is an official document of The National War College. Quotation from, abstraction from or reproduction of all or any part of the document is NOT AUTHORIZED without specific permission of the Commandant of The National War College."

**THE NATIONAL WAR COLLEGE**

**WASHINGTON, D.C. 20319**

**INFORMATION FOR GUEST SPEAKERS**

Time and Place.--Unless otherwise stipulated,

°The guest lecturer should arrive at the College at 8:40 a.m. to allow time for a short visit with the Commandant. If he wishes to check visual aids arrangements or inspect the auditorium, the speaker should arrive at 8:30 a.m. (If requested, the College will send a car and an escort officer to meet the speaker at a designated point in the Washington area.)

°Lectures are normally delivered in the Eisenhower Auditorium of the College. The auditorium, which is completely air-conditioned and soundproofed, seats 285 people. It is equipped with modern projection and display equipment.

Procedure.--Lectures are normally scheduled to begin at 9:00 a.m. and are generally of 45 to 50 minutes duration. A ten-minute intermission follows, after which the class reassembles for a question-and-answer session of approximately 30 minutes. This, in turn, is followed by seminars, for which students are divided into discussion groups of about 14 members each. The speaker meets with one group, which consists of about 20 students. The morning session ends at about 11:30 a.m.

Audience.--Each lecture is attended by approximately 165 students and faculty members. The majority of students hold the rank of colonel (or Navy equivalent), FSO-3 or FSO-2, or GS-14 through GS-18. Subject to concurrence of the speaker, guests from various United States Government agencies may also be invited to attend.

Classification.--The speaker should designate material of a classified nature. In addition to conditions of privacy, described in the paragraph following, all material is handled in accordance with security regulations.

Publicity.--The College does not publicize guest speaker appearances. Because of the restrictive effect it could have upon random exchange of views, live news media coverage of guest speaker appearances is not permitted. At the same time, however,

°The names of guest speakers and identification of their assigned topics (when unclassified) are normally subject to release in response to requests for such information.

°Occasionally, guest lecturers wish to publicize their remarks at the College, either through a press release or otherwise, and they are free to do so, since all material and views presented to the College by a guest speaker remain his property. The college would appreciate being informed in advance of such action.

Policy of Nonattribution.--The National War College policy of nonattribution constitutes a code adhered to by members of the audience. Without express permission of the guest speaker, nothing he says will be attributed to him, directly or indirectly, outside the College. Similarly, no information acquired at the College, whether classified or unclassified, may be attributed to the College unless authorized by the Commandant.

Recording of Lectures.--Lectures are tape-recorded. If a transcript is made, the College will submit it to the speaker for editing, if he so requests. Such transcripts are maintained in the files of the College for use by its members. Other agencies of the government occasionally request use of such material. If the speaker has granted permission, the transcript is loaned, subject to the College policy of nonattribution.

Visual Aids.--Guest speakers are invited to make use of the facilities available at the College for production of visual aids, but should send their rough material as far in advance as possible of the scheduled lecture date. A minimum of two weeks is required for preparation. Lettering used by an illustrator for photographing as slides should be not less than 1/40th the height of the original illustration. Text materials should be typed. Map symbols, roads, and lines drawn on maps, charts, or graphs should be bold and distinct. Lines designating rivers, roads, and the like should be a minimum of 1/4-inch wide. Visuals intended for use on display panels should contain lettering no less than 1 1/2 inches in height, and the lettering should be all caps and sans-serifs. Pastel colors should not be used.

In the Eisenhower Auditorium,

°Films may be shown, using front projectors, on a remote control, roll-down, 12' x 16' front projection screen.

°Slides (2" x 2", i.e., 35-mm) may be shown by either front or rear projection. If the speaker wishes, he can change slides by remote control from the platform. Lantern slides (3 1/2" x 4") can also be shown, either by front screen projection or as background by rear projection. Vu-graphs (overhead transparencies) can be shown by rear projection.

°Panel displays, 6' x 12', are available for large maps and charts. Two panels can be used together, providing a total display area of 12' x 12'. Panels, however, should not be less than 5' x 7' in size. (On request, the College will provide maps.)

Lodging.--The College has no transient housing facilities but will, if requested, make hotel reservations for guest speakers.

Dear Colonel Wilkins,

Enclosed is a copy of my vitae and the  
completed requirements form.

Thank you for your assistance. I look forward  
to being with you on the 24 September.

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Encl - bio -  
& form