



Joint Civilian  
Orientation  
Conference

**JCOOC**



Department of Defense

April 22-28, 1996

## **GENERAL INSTRUCTIONS PACKET**

Enclosed you will find:

1. LETTER OF REPLY.
2. JCOC 59 PERSONAL INFORMATION FORM.
3. Optional form to assist you in the preparation of a biography if you don't already have one.
4. JCOC 59 ITINERARY. (You will get more information later.)
5. COSTS, TRANSPORTATION AND ACCOMMODATIONS fact sheet.
6. MORE INFORMATION fact sheet.
7. JCOC 59 - "WHY SHOULD YOU PARTICIPATE?" fact sheet.
8. Postage-paid envelope.

## **JOINT CIVILIAN ORIENTATION CONFERENCE ACCEPTANCE PROCEDURES**

1. Fill out and fax the Letter of Reply (item 1 listed above) as soon as possible to the JCOC 59 Director, Ms. Linda Tripp, at (b)(6).
2. Fill out the Personal Information Form (item 2 listed above).
3. Prepare a short, one page biography and obtain a portrait photo of yourself (see detailed instructions). If necessary, you may use item 3 listed above to assist in the preparation of your biography. (We reserve the right to edit longer CVs or bio's.)
4. Mail the original LETTER OF REPLY you previously faxed to us, the PERSONAL INFORMATION FORM, your BIOGRAPHY and PHOTO, along with a non-refundable, advance deposit of \$250 (make checks payable to "Joint Civilian Orientation Conference") in the postage-paid envelope provided in this packet to the JCOC 59 Director, Ms. Linda Tripp, OATSD(PA), (b)(6) The Pentagon, Washington DC 20301.
5. **SPECIAL NOTE:** Do not delay faxing your acceptance letter. Since only 60 participants may attend, if your acceptance is not received within two weeks, additional invitations will be mailed until the 60 positions are filled.

**JCOC 59 LETTER OF REPLY**

From: (Name) \_\_\_\_\_  
(Title) \_\_\_\_\_  
(Firm) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City, State, Zip) \_\_\_\_\_

(Please type  
or print)

To: Ms. Linda Tripp  
JCOC 59 Director

(b)(6)

(Please check one of the following.)

\_\_\_ I accept the Secretary of Defense's invitation to participate in the Joint Civilian Orientation Conference (JCOC) 59.

\_\_\_ I respectfully decline the Secretary of Defense's invitation to participate in JCOC 59.

I understand the following conditions apply to my accepting this invitation:

- A \$1600 conference fee will be collected to cover the cost of meals, lodging, receptions, photography and other miscellaneous expenses of the conference. A \$250 non-refundable, advance deposit must be provided in order to hold my place in JCOC 59. The remainder (\$1350) is due at the time of registration.

- The number of people who participate is limited because of transportation restrictions. If there are cancellations, I would still be willing to participate on short notice. \_\_\_ **Yes** \_\_\_ **No**

- Accommodations for the 6 nights of April 22-27, 1995, are included in the JCOC 59 registration fee. Accommodations before April 22 or after April 27 are at my own expense.

- Transportation during JCOC 59 (April 22-28) will be provided by the Department of Defense. I am responsible for making my own arrangements and paying travel costs to Washington, D.C., where JCOC 59 begins, and to my home the afternoon of April 28 from San Diego, CA. (The conference will conclude at Camp Pendleton, CA.)

- My name and address will be provided to the other JCOC 59 participants and also made available to the Defense Orientation Conference Association, an independent association of JCOC alumni.

\_\_\_\_\_  
(Your signature)

**JCOC 59 PERSONAL INFORMATION FORM**  
(Please type or print neatly)

Name \_\_\_\_\_

1. Please check one:

\_\_\_\_\_ The address you are using for JCOC purposes is correct.

\_\_\_\_\_ The address I prefer you to use is:

Street Address \_\_\_\_\_

\_\_\_\_\_

City/State/Zip \_\_\_\_\_

2. In case of an emergency, please notify:

Full Name \_\_\_\_\_

That person's telephone number is: (\_\_\_\_\_) \_\_\_\_\_  
(Primary #)

(\_\_\_\_\_) \_\_\_\_\_  
(Secondary #, if available)

3. My name tag should read (Please see note directly below):

Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

NOTE: We suggest you use the first name your friends use (e.g., "Art" rather than "Arthur," "Becky" rather than "Rebecca.").

4. My special medical/dietary needs during JCOC are:  
(If "none", enter "none".)

\_\_\_\_\_  
\_\_\_\_\_

5. Jacket size: Small \_\_\_ Medium \_\_\_ Large \_\_\_ X-Large \_\_\_

6. The kind of room I prefer in the hotels that I stay in:

Nonsmoking \_\_\_\_ Smoking \_\_\_\_ No preference \_\_\_\_

Other preferences: \_\_\_\_\_  
\_\_\_\_\_

7. For additional charges (room service, phone calls, etc.) I may incur at the hotels I will be staying in, the following credit card information is provided:

\_\_\_\_\_  
Name of Credit Card                      Credit Card Number                      Expir Date (Mth/Yr)

8. To complete aircraft manifests:

My Social Security Number is: \_\_\_\_\_

My blood type is \_\_\_\_\_

9. To gain entry into the Pentagon Command Center:

My birth date is \_\_\_\_\_ (month/day/year)

My birth location is \_\_\_\_\_ (City & State)

**BIOGRAPHY & PHOTO.** We'd like you to provide a 5x7 color or black and white portrait photo and a short, one-page biography we can use to share with your fellow JCOC participants. Please provide your biography to us on a 3.5-inch disc in either Microsoft Word or ASCII format. If you prefer, you may email the biography to:

circank@pacga.gov or oad.kil

\_\_\_\_ Biography is enclosed on computer disc

Format:  ASCII  Microsoft Word  Other \_\_\_\_\_

\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_ I have emailed my biography

\_\_\_\_ Photo is enclosed

\_\_\_\_ Photo will be provided no later than March 15

**JCOC 59  
PARTICIPANT BIOGRAPHY FORM (OPTIONAL)**

We need a brief biography (no more than ONE page, please) so we can compile a "bio book" for your use during and after the conference. This form may be used as a guide if you do not have a current biography already printed. For final format, please see the previous page.

Name: \_\_\_\_\_

Position/Occupation: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Company Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional/Business Affiliations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Social/Community Affiliations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Career Highlights (Awards, Decorations, Achievements):

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Education (Schools, Degrees, Years Graduated):

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Military Service:

\_\_\_\_\_ (Branch of service, dates of service, e.g., US Navy, 1966-68. If none, so state.)

Personal Interests/Hobbies:

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Family (spouse's and children's names; ages are optional):

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Miscellaneous information:

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