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MEMORANDUM

TO: ATSD (PA) Ken Bacon
THROUGH: PDASD(PA)Cliff Bernath
THROUGH: DASD/PA(COMM)Blacklow

DATE: 01/26/96

FROM: DIRECTOR: Lynn Reddy Initials _____ DATE _____

***ACTION OFFICER/DRAFTER:** Linda Tripp Initials _____
Telephone _____

***(REQUIRED)**

SUBJECT: Joint Civilian Orientation Conference (JCOC 59) Selection Panel Memoranda of Appreciation

PROBLEM: Provide Memoranda of Appreciation for ATSD signature.

DISCUSSION: The Joint Civilian Orientation Conference (JCOC 59) Selection Panel convened on Wednesday, January 24, 1996. Enclosed are memoranda to each panelist's supervisor expressing our thanks for their participation.

(Max. 10 lines)

RECOMMENDATION: Recommend ATSD sign memoranda.

COORDINATION: _____
(As needed. . . .
Name, Telephone #
Position)

SEE ATTACHMENTS

(This portion to be completed by Director for Management and/or Executive Assistant)

Disposition/Comments: TO: _____



ASSISTANT TO THE SECRETARY OF DEFENSE
1400 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-1400



PUBLIC AFFAIRS

30 JAN 1996

Admiral Robert E. Kramek, USCG
Commandant
U.S. Coast Guard
2100 Second Street, SW
Washington, DC 20593-0001

Dear Admiral Kramek:

You are cordially invited to join the Secretary of Defense in greeting the participants of the Joint Civilian Orientation Conference (JCOC 59) at the program's reception and dinner on Monday, April 22, 1996. An invitation with complete details will follow.

Additionally, as earlier coordinated with your staff, this memorandum also confirms an invitation for you to address the group from 10:30-10:45 a.m., Tuesday, April 23, in the Secretary of Defense Conference Room, 3E869. Because of the tight timetable, I suggest you speak for about ten minutes and then take a few questions.

I hope you can attend these events, but if not, your Vice Commandant is welcome to stand in for you. Your response may be phoned to the JCOC 59 Conference Deputy Director, (b)(6)

(b)(6)

Kenneth H. Bacon
Assistant to the Secretary
of Defense for Public Affairs



ASSISTANT TO THE SECRETARY OF DEFENSE
1400 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-1400

10 JAN 1996



PUBLIC AFFAIRS

MEMORANDUM FOR COMMANDANT, U.S. MARINE CORPS

SUBJECT: Joint Civilian Orientation Conference 59 Participation

You are cordially invited to join the Secretary of Defense in greeting the participants of the Joint Civilian Orientation Conference (JCOC 59) at the program's reception and dinner on Monday, April 22, 1996. An invitation with complete details will follow.

Additionally, as earlier coordinated with your staff, this memorandum also confirms an invitation for you to address the group from 10:00-10:30 a.m., Tuesday, April 23, in the Secretary of Defense Conference Room, 3E869. Because of the tight timetable, I suggest you speak for about 15 minutes and then take questions.

I hope you can attend these events, but if not, I would appreciate having your Assistant Commandant stand in for you. Your response may be phoned to the JCOC 59 Conference Deputy Director, (b)(6)

Kenneth H. Bacon
Assistant to the Secretary
of Defense for Public Affairs



ASSISTANT TO THE SECRETARY OF DEFENSE
1400 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-1400



30 JAN 1996

PUBLIC AFFAIRS

MEMORANDUM FOR SECRETARY OF THE AIR FORCE

SUBJECT: Joint Civilian Orientation Conference 59 Participation

You are cordially invited to join the Secretary of Defense in greeting the participants of the Joint Civilian Orientation Conference (JCOC 59) at the program's reception and dinner on Monday, April 22, 1996. An invitation with complete details will follow.

Additionally, as earlier coordinated with your staff, this memorandum also confirms an invitation for you to address the group from 9:00-9:30 a.m., Tuesday, April 23, in the Secretary of Defense Conference Room, 3E869. Because of the tight timetable, I suggest you speak for about 15 minutes and then take questions.

I hope you can attend these events, but if not, I would appreciate having your Under Secretary stand in for you. Your response may be phoned to the JCOC 59 Conference Deputy Director,

(b)(6)

Kenneth H. Bacon
Kenneth H. Bacon
Assistant to the Secretary
of Defense for Public Affairs



ASSISTANT TO THE SECRETARY OF DEFENSE
1400 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-1400



30 JAN 1996

PUBLIC AFFAIRS

MEMORANDUM FOR SECRETARY OF THE NAVY

SUBJECT: Joint Civilian Orientation Conference 59 Participation

You are cordially invited to join the Secretary of Defense in greeting the participants of the Joint Civilian Orientation Conference (JCOC 59) at the program's reception and dinner on Monday, April 22, 1996. An invitation with complete details will follow.

Additionally, as earlier coordinated with your staff, this memorandum also confirms an invitation for you to address the group from 8:00-8:30 a.m., Tuesday, April 23, in the Secretary of Defense Conference Room, 3E869. Because of the tight timetable, I suggest you speak for about 15 minutes and then take questions.

I hope you can attend these events, but if not, I would appreciate having your Under Secretary stand in for you. Your response may be phoned to the JCOC 59 Conference Deputy Director,

(b)(6)

Kenneth H. Bacon
Assistant to the Secretary
of Defense for Public Affairs



ASSISTANT TO THE SECRETARY OF DEFENSE
1400 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-1400



80 JAN 1996

PUBLIC AFFAIRS

MEMORANDUM FOR SECRETARY OF THE ARMY

SUBJECT: Joint Civilian Orientation Conference 59 Participation

You are cordially invited to join the Secretary of Defense in greeting the participants of the Joint Civilian Orientation Conference (JCOC 59) at the program's reception and dinner on Monday, April 22, 1996. An invitation with complete details will follow.

Additionally, as earlier coordinated with your staff, this memorandum also confirms an invitation for you to address the group from 8:30-9:00 a.m., Tuesday, April 23, in the Secretary of Defense Conference Room, 3E869. Because of the tight timetable, I suggest you speak for about 15 minutes and then take questions.

I hope you can attend these events, but if not, I would appreciate having your Under Secretary stand in for you. Your response may be phoned to the JCOC 59 Conference Deputy Director,

(b)(6)

Kenneth H. Bacon
Kenneth H. Bacon
Assistant to the Secretary
of Defense for Public Affairs



ASSISTANT TO THE SECRETARY OF DEFENSE
1400 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-1400



30 JAN 1996

PUBLIC AFFAIRS

MEMORANDUM FOR THE CHAIRMAN, JOINT CHIEFS OF STAFF

SUBJECT: Joint Civilian Orientation Conference 59 Participation

You are cordially invited to join the Secretary of Defense in greeting the participants of the Joint Civilian Orientation Conference (JCOC 59) at the program's reception and dinner on Monday, April 22, 1996. An invitation with complete details will follow.

You are also invited to address the group as the keynote luncheon speaker on Tuesday, April 23, 1996 in the Pentagon Executive Dining Room Lounge, Room 3B1062. The luncheon will start at noon, with the remarks and question/answer session scheduled to begin at 1:00 p.m., and conclude at 1:30 p.m., as your schedule allows.

I hope you will be able to participate in these JCOC 59 events on April 22 and 23. Your response may be telephoned to the JCOC 59 Conference Deputy Director, (b)(6)

(b)(6)

Kenneth H. Bacon
Kenneth H. Bacon
Assistant to the Secretary
of Defense for Public Affairs