



PUBLIC AFFAIRS

ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-1400

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08 JUL 1996

MEMORANDUM FOR WASHINGTON HEADQUARTERS SERVICES
DIRECTOR FOR BUDGET & FINANCE
ATTN: (b)(6)

SUBJECT: Memorandum of Appreciation -- JCOC 59 Treasurer

I am pleased to forward a Certificate of Appreciation from the Secretary of Defense recognizing (b)(6) efforts in support of the Joint Civilian Orientation Conference (JCOC 59). Butch Christensen served admirably as Joint Civilian Orientation Conference 59 Treasurer this year. He is currently assisting the JCOC Director in the end-of-trip bill paying as well as in preparing an extensive financial report.

Mr. Christensen's meticulous record-keeping, his attention to detail, and his willingness to serve were all exemplary. He initiated a system to ensure that staff TDY funds and JCOC money did not overlap in any way. He volunteered to maintain all the receipts for staff during the JCOC and presented them as a package to each staff member at the conclusion of the trip. This allowed the staff to concentrate on their primary leadership role. Butch was tenacious in ensuring that this year's records were complete, accurate, and defensible. In the history of the JCOC, there has never been such extensive and exceptionally careful record-keeping as that prepared by Butch.

As we look to JCOC 60, I would like to request that Butch be assigned this duty once again and be allowed to serve as JCOC 60 Treasurer. His experience, coupled with his unflappable performance, will help the program run smoothly and ensure the necessary financial accountability.

Kenneth H. Bacon

Kenneth H. Bacon
Assistant Secretary
of Defense for Public Affairs

Attachment:
As stated

Office of the Secretary of Defense

Awards this

Certificate of Appreciation

to

(b)(6)



For

exceptional service provided as Treasurer in support of the Joint Civilian Orientation Conference (JCOC 59). (b)(6) outstanding ability and attention to detail, coupled with his willingness to provide the necessary fiscal accounting required for this program, ensured the financial integrity of JCOC 59 and allowed the JCOC staff to concentrate on conducting its business in a more efficient and effective manner. (b)(6) outstanding performance reflects great credit upon himself, Washington Headquarters Services, and the Department of Defense.

William J. Perry

Secretary of Defense