



PUBLIC AFFAIRS

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



27 FEB 1996

6

(b)(6)

President  
Defense Orientation Conference Association  
9261 Old Keene Mill Road, Suite 200  
Burke, VA 22015-4202

Dear (b)(6)

You are cordially invited to join me in welcoming the participants of the Joint Civilian Orientation Conference (JCOC 59) during the program's opening day activities Monday, April 22, 1996, at the Ritz Carlton Tysons Corner, 1700 Tysons Boulevard, McLean, Virginia.

We would be pleased to afford you ten minutes during our 4:30 p.m. opening session with the participants to discuss the benefits of joining your association. You are also invited to attend the JCOC reception at 6:00 p.m. and dinner at 7:00 p.m. The dress is coat and tie. Valet parking is available at the Ritz Carlton.

Please respond within two weeks to (b)(6) JCOC 59 Conference staff,  
at (b)(6)

Sincerely,

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



PUBLIC AFFAIRS



87 FEB 1996

Captain Warren G. Schneeweis  
Chief of Public Affairs  
U.S. Coast Guard  
2100 Second Street, SW  
Washington, DC 20593-0001

Dear Captain Schneeweis:

You and your Community Relations Branch Chief 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, at the Ritz Carlton Tysons Corner, 1700 Tysons Boulevard, McLean, Virginia.

The reception will begin at 6:00 p.m., followed by dinner at 7:00 p.m. The dress is Class A (coat and tie or equivalent for civilians). Valet parking is available at the Ritz Carlton.

In order to help us finalize our arrangements, I would appreciate your response not later than March 22, 1996. Your response may be telephoned to (b)(6) JCOC 59 Conference staff, at (b)(6)

Sincerely,

A handwritten signature in black ink, appearing to read "Ken H. Bacon".

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



PUBLIC AFFAIRS

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



27 FEB 1996

MEMORANDUM FOR DIRECTOR OF PUBLIC AFFAIRS  
HEADQUARTERS, U.S. MARINE CORPS

SUBJECT: Joint Civilian Orientation Conference 59 Participation

You and your Community Relations Branch Head 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, at the Ritz Carlton Tysons Corner, 1700 Tysons Boulevard, McLean, Virginia.

The reception will begin at 6:00 p.m., followed by dinner at 7:00 p.m. The dress is Service Dress (coat and tie or equivalent for civilians). Valet parking is available at the Ritz Carlton.

In order to help us finalize our arrangements, I would appreciate your response not later than March 22, 1996. Your response may be telephoned to (b)(6) JCOC 59 Conference staff, at (b)(6)

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



PUBLIC AFFAIRS

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



27 FEB 1996

MEMORANDUM FOR DIRECTOR OF PUBLIC AFFAIRS  
OFFICE OF THE SECRETARY OF THE AIR FORCE

SUBJECT: Joint Civilian Orientation Conference 59 Participation

You and your Community Relations Division Chief 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, at the Ritz Carlton Tysons Corner, 1700 Tysons Boulevard, McLean, Virginia.

The reception will begin at 6:00 p.m., followed by dinner at 7:00 p.m. The dress is Service Dress (coat and tie or equivalent for civilians). Valet parking is available at the Ritz Carlton.

In order to help us finalize our arrangements, I would appreciate your response not later than March 22, 1996. Your response may be telephoned to (b)(6) JCOC 59 Conference staff, at (b)(6)

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



PUBLIC AFFAIRS

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



FEB 1996

MEMORANDUM FOR CHIEF OF INFORMATION, DEPARTMENT OF THE NAVY

SUBJECT: Joint Civilian Orientation Conference 59 Participation

You and your Director for Community Programs 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, at the Ritz Carlton Tysons Corner, 1700 Tysons Boulevard, McLean, Virginia.

The reception will begin at 6:00 p.m., followed by dinner at 7:00 p.m. The dress is Service Dress (coat and tie or equivalent for civilians). Valet parking is available at the Ritz Carlton.

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



PUBLIC AFFAIRS

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



27 FEB 1996

MEMORANDUM FOR CHIEF OF PUBLIC AFFAIRS  
OFFICE OF THE SECRETARY OF THE ARMY

SUBJECT: Joint Civilian Orientation Conference 59 Participation

You and your Community Relations Branch Chief 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, at the Ritz Carlton Tysons Corner, 1700 Tysons Boulevard, McLean, Virginia.

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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



PUBLIC AFFAIRS

27 FEB 1996

MEMORANDUM FOR CHIEF OF STAFF, 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, at the Ritz Carlton Tysons Corner, 1700 Tysons Boulevard, McLean, Virginia.

The reception will begin at 6:00 p.m., followed by dinner at 7:00 p.m. The dress is Service Dress. Valet parking is available at the Ritz Carlton.

I hope you will be able to participate in this JCOC 59 event on April 22. Any questions may be directed to (b)(6) JCOC 59 Conference staff, at (b)(6). We look forward to seeing you.

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



PUBLIC AFFAIRS

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



27 FEB 1996

MEMORANDUM FOR THE CHIEF OF NAVAL OPERATIONS

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, at the Ritz Carlton Tysons Corner, 1700 Tysons Boulevard, McLean, Virginia.

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





PUBLIC AFFAIRS

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



27 FEB 1996

MEMORANDUM FOR THE CHIEF OF STAFF, 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, at the Ritz Carlton Tysons Corner, 1700 Tysons Boulevard, McLean, Virginia.

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



PUBLIC AFFAIRS

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



27 FEB 1996

MEMORANDUM FOR THE VICE 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, at the Ritz Carlton Tysons Corner, 1700 Tysons Boulevard, McLean, Virginia.

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



PUBLIC AFFAIRS

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



27 FEB 1996

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

Dear Admiral Kramek:

In my memorandum of January 30, 1996, you were 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.

The reception and dinner will be held at the Ritz Carlton Tysons Corner, 1700 Tysons Boulevard, McLean, Virginia. The reception will begin at 6:00 p.m., followed by dinner at 7:00 p.m. Valet parking is available at the Ritz Carlton.

Any questions may be directed to (b)(6) JCOC 59 Conference staff, at (b)(6). We look forward to seeing you.

Sincerely,

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



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



27 FEB 1996

MEMORANDUM FOR COMMANDANT, U.S. MARINE CORPS

SUBJECT: Joint Civilian Orientation Conference 59 Participation

In my memorandum of January 30, 1996, you were 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.

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27 FEB 1996

MEMORANDUM FOR SECRETARY OF THE AIR FORCE

SUBJECT: Joint Civilian Orientation Conference 59 Participation

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1400 DEFENSE PENTAGON  
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27 FEB 1996

MEMORANDUM FOR SECRETARY OF THE NAVY

SUBJECT: Joint Civilian Orientation Conference 59 Participation

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27 FEB 1996

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27 FEB 1996

MEMORANDUM FOR THE CHAIRMAN, JOINT CHIEFS OF STAFF

SUBJECT: Joint Civilian Orientation Conference 59 Participation

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