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JOINT CIVILIAN ORIENTATION CONFERENCE 60 (JCOC 60) PLANNING DETAILS

JCOC begins on Sunday, May 4, 1997 in Washington, D.C. and ends at 1:00 p.m. on Sunday, May 11, 1997 in Norfolk, Virginia. Please plan to remain with the conference through the end of the program on May 11, 1997.

CONFERENCE REGISTRATION: Conference Registration is 12:00 noon - 3:30 p.m. at the Willard Intercontinental Hotel, 1401 Pennsylvania Avenue, NW, Washington, D.C., (202) 942-2730. JCOC 60 officially begins with an organizational meeting at 4:00 p.m. that afternoon. We ask that you register promptly and that you arrive for the meetings on time.

CONFERENCE COSTS: The balance of your \$1,800 conference fee must be collected when you register since all funds must be deposited prior to our departure the following day. Please pay by check (*no cash or credit cards for conference registration payment*) and make your check payable to "Joint Civilian Orientation Conference." This fee covers conference associated costs such as: all hotel accommodations, meals, receptions, official mementos, and a photo album, video, and 35 mm slides of the conference. Personal charges such as long distance calls will be billed directly to your credit card. Transportation between bases is provided at no cost to you by military airlift. Independent audits of the JCOC program are conducted periodically by the Office of the Inspector General to ensure compliance with standard business accounting procedures and practices.

CONFERENCE ORGANIZATION: JCOC 60 is divided into four teams to facilitate and enhance participation. You will be randomly assigned to one of these teams - green (Army), navy blue (Navy), royal blue (Air Force), or red (Marines) - and will stay with that team for the entire week. Please remember that these teams are only an organizational tool. You will have a chance to interact with all participants. Every JCOC participant sees and does the same things. Each team is led by a military escort officer from one of the Military Services. They will answer questions and resolve problems for you. In addition, we will ask each team to elect a leader/spokesperson who will represent his or her fellow team members at specified ceremonial events during the conference.

YOUR POINT OF CONTACT: Your military escort officer will answer any questions you may have about the conference and will be contacting you shortly.

THE SCHEDULE: Each command we visit is eager to show you as much as it can in its allotted time. At registration, you will receive a notebook outlining the tentative schedule for the week. To see everything, it is important that we keep to the schedule. Your cooperation will be expected and appreciated.

ACCOMMODATIONS: We have reserved single rooms for each participant throughout JCOC 60. Your registration fee includes the cost of accommodations beginning the night of May 4 at the Willard through the night of May 10 at the Waterside Marriott in Norfolk, VA. If you would like lodging at the Willard *before* May 4, or at the Waterside Marriott *after* May 10, please let your escort officer know. These accommodations will be at your expense, but we would prefer to help you with the arrangements to minimize room reservation misunderstandings and billing procedure mishaps.

SPOUSAL PARTICIPATION: Because conference expenses and logistical support are tightly controlled, it is not possible to include spouses in any conference activities.

LUGGAGE: You may bring **TWO** pieces of luggage **ONLY**. Pack efficiently, but leave a little room to carry mementos you will receive on the trip. You will be given a tote bag for your personal items (*tote-sized umbrella, wallet, purse, camera, videocam, notebook, sunglasses, sun block, chapstick, insect repellent, etc.*). Because of operational limitations, this shoulder bag will be the only item you will have with you each day, and *you will need to carry everything you'll need for each day in this bag*. At registration, you will also be given JCOC 60 team-color coordinated luggage tags. Please put them on each piece of your luggage, as well as your shoulder bag, as it helps us handle and track them. We don't want to lose any of your belongings. Every morning except Sunday, May 11, we will ask you to leave your luggage in your hotel room near the door with your room key before we depart for the day. While you are being transported to your first activity of the day, your bags will be collected and loaded onto military aircraft. At each day's new destination, your bags will be delivered to your room, and, where possible, pre-registration will be completed. **SPECIAL NOTE:** You will be spending one night onboard the aircraft carrier *USS Stennis*. You will be permitted to travel to the carrier with your shoulder bag only. Your two pieces of luggage will remain ashore. Only the bare essentials for a one-night stay should be repacked into your shoulder bag.

CLOTHING: Dress for the Sunday evening reception and dinner at the Willard in business attire, as is Monday's full day at the Pentagon. The Joint Service Farewell dinner in Norfolk on Saturday evening is the only other time you will be asked to wear business attire. From Tuesday through Saturday, your daytime clothing should be solid, sturdy and capable of withstanding heat, dirt, dust and grime, i.e., jeans or slacks; long and short-sleeved shirts; sweatshirts; light cotton sweaters; athletic or walking shoes/hiking boots. You may want to pack comfortable rain footwear as well as a compact umbrella that would fit in your tote bag at all times. Lightweight layers will help you adapt to changing weather conditions. We recommend you bring a light cotton sweater which you may want to wear in the evenings in combination with your JCOC windbreaker. On Monday, Tuesday, Wednesday, Thursday and Friday, we will be going directly from the aircraft to receptions so you will not be able to change. This is understood by your hosts and they will be dressed accordingly. Don't worry about wearing the same thing twice! Laundry facilities will not be available, so you may want to bring laundry soap for hand washing, but keep in mind that we return to the hotel

each night at around 11:00 p.m., and the next day's wake-up call is usually at about 4:00 a.m., so there is little drying time! We ask that you wear your JCOC windbreaker and baseball cap, except for those times when you are required to be in business attire, since they are color-coded by team for tracking purposes.

For safety considerations, from Tuesday to Saturday during the day, please refrain from wearing any kind of jewelry that could get caught in equipment such as dangling earrings, bracelets, or rings that protrude. Expensive jewelry should be left at home. Since this year, for the first time, JCOC will be overnighing on a carrier, we suggest you pack a pair of shower shoes and perhaps a sweat suit for sleeping. Sleeping accommodations on board the carrier are bunk-type beds, with two or three participants assigned to a stateroom.

NAME TAG: We ask that you wear your team color-coded JCOC name tag at all times during the conference on the left side of your outermost piece of clothing, especially your windbreaker. That may mean that you will have to move it from time to time during the day. Your fellow conferees and your military hosts will appreciate it.

ADDITIONAL ITEMS: We recommend you bring a battery-operated alarm clock with you. Most hotels have alarm clocks in the rooms, as well as wake up call service, but it's always good to have a reliable backup. Since JCOC goes forward each day regardless of inclement weather, you should each have a tote-sized umbrella to keep in your shoulder bag. Field glasses can also come in handy when we're refueling or at a long distance firing range. Past participants have suggested that we recommend to our participants who have personal cell phones that it is helpful to bring them along. While we don't object to your bringing along your cell phone, we do ask that you plan to limit your incoming and outgoing calls to those times in the itinerary allotted for "comfort stops" or free time. It is important to note that cell phones absolutely CANNOT be used during our overnight onboard the aircraft carrier.

PHOTOGRAPHY: Cameras are highly encouraged, since, with a few exceptions, you will be able to take photos almost everywhere we go. A compact video camera is OK, as long as you can fit it in your shoulder bag and it's not too heavy for you to constantly lug around. We strongly urge you to bring more film/tape than you think you'll need. In past years, many participants ran out of film by the third day! Some avid photographers on last year's JCOC wished they had brought more than the 35 roles of film they had with them! An official Defense photographer and a videographer will accompany us, and you will receive a photo album, 35 mm slides, and a video documenting your trip for presentation purposes when you return.

NOTE TAKING: Because of our hectic schedule, we recommend you bring a small, portable tape recorder if you want to keep detailed notes. If you do, please take more tape and batteries than you think you'll need. There may not be an opportunity to purchase replacement items during the conference. The only location you will not be

able to take a recording device is the National Military Command Center in the Pentagon (the "War Room"). Note taking there, however, is permissible.

MEDICAL ATTENTION: Emergency medical attention will be available to participants at every location. Please bring your medical insurance cards with you. If you have any special medical needs that you haven't already told us about, please notify your military escort officer as soon as possible.

SUN GLASSES, SUN SCREEN, CHAPSTICK AND INSECT REPELLENT!

We strongly urge you to bring these items. Aboard ship at sea, the weather may be cool, but sunlight reflected off the ocean is very strong and bright. In the field, weather may be humid and damp which will attract insects.

YOUR BIOGRAPHY: If you have not sent in your one page biography (not a resume, but rather a narrative relating your professional history and personal information), please do so now. Your biography and photograph will be included in the JCOC Book distributed to each of you at the time of registration.

INSIGHT FROM JCOC ALUM: JCOC alum frequently mention the lack of sleep and rest time during the conference. They recommend that we stress the value of being well rested prior to the start of JCOC, since an average night's sleep lasts about 5 hours at best. To a person, each of the participants who have raised this issue say there is nothing they would cut out to shorten each day's itinerary in order to allow more sleep time. Bottom line: try to be rested prior to this very rigorous week.

CONFERENCE CONCLUSION: We will conclude JCOC 80 after a Sunday morning Farewell Brunch, which should end no later than 1 p.m. at our last hotel, the Waterside Marriott in Norfolk, Virginia. During that time, the teams will be given an opportunity to reflect on the week's activities and say farewell to fellow participants. Please do not book a return flight that will interfere with the brunch, since previous attendees have said this time with the group and the JCOC staff was valuable to them.

NEWS RELEASE: Enclosed in a sample news release you may use with local or hometown media if you desire. Feel free to edit or review the release to include more personal information about yourself.



The total conference fee for JCOC 60 is \$1600 per person. The fee covers the cost of meals, lodging, receptions, photography and other program expenses of JCOC 60. An advance, non-refundable deposit of \$250 must be mailed with your official acceptance. The remainder (\$1350) is payable at the conference registration on Sunday, May 4, and is also non-refundable. Make checks payable to "Joint Civilian Orientation Conference." Please do not bring cash because we have no way of securing it. We also cannot accept credit cards.

You are responsible for arranging and paying for your travel expenses to Washington, D.C., where JCOC 60 begins, and back to your home or next destination from Norfolk, VA, at the conclusion of JCOC 60. (For planning purposes, either Dulles or National Airport may be used for your arrival in Washington, D.C. The Willard Hotel is located in downtown Washington D.C, two blocks from the White House, so National Airport is the closest to the hotel.) Your transportation during JCOC 60 is provided by the Department of Defense. You will travel in a variety of military aircraft and vehicles.

We will make reservations for your hotel lodging for the seven nights of May 4-10. Lodging is in single rooms. If you desire to arrive before the official start of the conference, or stay longer at the conclusion of the conference, please advise the JCOC Conference Director as soon as possible so we can reserve a room for you for the additional time. You will be responsible for paying all hotel expenses for accommodations outside the actual conference dates.

For a variety of operational reasons, spouses, other family members and/or friends of participants will not be permitted to accompany attendees during any part of the conference. This includes social functions, even if the interested party provides his/her own transportation to the event and is willing to pay the extra cost of attending.

[REDACTED]

If you accept the invitation to participate in JCOC 60, you will receive a letter from the JCOC Director about four weeks before JCOC 60 begins. This letter will provide more details on conference registration, suggestions about what to bring and wear, day and night emergency telephone numbers, and more information on the itinerary and how the group will be organized.

If you have questions about JCOC 60, do not hesitate to call Ms. Linda Tripp, the JCOC 60 Director, at (b)(6)

(b)(6)

Letters concerning JCOC 60 should be addressed to:

Ms. Linda Tripp
JCOC 60 Director
1400 Defense Pentagon, Room (b)(6)
Washington, DC 20301-1400

