



ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D.C. 20301-1400
EXECUTIVE SUMMARY/COVER BRIEF

27 MAY 1997

PUBLIC AFFAIRS

MEMORANDUM FOR THE SECRETARY OF DEFENSE

THROUGH: EXECUTIVE ASSISTANT TO THE
SECRETARY OF DEFENSE

FROM: *cm* Ken Bacon, Assistant Secretary
of Defense for Public Affairs

Prepared by: Linda R. Tripp, DPCR, (b)(6)

SUBJECT: Joint Civilian Orientation Conference (JCOC) 60
Thank You Letters to Participants - ACTION
MEMORANDUM

PURPOSE: 1) Obtain SecDef approval of a thank you letter
(Tab A) to the 60 civilians (Tab B) who
participated in JCOC 60; and
2) Approve the use of his autopen signature on the
letters.

DISCUSSION: JCOC 60 visited the Pentagon; U.S. Coast Guard
Facilities in Yorktown, VA; Fort Hood, TX; Hurlburt
Field and Eglin AFB, FL; Camp Lejeune, NC; and
Norfolk Naval Facilities, Norfolk, VA, from May 4 -
May 11, 1997. By all accounts it was a resounding
success. We recommend that SecDef send the
participants a thank you letter, since they attended
at his invitation. SecDef thank you memos to the
key Department officials who supported the
conference will be forwarded under separate
correspondence.

RECOMMENDATION: SecDef approve letter at Tab A and authorize
the use of his autopen signature.

SECDEF DECISION

_____ Approved

_____ Disapproved

_____ Other: _____



SECRETARY OF DEFENSE
WASHINGTON, THE DISTRICT OF COLUMBIA

(Individual Name and Address)

Dear (Name):

I want to thank you for taking a week out of your busy schedule to participate in this year's Joint Civilian Orientation Conference (JCOC 60). Every report I've received indicates this year's conference was a highly successful one. That success is due largely to your personal involvement and commitment to learning more about the mission of your armed forces and the people dedicated to achieving it.

You talked to many young men and women in uniform and to the military and civilian leaders who are responsible for their readiness and well-being. Your hands-on experience provided you with a unique insight into the people, the equipment and the rigorous training that have made our military the best in the world. I hope you will share your experiences as widely as possible.

It was a sincere pleasure to host you for JCOC 60. I hope you found this to be a memorable experience and a worthwhile investment of your time.

Sincerely,

(Individual Name and Address)

Dear (Name):

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