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Joint Civilian
Orientation
Conference

JCOC



Department of Defense

May 4-11, 1997

GENERAL INSTRUCTIONS

Enclosed you will find:

1. LETTER OF REPLY.
2. JCOC 60 PERSONAL INFORMATION FORM.
3. Optional form to assist you in the preparation of a biography if you don't already have one.
4. JCOC 60 ITINERARY. (You will get more information later.)
5. COSTS, TRANSPORTATION AND ACCOMMODATIONS fact sheet.
6. MORE INFORMATION fact sheet.
7. JCOC 60 - "WHY SHOULD YOU PARTICIPATE?" fact sheet.
8. Postage-paid envelope.

JOINT CIVILIAN ORIENTATION CONFERENCE
PROCEDURES

1. Fill out and fax the Letter of Reply (item 1 listed above) as soon as possible to the JCOC 60 Director, Ms. Linda Tripp, at (b)(6)
2. Fill out the Personal Information Form (item 2 listed above).
3. Prepare a short, one page biography and obtain a portrait photo of yourself (see detailed instructions). If necessary, you may use item 3 listed above to assist in the preparation of your biography. (We reserve the right to edit longer CVs or bio's.)
4. Mail the original LETTER OF REPLY you previously faxed to us, the PERSONAL INFORMATION FORM, your BIOGRAPHY and PHOTO, along with a non-refundable, advance deposit of \$250 (make checks payable to *Joint Civilian Orientation Conference*) in the postage-paid envelope provided in this packet to the JCOC 60 Director, Ms. Linda Tripp, OASD(PA), (b)(6), 1400 Defense Pentagon, Washington DC 20301.
5. **SPECIAL NOTE:** Do not delay faxing your Acceptance Letter. In addition, your Letter of Reply and \$250 deposit must be received by February 28, 1997.



From: (Name) _____
(Title) _____
(Firm) _____
(Address) _____
(City, State, Zip) _____

To: Ms. Linda Tripp
JCOC 60 Director
Via FAX (b)(6)

(Please check one of the following.)

____ I accept the Secretary of Defense's invitation to participate in the Joint Civilian Orientation Conference (JCOC) 60.

____ I decline the Secretary of Defense's invitation to participate in JCOC 60.

____ I decline the Secretary of Defense' invitation at this time due to scheduling conflicts. However, if a position should re-open before the start of JCOC, you may contact me to see if my schedule would allow participation.

I understand the following conditions apply to my acceptance of this invitation:

- A \$1600 conference fee will be collected to cover the cost of meals, lodging, receptions, photography and other miscellaneous expenses of the conference. A \$250 non-refundable, advance deposit must be mailed with this Letter of Reply in order to hold my place in JCOC 60. The remainder (\$1350) is due at the time of registration.

- Accommodations for the nights of May 4 through May 10, 1997 are included in the JCOC 60 registration fee. Accommodations before May 4 or after May 10 are at my own expense.

- Transportation during JCOC 60 will be provided by the Department of Defense. I am responsible for making my own travel arrangements and paying travel costs to Washington, D.C., where JCOC 60 begins on May 4, and to my home from Norfolk, Virginia, when JCOC 60 concludes there on the afternoon of May 11.

- My name and address will be provided to the other JCOC 60 participants.

Topic 50 PERSONAL INFORMATION FORMS
(Please type)

Name _____

1. Please check one:

_____ The address you are using for JCOC purposes is correct.

_____ The address I prefer you to use is:

Street Address _____

City/State/Zip _____

2. In case of an emergency, please notify:

Full Name _____

That person's telephone number is: (_____) _____
(Primary #)

(_____) _____
(Secondary #, if available)

3. My name tag should read (Please see note directly below):

Name: _____

City: _____ State: _____

NOTE: We suggest you use the first name your friends use (e.g., "Art" rather than "Arthur," "Becky" rather than "Rebecca").

4. My special medical/dietary needs during JCOC are:
(If "none", enter "none".)

5. Jacket size: Small ___ Medium ___ Large ___ X-Large ___
(Please note that these "baseball" type jackets run slightly smaller than average, so select your size accordingly.)

6. The kind of room I prefer in the hotels that I stay in:

Nonsmoking ___ Smoking ___ No preference ___

Other preferences: _____

7. For additional charges (room service, phone calls, etc.) I may incur at hotels where I will be staying during JCOC 60, the following credit card information is provided:

_____/_____
Name of Credit Card Credit Card Number Expir Date Month/Year

8. To complete aircraft manifests:

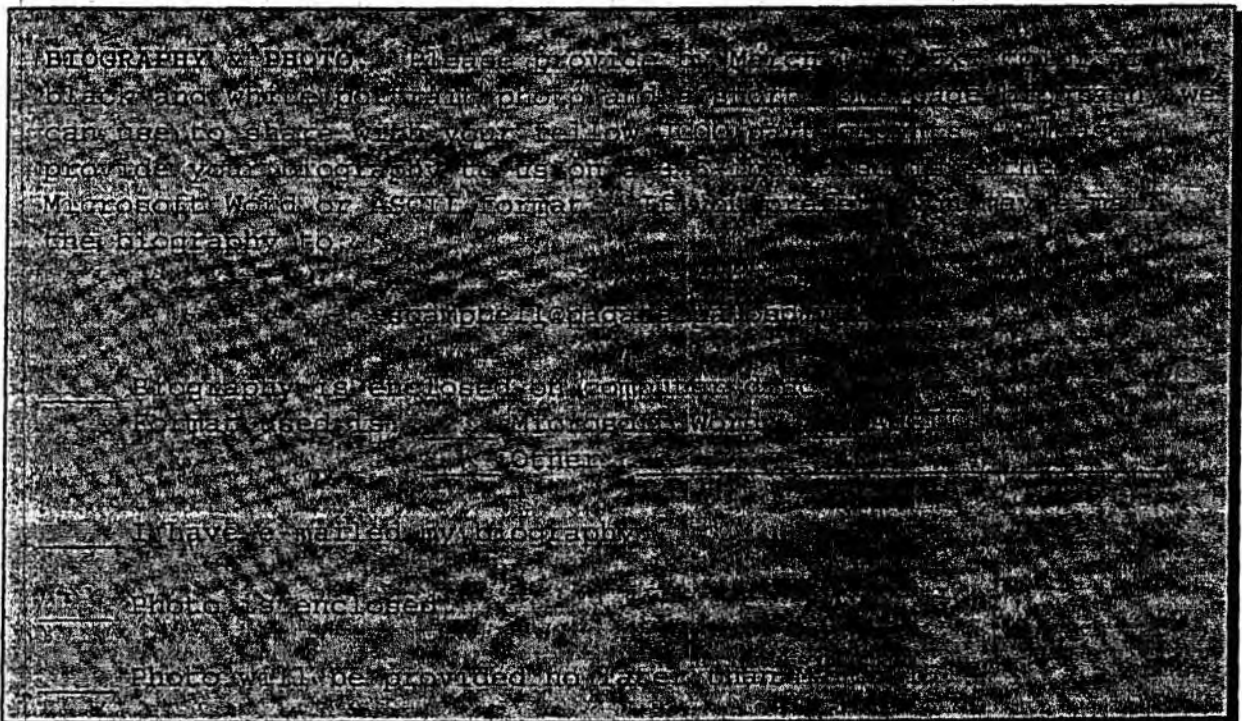
My Social Security Number is: _____

My blood type is _____

9. To gain entry into the Pentagon Command Center:

My birth date is _____ (month/day/year)

My birth location is _____ (City & State)





We need a brief biography (no more than ONE page, please) so we can compile a "bio book" for your use during and after the conference. This form may be used as a guide if you do not have a current biography already printed. For final format, please see the previous page.

Name: _____

Position/Occupation: _____

Name of Company: _____

Company Mailing Address:

Professional/Business Affiliations:

Social/Community Affiliations:

Career Highlights (Awards, Decorations, Achievements):

Education (Schools, Degrees, Years Graduated):

Military Service:

(Branch of service, dates of service, e.g., US Navy, 1966-68. If none, so state.)

Personal Interests/Hobbies:

Family (spouse's and children's names; ages are optional):

Miscellaneous information:
