



PUBLIC AFFAIRS

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



26 MAR 1996

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MEMORANDUM FOR DIRECTOR, PENTAGON MOTOR POOL


SUBJECT: Request for Motor Pool Support

On Monday, 22 April 1996, the opening session of the Secretary of Defense's Joint Civilian Orientation Conference (JCOC) will be held at the Ritz-Carlton, Tysons Corner. This is an annual event, with high visibility. Participants are executive-level officials from the private sector.

Approximately 10 members of the JCOC staff will require transportation from the Pentagon to the Ritz-Carlton, along with display items, signs, posters, luggage, binders, clothing items and associated vendor items for the participants. To accommodate these personnel and equipment, we request two 15-passenger vans (or equivalent capacity) be scheduled for Monday, 22 April 1996. Pick up is at Pentagon, Mall entrance at 0800 hours; drop off at Ritz-Carlton. Return transportation from the Ritz-Carlton is not required.

POC for this action is (b)(6). Please contact me (b)(6) or (b)(6) if you need additional information and to confirm this request.

We appreciate your assistance in this matter.


Joseph P. Gordon, Jr.
Colonel, U.S. Marine Corps
Director for Management