



MEMORANDUM

TO: ASD(PA)Ken Bacon
PDASD(PA)Cliff Bernath
DASD(PA)(Comm)

DATE: 6/6/97

FROM: DIRECTOR: (b)(6) Initials UR DATE 6/20/97

***ACTION OFFICER/DRAFTER:** Linda Tripp Initials LT
Telephone (b)(6)
***(REQUIRED)**

SUBJECT: Memoranda of Appreciation, Joint Civilian Orientation Conference 60 (JCOC 60)

PROBLEM: Provide thank you memoranda for officers and crews handling luggage at the various bases visited during JCOC 60. These memoranda are in addition to other memoranda and letters being forwarded in separate correspondence.

DISCUSSION: As stated in above memoranda.

RECOMMENDATION: That ASD(PA) sign memoranda of appreciation.

COORDINATION: N/A

ATTACHMENTS: Four memoranda of appreciation.

(This portion to be completed by Director for Management and/or Executive Assistant)

Disposition/Comments: TO: _____



PUBLIC AFFAIRS

ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-1400

27 JUN 1997

MEMORANDUM FOR COMMANDER, AIR FORCE
SPECIAL OPERATIONS COMMAND

SUBJECT: Memorandum of Appreciation, Joint Civilian Orientation
Conference 60 (JCOC 60)

Please express my sincere appreciation for the timely and responsive support provided by Captain Tim Hamilton for JCOC 60 during the group's visit to Hurlburt Field and Eglin Air Force Base, May 7 - 8, 1997.

(b)(6) and his ground crew provided invaluable assistance in the myriad details associated with flawlessly transporting people and their belongings. A key element of this successful conference was an accurate inventory of more than 200 pieces of luggage. (b)(6) with his crew, helped ensure that each participant's bags were accounted for both on arrival and departure. This was done on a very tight timeline, and was completed successfully.

Again, please express my gratitude to (b)(6) and his crew. Their assistance made everything go smoothly and contributed to a successful and problem-free conference.

A handwritten signature in cursive script, appearing to read "Ken H. Bacon".

Kenneth H. Bacon
Assistant Secretary of Defense
for Public Affairs



PUBLIC AFFAIRS

ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-1400

27 JUN 1997


MEMORANDUM FOR COMMANDER, U.S. MARINE CORPS FORCES ATLANTIC

SUBJECT: Memorandum of Appreciation, Joint Civilian Orientation
Conference 60 (JCOC 60)

Please express my sincere appreciation for the timely and responsive assistance provided by (b)(6) in support of JCOC 60 during the group's visit to Camp Lejeune, on May 8 - 9, 1997.

(b)(6) and their crew provided invaluable assistance in sorting through the myriad details associated with flawlessly transporting people and their belongings. (b)(6) meticulously and conscientiously tracked the progress of the luggage crew while (b)(6) was the on-scene supervisor for the unloading, inventorying and transporting of the luggage for delivery from Marine Corps Air Station Cherry Point to the Bachelor Officer Quarters (BOQ) at Camp Lejeune. (b)(6) had less than two hours to unload the aircraft, transport, and have the luggage placed in the correct rooms at the BOQ. He accomplished this - on time - even with the hour's drive required to get to the BOQ. The following day, the process was reversed. (b)(6) sorted through last minute changes while (b)(6) supervised the luggage inventories and coordinated the loading of the luggage and flight lunches onto the aircraft. In addition, because the refrigeration facilities aboard the aircraft were insufficient to adequately store the 70 existing meals (b)(6) independently arranged for the purchase and loading of 70 fresh meals for the flight to Norfolk. This was done, once again, on a very tight timeline, and was completed successfully.

Please express my gratitude to (b)(6) and their crew. Their assistance made everything go smoothly and contributed to a successful and problem-free conference.


Kenneth H. Bacon
Assistant Secretary of Defense
for Public Affairs



PUBLIC AFFAIRS

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

21 JUN 1997

MEMORANDUM FOR COMMANDER IN CHIEF, U.S. ATLANTIC FLEET

SUBJECT: Memorandum of Appreciation, Joint Civilian Orientation
Conference 60 (JCOC 60)

Please express my sincere appreciation for the timely and responsive assistance provided by (b)(6) in support of JCOC 60 during the group's visit to the Norfolk area, May 9 - 11, 1997.

Specifically, (b)(6) assisted by (b)(6)

(b)(6) provided invaluable assistance and support with the myriad details associated with flawlessly escorting the JCOC 60 participants, transporting their belongings, and responding to last-minute changes in inventory and loading of luggage onto transportation. The latter requirement is most noteworthy in that a pending storm prompted immediate removal of the luggage and repositioning the stand-by buses to allow an early departure of the KC-10 Extender. Their attention to detail was key during this increase in tempo of the operation. This was performed on a very tight timeline, and was completed quickly.

The additional requirements of providing security for stored baggage before and after the arrival of the participants, and movement of luggage to the proper buses at the end of the conference was, again, flawlessly performed.

Please express my gratitude to (b)(6) and his crew. Their assistance made everything go smoothly and contributed to a successful and problem-free conference.

Kenneth H. Bacon
Assistant Secretary of Defense
for Public Affairs



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

27 JUN 1997

PUBLIC AFFAIRS

MEMORANDUM FOR COMMANDING GENERAL, III CORPS AND FORT HOOD

SUBJECT: Memorandum of Appreciation, Joint Civilian Orientation
Conference 60 (JCOC 60)

Please express my sincere appreciation for the timely and responsive support by (b)(6) in support of JCOC 60 during the group's visit to Fort Hood, Texas, on May 6 - 7, 1997.

(b)(6) and their team provided invaluable assistance with the myriad details associated with flawlessly transporting people and their belongings, loading flight lunches, sorting out last-minute changes and in the key element of inventorying and loading luggage on the aircraft. Because there were many special meal requirements, their attention to detail was key to ensuring the aircraft was loaded with the proper food. This was done on a very tight timeline, and was completed successfully.

Again, please express my gratitude to (b)(6) (b)(6) Their assistance made everything go smoothly and contributed to a successful and problem-free conference.

Kenneth H. Bacon
Assistant Secretary of Defense
for Public Affairs