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



PUBLIC AFFAIRS

20 MAY 1996

EXECUTIVE SUMMARY/COVER BRIEF

MEMORANDUM FOR THE SECRETARY OF DEFENSE

THROUGH: MELBA BOLING, EXECUTIVE ASSISTANT TO THE
SECRETARY OF DEFENSE

FROM: *CMS* Kenneth H. Bacon, Assistant Secretary of
Defense for Public Affairs
Prepared by: Linda Tripp, DPCR, (b)(6)

SUBJECT: Joint Civilian Orientation Conference (JCOC)
#59 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 59; and
2) Approve the use of his autopen signature on
the letters.

DISCUSSION: JCOC 59 visited the Pentagon; Norfolk Naval
Facilities, Norfolk, VA; Nellis Air Force Base,
Las Vegas, Nevada; Fort Lewis, Seattle,
Washington; and Camp Pendleton, California from
April 22 - April 28. By all accounts it was a
resounding success, and the 60 participants
should be sent a thank you letter from the
SecDef since he sent them the invitation
letter. A request for the SecDef to send thank
you memos to the key Department officials who
supported the conference is being prepared
separately.

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

SECDEF DECISION

_____ Approved
_____ Disapproved
_____ Other: _____



THE SECRETARY OF DEFENSE
WASHINGTON, THE DISTRICT OF COLUMBIA

(b)(6)

Vice President
Boston Edison Company
Marketing, Sales and Service Organization
800 Boylston Street
Boston, MA 02199

(b)(6)

The initial reports I've been getting from my staff and from participants indicated that JCOC 59 was a great success. You talked to the young men and women who make up our armed forces, and you talked to the military and civilian leaders who are responsible for their readiness and for their well-being. Your hands-on experience provided you with a unique insight into the people, the equipment and the rigorous training that combine to keep America's armed forces the best in the world.

But the real key to the success of this year's program is you. You took the time from your busy schedule to learn more about our people and our mission. You kept an open mind and embraced every experience as an opportunity both for adventure and for knowledge. You earned the respect of commanders and troops at every location.

It was a sincere honor and pleasure to host you for JCOC 59, and I deeply appreciate your participation.

Sincerely,

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