

**2017 Joint Civilian Orientation Conference  
Nomination Form**

OMB CONTROL NUMBER: XXXX-XXXX  
OMB EXPIRATION DATE: XX/XX/XXXX

**AGENCY DISCLOSURE NOTICE**

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100 [Insert OMB Control Number]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

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**PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE SUBMITTING THIS FORM**

- This form **must** be typed.
- A one page biography **must** be submitted with this form.
- The 2017 JCOC is scheduled for the Summer of 2017. Participants are expected to attend the entire conference.
- Nomination Deadline: Nominations must be received in the JCOC program office, no later than Friday, January 6, 2017.
- Only completed nomination forms with biographies will be accepted. Letters of endorsement and resumes **will not** be accepted.
- Individual forms should be emailed to: [caroline.d.wilson.civ@mail.mil](mailto:caroline.d.wilson.civ@mail.mil). To ensure the form reaches the program office, the subject line should read “JCOC 2017” and the nominee’s last name. For example: “JCOC 2017: Smith.”
- DoD nominating authorities may combine all of their nominations under one group name in the subject line. For example: “JCOC 2017: STRATCOM, JCOC 2017: Air Force, JCOC 2017: Doe.”
- All packages will be screened for eligibility. Announcements are expected by the week of January 16, 2017.
- Nominators will be informed of selection results and are responsible for notifying their nominees of selection or non-selection.
- For any questions, please refer to our website: [jcoc.osd.mil](http://jcoc.osd.mil), or contact Caroline D. Wilson, at: [caroline.d.wilson.civ@mail.mil](mailto:caroline.d.wilson.civ@mail.mil) or 703-695-2036.

**Nominator's Full Name and Rank: (Nominations from DoD officials or JCOC Alumni only)**

**Nominator's Organization: (Nominations from DoD officials or JCOC Alumni only)**

**Nominator's Email Address:**

**Nominator's Phone Number:**

**Military/DoD Only: Indicate Title of Nominating Authority (SD, SecNav, CJCS, ASD, USD, etc.)**

**JCOC Alumni Only: Indicate Class (ex. JCOC 86):**

**Nominee's Information:**

**Title:**

**Mr. Mrs. Ms. Dr.**

**Last Name:**

**First Name:**

**Middle Initial:**

**Position Title:**

**Organization/Company:**

**Work Email:**

**Personal Email:**

**Phone Number**

**Select One**

**Alt. Phone Number**

**Select One**

Work

Work

Cell

Cell

**Organization/Company Website:**

**Nominee's Alternate Point of Contact/Executive Assistant**

**Name:**

**Email:**

**Phone Number:**

1. Is the nominee a U.S. Citizen? *If not, nominee is ineligible for the JCOC program.*

Yes

No

2. Does the nominee work for the U.S. Federal Government? *If yes, nominee is ineligible for the JCOC program.*

Yes

No

3. Is the nominee in good health? Capable of climbing eight flights of stairs or ladders, and enduring 12-14 hour days?

Yes

No

4. Has the nominee served in the U.S. Armed Forces (active, guard or reserve duty) since 1990? *If yes, nominee is ineligible for the JCOC program.*

Yes

No

5. Is the nominee in campaign status for national, state or federal political office? *If yes, nominee is ineligible for the JCOC program.*

Yes

No

6. Has the nominee served in any advisory role to senior Department of Defense or Military officials, military installations or the White House?

If you answered YES, please provide name of advisory council or board, and dates of Service

Yes

No

7. Is the nominee aware of his/her nomination and the program requirements? *Please notify nominee before submitting nomination.*

Yes

No

8. Is the nominee aware of the JCOC dates and agreed to attend the entire conference, if selected?

Yes

No

9. Is the nominee aware that, if selected, it is their responsibility to fund their own transportation and lodging costs to and from the registration site? *Note: DoD funds JCOC from time of registration to end of program.*

Yes

No

10. Alternates are placed on a standby list and are notified when positions become available. If not selected for the primary slot, is the nominee willing to be considered as an alternate?

Yes

No

11. Has the nominee been nominated for previous JCOCs?

Yes

No

12. Has the nominee been selected to attend previous JCOCs, but was unable to attend?

Yes

No

13. Has the nominee attended a previous JCOC? *If yes, nominee is ineligible for future JCOC programs.*

Yes

No

14. Has the nominee participated in the following? (Select all that apply)

Service Civic Leader or Educator Program

Military Orientation Flight

Tandem Jumps with a Military Service Performance or Special Operations Unit

Membership any any Defense Advisory Boards or Panels

Served as civilian ambassador for Army programs.

Served as civilian ambassador for Marine Corps

Participated in other installation or Service outreach programs. If yes, please indicate...

Indicate here

15. How may DoD benefit from the nominee's participation? *Please note, selection panel will give tremendous weight to this answer.*

### **PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 113, Secretary of Defense; DoD Directive 5122.05, Assistant Secretary of Defense for Public Affairs (ASD/PA); DoD Directive 5410.18, Public Affairs Community Relations Policy; and DoD Instruction 5410.19, Public Affairs Community Relations Policy Implementation.

**PRINCIPAL PURPOSE(S):** To administer the Joint Civilian Orientation Conference (JCOC) Program; to verify the eligibility of nominators and candidates and to select those nominated individuals for participation in JCOC.

**ROUTINE USE(S):** Applicable Routine Use(s) are: Law Enforcement Routine Use, Congressional Inquiries, Disclosure to the Department of Justice for Litigation Routine Use, Disclosure of Information to the National Archives and Records Administration Routine Use, and Data Breach Remediation Purposes Routine Use. The DoD Routine Uses set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices may apply to this system. The complete list of DoD Routine Uses can be found online at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>.

The applicable system of records notice is DPA 03, Joint Civilian Orientation Conference (JCOC) Program and can be found online at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570580/dpa-dcra-01/>

**DISCLOSURE:** Voluntary; however, failure to provide the required information may delay or result in not being accepted into the JCOC Program.