

To Whom This May Concern:

It is with pleasure that we announce the Department of Defense is now accepting nominations for the 2020 Joint Civilian Orientation Conference. This year's program is scheduled for August 14-20, 2020. Approximately 30-40 participants will be guests of the Secretary of Defense and will start out by attending briefings by senior officials at the Pentagon.

As you may remember, the group will be transported by military aircraft to military installations, representing all five branches of Service. Participants will interact with Service members, experience Service cultures, and participate in military training activities. Based on your previous participation, we are asking if you'd like to nominate individual(s) to participate in the JCOC program.

JCOC is fully funded by DoD, to include transportation, hotels and food. However, selectees are responsible for funding their own transportation to and from the Washington DC area, including any lodging costs before and after the program.

Selections will be made by April 15. This will be a very valuable experience and will hopefully pave the way for stronger military-to-civilian partnerships.

If you are interested in providing nominations, please submit the following information by March 18:

- Name, address, email, phone number (include alternate POC's name, email, and phone number)
- Title, place of employment
- Biography
- Confirmation that they are able to participate for the whole week, if selected
- How may DoD benefit from your selection?

Best regards,