



DEPARTMENT OF THE NAVY  
ASSISTANT FOR ADMINISTRATION  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

5050  
CPEM

SEP 06 2016

From: Department of the Navy/Assistant for Administration  
To: Department of the Navy Chief Information Officer

Subj: REQUEST TO HOST THE DEPARTMENT OF THE NAVY INFORMATION  
TECHNOLOGY CONFERENCE EAST, 16-18 MAY 2017, NORFOLK VA

Ref: (a) Your Action Memo of 22 Aug 16  
(b) ALNAV 046/16

Encl: (1) Department of the Navy Hosted Conference Reporting Form

1. The request in reference (a) to host the subject conference is approved.

2. Department of the Navy Chief Information Officer must:

a. Monitor and track registration to ensure that the number of Department of the Navy attendees in a Temporary Additional Duty (TAD) status does not exceed 170 or that total cost does not exceed \$181,096 for the East Conference without prior approval.

b. Report the actual number of attendees and hosting cost to Department of the Navy/Assistant for Administration, Conferences, Programs, and Event Management Division by 2 July 2017. Complete the "Actual" column of enclosure (1) and send via e-mail to W\_DONAA\_PTGN\_CSD\_US01@navy.mil.

3. Attendees should contact doncio@navy.mil for questions or to confirm their attendance.

4. Rental cars are not authorized for attendees traveling by air. Other attendees should exercise the lowest cost option for travel in attending this event.

5. The attendees must annotate their travel vouchers if meals are provided by the conference host.

6. Lodging and meals will be reimbursed to the attendees in a TAD status only at the authorized per diem rate.

7. The travelers are reminded that high-quality government/military lodging options such as Bachelor Officer Quarters, Navy Lodges, and Transient Lodging Facilities are available at

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www.dodlodging.net. Their use is highly encouraged within the  
guidelines of the Joint Travel Regulations.

- 8. If applicable, the attendees are required to file tax  
exemption forms to reduce lodging expenses.
- 9. The attendees must be good stewards of taxpayer dollars in  
attending this event.
- 10. Travel authorizing officials and certifying officers are  
responsible for protecting taxpayer funds from fraud, waste,  
abuse, and mismanagement.
- 11. In accordance with the reporting requirements of reference  
(b), this event will be reported to the Department of Defense  
(DoD) and publically posted as part of the FY 17 DoD Annual  
Conference Report.



W. R. O'Donnell