



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 WEST, 21-23 FEBRUARY 2017, SAN
DIEGO, CA

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 240 or that total cost does not exceed \$298,833 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 9 April 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

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Lodges, and Transient Lodging Facilities are available at
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