



DEPARTMENT OF THE NAVY  
ASSISTANT FOR ADMINISTRATION  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

5050  
CSD

NOV 08 2012

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

Subj: REQUEST APPROVAL FOR THE DEPARTMENT OF THE NAVY  
INFORMATION TECHNOLOGY CONFERENCE, WEST COAST 2013

Ref: (a) DON CIO conference request of 1 August 2012, Subj: Request Approval for the  
2013 Department of the Navy Information Technology Conference, West Coast

1. The request in reference (a) is approved, subject to the following:
  - a. Lodging and meals will be reimbursed at the per diem rate only and only to those in a temporary additional duty status.
  - b. Rental cars are not authorized.
  - c. No meals or refreshments will be provided at government expense. Refreshments and meals will be available for those attendees desiring to purchase them.
  
2. Attendees and travel authorizing officials must be mindful of the need to be good stewards of taxpayer dollars in attending this event.

*for*  
*Sean J. Hughes*  
CARLA E. LUCCHINO