



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

5050

PID

AUG 15 2018

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, 13-15 FEBRUARY 2019, SAN  
DIEGO, CA

Ref: (a) Your Request of 9 August 2018  
(b) DoD Conference Guidance, Version 4.0 of 26 Jun 2016

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 total cost does not exceed \$250,000 without prior approval.
  - b. Report the actual number of attendees and hosting cost to Department of the Navy/Assistant for Administration, Programs and Integration Division no later than 1 March 2019. Complete the "Actual" column of enclosure (1) and send via e-mail to [W\\_DONAA\\_PTGN\\_CSD\\_US01@navy.mil](mailto:W_DONAA_PTGN_CSD_US01@navy.mil).
  - c. Ensure all contracting actions comply with applicable fiscal and procurement laws and regulations.
3. Attendees should contact [doncio@navy.mil](mailto:doncio@navy.mil) if they have any questions and to confirm their attendance.
4. Rental cars shall not be authorized unless they are mission required or the most cost effective means of transportation, and specifically approved by the authorizing official.
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 Temporary Additional Duty status only at the authorized per diem rate.

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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 [www.dodlodging.net](http://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 19 DoD Annual Conference Report.

  
W. R. O'Donnell