



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

5050
PID
OCT 16 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 EAST, 3-5 JUNE 2019, NORFOLK, VA

Ref: (a) Your Request of 11 October 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 20 June 2019. Complete the "Actual" column of enclosure (1) and send via e-mail to 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 if they have any questions.
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.
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 Fiscal Year 19 DoD
Annual Conference Report.



W. R. O'Donnell