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

Subj: ADDENDUM TO THE REQUEST TO HOST THE NAVY-MARINE CORPS SPECTRUM-EAST COAST 2019, 9-11 JULY 2019, VIRGINIA BEACH, VIRGINIA

Ref: (a) OCIO Email Request of 15 November 18
     (b) DoD Conference Guidance, Version 4.0 of 26 June 2016
     (c) OCIO Email Request of 21 February 19

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

1. The request in reference (a) to host the subject conference is approved and supersedes the approval memo of 26 November 2018. This addendum approves the request in reference (c) to change the dates and location from 25-27 June 2019 in Norfolk, Virginia to 9-11 July 2019 in Virginia Beach, Virginia.

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 26 July 2019. Complete the “Actual” column of enclosure (1) and send via e-mail to WDONAA_PTGN_CSD_USO1@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.
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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 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 19 DoD Annual Conference Report.

W. R. O'Connell