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

5050
PID
JUL 18 2019

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

Subj: APPROVAL TO HOST THE DEPARTMENT OF THE NAVY INFORMATION TECHNOLOGY CONFERENCE WEST, 2-3 MARCH 2020, SAN DIEGO, CALIFORNIA

Ref: (a) Your Request of 15 July 2019
(b) DoD Conference Guidance, Version 4

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 $248,500.00 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 15 days after the last day of the conference. 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 Lynda Pierce, 703-695-2007, or lynda.pierce@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.

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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 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 20 DoD Annual Conference Report.

W.R. O'Donnell