



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

5050
PID
OCT 26 2018

From: Department of the Navy/Assistant for Administration
To: Director, Navy Staff
Commanding Officer, Naval Research Laboratory

Subj: ATTENDANCE AT THE 31ST ANNUAL SURFACE NAVY ASSOCIATION
SYMPOSIUM, JANUARY 15-17, 2019, ARLINGTON, VIRGINIA

Ref: DoD Conference Guidance, Version 4

1. Per the authority delegated to me by the reference, I approve the Department of the Navy (DON) attendance at the 31st Annual Surface Navy Association Symposium scheduled for January 15-17, 2019, in Arlington, Virginia, contingent upon final gift acceptance.
2. Chief of Naval Operations (N96) must monitor and track registration to ensure the number of DON attendees does not exceed 150 in a Temporary Additional Duty (TAD) status and costs for travel and exhibits does not exceed \$220,000 without prior approval.
3. TAD attendees should contact Commander Robert (Bob) Heel at robert.a.heely1@navy.mil or (703)614-1957 for questions and/or to confirm their attendance.
4. Local attendees who are able to attend at no cost to the government are authorized to file Local Defense Travel System claims. Attendance is subject to supervisor's approval.
5. The attendees must annotate their travel vouchers if meals are provided by the conference host.
6. Rental cars for General Officer/Flag Officer/Senior Executive Service attendees may be authorized if they are mission required or the most cost effective means of transportation, and specifically approved by the TAD authorizing official.

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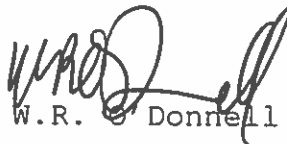
8. Lodging and meals will be reimbursed to attendees in a TAD status only at the authorized per diem rate.

9. If applicable, the attendees are required to file tax exemption forms to reduce lodging expenses.

10. 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.

11. The attendees must be good stewards of taxpayer dollars in attending this event.

12. Travel authorizing officials and certifying officers are responsible for protecting taxpayer funds from fraud, waste, abuse, and mismanagement.


W.R. Donnell

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DMCS
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