



DEPARTMENT OF THE NAVY
ASSISTANT FOR ADMINISTRATION
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

5050
CPEM

DEC 04 2014

From: Department of the Navy/Assistant for Administration
To: Deputy Under Secretary of the Navy (Policy)

Subj: REQUEST APPROVAL TO HOST THE DEPARTMENT OF THE NAVY
SECURITY ENTERPRISE SYMPOSIUM, 14-16 APRIL 2015,
LEESBURG, VA

Ref: (a) Your Action Memo of 3 Dec 14

1. Your request in reference (a) to host the subject conference is approved.
2. Deputy Under Secretary of the Navy (Policy) must monitor and track registration to ensure that the number of Department of the Navy attendees does not exceed 350 in a Temporary Additional Duty (TAD) status or total cost does not exceed \$340,000 without prior approval.
3. Deputy Under Secretary of the Navy (Policy) is required to report the actual number of attendees with a by-name roster of all TAD personnel and hosting cost to Department of the Navy/Assistant for Administration, Conferences, Programs, and Event Management Division by 12 May 2015. Send e-mail to W_DONAA_PTGN_CSD_US01@navy.mil.
4. Forty rental cars are authorized for those travelers flying into airports other than Washington Dulles at lower airfare rates. Travelers are directed to share rental cars when practical. Other attendees should use the lowest cost option for travel in attending this event.
5. Deputy Under Secretary of the Navy (Policy) must ensure all contracting actions comply with applicable fiscal and procurement laws and regulations.
6. The attendees must annotate their travel vouchers if meals are provided by the conference host.
7. Lodging and meals will be reimbursed to the attendees in a TAD status only at the authorized per diem rate.

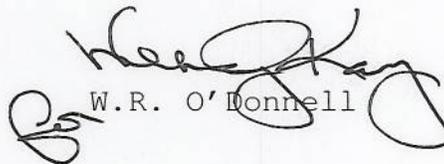
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8. The travelers are reminded that high-quality government/military lodging options such as Bachelor Officer Quarters, Navy Lodges, and Transient Lodging Facilities are available at www.dodlodging.net. Their use is highly encouraged within the guidelines of the Joint Travel Regulations.

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

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

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


W.R. O'Donnell