



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

5050
Ser DNS/16U149587
2 Dec 16

From: Director, Navy Staff
To: Commander, Naval Sea Systems Command

Subj: APPROVAL TO HOST THE JOINT ARMY NAVY NASA AIR FORCE
PROGRAMMATIC AND INDUSTRIAL BASE MEETING, 11TH MODELING
AND SIMULATION, 9TH LIQUID PROPULSION, 8TH SPACECRAFT
PROPULSION JOINT SUBCOMMITTEE MEETING, 5 - 9 DECEMBER
2016

Ref: (a) Your hosting request of 17 Nov 16

Encl: (1) DON Hosted Conference Reporting Form

1. Your request in reference (a) to host the subject conference is approved.
2. Naval Sea Systems Command (NAVSEA) must monitor and track registration to ensure that the number of Department of the Navy (DON) funded traveling attendees (utilizing temporary additional duty or invitational travel orders) does not exceed 50 or the cost to the DoD does not exceed \$475,000 without prior approval.
3. Local attendance is authorized with supervisor's approval.
4. NAVSEA is required to report the actual number of attendees and hosting cost to Department of the Navy/Assistant for Administration, Conferences, Programs, and Event Management Division by 15 January 2017. Use enclosure (1) to report data via e-mail to W_DONAA_PTGN_CSD_US01@navy.mil and CNO_PTGN.OPNAV_DNS-8_Conference_Inbox@navy.mil.
5. The DON has included the attendance numbers and costs of other DoD personnel into the overall total. DoD components requesting to attend subject conference must coordinate their attendance numbers and costs with NAVSEA POC, Frank Tse, frank.tse@navy.mil or 301-744-1459, to confirm their attendance.
6. Rental cars shall not be utilized unless they are the most cost effective means of transportation and specifically approved by the authorizing official.

Subj: APPROVAL TO HOST THE JOINT ARMY NAVY NASA AIR FORCE
PROGRAMMATIC AND INDUSTRIAL BASE MEETING, 11TH MODELING
AND SIMULATION, 9TH LIQUID PROPULSION, 8TH SPACECRAFT
PROPULSION JOINT SUBCOMMITTEE MEETING, 5 - 9 DECEMBER
2016

7. Lodging and meals will be reimbursed only at the authorized per diem rate unless otherwise deemed necessary in accordance with the Joint Travel Regulations (JTR) and approved by the authorizing official.

8. All attendees must annotate their travel vouchers if meals are provided by the conference host.

9. Travelers are reminded that high-quality government/military lodging options are available at www.dodlodging.net. Their use is highly encouraged within the guidelines of the JTR. If applicable, travelers are required to file tax exemption forms to reduce lodging expenses.

10. All 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.


J. G. FOGGO

Copy to:
DON/AA