



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESEARCH LABORATORY
EDWARDS AIR FORCE BASE CALIFORNIA



25 October 2017

MEMORANDUM FOR AFRL/RQ

FROM: AFRL Det 7/CC

SUBJECT: JANNAF Conference Attendance by AFRL/RQ

1. I have determined that under current conference guidance (Attachments 1, 2 and 3), normal TDY approving official authority is sufficient to approve AFRL/RQ attendance at the Dec 4-7 JANNAF Conference in Newport News since 1) the conference is a DoD-sanctioned event (consistent with the JANNAF Charter signed by USD AT&L and NASA Associate Administrator, Attachment 4), and 2) AFRL/RQ costs are less than \$100,000.00, individual traveler costs less than \$3000 and daily expenses less than \$600 (Attachment 5).
2. We have submitted a host request package to AFRL HQ to gain AFRL/CC approval for AFRL to be the DoD host to this conference. We are unsure how long this package will take to get through coordination and signed by AFRL/CC.
3. I request AFRL/RQ concurrence as timely documentation for the JANNAF community to assist other services and DoD organizations getting approval for their attendees to this JANNAF conference.
4. Please indicate your decision in the indorsement below, and let me know if you have any questions.

ANNE L. CLARK, Col, USAF
Commander

5 Attachments:

1. DoD Conference Guidance (Dated 26 June 2016)
2. AF Conference Guidance (Dated 15 October 2016)
3. AF Conference Business Rules (Dated 12 Jan 2016)
4. JANNAF Charter (Signed by USD AT&L and the NASA Associate Administrator on 19 June 2014)
5. JANNAF Dec 2017 Cost Estimate

1st Ind, to AFRL Det 7/CC, 25 Oct 17, JANNAF Conference Attendance

AFRL/RQ

MEMORANDUM FOR AFRL Det 7/CC

The Dec 4-7 JANNAF Conference in Newport News VA is a DoD-sanctioned event, and that normal TDY approving official authority is sufficient so long as costs fall below the approved thresholds (less than \$100,000.00, individual traveler costs less than \$3000 and daily expenses less than \$600).

___ Approved ___ Disapproved

DOUGLAS C. BLAKE, Ph.D., SES, DAF
Director
Aerospace Systems Directorate