



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

25 April 2018

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 May 21-24 2018 JANNAF Conference in Long Beach CA 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. 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.
3. Please indicate your decision in the indorsement below, and let me know if you have any questions.

CLARK.ANNE. Digitally signed by  
CLARK.ANNE.L.1050016788  
L.1050016788 Date: 2018.04.25 14:20:29  
-07'00'  
ANNE L. CLARK, Colonel, USAF  
Commander

5 Attachments:

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

1st Ind, AFRL/RQ

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I do not concur that 1) the May 21-24 2018 JANNAF Conference in Long Beach CA is a DoD-sanctioned event, and 2) 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).

BLAKE.DOUGLA Digitally signed by  
BLAKE.DOUGLAS.C.115814660  
S.C.1158146602 Date: 2018.05.02 14:32:10 -04'00'  
DOUGLAS C. BLAKE, SES, PhD  
Director  
Aerospace Systems Directorate