



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

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Ser DNS/15U101596
25 Nov 15

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

Subj: APPROVAL TO CO - HOST THE JOINT ARMY-NAVY-NATIONAL
AERONAUTICS AND SPACE ADMINISTRATION-AIR FORCE
SUBCOMMITTEE MEETINGS, 7 - 11 DECEMBER 2015

Ref: (a) Your hosting request of 4 Nov 15
(b) ASN (FMC) memo of 2 May 07 "Collection and Retention
of Conference Fees"

1. Your request in reference (a) to host the subject conference is approved.

2. Naval Air Systems Command (NAVAIR) 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 61 or the total cost to the Department of Defense (DoD) does not exceed \$500,000 without prior approval.

3. The DON has included the following attendance numbers and costs into the overall total. DoD components are not to exceed either threshold as indicated below.

Component	Number of Personnel	Cost
U.S. Army	67	\$173,000
U.S. Air Force	59	\$129,000
Other DoD	12	\$34,000

DoD components requesting to attend subject conference must coordinate their attendance numbers and costs with NAVAIR POC, Stuart Blashill, stuart.blashill@navy.mil or 760-939-7991 to confirm their attendance.

4. Local attendance at no cost to the government is authorized with supervisor's approval.

5. NAVAIR 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

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Division by 31 December 2015. Send e-mail to
W_DONAA_PTGN_CSD_US01@navy.mil and CNO_PTGN.OPNAV_DNS-
8_Conference_Inbox@navy.mil.

6. The collection of conference fees is permitted. NAVAIR is required to submit a report per reference (b) to the appropriate authority outlining the disposition of conference fees.

7. Rental cars are authorized as requested in reference (a).

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

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

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

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.



R. L. THOMAS

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DON/AA