

May 2016 JANNAF Meeting

DoD Travel Guidelines

This document provides guidance for those in DoD planning to attend the May 2016 JANNAF meeting in Newport News. Some of these are hard requirements where indicated.

In an effort to maximize DoD participation, assumptions were made on the methods of travel and selections were made for each travel location on the use of POVs, public transportation or shared rental cars directly to Newport News, to the departing airport and/or from the arrival airport as well as which arrival airport would be used (Newport News, Norfolk or Richmond). In each case the least expensive option was selected as long as it met the assumption criteria. **You should keep to these guidelines (and the assumptions) to the extent possible as we will not be allowed to go over the hard requirements that are anticipated and indicated below.**

Hard Requirements – The Rules – These have to be followed.

These are assuming the plan is approved as submitted. Any changes will be identified as soon as approval is actually received.

- Maximum number and cost (travel + registration fee) for DoD = 215; \$494,737
- Maximum number and cost for Army = 57; \$126,856
- Maximum number and cost for Air Force = 82; \$199,744
- Maximum number and cost for Navy/USMC = 61; \$135,478
- Maximum number and cost for other DoD = 15; \$32,658
- Maximum number and cost for NAVAIR (included in Navy/USMC total as well) = 20; \$49,859
- **Rental cars only as allowed for each site (see below) – no others are authorized**

Assumptions

1. Make travel arrangements early to get the lowest GSA fare – do not wait on approval
2. Pre-register for the meeting using the two-step process so JHU WSE ERG can track planned attendance so we can determine the risk of violating the hard requirements
3. Be prepared to finish the registration process as soon as approval is received so you can take advantage of the lower fee
4. If there are multiple options for the departure airport, select the one with the combined lowest cost (airfare plus transportation to that airport).
5. Rental cars from the authorized locations will be shared – hopefully by at least three people – do not use rental cars for single travelers other than in rare circumstances
6. Rental cars were only considered for those locations sending multiple people as it was assumed it would be more difficult to share cars across organizations

The specific travel guidelines for each site are shown in the groupings below.

They are mostly by location rather than the specific command unless it makes a difference. **If your activity is not shown, use the travel method that provides the lowest cost option** (though a rental car would not be authorized as noted above).

- Driving directly to Newport News in shared rental cars and sharing those cars through the week (including attending the classified sessions at Langley Research Center)
 - Aberdeen Proving Ground
 - Charlottesville
 - SSPO
 - Indian Head (IHEODTD, NOSSA, NAVSEA)
- Driving directly to Newport News in POV and using those cars through the week (including attending the classified sessions at Langley Research Center)
 - All in DC area (including Dahlgren, Fort Belvoir, Annapolis, Stafford, Bethesda, PAX) except as noted

- Driving to departure airport in shared rental cars, flying to Norfolk and sharing rental cars during the JANNAF meeting (including attending the classified sessions at Langley Research Center)
 - Edwards AFB
 - Picatinny Arsenal
 - NAVAIR China Lake
- Driving to departure airport in POVs, flying to Richmond and sharing rental cars during the JANNAF meeting (including attending the classified sessions at Langley Research Center)
 - Dayton, OH
- Public transportation to departure airport, flying to Norfolk and sharing rental cars during the JANNAF meeting (including attending the classified sessions at Langley Research Center)
 - Huntsville, AL
- Driving to departure airport in POVs, flying to Newport News and using public transportation during the week including to the classified sessions (sharing taxis is encouraged)
 - Vicksburg
 - NSWC Crane
 - Eglin AFB
 - DLA
 - Patrick AFB
 - Hanscom AFB
 - Bedford, MA
 - Champaign, IL
- Driving to departure airport in POVs, flying to Norfolk and using public transportation during the week (sharing taxis is encouraged)
 - Fallbrook
 - NAVAIR Pt. Mugu
 - Naval Postgraduate School
 - Rock Island, IL
 - Arnold AFB
 - Vandenburg AFB
 - Ogden
 - Colorado Springs
- Public transportation to departure airport, flying to Norfolk and using public transportation during the week (sharing taxis is encouraged)
 - Los Angeles AFB
 - San Antonio
 - Benet Labs

Please direct questions to:

Stuart Blashill
Chairman, JANNAF Executive Committee

Emergent Energetic Systems
Naval Air Warfare Center Weapons Division
China Lake, CA
stuart.blashill@navy.mil