



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

5050
Ser DNS/16U148417
20 Apr 16

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

Subj: APPROVAL TO HOST THE JOINT ARMY-NAVY-NATIONAL AERONAUTICS
AND SPACE ADMINISTRATION-AIR FORCE SUBCOMMITTEE MEETINGS,
16 - 20 MAY 2016

Ref: (a) Your hosting request of 7 Apr 16

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 70 or the cost to the DoD does not exceed \$500,000 without prior approval.
3. Local attendance is authorized with supervisor's approval.
4. 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 Division by 10 June 2016. Send 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 NAVAIR POC, Mr. Stuart Blashill, stuart.blashill@navy.mil or 760-939-7991 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.
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.

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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.


R. L. THOMAS

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DON/AA