From:  Department of the Navy/Assistant for Administration  
To:  Principal Civilian Deputy Assistant Secretary of the Navy  
(Acquisition Workforce)  

Subj:  REQUEST APPROVAL TO CO-SPONSOR THE 2015 NAVAL SCIENCE AND  
TECHNOLOGY PARTNERSHIP AND AMERICAN SOCIETY OF NAVAL  
ENGINEERING EXPO, 4-5 FEBRUARY 2015, WASHINGTON, DC  

Ref:  (a) Your Action Memo of 16 Jun 14

1.  Your request in reference (a) to co-sponsor the subject  
conference is approved.

2.  Chief of Naval Research must monitor and track registration  
to ensure that the number of Department of the Navy (DON)  
attendees does not exceed 122 in a Temporary Additional Duty  
status and 300 with local travel claims or the cost to the DON  
does not exceed $290,000 without prior approval.

3.  The DON has included in this approval the attendance of ten  
United States Air Force personnel, six United States Army  
personnel, and nine other Department of Defense personnel.

4.  Chief of Naval Research is required to report the actual  
number of attendees and hosting cost to Department of the  
Navy/Assistant for Administration, Customer Service Division by  
22 February 2014.  Send e-mail to  
W_DONAA_PTGN_CSD_US01@navy.mil.

5.  Rental cars are not authorized for attendees traveling by  
air.  Recommend other participants exercise the lowest cost  
online option in attending this event.

6.  The attendees must annotate their travel vouchers if meals  
are provided by the conference host.

7.  Lodging and meals will be reimbursed to authorized attendees  
only at the authorized per diem rate.
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8. The travelers are reminded that high-quality government/military lodging options such as Bachelor Officer Quarters, Navy Lodges, and Transient Lodging Facilities are available at www.dodlodging.net. Their use is highly encouraged within the guidelines of the Joint Federal Travel Regulations/Joint Travel Regulations (JFTR/JTR).

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

10. The 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.

Copy to:
CNR

CARLA E. LUCCHINO