



UNDER SECRETARY OF THE AIR FORCE
WASHINGTON DC

JUN 7 2017

MEMORANDUM FOR AMC/CC

SUBJECT: Conference Approval—AMC and Airlift/Tanker Association (A/TA) Symposium

In accordance with DoD Conference Guidance, dated 26 June 2016, I have reviewed your request to co-sponsor the AMC and A/TA Air Mobility Symposium on 26-29 October 2017. Subject to the conditions listed below, I approve a waiver of the \$500,000 cap on conference attendance costs. This determination is based upon my conclusion that co-hosting this conference is the most cost-effective option to achieve AMC's strategic goals of preparing mobility forces for tomorrow and enhancing mobility partnerships.

My approval is subject to the following conditions/limitations. Total expenditures for participation by Air Force personnel in the AMC and Airlift Tanker Association Symposium will not exceed \$2.2 million. While this figure does not include amounts spent to transport attendees on military airlift as part of the O&M flying hour program, all appropriate steps will be taken to ensure that use of commercial air is appropriately considered. Where commercial air is not as cost effective as military airlift, use of military airlift is authorized. When military airlift is used, every effort will be made to optimize training gained from each sortie. Furthermore, to address your concerns regarding retention of personnel, to the extent possible, personnel who have not had the opportunity to attend in the past should be given priority, and efforts should be made to rotate attendance of personnel at future events.

Finally, all conference details must be entered into the DoD Conference Tool 30 days prior to the beginning of the conference, and all expenses associated with this conference must be reported through the DoD Conference Tool within 15 days of completion of the event. While the cost of military airlift will not be calculated as a conference expense, you should capture and have available costs attributable to all training missions flown as part of our O&M flying program that support attendance at this event. A copy of this report should be provided to my office and SAF/AA.

Please refer any questions regarding this approval to my SAF/AA POC, Mary Morfitt.

CLEARED
For Open Publication

13
Dec 27, 2018

Department of Defense

OFFICE OF PREPUBLICATION AND SECURITY REVIEW

Lisa S. Disbrow

Under Secretary of the Air Force



THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

ACQUISITION,
TECHNOLOGY,
AND LOGISTICS

NOV 15 2017

MEMORANDUM FOR DIRECTOR, DEFENSE ADVANCED RESEARCH PROJECTS
AGENCY

SUBJECT: 2018 DARPA Advanced Technology Symposium

I have reviewed the approval package for the 2018 Defense Advanced Research Projects Agency (DARPA) Advanced Technology Symposium to be held September 5-7, 2018, in the Washington, D.C., area. This event will allow leaders from Government and industry to identify new research areas and opportunities, and to expand avenues of thinking and research across scientific and technical fields, including parts of the technical community that are not familiar with DARPA. In turn, this will cultivate a more educated, robust, and extensive innovation community for DARPA to partner with in pursuit of its mission to create disruptive technologies and enhance national defense.

The DARPA Advanced Technology Symposium presents an opportunity to substitute for or advance the work of several smaller meetings that otherwise would be held. For example, the symposium will be used as a forum to introduce new DARPA programs to the Department of Defense (DoD) community in lieu of hosting DARPA Demo Day intended for May 2018 at the Pentagon. In 2016, DARPA's Demo Day event cost \$435,504, including labor, travel, and other direct costs. By including the program demonstrations in the proposed symposium and cancelling the Pentagon event, DARPA is able to create significant cost savings for DoD.

I am satisfied that exceptional circumstances exist whereby spending in excess of \$500,000 on this event is the most cost-effective option to achieve its compelling purpose, and attendance and expenses have been limited to the levels required to carry out the mission of the symposium.

Therefore, I grant a waiver for this event to proceed in accordance with the Deputy Chief Management Officer's DoD Conference Guidance, Version 4.0, dated June 26, 2016. This waiver is contingent on continued efforts to ensure the best use of Government funds and adherence with all applicable policies.

My point of contact for this matter is Dr. Ralph Sandfry, DARPA Chief of Staff, at ralph.sandfry@darpa.mil or 703-526-1444.

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Dec 27, 2018

Department of Defense

OFFICE OF PREPUBLICATION AND SECURITY REVIEW

Ellen M. Lord



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

JUN 16 2017

ACQUISITION,
TECHNOLOGY,
AND LOGISTICS

MEMORANDUM FOR ACTING ASSISTANT SECRETARY OF DEFENSE FOR LOGISTICS
AND MATERIEL READINESS

SUBJECT: 2017 Department of Defense Maintenance Symposium

I have reviewed the 2017 Department of Defense (DoD) Maintenance Symposium planned for Salt Lake City, Utah from December 4-7, 2017. The symposium will allow leaders from Government and industry to engage on key issues, share approaches and initiatives underway, educate each other on best practices, and jointly develop strategies for efficient use of maintenance resources to benefit the DoD maintenance community. Additionally, it presents an opportunity for associated meetings, which reduces requirements for other separate meetings. In 2012-2016, the United States Marine Corps conducted associated meetings at the DoD Maintenance Symposium saving in excess of \$600,000 each year compared to methods previously used. In 2016, other associated meetings included the United States Air Force Senior Maintenance Leaders Forum, Army Maintenance Board, the 2016 Public-Private Partnering Workshop, and DoD Corrosion Forum 43. The associated meeting opportunity is extended to all Services and agencies.

I am satisfied that exceptional circumstances exist whereby spending in excess of \$500,000 on this conference is the most cost-effective option to achieve its compelling purpose, and attendance and expenses have been limited to the levels required to carry out the mission of the symposium.

I therefore grant a waiver for this event to proceed in accordance with the Deputy Chief Management Officer's DoD Conference Guidance, version 4.0, dated June 26, 2016. This waiver is contingent on your continued efforts to ensure the best use of Government funds and adherence with all applicable policies.

My point of contact is Mr. Kenneth D. Watson, Deputy Assistant Secretary of Defense for Maintenance Policy and Programs, at kenneth.d.watson1.civ@mail.mil or 703-697-7980.

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Dec 27, 2018

Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

James A. MacStravic
Performing the Duties of the
Under Secretary of Defense
for Acquisition, Technology,
and Logistics



THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

ACQUISITION,
TECHNOLOGY,
AND LOGISTICS

JAN 07 2018

MEMORANDUM FOR DIRECTOR, OFFICE OF SMALL BUSINESS PROGRAMS

SUBJECT: Department of Defense 2018 Small Business Training Week

I have reviewed the request for the Small Business Training (SBT) Week to be held in New Orleans, Louisiana, on April 23-27, 2018. This training event, in collaboration with the Small Business Administration (SBA), provides the Defense acquisition workforce with training and updates to improve their abilities to help the Department of Defense (DoD) procure innovative and cost effective products and services. The training helps fulfill statutory responsibilities, addresses legislative and policy changes, and serves as a forum for participants to discuss issues and practices. The SBT Week also aligns with the Acquisition Workforce Strategic Plan to improve the quality and professionalism of the workforce

Prior to 2016, the Services and DoD agencies annually conducted separate SBT conferences. The 2018 SBT Week combines the separate events into a single training week, which 1) reduces the overall cost, 2) enables senior leaders and trainers to meet with a larger audience, and 3) expands networking opportunities for the attendees.

Small business professionals influence over 20 percent of DoD discretionary spending and are responsible for nearly 58 percent of all Federal small business-eligible expenditures. They are responsible for maximizing opportunities for small businesses to contribute to national security by providing combat power for our troops and economic power for our Nation. I have determined that this training week presents a unique opportunity for members of the small business communities across DoD to meet and educate each other on topics that are critical to growing the DoD small business industrial base. By combining the separate events into a single training week it is evident that a single event maximizes the benefit of data exchange, training opportunities, innovative policy solutions, and even attendance for those individuals who do not have the flexibility to attend multiple events throughout the year.

Given these circumstances, I am satisfied that exceptional conditions exist whereby spending in excess of \$500,000 on this training event is the most cost-effective option to achieve its compelling purpose. By comparing multiple venues in various locations, we were able to ensure the lowest combined cost for per diem, travel, and conference venue. Attendance and expenses have been limited to the levels required to carry out the mission of the conference.

I therefore grant a waiver for this event to proceed in accordance with the Deputy Chief Management Officer's DoD Conference Guidance, version 4.0, dated June 26, 2016. This waiver is contingent on your continued efforts to ensure the best use of Government funds and adherence to all applicable policies.

My point of contact for this matter is Shannon Jackson, Office of Small Business Programs, at osd.business.defense@mail.mil or 571-256-7791.

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Dec 27, 2018


Ellen M. Lord



UNDER SECRETARY OF THE AIR FORCE
WASHINGTON

JUN 26 2018

MEMORANDUM FOR SAF/CIO A6

SUBJECT: Final Conference Approval-Air Force Information Technology & Cyberpower (AFITC) Conference

I have reviewed your request to host the AFITC Conference, scheduled for 25-28 August 2018 in Montgomery, AL. In accordance with DoD Conference Guidance, dated 26 June 2016, and the Air Force Supplement to DoD Conference Guidance 4.0, dated 8 September 2017, I grant a waiver to the \$500,000 conference limit. I made this determination on the basis that hosting this conference is a cost-effective option to achieve the goal of promoting a national dialogue between the United States Air Force, commercial businesses, academia, and the public to generate "whole of nation" strategies and processes in support of Air Force and DoD warfighting.

Due to the anticipated level of Air Force participation at this event, this approval is granted subject to the following conditions:

- a. Total expenditures must not exceed \$1,400,500. This includes all individual travel and transportation costs, registration fees, meeting space, and exhibit/vendor fees. SAF/CIO A6 will be responsible for ensuring compliance with this limitation.
- b. The Summer Update will be reviewed and considered as a stand-alone event and SAF/CIO A6 will ensure appropriate exemption or approval separately.
- c. The Cyber Challenge will be considered a separate event and SAF/CIO A6 will ensure appropriate legal review before expending funds on the event.

All conference details must be entered in to the DoD Conference Tool 30 days prior to the beginning of the conference, and all expenses associated with this event must be reported through the DoD Conference Tool within 15 days of completion of the event. Please refer questions to Ms. Jadee Purdy, SAF/AA POC, at jadee.a.purdy.civ@mail.mil or 703-695-9321.

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Dec 27, 2018

Department of Defense

OFFICE OF PREPUBLICATION AND SECURITY REVIEW


Matthew P. Donovan



THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

ACQUISITION,
TECHNOLOGY,
AND LOGISTICS

JAN 07 2018

MEMORANDUM FOR DIRECTOR, DEFENSE PROCUREMENT AND ACQUISITION
POLICY

SUBJECT: 2018 DoD Procure-to-Pay and Financial Audit Training Symposium

I have reviewed the 2018 Department of Defense (DoD) Procure-to-Pay (P2P) and Audit Preparation Training Symposium planned for Orlando, Florida. This conference will provide a forum for an estimated 400 mid-grade and senior personnel in the DoD procurement community, along with logistics and comptroller representatives, to receive hands-on training on DoD and Federal procurement systems, and receive training and guidance on the key statutes and initiatives regarding procurement data standards, traceability, and transparency of DoD contracting data. Recent initiatives such as the Digital Accountability and Transparency Act of 2014, new requirements in the National Defense Authorization Acts for Fiscal Years 2017 and 2018, and the Department's emphasis on achieving an unqualified audit highlight the need for such an opportunity.

The Deputy Chief Management Officer's DoD Conference Guidance, version 4.0, dated June 26, 2016, states that DoD organizations should not incur net expenses to DoD greater than \$500,000 on a single conference unless the relevant approval official issues a waiver after determining that exceptional circumstances exist whereby such a conference is the most effective option to achieve a compelling purpose. By engaging stakeholders from all Components for the subject Symposium, the Government is spending in excess of \$500,000. However, holding a single conference reduces the need for separate events that would have a greater collective expense. I have determined this is the most cost-effective option for this training.

I grant a waiver for this event to proceed in accordance with the Deputy Chief Management Officer's DoD Conference Guidance. This waiver is contingent on your continued efforts to ensure the best use of Government funds and your adherence to all applicable policies. My point of contact for this matter is LeAntha Sumpter, Director, Program Development and Implementation, at leantha.d.sumpter.civ@mail.mil or 703-697-4401.

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Dec 27, 2018

Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

Ellen M. Lord



UNDER SECRETARY OF THE AIR FORCE
WASHINGTON DC

JUN 7 2017

MEMORANDUM FOR AF/SG

SUBJECT: Conference Approval—AF/SG Senior Leader Workshop

IAW DoD Conference Guidance, dated 26 June 2016, I grant a waiver to the \$500,000 cap and preliminary approval to host the AF/SG Senior Leader Workshop 5 - 8 December 2017. I made this determination on the basis that hosting this conference is the most cost-effective option to achieve the AF/SG's mandate to transform patient care as a result of the Aug 2014 Military Health System Review, and to prepare for implementation of the National Defense Authorization Act 2017, Section 702, "Reform of Administration of the Defense Health Agency and Military Medical Treatment Facilities" by 1 October 2018.

Final approval is conditioned on:

- minimization of local area TDY to only those personnel with a mission-critical need to remain overnight and obtaining appropriate approval on a by-name basis
- careful scrutiny and coordination of the list of "Senior Knife" attendees with SAF/GCA to preclude any conflict of interest, perception of favoritism, or access to privileged information.

Finally, all conference details must be entered into the DoD Conference Tool 30 days prior to the beginning of the conference, and all expenses associated with this event must be reported through the DoD Conference Tool within 15 days of completion of the event. Please refer any questions regarding this preliminary approval to my SAF/AA POC, Mary Morfitt, at mary.l.morfitt.civ@mail.mil.

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Dec 27, 2018

Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

Lisa S. Disbrow
Under Secretary of the Air Force



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION,
TECHNOLOGY,
AND LOGISTICS

FEB 22 2017

MEMORANDUM FOR ACTING DIRECTOR, DEFENSE THREAT REDUCTION AGENCY

SUBJECT: 2017 Defense Threat Reduction Agency Chemical and Biological Defense Science and Technology Conference

I have reviewed your request to host the 2017 Defense Threat Reduction Agency Chemical and Biological Defense Science and Technology Conference to be held at the Long Beach Convention Center, Long Beach, California, on November 28-30, 2017.

I am satisfied that exceptional circumstances exist whereby spending in excess of \$500,000 on this conference is the most cost-effective option to achieve its compelling purpose, and expenses have been limited to the levels required to carry out the mission of the conference.

I therefore grant a waiver for this event to proceed in accordance with the June 26, 2016, Deputy Chief Management Officer's memorandum, "Department of Defense Conference Guidance, Version 4.0." This waiver is contingent on your continued efforts to ensure the best use of Government funds and adherence with all applicable policies.

James A. MacStravic
Performing the Duties of the
Under Secretary of Defense
for Acquisition, Technology,
and Logistics

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Dec 27, 2018

Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW



UNDER SECRETARY OF THE AIR FORCE
WASHINGTON

JUL -6 2018

MEMORANDUM FOR AF/CCC

SUBJECT: Final Conference Approval-2018 Enlisted Leadership Conference

I have reviewed your request to host the 2018 Enlisted Leadership Conference, scheduled for 25-29 August 2018, in San Antonio, TX. In accordance with DoD Conference Guidance, dated 26 June 2016, and the Air Force Supplement to DoD Conference Guidance 4.0, dated 8 September 2017, I grant a waiver to the \$500,000 conference limit. This determination is based upon my conclusion that this conference is the most cost-effective option to achieve strategic total force enlisted professional development.

Due to the anticipated level of Air Force participation at this event, total expenditures for participation by all Air Force personnel must not exceed \$995,000. This includes all individual travel and transportation costs, registration fees, and exhibit/vendor fees. AF/CCC will be responsible for ensuring compliance with this limitation.

All conference details must be entered into the DoD Conference Tool 30 days prior to the beginning of the conference. Further, all expenses associated with these training events must be reported through the DoD Conference Tool within 15 days of completion of the event. Please refer any questions regarding this approval to my SAF/AA POC, Ms. Jadee Purdy, who can be reached at jadee.a.purdy.civ@mail.mil or 703-695-9321.

Matthew P. Donovan

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Dec 27, 2018

Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

JAN 31 2018

MEMORANDUM FOR ACTING ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS

SUBJECT: 2018 Military Health System Research Symposium Waiver of Prohibition on
Conferences in Excess of \$500,000

I have reviewed the request for the 2018 Military Health System Research Symposium (MHSRS). The upcoming symposium is tentatively scheduled for August 20–23, 2018, at the Gaylord Palms Hotel, Kissimmee, Florida. This is a mission-essential conference critical to ensure the medical readiness of the deployed force in the areas of combat trauma, infectious disease, and military operational medicine. The MHSRS provides a forum to ensure that deployment medicine state-of-the-science information and research findings are widely shared within the DoD medical community.

I have determined that exceptional circumstances exist whereby spending in excess of \$500,000 on this conference in 2018 is the most cost-effective option to achieve its compelling purpose. Therefore, I grant a waiver of the prohibition on conferences with a net expense to the DoD in excess of \$500,000 for the subject conference in 2018. Continued planning for this event is authorized to proceed in accordance with the June 26, 2016, memorandum from the Office of the Deputy Chief Management Officer, “Department of Defense Conference Guidance, Version 4.0.” This approval is contingent on your continued efforts to ensure the best use of government funds and adherence with all applicable policies. Please ensure that your office complies with the provisions of Volume 12, Chapter 32, of DoD 7000.14-R, “Financial Management Regulation,” concerning the collection and retention of conference fees, as well as conference reporting requirements as set forth in the “DoD Conference Guidance, Version 4.0.”

My point of contact for this matter is Dr. Terry Rauch. Dr. Rauch may be reached at terry.m.rauch.civ@mail.mil, or (703) 681-8472. Thank you for your support in this matter.

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Dec 27, 2018

Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

Robert L. Wilkie



THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

ACQUISITION,
TECHNOLOGY,
AND LOGISTICS

NOV 17 2017

MEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE FOR ENERGY,
INSTALLATIONS, AND ENVIRONMENT

SUBJECT: Conference on Sustaining Military Test and Training Capabilities

I have reviewed the Sustaining Military Readiness Conference planned for August 13-16, 2018, in St. Louis, Missouri. This conference will bring together Department of Defense (DoD) leaders and installation personnel with key non-DoD stakeholders to share best practices, build and expand relationships, and engage on key and emerging issues that affect the sustainable use of land, air, sea, and electromagnetic spectrum resources to support military readiness and enable the Warfighter. Additionally, this conference presents an opportunity for associated meetings and technical workshops hosted by the Office of the Secretary of Defense and the Military Services, reducing requirements for other separate events that would generate a greater collective expense.

Approximately 750 attendees are anticipated to attend, including 250 DoD personnel and 500 non-DoD participants. I am satisfied that exceptional conditions exist whereby spending in excess of \$500,000 (total estimated DoD cost is \$552,150.00) on this conference is the most cost-effective option to achieve its compelling purpose.

I therefore grant a waiver for this event to proceed in accordance with the Deputy Chief Management Officer's DoD Conference Guidance, version 4.0, dated June 26, 2016. This waiver is contingent on your continued efforts to ensure the best use of Government funds and adherence to all applicable policies.

My point of contact for this matter is Ms. Kristin Thomasgard-Spence, Readiness and Environmental Protection Integration Program Director, at 571-372-6835 or kristin.j.thomasgard-spence.civ@mail.mil.

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Dec 27, 2018

Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

Ellen M. Lord



THE SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

CLEARED
For Open Publication
June 8, 2018
Dec 27, 2018

Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

MEMORANDUM FOR DIRECTOR, NAVY STAFF

SUBJECT: Approval to Co-Sponsor the 86th Military Operations Research Society Symposium, June 18-21, 2018, Monterey, California

Reference: DoD Conference Guidance Version 4.0

Per the authority delegated to me by the reference, I approve the Department of the Navy (DON) to co-sponsor the 86th Military Operations Research Society Symposium scheduled for June 18–21, 2018, in Monterey, California.

This is a waiver of reference policy as I have determined that exceptional circumstances exist whereby spending in excess of \$500,000 for this conference is the most cost-effective option for the DON to enhance the quality of the military operations research analysis which results in better nation and homeland security decisions.

This approval is subject to the following:

- The Director, Navy Staff must monitor and track registration to ensure the number of DON attendees does not exceed 137 in a Temporary Additional Duty (TAD) status or total cost does not exceed \$272,245 (10 percent over \$247,495) without prior approval.
- The Director, Navy Staff is required to:
 - Complete attachment (1).
 - Submit completed attachment (1) to the Department of the Navy/Assistant for Administration, Programs and Integration Division by July 6, 2018. Send e-mail to W_DONAA_PTGN_CSD_US01@navy.mil.
- The DON has included in this request the attendance cost for 86 United States Air Force (USAF) personnel at an estimated cost of \$170,011; 90 United States Army (USA) personnel at an estimated cost of \$176,029; and 29 Office of the Secretary of Defense /Joint Chiefs of Staff (OSD/JCS) personnel at an estimated cost of \$84,254. The USAF, USA, and OSD/JCS points of contact are requested to:
 - Monitor attendance to ensure costs do not exceed estimated costs for each Service.

SUBJECT: Approval to Co-Sponsor the 86th Military Operations Research Society Symposium, June 18-21, 2018, Monterey, California

- Report the actual number of attendees and costs by July 6, 2018 via email to Mr. Herbert Cupo, herbert.cupo@navy.mil.

- Local attendees who are able to attend at no cost to the government are authorized to file Local Defense Travel System claims. Attendance is subject to supervisor's approval.

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

- Rental cars for General Officer/Flag Officer/Senior Executive Service attendees may be authorized if they are mission required or the most cost effective means of transportation, and specifically approved by the TAD authorizing official.

- All other attendees should exercise the lowest cost option for travel in attending this event.

- Lodging and meals will be reimbursed to attendees in a TAD status only, at the authorized per diem rate.

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

- 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 Travel Regulations.

- The attendees must be good stewards of taxpayer dollars in attending this event.

- Travel authorizing officials and certifying officers are responsible for protecting taxpayer funds from fraud, waste, abuse, and mismanagement.

- In accordance with the reference, this event will be reported to OSD and publicly posted as part of the Fiscal Year 2018 DoD Annual Conference Report.


Richard V. Spencer

Attachment:
As stated



THE SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

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January 3, 2018
Dec 27, 2018

Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

MEMORANDUM FOR GENERAL COUNSEL OF THE NAVY

SUBJECT: Approval to Host the 2018 Department of the Navy Office of the General Counsel Training Symposium, April 16-19, 2018, Oxon Hill, Maryland

References: (a) DoD Conference Guidance version 4.0
(b) OMB memo M-17-08 of November 25, 2016
(c) P.L. 115-31, Section 739

Per the authority delegated to me by reference (a), I approve the Department of the Navy (DON) Office of the General Counsel (OGC) to host the 2018 DON OGC Training Symposium.

This is a waiver of reference (a) policy as I have determined that exceptional circumstances exist whereby spending in excess of \$500,000 for this conference is the most cost-effective option for DON to provide extensive state-mandated Continuing Legal Education training, align DON OGC legal advisors with Departmental goals, explore best practices, and develop consistent strategies to address current substantive legal issues facing the DON.

This approval is subject to the following:

- General Counsel of the Navy must monitor and track registration to ensure the number of DON attendees does not exceed 272 in a Temporary Additional Duty (TAD) status or total cost does not exceed \$630,000 without prior approval.
- General Counsel of the Navy is required to:
 - Complete and submit attachment (1).
 - Report the actual number of attendees with a by-name roster of all TAD personnel.
- Submit above information to Department of the Navy/Assistant for Administration, Programs and Integration Division by 4 May 2018. Send e-mail to W_DONAA_PTGN_CSD_US01@navy.mil.
- Attendees must annotate their travel vouchers if meals are provided by the conference host.

SUBJECT: Approval to Host the 2018 Department of the Navy Office of the General Counsel Training Symposium, April 16-19, 2018, Oxon Hill, Maryland

- Lodging and meals will be reimbursed to the attendees in a TAD status only at the authorized per diem rate.

- Rental cars shall not be authorized unless they are mission required or the most cost effective means of transportation, and specifically approved by the authorizing official.

- 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 Travel Regulations.

- Attendees must be good stewards of taxpayer dollars in attending this event.

- Travel authorizing officials and certifying officers are responsible for protecting taxpayer funds from fraud, waste, abuse, and mismanagement.

- In accordance with references (b) and (c), this event will be reported to Office of the Secretary of Defense, Deputy Chief Management Officer and publically posted as part of the Fiscal Year 2018 Department of Defense Annual Conference Report.



Richard V. Spencer

Attachment:

1. DON Hosted Conference Reporting Form