



THE SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

February 10, 2016

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Attendance at the Western Conference and Exposition 2016, February 17-19, 2016, San Diego, CA

Reference: (a) OSD DCMO memo of 23 Sep 15
(b) NAVADMIN 007/16

Per the authority delegated to me by reference (a), I approve the Department of the Navy participation in the Western Conference and Exposition 2016, February 17-19, 2016, San Diego, CA.

This approval is subject to the following:

- Attendance is limited to 256 in a Temporary Additional Duty (TAD) status:
 - Navy: 182
 - Marine Corps: 21
 - Navy Secretariat: 3
 - Copernicus Award winners and their respective Commanding Officers (total of 50) as identified in reference (b). Substitutions for the award winners are not authorized.
- All participating commands must monitor and track registration to ensure that the number of attendees in a TAD status does not exceed the above numbers without prior approval.
- 26 rental cars are authorized for executives and staff as follows:
 - Chief of Naval Research: 1
 - U.S. Fleet Cyber Command: 1
 - Commander, Navy Installations Command: 1

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- U.S. Pacific Fleet: 6
- Chief of Naval Operations (USNAVSO, N95, N98): 9
- Naval Sea Systems Command: 1
- U.S. Fleet Forces Command: 7

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

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



Distribution:

Director, Navy Staff
Director, Marine Corps Staff
Chief of Naval Research
Director, Navy International Programs Office
Director, Office of Small Business Programs

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