ACTION MEMO

FOR: ASSISTANT SECRETARY OF THE NAVY (ENERGY, INSTALLATIONS, AND ENVIRONMENT), PERFORMING THE DUTIES OF THE UNDER SECRETARY OF THE NAVY

FROM: Robert D. Hogue, Principal Deputy Assistant Secretary of the Navy (Manpower and Reserve Affairs), Performing the Duties of the Assistant Secretary of the Navy (Manpower and Reserve Affairs) *V/R, B. Hogue 1·20·2022*

SUBJECT: Request Approval of the Department of the Navy Information Technology Conference West

- Madam Secretary, I have reviewed and recommend approval of the Department of the Navy (DON) Chief Information Officer's request to host the DON Information Technology (IT) Conference West from February 16, 2022, through February 18, 2022 in San Diego, California.

- The purpose of the event is to improve technical proficiency within the IT and cyberspace communities. Approximately 650 guests are expected to attend, with attendance limited to local and regional travelers. This is an indoor and virtual event.

- I recommend approval of this request with the following caveats:

  o All attendees shall be fully vaccinated against COVID-19 (two weeks after their second dose in a two-dose vaccination series, such as Pfizer or Moderna vaccines, or two weeks after a single-dose vaccine, such as Johnson and Johnson's Janssen vaccine). Those with documented exemptions or otherwise not eligible to receive the vaccine will be required to show proof of a negative COVID-19 polymerase chain reaction (PCR) test within 72 hours of the event.

  o Attendees returning from international travel must test negative by PCR for COVID-19 no more than three days before the event.

  o Attendees shall follow mask guidelines and other COVID-19 safety measures promulgated by the Safer Federal Workforce Task Force, the Department of Defense, and the Department of the Navy.

RECOMMENDATION: Approve this request by initialing as appropriate:

Approve: _*AUB*_ Disapprove: _____

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