



DEPARTMENT OF THE NAVY
ASSISTANT FOR ADMINISTRATION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

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CPEM
AUG 10 2017

From: Department of the Navy/Assistant for Administration
To: Department of the Navy Chief Information Officer

Subj: REQUEST TO HOST THE DEPARTMENT OF THE NAVY INFORMATION
TECHNOLOGY CONFERENCE WEST, 6-8 FEBRUARY 2018, SAN DIEGO,
CA

Ref: (a) Your Action Memo of 27 July 2017
(b) DoD Conference Guidance, Version 4.0 of 26 Jun 2016

Encl: (1) Department of the Navy Hosted Conference Reporting Form

1. The request in reference (a) to host the subject conference is approved.

2. Department of the Navy Chief Information Officer must:

a. Monitor and track registration to ensure that the number of Department of the Navy attendees in a Temporary Additional Duty (TAD) status does not exceed 220 or that total cost does not exceed \$402,000 without prior approval.

b. Report the actual number of attendees and hosting cost to Department of the Navy/Assistant for Administration, Programs and Integration Division no later than 23 February 2018. Complete the "Actual" column of enclosure (1) and send via e-mail to W_DONAA_PTGN_CSD_US01@navy.mil.

c. Ensure all contracting actions comply with applicable fiscal and procurement laws and regulations.

3. Attendees should contact doncio@navy.mil if they have any questions and to confirm their attendance.

4. 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.

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

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

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7. 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.

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

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

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

11. In accordance with the reporting requirements of reference (b), this event will be reported to the Department of Defense (DoD) and publicly posted as part of the FY 18 DoD Annual Conference Report.



W. R. O'Donnell

Department of the Navy Hosted Conference Reporting Form		
Conference Name:	Department of the Navy IT West Conference	
Start Date:	Tuesday, February 06, 2018	
End Date:	Thursday, February 08, 2018	
City:	San Diego	
State:	CA	
Zip Code:	92101	
Venue:	San Diego Convention Center	
Country:	USA	
Total Number of DoD Sponsored Attendees:	900	
Date Submitted to Final Approval Authority for Approval:	Wednesday, August 09, 2017	
Date Approved:		
Conference Purpose: (Describe the purpose for hosting the conference. Do not use acronyms.)	The purposes of the DON IT conferences is to share information about, and ensure the DON understands new and updated IT policy and initiatives, including those that support statutory requirements, Cybersecurity, Privacy and the SECNAV's vision laid out in the DON Transformation Plan.	
Cost Methodology: (Briefly explain methods that were used to determine the cost of the conference, i.e. cost spreadsheet analysis.)	Cost Spreadsheet Analysis	
Were Contracts Awarded on a Competitive Basis? (Yes or No)		
Is the Conference Co-Sponsored with a NFE? (If yes, provide name):		
Was a Non-Federal Conference Planner Used (If yes, provide name):		
Any Additional Comments:		
	Estimated	Actual
Total Number of Conference Attendees:	900: (200 TAD, 700 Local)	0
Food/Beverage Costs: (Enter the total cost paid by the DoD host for food and beverages.)	\$0	\$0
Audio/Visual Costs: (Enter the costs paid by the DoD host for audio and visual products, services, or related equipment.)	\$38,000	\$0
Pre-Conference Planning Costs: (Enter outlays for conference preparation and pre-planning. For example, travel to site prior to the event)	\$0	\$0
DoD Participant Travel Costs: (Enter travel costs by the government. This includes transportation, per-diem, lodging, and rental vehicles. Do not include registration fees as a travel cost. Registration fees collected from DoD sources are to be reported under Other hosting costs; registration fees collected from non-DoD sources are reported as revenue.)	\$313,079	\$0
Other Hosting Costs: (Enter all other conference costs not provided above. Include registration fees collected from DoD sources.)	\$14,100	\$0
Revenue: (Provide the total revenue for all direct and indirect conference costs collected and retained by DoD from non-DoD sources, such as, registration, exhibitor and sponsor fees.)	\$0	\$0
Total Conference Cost: (Expenses Minus Revenue Retained)	\$365,179	\$0