



DEPARTMENT OF THE NAVY
CHIEF INFORMATION OFFICER
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

4 August 2017

From: Department of the Navy Chief Information Officer
To: Department of the Navy Principal Deputy Chief Information Officer

Subj: REQUEST TO HOST THE NAVY-MARINE CORPS SPECTRUM SUMMIT WEST –
7-8 FEBRUARY 2018

Ref: (a) Your Action Memo of 3 Aug 17

1. The request in reference (a) to host the subject conferences is approved.
2. The Spectrum Summit conference coordinator 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 60 or that total cost does not exceed \$91,000 without prior approval.
 - b. Report conference information to the DoD using the DoD Conference Tool.
3. Attendees should use the Contact Us feature at doncio@navy.mil for questions, and use the Navy-Marine Corps Spectrum Summit registration site at doncio@navy.mil to register.
4. Rental cars are not authorized for attendees traveling by air. Other attendees should exercise the lowest cost option for travel in attending this event.
5. Attendees must annotate their travel vouchers if provided meals are accepted.
6. Lodging and meals will be reimbursed to the attendees in a TAD status only at the authorized per diem rate.
7. If applicable, attendees are required to file tax exemption forms to reduce lodging expenses.
8. Attendees must be good stewards of taxpayer dollars in attending this event.
9. Travel authorizing officials and certifying officers are responsible for protecting taxpayer funds from fraud, waste, abuse, and mismanagement.


Robert W. Foster