



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

5050
CPEM

03 FEB 2017

From: Department of the Navy/Assistant for Administration
To: Director, Navy Staff
Director, Office of Small Business Programs

Subj: APPROVAL FOR THE WEST 2017 CONFERENCE AND EXPOSITION,
FEBRUARY 21-23, 2017, SAN DIEGO, CA

Ref: (a) DNS Memo of 19 Jan 17
(b) OSBP Email of 30 Jan 17
(c) NAVADMIN 287/16

1. As requested by references (a) and (b), participation in the subject conference is approved, including travel days as annotated as follows:

- Naval Sea Systems Command: 17 Temporary Additional Duty (TAD)
- Space and Naval Warfare Systems Command: 19 TAD
- Naval Postgraduate School: 1 TAD
- Naval Supply Systems Command: 2 TAD
- U.S. Fleet Forces Command: 2 TAD
- U.S. Naval Forces Southern Command: 2 TAD

2. Local attendance is approved for all others with their supervisor's approval. Local Defense Travel System claims are authorized.

3. Participation is approved with Command concurrence for Copernicus Award winners and their respective Commanding Officers (total of 34) as identified in reference (c). Substitutions for the award winners are not authorized.

4. Rental cars are not authorized.

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

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

7. Travelers are reminded that high-quality government/

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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.



W. R. O'Donnell

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