



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

5050
CPEM
FEB 16 2017

From: Department of the Navy/Assistant for Administration
To: Chief of Naval Research

Subj: REQUEST TO CO-SPONSOR THE DEPARTMENT OF THE NAVY FORUM FOR
SMALL BUSINESS INNOVATION RESEARCH / SMALL BUSINESS
TECHNOLOGY TRANSFER TRANSITION, 3-5 April 2017, OXON HILL,
MD

Ref: (a) Your Memo of 3 Feb 2017 w/end
(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 co-sponsor the subject conference is approved, pending final gift acceptance.

2. Chief of Naval Research 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 37 or that total cost does not exceed \$500,000 without prior approval.

b. Report the actual number of attendees and hosting cost to Department of the Navy/Assistant for Administration, Conferences, Programs, and Event Management Division by 22 May 2017. 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. Rental cars are not authorized for attendees traveling by air. Other attendees should exercise the lowest cost option for travel in attending this event.

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

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

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6. 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.

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

8. The 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.

10. In accordance with the reporting requirements of reference (b), this event will be reported to the Department of Defense (DoD) and publically posted as part of the FY 17 DoD Annual Conference Report.



W. R. O'Donnell

Copy to:
ASN (RD&A)