MEMORANDUM FOR ASSISTANT SECRETARY OF THE NAVY (RESEARCH, DEVELOPMENT & ACQUISITION)
DIRECTOR, NAVY STAFF
PROGRAM EXECUTIVE OFFICER (SHIPS)
COMMANDING OFFICER, NAVAL RESEARCH LABORATORY

SUBJECT: Approval for the Fleet Maintenance and Modernization Symposium 2016, September 12–15, 2016, Hampton, VA

Reference: OSD DCMO Memo of 26 Jun 16

Per the authority delegated to me by the reference, I approve the Department of the Navy (DON) attendance at the Fleet Maintenance and Modernization Symposium 2016.

This approval is subject to the following:

- Addressees must ensure that the number of attendees in a Temporary Additional Duty (TAD) status does not exceed attendance levels listed below without prior approval. TAD allocations are:
  - Chief of Naval Operations: 1 TAD
  - Assistant Secretary of the Navy (Research, Development and Acquisition): 1 TAD
  - Program Executive Officer (Ships): 1 local
  - Naval Sea Systems Command: 80 (56 TAD, 24 local)
  - Space and Naval Warfare Systems Command: 1 TAD
  - U.S. Fleet Forces Command: 44 (3 TAD, 41 local)
  - U.S. Pacific Fleet: 31 TAD
  - Naval Research Laboratory: 1 TAD

- The attendees must annotate their travel vouchers if meals are provided by the conference host.
SUBJECT: Approval for the Fleet Maintenance and Modernization Symposium 2016, 12–15 September 2016, Hampton, VA

- Rental cars are not authorized for those attendees traveling by air. Attendees will use public transportation in lieu of rental cars. All other attendees should exercise the lowest cost option for travel in attending this event.

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

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

- 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.

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

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

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