



DEPARTMENT OF THE NAVY
NAVAL POSTGRADUATE SCHOOL
1 UNIVERSITY CIR
MONTEREY, CA 93943-5000

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Ser 00/534

14.. Sep 17

From: President, Naval Postgraduate School
To: Mechanical and Aerospace Engineering Department, Graduate School of Engineering and Applied Science

Subj: APPROVAL TO CO-SPONSOR THE AIRCRAFT SURVIVABILITY SYMPOSIUM,
7 – 9 NOVEMBER 2017

Ref: (a) Your hosting request of 31 Aug 17
(b) DOD Conference Guidance 4.0 dated 26 Jun 16

Encl: (1) MOA with NDIA
(2) DON Hosted Conference Reporting Form

1. Based upon a review of your request, I concur the Aircraft Survivability Symposium is mission related; the physical co-location of Department of Defense (DOD) personnel in a conference setting is beneficial and cost-effective; and the requirement cannot be adequately performed by alternate means of delivery. Your request in reference (a) to co-sponsor the subject conference is approved. I have also signed the Memorandum of Agreement (MOA) for this event, attached as enclosure (1).
2. As a recurring conference at Naval Postgraduate School (NPS), in conjunction with the National Defense Industrial Association (NDIA), future recurrences of this co-sponsored event, held at NPS are also approved for the next three years. Each recurrence of the event will require a revised Memorandum of Agreement with NDIA. Should the scope of the event significantly change (increase in size by greater than 20%), a revised approval should be obtained from me.
3. In conjunction with NDIA, you must monitor and track registration of DOD funded traveling attendees (utilizing temporary additional duty travel orders). Due to costs exceeding \$100K, the cost data will be reported on the DOD public website. NPS is required to report the actual number of attendees and DOD hosting cost to Department of the Navy/Assistant for Administration, Conferences, Programs, and Event Management Division within 15 days of the completion of the event. Use enclosure (2) and report the data to the Director for Business Operations before that date.
4. Local attendance is authorized with supervisor's approval.
5. All planning must proceed in accordance with the guidance and restrictions directed in reference (b) and within the scope of your cost estimate. Any government expense items must be referred to the Staff Judge Advocate, CAPT Ball for review. You have noted that NDIA will take care of all contracting arrangements and this event will not require use of DOD funds with the exception of travel reimbursement for government attendees.

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6. Lodging and meals will be reimbursed only at the authorized per diem rate. No meals are being offered as part of the conference which would impact attendees travel vouchers.

7. DOD travelers are reminded that high-quality government/military lodging options are available at www.dodlodging.net. Their use is highly encouraged within the guidelines of the JTR. If applicable, travelers are required to file tax exemption forms to reduce lodging expenses.

8. All attendees must be good stewards of taxpayer dollars in attending this event.

9. Travel authorizing officials and certifying officers are responsible for protecting taxpayers' funds from fraud, waste, abuse, and mismanagement.


RONALD A. ROUTE
Vice Admiral, U.S. Navy (Ret.)