From: Department of the Navy/Assistant for Administration
To: Director, Navy Staff

Subj: REQUEST APPROVAL FOR THE 11TH INTERNATIONAL MINE WARFARE TECHNOLOGY SYMPOSIUM, 6-8 MAY 2014, MONTEREY, CA

Ref: (a) Your Action Memo of 19 Nov 13
(b) Conference Approval Authority Guidance Memorandum of 5 Apr 13

1. Your request in reference (a) to host the subject conference, including travel, 5 - 8 May 2014, is approved.

2. Naval Postgraduate School (NPS) must monitor and track registration to ensure that the number of attendees in a Temporary Additional Duty (TAD) status does not exceed 35.

3. The collection of conference fees is permitted. NPS is required to submit a report per ref (b) to the Bureau of Naval Personnel outlining the disposition of conference fees.

4. Rental cars are not authorized for attendees traveling by air. Recommend other participants utilize the lowest cost option in attending this event.

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

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

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

8. 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 Federal Travel Regulations/Joint Travel Regulations (JFTR/JTR).
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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.

[Signature]

CARLA E. LUCCHINO

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NPS