



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

5050  
PID  
JAN 15 2018

From: Department of the Navy/Assistant for Administration  
To: Assistant Secretary of the Navy (Energy, Installations  
and Environment)

Subj: ATTENDANCE AT THE 2019 NATIONAL MILITARY FISH AND  
WILDLIFE ASSOCIATION WORKSHOP; MARCH 4-8, 2019, DENVER,  
COLORADO

Ref: DoD Conference Guidance, Version 4

1. Per the authority delegated to me by the reference, I approve the Department of the Navy (DON) attendance at the 2019 National Military Fish and Wildlife Association (NMFWA) scheduled for March 4-8, 2019, in Denver, Colorado.
2. The Director, Environmental Planning and Terrestrial Resources must monitor and track registration to ensure the number of DON NMFWA attendees does not exceed 103 in a Temporary Additional Duty (TAD) status and costs for travel and exhibits does not exceed \$250,000 without prior approval.
3. TAD attendees should contact Mr. Joseph D. Cecchini (Dan) at joseph.cecchini@navy.mil or (703)614-1173 for questions and/or to confirm their attendance.
4. Local attendees who are able to attend at no cost to the government are authorized to file Local Defense Travel System claims. Attendance is subject to supervisor's approval.
5. The attendees must annotate their travel vouchers if meals are provided by the conference host.
6. Rental cars shall not be authorized unless they are mission required or the most cost effective means of transportation, and specifically approved by the TAD authorizing official.
7. All other attendees should exercise the lowest cost option for travel in attending this event.
8. Lodging and meals will be reimbursed to attendees in a TAD status only at the authorized per diem rate.

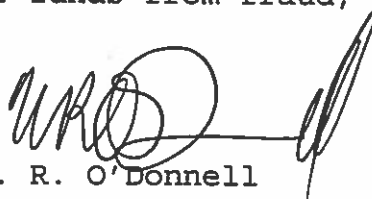
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9. If applicable, the attendees are required to file tax exemption forms to reduce lodging expenses.

10. 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](http://www.dodlodging.net). Their use is highly encouraged within the guidelines of the Joint Travel Regulations.

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

12. 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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DNS  
DMCS  
NRL