



DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER WEAPONS DIVISION
1 ADMINISTRATION CIRCLE
CHINA LAKE, CA 93555-6100

575 I AVENUE SUITE 1
POINT MUGU, CA 93042-5049

IN REPLY REFER TO:

5050

Ser 500000D/1433

19 Feb 19

From: Commander, Naval Air Warfare Center Weapons Division
To: Mr. Brian Ziegler, Jammer Techniques Development (Code 45P700E)

Subj: APPROVAL TO HOST 48TH ANNUAL COLLABORATIVE ELECTRONIC
WARFARE SYMPOSIUM 2-4 APRIL 2019

Ref: (a) Your hosting request of 14 Jan 19
(b) DoD Conference Guidance 4.0

Encl: (1) DON Hosted Conference Reporting Form


1. Your request in reference (a) to host the subject conference is approved.
2. Naval Air Warfare Center Weapons Division must monitor and track registration to ensure that the number of Department of the Navy (DON) funded traveling attendees (utilizing temporary additional duty or invitational travel orders) does not exceed 48 or the cost to the Department of Defense (DOD) does not exceed \$74,508 without prior approval.
3. Local "no cost" attendance is authorized with supervisor's approval.
4. The DON has included the attendance numbers and costs of other DOD personnel into the overall total. DOD components requesting to attend subject conference must coordinate their attendance numbers and costs with Conference point of contact (POC), Mr. Brian Ziegler, brian.ziegler@navy.mil, to confirm their attendance.
5. As a reminder, per reference (b), all reporting must be completed via the DoD Conference Tool within 15 days after the conference. To meet this requirement, the Command POC will provide the Naval Air Systems Command Conference Manager, Ms. Peggy Hayden, a finalized copy of enclosure (1).
6. Rental cars shall not be utilized unless they are the most cost effective means of transportation and specifically approved by the authorizing official.
7. Lodging and meals will be reimbursed only at the authorized per diem rate unless otherwise deemed necessary in accordance with the Joint Travel Regulations (JTR) and approved by the authorizing official.
8. All attendees must annotate their travel vouchers if meals are provided by the conference host.

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9. 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.

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

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

A handwritten signature in black ink that reads "William S. Dillon". The signature is written in a cursive style with a large, stylized "D" at the end.

W. S. DILLON