



THE UNDER SECRETARY OF THE NAVY  
WASHINGTON DC 20350-1000

June 12, 2012

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Updated Guidance and Data Call on Conferences

References: (a) OSD memo "Implementation of May 11, 2012, Office of Management and Budget Memorandum, 'Promoting Efficient Spending to Support Agency Operations'" of June 3, 2012  
(b) OMB memo M-12-12 of May 11, 2012  
(c) ALNAV 072/11  
(d) DON/AA memo of January 31, 2012 (NOTAL)

Reference (a) provides initial guidance for implementing those portions of reference (b) that concern conference planning and accountability.

The conference approval authorities identified in paragraphs 3A(1) and 3B of reference (c) are rescinded. Until further guidance is published, conferences estimated to cost over \$500,000 must be approved by the Deputy Secretary of Defense (DEPSECDEF), and conferences costing between \$100,000 and \$500,000 must be approved by the Office of the Secretary of Defense Deputy Chief Management Officer (OSD DCMO). Department of the Navy (DON)-sponsored conferences costing less than \$100,000 in DON funds will continue to be approved per paragraphs 3A(2) and 3C of reference (c) and reference (d), subject to the temporary restrictions described below.

Reference (a) directs a review of all upcoming conferences that the DON is hosting or sponsoring, or that DON employees will be attending, where expenses to the Department of Defense (DoD) are likely to exceed \$100,000. To accomplish this task, provide the following information to the Department of the Navy/Assistant for Administration (DON/AA) by July 5, 2012.

1. Complete attachment (1) for all upcoming conferences (as conferences are defined in paragraph 6 of reference (c)) that are being hosted or sponsored by the DON where expenses to DoD are likely to exceed \$100,000.

- This includes conferences planned but not yet approved, and conferences that are approved but have not been held.
- Conference expenses include attendee registration fees, attendee travel costs, attendee per diem costs, and all other costs associated with planning and hosting the conference.

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- Attendees include both Navy and Marine Corps personnel, as well as DON civilian employees.

2. Using attachment (2), list all conferences that DON employees in your immediate and subordinate organizations plan to attend. Include those being hosted by the DON, another government agency (Department of the Army, General Services Administration, etc.), or a non-Federal entity. Addressees must aggregate the estimated travel and per diem costs by conference.

A cover memo must accompany attachments (1) and (2) stating that the included conferences significantly advance the DON's mission, and that expenses and activities associated with these conferences comply with all applicable travel, conference, and acquisition regulations. A sample cover memo is at attachment (3).

I will forward the results of the review to OSD DCMO. Planning for all conferences may continue, but until this review is completed and transmitted to DCMO, the following rules apply:

- Conferences for which funds have been obligated, e.g., approved travel authorizations, signed contracts, signed no-cost contracts, will be executed as approved.
- Conferences for which no funds have been obligated, even if approved prior to June 3, 2012, are on hold but planning should continue.
- If total DON expenses will exceed \$100,000 for any conference hosted or attended by DON employees, travel authorizations will be suspended pending notification to OSD DCMO.
- Any conference not approved before June 3, 2012 and estimated to cost between \$100,000 and \$500,000 must be submitted through the chain of command for approval by OSD DCMO.
- Any conference not approved before June 3, 2012 and estimated to cost over \$500,000 must be submitted through the chain of command for approval by DEPSECDEF.

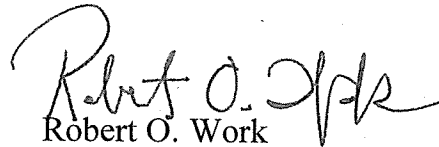
Semi-annual reports are required. Complete the semi-annual report, attachment (4) for conferences held by addressees or their subordinates. The first report covers the

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period September 21, 2011 through March 31, 2012, and is due to the DON/AA on July 30, 2012. The second report, covering the period April 1, 2012 through September 30, 2012, is due November 1, 2012.

The shortest path to reestablishing reasonable DON approval authorities is to rapidly provide accurate data. I am confident in your full cooperation in this effort.

Questions may be addressed to Joy Douglas, joy.douglas@navy.mil, (703) 692-6684 or Sharon Williams, sharon.williams@navy.mil, (703) 693-0991.

  
Robert O. Work

Attachments:

1. Brief Sheet for a Conference Hosted
2. List of Conferences to be Attended
3. Sample Memo
4. Semi-Annual Report

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