

**CLEARED**  
**For Open Publication**

Jan 09, 2023

Department of Defense  
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

## TAB B

### FY22 DoD Conference Report

DoD Hosted Two Conferences with costs

Exceeding \$500,000

(Waiver Memoranda attached)



THE UNDER SECRETARY OF THE NAVY  
WASHINGTON DC 20350-1000

June 9, 2022

MEMORANDUM FOR DIRECTOR, MARINE CORPS STAFF

SUBJECT: Approval to Co-Host the Military Operations Research Society Symposium, 13-16 June 2022, Quantico, Virginia

References: (a) DoD Conference Guidance, Version 4  
(b) SECNAVINST 5050.6

Per references (a) and (b), I approve the Department of the Navy (DON) to co-host the Military Operations Research Society Symposium scheduled for 13-16 June 2022 in Quantico, Virginia. Additionally, I have made the determination that exceptional circumstances exist whereby spending in excess of \$500,000 on this conference is the most cost-effective option to achieve the objectives and mission of the DON.

This approval is subject to full compliance with applicable Coronavirus Disease (COVID) 2019 mitigation measures. This includes applicable federal, state, and local rules and regulations as well as rules, regulations, and policies issued by the Department of Defense (DoD), DON, or local Commanders at bases, stations, and installations. Individuals who are not fully vaccinated, or who decline to provide information about their vaccination status, are limited to mission-critical official travel, both domestic and international. This conference has not been designated as mission-critical official travel. Therefore, any unvaccinated DON personnel seeking to attend this conference must submit a request to the Under Secretary of the Navy. Requests for travel by unvaccinated personnel must be routed through the respective member's Service Chief to the Under Secretary of the Navy via the Assistant Secretary of the Navy (Manpower and Reserve Affairs). Fully vaccinated individuals are not restricted from official travel, both domestic and international. Attendees are expected to follow all COVID mitigation measures when attending non-DoD sponsored or hosted conferences. Attendees must also continually monitor the environment (specifically Health Protection Condition levels and COVID-related travel guidance) to ensure they remain in compliance with all the aforementioned guidance and guidelines.

The Director of Marine Corps Staff must monitor and track registration to ensure DoD costs do not exceed \$622,301 inclusive of registration fees and any funded travel costs of attendees.

This approval includes estimated attendance costs for 125 DON attendees with costs not to exceed \$165,000, 175 United States Army (USA) personnel with costs not to exceed \$270,000, 115 United States Air Force (USAF) attendees with costs not to exceed \$180,000, and 12 Office of the Secretary of Defense (OSD) and Joint Chiefs of Staff (JCS) personnel with costs not to exceed \$7,301. The USA, USAF, OSD/JCS points of contact are requested to monitor attendance to ensure costs do not exceed estimated levels for their respective agency.

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The DON point of contact (POC) is Mr. Lyman Moquin, [lyman.r.moquin.civ@us.navy.mil](mailto:lyman.r.moquin.civ@us.navy.mil), and the United States Marine Corps (USMC) POC is Mr. Drew Jensen, [andrew.jensen@usmc.mil](mailto:andrew.jensen@usmc.mil). DON and USMC POCs will monitor attendance for their respective Services to ensure actual costs do not exceed estimated costs without prior notification by contacting the USMC POC, Mr. Drew Jensen, [andrew.jensen@usmc.mil](mailto:andrew.jensen@usmc.mil).

All agencies will report the actual number of attendees and costs (travel costs, conference fees, and other costs) by 15 June 2022 to Mr. Drew Jensen at [andrew.jensen@usmc.mil](mailto:andrew.jensen@usmc.mil).

The Director of Marine Corps Staff is required to:

- Complete section IV, item 24 of the attached 5050.2, Conference Request Form, and enter and verify actual costs in the Department of Defense Conference Tool by 1 July 2022.
- Submit completed 5050.2, Conference Request Form, to Department of the Navy/Assistant for Administration (DON/AA), Programs and Integration Division by 1 July 2022 to [W\\_DONAA\\_PTGN\\_CSD\\_US01@navy.mil](mailto:W_DONAA_PTGN_CSD_US01@navy.mil).

Local attendees who are able to attend at no cost to the government are authorized to file Local Defense Travel System claims.

Each participating Service must ensure all contracting actions comply with applicable fiscal and procurement laws and regulations.

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

Rental cars for attendees may be authorized if they are mission required or the most cost effective means of transportation, and specifically approved by the Temporary Additional Duty (TAD) authorizing official.

Attendees should exercise the lowest cost option for travel in attending this event.

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

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

The travelers are reminded that high-quality government or military lodging options such as Bachelor Officer Quarters, Navy Lodges, and Transient Lodging Facilities are available at

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www.dodlodging.net. Their use is highly encouraged within the guidelines of the Joint Travel  
Regulations.

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

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

In accordance with the references, this event will be reported to the Office of the Secretary  
of Defense and publically posted as part of the Fiscal Year 2022 DoD Annual Conference  
Report.

A handwritten signature in black ink, appearing to read 'ERIK RAVEN', with a long horizontal line extending to the right.

Erik K. Raven



## UNITED STATES TRANSPORTATION COMMAND

OFFICE OF THE COMMANDER  
508 SCOTT DRIVE  
SCOTT AIR FORCE BASE, ILLINOIS 62225-5357

27 May 21

### MEMORANDUM FOR RECORD

FROM: TCCC

SUBJECT: National Defense Transportation Association (NDTA) and United States Transportation Command (USTRANSCOM) 2021 Fall Meeting Approval to Co-Sponsor Conference; Waiver of DOD Cost Ceiling of \$500,000

1. Since 2013, NDTA and USTRANSCOM have co-sponsored an annual Fall Meeting (Fall Meeting), providing a forum designed to provide training, discuss issues, and share information relating to transportation readiness for the Department of Defense (DOD) and other U.S. Government agencies. This event also provides a strategic defense transportation and logistics overview for DOD (and especially USTRANSCOM) personnel, and facilitates collaboration between industry and Government to assist industry in anticipating and meeting DOD's future needs. As such, a combination of Government and military personnel along with a wide cross-section of representatives from the transportation industry, academia, and interested members of the public attend the Fall Meeting.
2. Given the demographic participation of the Fall Meeting continues to evolve and expand across a wide logistical spectrum, the physical location of the annual Fall Meeting typically is chosen and rotates among two major centers of gravity within USTRANSCOM's community of interest. For 2021, the Fall Meeting is scheduled to be held in the National Capital Region (NCR) at the Gaylord National Convention Center in National Harbor, Maryland, from 18 to 21 October 2021. This meeting is intended as an in-person event. The NCR provides the opportunity for logisticians and defense transportation professionals from the Services, the Joint Staff, the Office of the Secretary of Defense, the Defense Logistics Agency, and other U.S. Government agencies to attend.
3. In accordance with the DOD conference policy, I approve the 2021 Fall Meeting as a DOD co-sponsored conference with NDTA.
  - a. By approving this conference, I certify the Fall Meeting enhances and furthers the mission of DOD and USTRANSCOM in carrying out its assigned Unified Command Plan missions.
  - b. I determine the physical co-location of DOD personnel in a conference setting is beneficial and cost-effective, after considering alternative means of delivering the relevant information, including usage of remote collaboration tools (e.g., teleconferencing, videoconferencing, webinars, online sharing applications) and other real-time communication methods that would mitigate the need for physical co-location of DOD personnel. Although the Fall Meeting in October 2020 was held virtually out of necessity because of travel and social distancing requirements imposed to counter the COVID-19 pandemic, surveys and feedback from last year's Fall Meeting indicated the

conference was lacking in some areas due to its virtual format. Therefore, while the 2020 Fall Meeting was held virtually, physical co-location of DOD personnel for the 2021 Fall Meeting in a conference setting is beneficial to DOD.

c. My approval of the Fall Meeting acknowledges the overarching DOD mission benefits and gives each Commander and supervisor throughout DOD the opportunity to determine the mission benefit for his or her organization.

d. As a DOD co-sponsored conference, the Fall Meeting is not considered an "outside event" and attendance by DOD senior leaders is not limited by DOD or Joint Staff policy.

e. I determine the following five Joint Ethics Regulation requirements are satisfied:

(1) The subject matter of the 2021 Fall Meeting involves scientific, technical, and professional issues relevant to the DOD and USTRANSCOM mission sets;

(2) The purpose of co-sponsoring the Fall Meeting is to improve DOD transportation and logistics by stimulating wider interest and inquiry into technical and professional issues and innovations; increase understanding of partners, suppliers, and customers; build relationships and trust; and provide professional development and education.

(3) The USTRANSCOM Staff Judge Advocate, in his capacity as a Deputy Designated Agency Ethics Official (DDAEO), determined NDTA is a recognized professional organization, after giving due consideration to the regulatory prohibitions against preferential treatment for any Non-Federal Entity;

(4) NDTA and USTRANSCOM will develop a co-sponsorship arrangement in accordance with the requirements of Joint Ethics Regulation Section 3-206.b.; and

(5) The event is open to interested parties, and all sessions are Unclassified. No admission fee beyond what will cover the reasonable costs of sponsoring the event will be charged for attendance at the 2021 Fall Meeting.

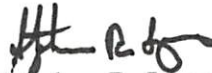
4. I have reviewed the cost for this year's Fall Meeting, which is estimated at \$1,080,522, and pursuant to the authority delegated to me under DOD Conference Guidance Version 4.0, I approve a waiver of the \$500,000 conference ceiling.

5. In the event travel or large in-person gatherings remain restricted by DOD or local authorities due to the ongoing COVID-19 pandemic or are otherwise not feasible, I approve attendance either all in-person or all virtually via electronic means. While the virtual option is less effective, it is preferable to cancelling the Fall Meeting.

6. My staff is authorized to negotiate the required co-sponsorship agreement with NDTA and to participate in planning the 2021 Fall Meeting in accordance with applicable law and regulation. I authorize the USTRANSCOM Chief of Staff to sign the co-sponsorship agreement on my behalf.

The points of contact for this memorandum will keep me and the USTRANSCOM Staff Judge Advocate informed of all plans and costs to ensure no prohibited conference expenses are involved and the conference circumstances do not create the appearance of Government impropriety. I may withdraw my permission at any point if I consider it necessary.

7. For any questions, please contact my project officers Mr. Jonathan Svoboda, TCJ5-I, email [jonathan.l.svoboda.civ@mail.mil](mailto:jonathan.l.svoboda.civ@mail.mil); and Mr. Timothy Ringdahl, TCJ5-I, email [timothy.p.ringdahl.ctr@mail.mil](mailto:timothy.p.ringdahl.ctr@mail.mil); or either via office line: DSN 770-4948, commercial (618) 220-4948.



Stephen R. Lyons  
General, U.S. Army  
Commanding

cc:  
TCJ-5/4  
TCJ-8  
TCJA