



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

5050  
CSD

APR 29 2013

From: Department of the Navy/Assistant for Administration  
To: Assistant Secretary of the Navy (Research, Development,  
and Acquisition)

Subj: REQUEST APPROVAL FOR 2013 NAVY OPPORTUNITY FORUM  
CONFERENCE, 3-5 JUNE 2013, ARLINGTON, VA

Ref: (a) Your Action Memo of 19 Mar 13

1. As requested in reference (a), the subject conference, including travel, 2-5 June 2013, is approved.
2. Rental cars are not authorized.
3. The attendees must annotate their travel vouchers if meals are provided by the conference host.
4. Lodging and meals will be reimbursed to the attendees in a Temporary Additional Status only at the authorized per diem rate.
5. If applicable, the attendees are required to file tax exemption forms to reduce lodging cost.
6. The attendees must be good stewards of taxpayer dollars in attending this event.
7. Travel authorizing officials and certifying officers are responsible for protecting taxpayer funds from fraud, waste, abuse, and mismanagement.

A handwritten signature in black ink, appearing to read "Carla Lucchino".

CARLA E. LUCCHINO

Copy to:  
ONR