



22 Feb 18

MEMORANDUM

From: President, Naval Postgraduate School

To: Distribution

Subj: DELEGATION OF LIMITED CONFERENCE APPROVAL AUTHORITIES FOR
NAVAL POSTGRADUATE SCHOOL

Ref: (a) DoD Conference Guidance, Version 4.0
(b) SECNAV WASHINGTON DC 171318Z MAR 17 (ALNAV 011/17)
(c) Navy Secretariat Tier Two Conference Approval Authorities of 27 Mar 17
(d) DNS Designation of Additional Conference Approval Authorities
(e) DCNO Memo of 15 May 17
(f) OPNAVINST 5050.34
(g) Joint Travel Regulations
(h) DCD Brief RE: Conference Fees dtd 10 Apr 17
(i) NPSINST 4650.4 series

1. It is Department of the Navy (DON) policy that Naval Postgraduate School (NPS) personnel attend conferences in order to advance the mission of the DON while ensuring proper fiscal controls and oversight are in place. Conference attendance must be executed IAW references (a) through (i).

2. Reference (e) requires that attendance at Non-DoD sponsored or hosted events and travel by members O-6/GS-15 and below be limited to essential official business in the Government's interest and approved by Flag Officer/SES. Authority may be delegated to the O-6/GS-15 level. Those to whom this authority has been delegated may not approve their own travel. The following O-6/GS-15 level officials are delegated approval authority for attendance at Non-DoD sponsored or hosted conferences:

Provost, Naval Postgraduate School
Vice Provost for Academic Affairs
Dean, Graduate School of Business & Public Policy (GSBPP)
Military Associate Dean, GSBPP
Executive Assistant to the Dean, GSBPP
Dean, Graduate School of Engineering & Applied Science (GSEAS)
Military Associate Dean, GSEAS
Dean, Graduate School of Operational & Information Sciences (GSOIS)
Associate Dean, GSOIS
Military Associate Dean, GSOIS
Dean, School of International Graduate Studies
Associate Dean, SIGS
Military Associate Dean, SIGS
Dean of Research
Associate Dean of Research

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3. Those with delegated approval authority may approve attendance by subordinate organizations at Non-DoD sponsored or hosted conferences that historically have had costs less than \$100,000 across the DON and do not appear on the "Department of the Navy Over \$100k" list. Those with delegated authority may not approve conferences that include invitational travel authorizations (ITAs).
4. If a delegated approval authority is not available, requests may be submitted to the NPS Travel Office Non-DoD Conference Tracker wiki for approval. Approval authorities are responsible for compliance with references (a)-(i). Approved OPNAV 5050-11 Conference Request Forms must be loaded to the appropriate wiki page created to track approvals by delegated authority no less than ten business days prior to the start of the conference.
5. Questions may be addressed to the NPS Travel Office at (831) 656-2265/DSN 756.



RONALD A. ROUTE
Vice Admiral, U.S. Navy (Ret.)

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