



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
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PUBLIC AFFAIRS

August 12, 2005

Vice Admiral Lee Gunn, USN (Ret.)  
President  
Surface Navy Association  
2550 Huntington Avenue, Suite 202  
Alexandria, VA 22303

Dear Admiral Gunn:

This is in reply to your letter requesting approval for Department of Defense (DoD) personnel to attend the 18<sup>th</sup> National Symposium, sponsored by the Surface Navy Association, in Arlington, Virginia, on January 10 through 13, 2006.

Upon review of the documentation you provided, the Department of Defense has no legal objection to individual DoD Component commands or organizations approving the attendance or participation of its DoD employees at this event. DoD Component commands or organizations may also approve the acceptance of reduced fees or free attendance by their employees in accordance with 31 U.S.C. 1353, Acceptance of Travel and Related Expenses from Non-Federal Sources.

This determination for official attendance by DoD personnel is not extended to any golf, tennis, or other sports tournaments; tours; spousal events; luncheons, dinners, or receptions that are not part of the symposium sponsored by the Surface Navy Association; or similar activities that may be part of the social and ancillary events mentioned as being held in conjunction with the symposium as addressed above. If DoD personnel want to attend or participate in such events, in a personal capacity, on off-duty time and at their own cost, they may do so. In other words, government personnel should not be on official duty or be receiving travel funding while participating in an unofficial activity not directly connected to the official reason for attendance at the primary event.

This determination should neither be considered DoD endorsement of the event nor approval for widespread attendance. Any such approval is subject to the determination by the individual Component command or organization that the attendance is in the DoD Component's interest. DoD Component commands or organizations are individually responsible for such determinations based on mission requirements and DoD regulations, including standards of conduct regulations. Additional determinations under 31 U.S.C. 1353 may be required.

Although you or a member entity may recommend that specified DoD employees attend this event, the final selection of attendees is the responsibility of the DoD Component command or organization. Non-Federal entities may not provide funding



intended to encourage the attendance of specified DoD employees. The final invitation list and seating assignments must be determined and administered solely by the Surface Navy Association.

To preclude misunderstandings by DoD employees, any statement you choose to print in your event literature that paraphrases this DoD position must include **all** of the following: **"The Department of Defense finds this event meets the minimum regulatory standards for attendance by DoD employees. This finding does not constitute a blanket approval or endorsement for attendance. Individual DoD Component commands or organizations are responsible for approving attendance of its DoD employees based on mission requirements and DoD regulations."**

Best wishes for a successful event.

Sincerely,



Cynthia L. Minnick  
Senior Assistant for Policy (Public Affairs)