



**DEPARTMENT OF THE NAVY**  
NAVAL AIR WARFARE CENTER WEAPONS DIVISION  
1 ADMINISTRATION CIRCLE  
CHINA LAKE, CA 93555-6100

575 I AVENUE SUITE 1  
POINT MUGU, CA 93042-5049

IN REPLY REFER TO:

5050  
D000000 / 018  
5 Mar 24

MEMORANDUM

From: Commander, Naval Air Warfare Center Weapons Division  
To: Branch Head, Collaborate Electronic Warfare (E523400)

Subj: APPROVAL TO HOST THE 51<sup>ST</sup> COLLABORATIVE ELECTRONIC WARFARE  
SYMPOSIUM 12-14 MARCH 2024

Ref: (a) Department of Defense Conference Guidance 4.0

Encl: (1) Department of the Navy Hosted Conference Reporting Form

1. Naval Air Warfare Center Weapons Division must monitor and track registration to ensure that the number of DON funded traveling attendees (utilizing temporary additional duty or invitational travel orders) is such that the estimated DON travel costs will not exceed \$100,000.
2. No cost attendance is authorized with supervisor's approval.
3. The DON has included the attendance numbers of other Department of Defense (DoD) personnel into the overall total. DoD components requesting to attend subject conference must coordinate their attendance numbers with Conference Point of Contact, Mr. Thomas Bluhm, thomas.w.bluhm.civ@us.navy.mil, to confirm their attendance.
4. As a reminder, per reference (a), all reporting must be completed via the DoD Conference Tool within 15 days after the conference. To meet this requirement, the Conference Point of Contact will provide the Naval Air Systems Command Conference Manager, Ms. Kristi-Cole Smith, a finalized copy of enclosure (1).
5. This symposium is estimated to cost the DON \$78,718.00 in travel costs and conference security and administration.
6. If you have any questions please contact Mr. David Wood, E523400 at DSN 351-8903, commercial 805-989-8903 or e-mail david.a.wood164.civ@us.navy.mil.

  
K. A. HASH