



Colleagues:

A waiver request has been approved allowing more than 50 participants from the Department of Health and Human Services (HHS) to attend the COA/COF Scientific and Training Symposium in New Orleans, LA 20 – 23 June 2011. The details are as follows:

- Agencies and Offices within HHS should limit attendees to no more than 300 officers.
- The Department has approved participation in the symposium by partially funding individuals employed at Agencies or Offices within HHS. Agencies are authorized to partially fund attendees under the Government Employees Training Act (5U.S.C. 4100) by covering registration and hotel (up to the government rate – currently \$131/night) for up to three nights. Attendees would be responsible for food and transportation expenses.
- The breakdown of the officer allocations for each Agency and Office within HHS is included in the table below. ASA will be entering this information into GovTrip and will be monitoring the number of travelers entered into GovTrip for this conference.

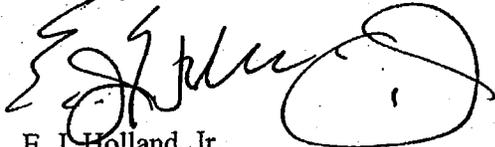
Agency	Approved Attendees
ACF	1
AHRQ	1
CDC/ATSDR	55
CMS	7
FDA	57
HRSA	13
IHS	128
NIH	20
OS	12
PSC	3
SAMHSA	3
<b>TOTAL</b>	<b>300</b>

- Agencies are asked to select officers to attend so as to maximize the participation of mid-level and junior officers, approved travelers should include at least eighty percent (80 percent) Commander (O-5) or lower grades.
- There is no restriction on the number of participants attending at their own expense while on annual or administrative leave. There is also no restriction on the number of participants who are funded by Departments other than HHS.

- In the event that none of the travel expenses are being paid by the Federal government, a No-Expense to the Government (NETG) Travel Authorization should be prepared for those not on annual leave. Under such circumstances, the employee is conducting official business away from their official duty station and the travel authorization will provide the usual government coverage and protections (e.g., in case of an accident). In this scenario, there is no requirement for the employee to be placed on annual leave.
- Official temporary duty travel, which is performed at no expense to the Government, should be covered by a Travel Authorization that shows that the traveler is on official business while absent from his/her official duty station.

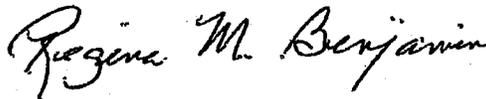
Please disseminate the relevant information to the officers within your Agencies and Offices.

Sincerely,



E. J. Holland, Jr.

Assistant Secretary for Administration



Regina M. Benjamin, M.D., M.B.A.

VADM, USPHS

Surgeon General