



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000

MAY 23 2014

MEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE (HEALTH AFFAIRS)

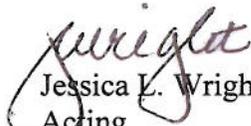
SUBJECT: 2014 Military Health System Research Symposium

I have reviewed the 2014 Military Health System Research Symposium (MHSRS) scheduled for August 18–21, 2014, at the Harbor Beach Marriott in Fort Lauderdale, Florida. This is a mission essential conference critical in providing for medical readiness and clinical currency of MHS personnel in combat trauma and operational medicine that requires specialized skills, which are not routinely practiced in-garrison, through lessons learned from war and deployments. This conference provides for active duty physicians to receive close to 40 percent of their required 2-year continuing medical education (CME) credits that are mission essential for readiness and clinical currency. Past MHSRS events have produced many successful medical treatments and innovative research programs for Wounded Warrior, and eventually civilian populations.

I am satisfied that exceptional circumstances exist whereby spending in excess of \$500,000 on this conference is the most cost-effective option to achieve its compelling purpose. Cost savings efforts have included negotiating significantly reduced audio visual costs from past MHSRS events, eliminating conference brochures, negotiating hotel lodging prices below per diem rates, and reducing the number of government attendees.

I therefore grant a waiver of the prohibition on conferences with a cost in excess of \$500,000, and authorize continued planning for this event to proceed in accordance with the Department of Defense Conference Guidance dated November 6, 2013. This approval is contingent on your continued efforts to ensure the best use of government funds and adherence with all applicable policy. Particular attention should be paid to ensuring that credit card processing fees are reduced to the greatest extent practicable and arrangements with the conference venue be made to accommodate reduced government attendance without penalty to the government.

My point of contact for this matter is Dr. Terry Rauch. Dr. Rauch may be reached at Terry.Rauch@dha.mil or 703-681-8390. Thank you for your support in this matter.


Jessica L. Wright
Acting



THE ASSISTANT SECRETARY OF DEFENSE
1200 DEFENSE PENTAGON
WASHINGTON, DC 20301-1200

HEALTH AFFAIRS

ACTION MEMO

FOR: ACTING UNDER SECRETARY OF DEFENSE (PERSONNEL AND READINESS)

FROM: Jonathan Woodson, M.D., Assistant Secretary of Defense (Health Affairs) (*Signed*)

SUBJECT: 2014 Defense Health Information Technology Symposium

- Request your signature on the conference request at TAB A which is in accordance with the November 6, 2013 guidance located at TAB B to continue the planning and execution of the 2014 Defense Health Information Technology Symposium (DHITS).
- This symposium provides a unique opportunity for leadership to effectively and proactively communicate the Department of Defense's (DoD) strategy to modernize the electronic health record's (EHR) technology and streamline the agency's work with the Department of Veterans Affairs on the EHR program.
- Time and money are enormous factors in the successful deployment of the new EHR. To most efficiently and effectively utilize available time and resources, it is imperative that we involve physicians, clinicians, managers, and all other personnel in the roll out of the EHR. To maximize operational success, a culture of change must be espoused by medical and administrative leadership. We need to inform and educate personnel from all our disparate locations about this large-scale implementation to make it a success and minimize the duration of the implementation.
- We need their interest, cooperation and buy-in. To that end, this symposium is vital in order to have a direct dialogue between leadership and personnel involved with this critical endeavor for the Military Health System. This venue will give us the opportunity to introduce the overarching EHR strategic implementation plan to our personnel. Most importantly, leadership from the Office of the Assistant Secretary of Defense for Health Affairs and Surgeons General on down can demonstrate their tremendous commitment to the implementation of the new EHR to enhance the continuum of care.
- The upcoming symposium is scheduled for July 29–31, 2014 at the Caribe Royale Hotel, Orlando, Florida.
- Based on previous years' numbers, the anticipated attendance is 630 with 200 Army, 155 Navy, 125 Air Force, and 150 from the Defense Health Agency (DHA). A detailed attendee list is at TAB F.

- The cost estimate for alternative modalities is reasonable (\$330,000), but the size of this annual meeting precludes use of video teleconference, which is more effective in smaller and shorter training sessions. The symposium's objectives cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, Web-based communications, or other appropriate means.
- There is no government facility that meets the size, day-to-day logistical convenience of a large contained area, or technology requirements for this symposium that would host 630 attendees.
- The total estimated hosting cost for this symposium is \$464,960 (total estimated cost of the symposium, \$889,960, minus the recovery fees estimated at \$425,000). Each Component will work travel within their respective Fiscal Year 2014 travel cap. Travel will not be centrally funded by the DHA. Details are included in the DoD Hosted Conference Expense Worksheet and Cost Assessment & Program Evaluation Cost Estimation Worksheet at TAB D. The draft agenda is provided at TAB C. The site cost comparison is at TAB E.
- The symposium has a compelling purpose because it provides an opportunity for greater interaction and collaboration among the Army, Navy, and Air Force medical information management (IM) and information technology (IT) communities in support of the Health IT Directorate under the new DHA and the implementation of the new EHR. The objective of the DHITS is to provide all three Services with the latest key information concerning business and IM and IT strategies. The three Military department's medical departments collaborate to provide hands-on training and educational opportunities that support combined operations and the Service-unique aspects each requires.
- This conference is in accordance with the Office of Management and Budget Controller Alert, Travel and Conferences dated May 28, 2013 at TAB G, which recognizes the important role that mission-related travel and conferences can play in government operations in which physical collocation is necessary to complete the mission relative to collaborations in the scientific community. In addition, as referenced in the Controller Alert at TAB G, bringing together federal personnel at a single location for program reviews, technical evaluations, and presentations of scientific findings may be the most efficient and cost-effective means for reviewing government-sponsored efforts.

RECOMMENDATION: Sign the conference request at TAB A.

COORDINATION: TAB H

Attachments:

As stated

Prepared by: David Bowen, Director, (703) 681-9530



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

ACTION MEMO

FOR: SECRETARY OF THE NAVY

UNSECNAV *TA 03/24/14*
Performing the Duties of

FROM: Ms. Carla E. Lucchino, Department of the Navy/Assistant for Administration *a 3/18/14*

SUBJECT: Request Reaffirm Approval for the 21st International Seapower Symposium,
September 16-19, 2014, Newport, RI

- Sir, request you reaffirm your approval for the 21st International Seapower Symposium (ISS-21).
- The Secretary of the Navy approval is required because the estimated cost to host this conference exceeds \$500,000.
- The ISS-21 was approved on March 21, 2103 by the Under Secretary of the Navy (Mr. Robert Work). ISS-21 was scheduled for October 21-25, 2013, however, it had to be cancelled due to the government shutdown. The following is a summary of the conference:
 - Audience: CNO hosted event for Naval Leaders from around the World
 - Date: October 21-25, 2103
 - Location: Naval War College, RI
 - Purpose: To serve as a uniting influence for seagoing nations in order to discuss common maritime challenges and opportunities.
 - Cost: \$2.6 million
 - Attendance: 400 (approximately 135 countries)
- ISS-21 is rescheduled for September 16-19, 2014. The original construct of the conference to include location, costs, agenda, and attendees remains the same. All that changed is the date.
- The original approval package is included at TAB A.

RECOMMENDATION: That SECNAV reaffirm approval by initialing as appropriate:
Approve *[Signature]* Disapprove _____

MAR 25 2014

COORDINATION: None

ATTACHMENTS:

As stated

Prepared by: Anne Ng, DON/AA CSD, (703) 614-7608