



**DEFENSE THREAT REDUCTION AGENCY
AND
UNITED STATES STRATEGIC COMMAND CENTER
FOR COMBATING WEAPONS OF MASS DESTRUCTION
8725 JOHN J. KINGMAN ROAD, STOP 6201
FORT BELVOIR, VA 22060-6201**

ACTION MEMO

October 24, 2014

Per the request of the Director
ASD(NCB) *ASD 10/24*
Acting PD

FOR: UNDER SECRETARY OF DEFENSE (AT&L)

THROUGH: Director for Administration, OUSD(AT&L)

FROM: Mr. Kenneth A. Myers, Director, DTRA/SCC-WMD

J. Doherty
for [unclear]
10.24.14

SUBJECT: Request to Host 2015 Chemical and Biological Defense Science and Technology Conference

- Per Deputy Chief Management Officer Memorandum, "Implementation of Updated Conference Oversight Requirements," dated November 6, 2013, all conference requests hosted by OUSD(AT&L) Components, Defense Agencies, and Field Activities over \$500,000 must be submitted for USD(AT&L) approval.
- Request approval to host the 2015 Defense Threat Reduction Agency and United States Strategic Command Center for Combating Weapons of Mass Destruction Chemical and Biological Defense Science and Technology Conference on May 12 – 14, 2015, at The America's Center in Saint Louis, Missouri. This supersedes a prior request that was submitted to host this conference in November 2014; the dates have been changed due to scheduling conflicts.
- The estimated total cost to host this event for approximately 1,500 attendees is \$710,449.
- A CAPE estimate is located at TAB A. A justification is located at TAB B, a legal review is located at TAB C, and a comparison of other venues is located at TAB D.
- RECOMMENDATION: Approve request.

NOV 07 2014

Approve *[Signature]* Disapprove _____ Other _____

COORDINATION: NONE

Attachments:
As stated/

Prepared by: Col Bridget Gregory, J0CS, 703-767-1788