



**DEPARTMENT OF DEFENSE
UNITED STATES CYBER COMMAND**
9800 Savage Road, Suite 6171
Fort George G. Meade, Maryland 20755-6477

11 March 2023

MEMORANDUM FOR USCYBERCOM'S CYBER RECON 24

FROM: USCYBERCOM

SUBJECT: Invitational Travel for Cyber Recon 24 Participants

1. Please comply with the following guidelines so that we may reimburse you for your travel expenses. You are approved as invitational travelers participating in the USCYBERCOM Academic Engagement Network event hosted 17-18 April 2024 at the United States Naval Academy (USNA) in Annapolis, MD. The government will reimburse you in accordance with Joint Travel Regulations. We explained the regulations below. They specify the authorized expenses that the government may reimburse by travel voucher, and the information and timelines required for your reimbursement. **Bring a photo ID or Passport for access.**

2. Expenses: The Joint Travel Regulations stipulates that you may be authorized the standard travel and transportation allowances specified for DoD civilian employees. We ask you to help keep government expenses down as you would if you were traveling at your own expense. This means using economy vehicles, parking facilities, public transportation, etc. You will be financially responsible for excess costs, circuitous routes, delays, luxury accommodations, or hotel room charges, so follow the instructions below to avoid unexpected personal costs.

Authorized Reimbursable Expenses
Meals and Incidental expense allowance are a daily rate meant to cover living expenses and is limited to \$241.50 for the 4-day period. Receipts are not required and this rate is subject to change if travel dates change, with partial per diem (less money) on the travel days.
Lodging (hotel) nightly room rate and applicable taxes at DoubleTree by Hilton Annapolis (register at Cyber Recon (hilton.com) for 16-18 April 2024 additional charges are personal responsibility
Taxi (including Lyft/Uber) between the traveler's home and local airport, taxes and fees; no ancillary fees for optional services or luxury vehicles. Mileage (\$0.65 per mile) and parking expense, or round-trip mileage for drop-off/pick-up may be authorized, limited to the cost of taxis.
Rental Vehicles: Rule is three people per car at economy rates. See website for rental restrictions and procedures in the Rental Car file at Academic Engagement (cybercom.mil)
First checked baggage fee on flights, if charged, no excess baggage authorized

3. Travel: Authorized travel dates are 16-19 April 2024. You may depart on 18 April, after the end of the symposium, or early on 19 April. The government will provide economy air transportation at no cost to you, but not for seat upgrades. Your hotel rooms are blocked for you until 25 March at the DoubleTree by Hilton Annapolis, 210 Holiday Court, Annapolis, MD 21401. You must confirm your own reservation and credit card information at this link: [Cyber Recon \(hilton.com\)](https://www.hilton.com/en/attend-my-event/anpdttdt-91v-1bf5ce54-4e87-4997-92b1-4e9d4560fb2b/) (https://www.hilton.com/en/attend-my-event/anpdttdt-91v-1bf5ce54-4e87-4997-92b1-4e9d4560fb2b/). If you have issues, call Ms. Rhule, at the hotel: 1 410-224-3150. Please make your reservation no later than 25 March. After this date, the rooms will no longer be blocked and you will be on your own to make a lodging reservation, but you will only be reimbursed the government rate of no more than \$115 per night. Any room charges above the government rate or additional room costs will be at your own expense.

4. **Rental Vehicles:** We budgeted Economy Class vehicles for three travelers each. Larger groups may use an economy van. Contact Master Sergeant (MSgt) Karel Bishop at KEBISHO@cybercom.mil or 301-688-6031 if you have questions or concerns about expenses or travel.

5. **Conference Lunches and Beverages:** We recommend that each participant choose to pay the Landing Fee of \$100 (see para 8. 3). This covers conference expenses to include lunches, beverages and snacks at the social event (alcoholic beverages are not included). **You will be reimbursed for meals which will more than cover the Landing Fee.** The US Naval Academy does not provide many lunch options, and students will be working during lunchtime both days. If you choose not to pay the fee, you must furnish your drinks and lunch for the two days without impacting the conference schedule.

6. **Reimbursement Vouchers:** Each traveler must complete a travel voucher (DD Form 1351-2) before you leave the USNA on 18 April 2024. To make that possible we sent a form for your personal and banking information. That form must be in our office by 12 March. Reimbursement will be paid via direct deposit and should be completed in 30 days, unless you enter incorrect information on the forms or fail to follow the timeline. On 17 and 18 April our Travel Team will be at the conference for one hour to help you complete your personal reimbursement packages. It is critical to encrypt your information and transmit it by DoD SAFE [DoD SAFE \(apps.mil\)](https://apps.mil).

7. **Receipts:** 26 April is the deadline for us to receive your receipts. You must save your receipts for the hotel, commercial transportation, and baggage fees, but not for meals or the Landing Fee. Meals are a flat reimbursable rate for each full day and are less for travel days, depending on travel times.

8. **Your required timeline for successful reimbursement (links at [Academic Engagement \(cybercom.mil\)](https://academicengagement.cybercom.mil))**

1) **By 22 Mar:** Complete forms for reimbursement voucher and submit by DoD SAFE [DoD SAFE \(apps.mil\)](https://apps.mil).

2) **By 30 Mar:** Register at the Hotel site at [Cyber Recon \(hilton.com\)](https://cyberrecon.hilton.com). Respond with any dietary restrictions (peanut, gluten). Check the AV Files on site to ensure you purchase and bring any additional items required for your Audio-Visual support.

3) **Register for Cyber RECon with Event Brite at [USCYBERCOM's Cyber RECon 2024 Tickets, Wed, Apr 17, 2024 at 8:00 AM | Eventbrite](https://www.eventbrite.com/e/uscycbercoms-cyber-recon-2024-tickets-wed-apr-17-2024-at-8-00-am)**

4) **By 8 April: Pay the Optional Landing Fee at: <https://www.paypal.com/paypalme/cyberrecon24>**

5) **On 18 April** complete your travel voucher.

6) **By 26 April** transmit all your required receipts.

9. **Publicity:** You can notify your university communications office and your hometown news media that photographs and an article will be available on the USCYBERCOM website after the event at LINK. They may choose to use these products to advertise your participation. Call us for more information.

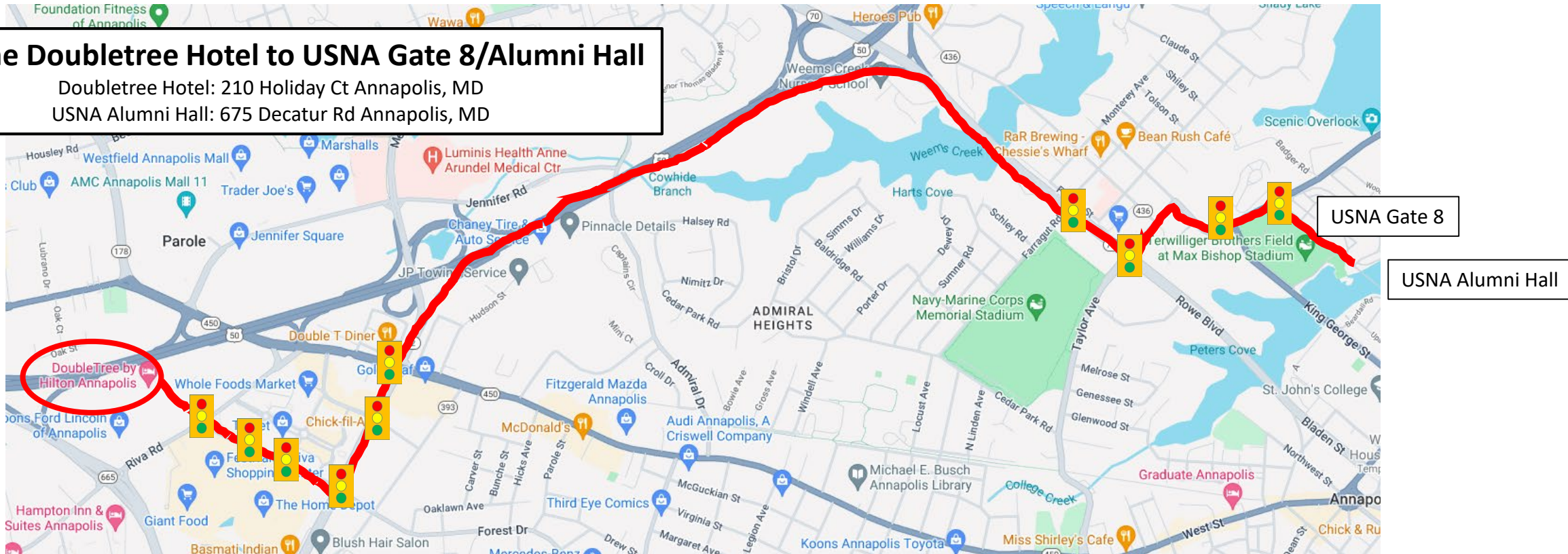
10. Please feel free to contact Master Sergeant (MSgt) Karel Bishop at 301-688-6031, or KEBISHO@cybercom.mil or if you have questions or concerns.

SIGNED

RAUL RODRIGUEZ-MEDELLIN
COL, U.S. ARMY
Director of Academic Engagements

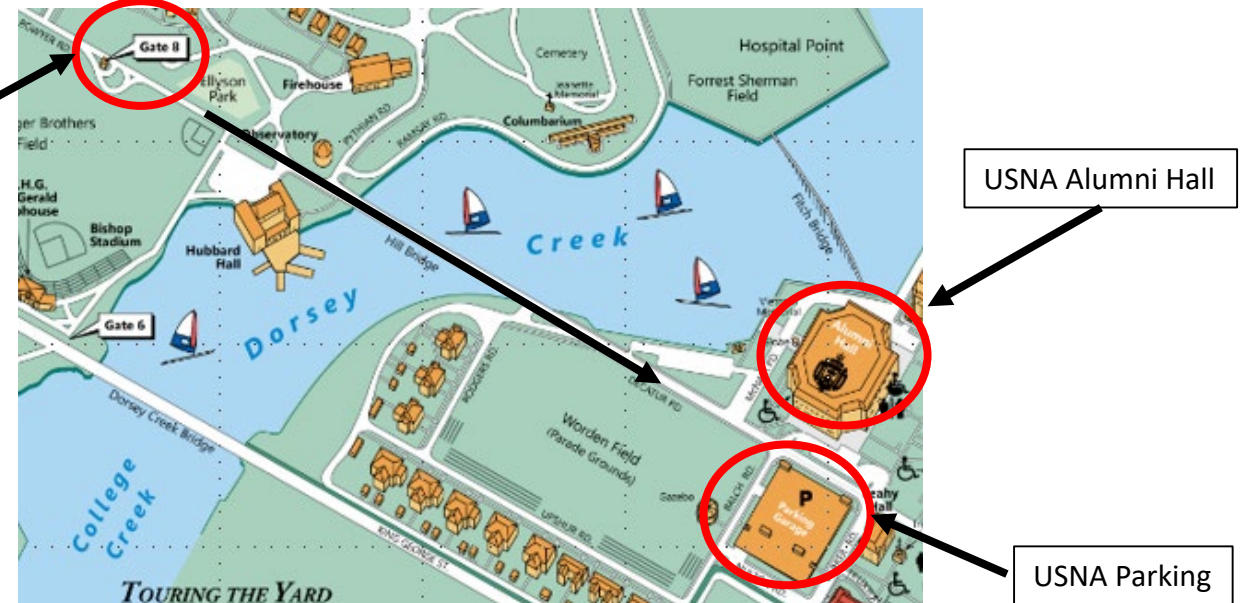
From the Doubletree Hotel to USNA Gate 8/Alumni Hall

Doubletree Hotel: 210 Holiday Ct Annapolis, MD
USNA Alumni Hall: 675 Decatur Rd Annapolis, MD



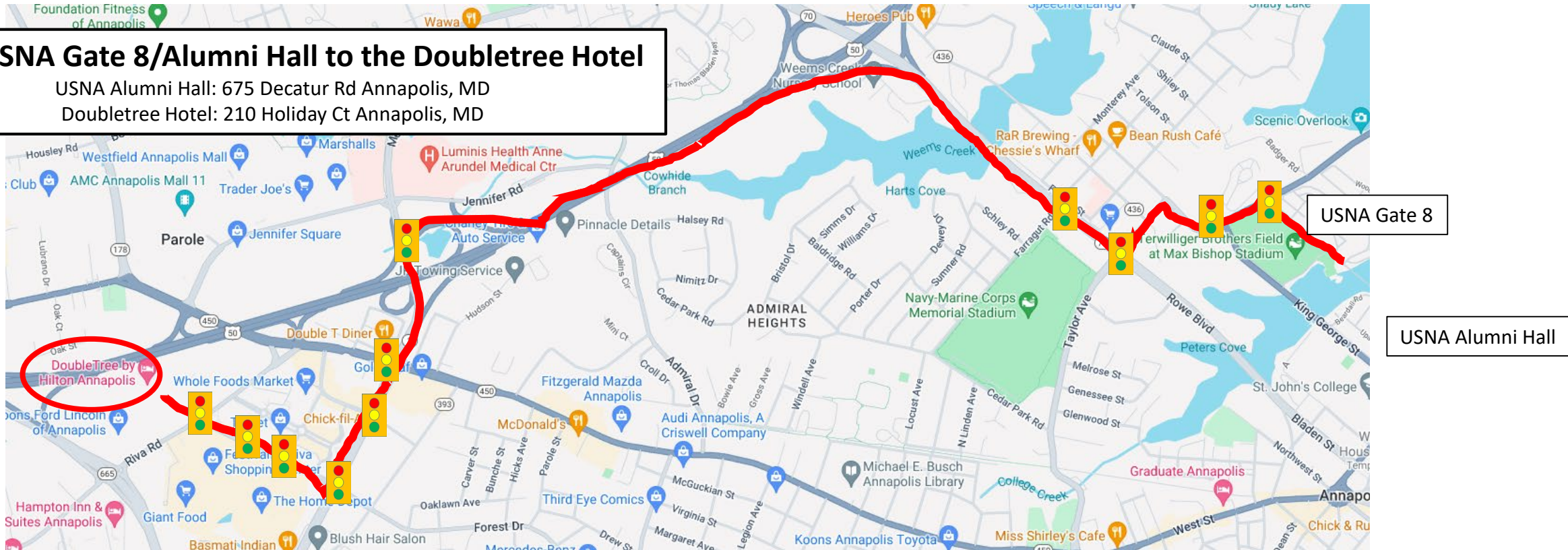
From the Doubletree Hotel to USNA Gate 8 (Allow 20 minutes):

- Proceed Straight through hotel exit light on Forest Dr
- Left at third light – Solomons Island Rd
- Proceed on Solomons Island Rd through 2 lights
- Stay to the right for the highway entrance ramp (Sign: US 50 E, US 301 N, Bay Bridge)
- From US 50 take exit 24 – rightmost lanes are Exit Only (Sign: MD 70 Rowe Blvd)
- Stay to the Right and merge onto Rowe Blvd (Sign: MD 70 Rowe Blvd - South, Annapolis)
- Turn Left at second light – Taylor Ave
- Turn Right at end of Taylor Ave (Turn only lane) (Sign: MD 435/450 and Naval Academy ⇒)
- Turn Right at Second Light and approach the sentry (Give sentry the names of people in car)
- Parking is across the street from Alumni Hall (Top of Garage)



From USNA Gate 8/Alumni Hall to the Doubletree Hotel

USNA Alumni Hall: 675 Decatur Rd Annapolis, MD
Doubletree Hotel: 210 Holiday Ct Annapolis, MD

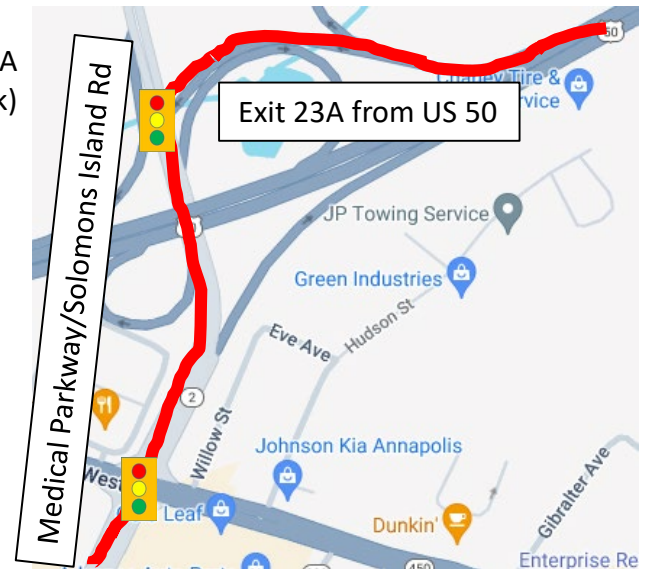


From the USNA Gate 8 to the Doubletree Hotel (Allow 20 minutes):

- Proceed through USNA Gate 8 Sentry Post
- Left at Light (MD 450)
- Left on Taylor Ave
(Sign prior to turn: US 50, MD 435 to the Left)
- Right on Rowe Blvd at First Light
- Proceed through the next 3 lights
- Left to US 50 West Entrance Ramp
(Sign: US 50 West Washington – Next Left)
- Stay in Right Merge Lane and Take Exit 23A
(Sign: MD 2 South – Parole, Prince Fredrick)
- Follow Signs for MD 2 South – Parole, Prince Fredrick
- Left at Light (Medical Parkway/becomes Solomons Island Rd)
- Proceed on Solomons Island Rd
- Right at third Light (Forest Dr)
- Proceed through 3 lights for Doubletree Hotel

Detail of the Exit from US 50:

- Stay in Right Merge Lane and Take Exit 23A
(Sign: MD 2 South – Parole, Prince Fredrick)
- Follow Signs for MD 2 South – Parole, Prince Fredrick
- Left at Light (Medical Parkway/becomes Solomons Island Rd)
- Proceed on Solomons Island Rd



Food Options within 15 Minute Walk of Doubletree Hotel

Doubletree Hotel
Ports of Call Restaurant

Riva Road

Hearne Road

Festival at Riva Shopping Center

Panera Bread
MOD Pizza
Chopt Creative Salad Company
Lebanese Taverna
Chuck E Cheese
Smoothie King
Buffalo Wild Wings
First Watch
Ceremony Coffee Roasters
House of Hunan
Firehouse Subs
Hangry Joe's Hot Chicken
Giant Grocery Store

Forest Plaza

Capriotti's Sandwich Shop
Jalapeno's
Seafood Palace Buffet
Outback Steakhouse
Julep

Forest Drive

Annapolis Town Center Shopping Center

Cava
Neo Pizza
Mission BBQ
PF Chang
Tuscan Prime Italian Chophouse and Dolce Bar
Giolitti's Italian Delicatessen
BGR Burgers
Einstein Brothers Bagels
Jimmy John's
J. Alexander's
Ziki Japanese Steakhouse
True Food Kitchen
Baltimore Coffee and Tea
Cooper's Hawk
Rise Up
The Melting Pot
Target (groceries)
Whole Foods Market

Solomons Island Road

West Street



The USNA Mission
 To develop Midshipmen morally, mentally and physically and to imbue them with the highest ideals of duty, honor and loyalty in order to graduate leaders who are dedicated to a career of naval service and have potential for future development in mind and character to assume the highest responsibilities of command, citizenship and government.



TOURING THE YARD

Welcome! Great moments and heroes in American history are represented throughout the Yard in statues, paintings, ship models and artifacts. The Naval Academy is accessible through the Gate 1 pedestrian entrances on Randall Street and Prince George Street. Visitors 18 and older must show a photo ID. Once on the yard, please proceed to the right to enter the Quarterdeck upon exiting security, continue along to the Visitor Center and Gift Shop!

- Armel-Leftwich Visitor Center & Gift Shop**
 Visitors to the Naval Academy are welcomed as they enter the Halsey Field House on the way to the Armel-Leftwich Visitor Center. The exhibit includes current-day photos and videos of academy life; a USNA Featured Graduates screen; interactive videos; and an Alumni Association directory. The visitor center houses an information desk, free film, Naval Academy Guide Service, additional exhibits and the official Naval Academy Gift Shop.
- Admissions**
 Located on the second deck of the Visitor Center. The Office of Admissions is open to the public and candidates interested in applying to the Naval Academy. Admissions briefings are held Monday through Saturday at 10 a.m. and 2 p.m. except for federal holidays.
- Ricketts Hall, NAAA Ticket Office**
 Tickets for Navy athletics are sold here. The building also houses Naval Academy Athletic Association (NAAA) offices, a varsity athletic training complex, and football locker room.
- Lejeune Physical Education Center**
 The Athletic Hall of Fame, an Olympic-size pool and a wrestling arena are located here.
- The Commodore Uriah P. Levy Center and Jewish Chapel**
 The Levy Center supports the moral development of midshipmen with a beautiful chapel in the East Wing and a character learning center in the West Wing. It also provides a fellowship hall and place of study and reflection for midshipmen of all faiths.
- Dahlgren Hall**
 The Drydock Restaurant is open to the public and a great place to see ship and aircraft memorabilia. Midshipmen social activities are often held here. Hanging above the second deck is a model of a Wright B-1 Flyer.
- T-Court**
 The Indian Chief Tamanend stands watch over the site of noon meal formations for the Brigade of Midshipmen, normally held at 12:05 pm weekdays during the academic year, schedule and weather permitting.
- Bancroft Hall**
 Bancroft Hall is the largest dormitory in the U.S. The rotunda and a sample midshipman room are open to the public, as well as Memorial Hall and a copy of the famous "Don't Give Up The Ship" flag.
- Main Chapel**
 Located on a high point in the Yard, with a sweeping view of the Severn River, the chapel was dedicated in 1908 and conducts Catholic and Protestant services which are open to the public. Beautiful stained glass windows were designed by Tiffany and Gorham Studios.
- Crypt of John Paul Jones**
 One of the greatest Revolutionary War naval heroes, Jones is enshrined beneath the chapel. His remains, brought to America in 1905 after 113 years of obscurity in a Parisian cemetery, were found by General Horace Porter, U.S. Ambassador to France.
- U.S. Naval Academy Museum, Preble Hall**
 The museum contains historic treasures, including paintings and artifacts. The exhibit "Leadership and Service: The History of the U.S. Navy and USNA" is located on the first floor; the Rogers Collection of antique ship models is on the second floor. The museum store features nautical books, prints, models and gifts.
- 1845 Coffee Shop**
 Located in one of the oldest buildings on the Naval Academy Yard, the historic Gate 3 Gatehouse, 1845 Coffee proudly serves Ceremony Coffee Roasters Coffee. Stop by for a specialty espresso, cold nitro brew, Kombucha or various waters and juices. 1845 Coffee also features fresh baked goods and various Naval Academy merchandise. There are additional locations inside the Midstore and Hopper Hall for midshipmen and approved visitors.

Gate 1 Visitor Entrance
 Visit exhibits in the Quarterdeck
 Proceed to Armel-Leftwich Visitor Center
 Photo ID required

Armel-Leftwich Visitor Center & Gift Shop
Admissions

United States Naval Academy
 Annapolis, Maryland

- Entrances for handicapped
- Restrooms with facilities for handicapped
- Dining open to public (No picnics on the Yard)
- Restrooms
- Open to public
- Parking for those with USNA IDs, DoD credentials or handicapped tags

