

## **Advancement Examination Readiness Review (AERR) Travel Information for Attendees**

Upon selection to attend an AERR, not earlier than 30 to 45 days prior to the conference, the NETPDC point contact will notify all attendees via email. The notification will include the steps required by the attendee to be provided with accounting data for the TAD. Please read the information listed below to have more knowledge on what you will be authorized.

### **For the Administration Department of the Attendee:**

Selectee must, without delay, provide full SSN to the NETPDC POC so as to receive the accounting label through DTS (Cross-Org) to fund the TAD. By utilizing the Defense Travel System (DTS), traveler will select the NETPDC accounting label and submit their orders by digitally signing the document. The AERR is not a conference and should not be accounted as such on DTS. Attendee should select "Other" for "Purpose of TAD". Attendee's parent command will not approve the TAD orders or voucher liquidation. NETPDC staff will review and approve the orders.

**Lodging:** All attendees will reside at the Navy Gateway Inn on board NAS Pensacola, about 15 miles one way from NETPDC in Saufley Field. Attendees will receive a lodging group confirmation number on the email that reflects their selection. Attendees will need to use the group confirmation number and **MUST** call the BOQ, **850-452-2755/2756/3625**, to receive their individual reservation number. Also, DTS must reflect the correct amount of the nightly cost of lodging.

**Per Diem:** Commercial Messing is authorized. Government messing or quarters are not available on Saufley (U.S. Installation that the member will be TAD)

**Rental Car:** Rental cars are **NOT** authorized to every attendee. Attendee will be notified by NETPDC POC if he/she is authorized a rental car.

**For additional information email:** NETPDC\_AERR\_MAILBOX@navy.mil