



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS OKLAHOMA CITY AIR LOGISTICS CENTER (AFMC)  
TINKER AIR FORCE BASE OKLAHOMA**

10 Mar 2009

MEMORANDUM FOR SEE ATTACHED

FROM: 327ASW/YP  
3001 Staff Drive, Suite 2AC79A  
Tinker AFB, OK 73145

SUBJECT: 19<sup>th</sup> Summer Propulsion Environmental Working Group (PEWG) and Technology Training Meeting, **22 – 25 June 2009**

1. As the Program Manager of the Propulsion Environmental Working Group (PEWG), I extend an invitation to attend the **2009 Summer PEWG** meeting that will be held **22-25 June 2009 in Scottsdale, Arizona**. This PEWG will focus on new start technologies training, and out-year (FY10-11) project forecasting.

2. The following paragraphs provide administrative information concerning your visit to Scottsdale, AZ. Please check the PEWG website frequently for further information and updates. The final agenda and workshop schedules will be posted at the meeting; however, you may download your personal copies from the website ([www.pewg.com](http://www.pewg.com))

a. Travel Orders: Government travelers list the TDY location on their travel orders as follows: **Camelback Inn, 5402 East Lincoln Drive, Scottsdale, AZ 85253**. The phone number is 480.948.1700. Three working luncheons will be provided as part of the workshops and government per diem will need to be adjusted accordingly.

b. Workshop Registration Fee: **One Hundred Ninety Five dollars (\$195)** if completed in advance of meeting (22 June 09) or Two Hundred Twenty Five dollars (\$225, cash only) if done at the conference.

(1) Government and military personnel may attend with an approved DD Form 1556, Request Authorization, Agreement, Certification of Training and Reimbursement, which will reimburse the workshop registration fee (\$195). DD Form 1556 must be processed prior to meeting registration cut-off date (12 June 09) or payment at the door price will apply. When completing DD Form 1556 the course number is 2009SUMMERPEWG; course title is 19<sup>th</sup> Summer Propulsion Environmental Working Group (2009 Summer PEWG); and course owner is General Dynamics Information Technology, Fairfax, VA.

(2) Summer PEWG registration and payment is accomplished at [www.pewg.com](http://www.pewg.com).

c. Country Clearance: None required for U.S. citizens.

d. Meeting Materials: All meeting materials (agenda, workshops, action item list, and attendance roster) will be made available via the PEWG website and/or e-mailings. **Presenters are expected to provide an electronic copy of their presentations to the PEWG Management Team two weeks prior (5 June 09) to the conference.** We will have the capability for presentations to be projected either from computer disk or USB flash drive.

e. Lodging: A block of rooms under the name PEWG have been set aside at the Camelback Inn. To make your reservation please call 480.948.1700 or 800.242.2635 and mention that you are with the PEWG group. We have negotiated a **PEWG room rate of \$96 per night** (plus tax) for the inclusive dates of 20-27 June 2009. The 2009 official DoD per diem rates for Scottsdale, AZ are \$96 for lodging and \$59 for meals & incidentals. **Meeting participants must make their own hotel reservations prior to 8 June 2009.**

f. Transportation: The Camelback Inn is located thirteen (13) miles from Phoenix Sky Harbor International Airport at 1805 East Sky Harbor Circle South outside the Phoenix Sky Harbor International Airport. Taxi/Limo service is available. Fee is approximately \$20. Please visit [www.pewg.com](http://www.pewg.com) for links to the hotel and airport.

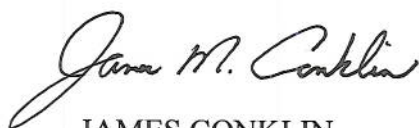
g. Workshop Registration: Please register by visiting the PEWG website at [www.pewg.com](http://www.pewg.com) under the Meetings tab or click "2009 Summer PEWG" under Upcoming Meetings on the home page. For assistance or further information please contact **Bob Bondaruk** ([bob.bondaruk.ctr@tinker.af.mil](mailto:bob.bondaruk.ctr@tinker.af.mil)) or **Tera Bisbee** ([tera.bisbee@gdit.com](mailto:tera.bisbee@gdit.com)). **Registration closes 15 June 2009.**

h. Attire: Business casual (polo/golf shirt & dress slacks) for industry/government civilians and short sleeved blues for military.

i. Hotel Arrival/Departure: The Camelback Inn has a 4:00 p.m. check-in time and an 11:00 a.m. check-out time.

j. Social: The PEWG Social will be Monday evening, 22 June 09, at 1800. Please check [www.pewg.com](http://www.pewg.com) for more information on location, time, and directions.

3. I look forward to your participation at the 2009 Summer PEWG. Please contact me at 405.739.7816 or [james.conklin@tinker.af.mil](mailto:james.conklin@tinker.af.mil) if you have a problem or suggestion.



JAMES CONKLIN  
PEWG Program Executive