

Leadership Summit: Director's Campaign Order FY27 FAQ Guide

EVENT REGISTRATION

I submitted a Visitor Management System form. Do I also need to complete the event registration form?

- All in-person attendees for the Leadership Summit: Director's Campaign Order FY27 must complete the [event registration form](#), as we will use this to maintain our records and authorize the LOA, where applicable. Additionally, individuals who do not have Defense Health Headquarters (DHHQ) building access will need to submit a [Visitor Management System \(VMS\) form](#).

I am unable to attend the event. Do I still need to complete the registration form?

- All leaders must complete the [event registration form](#), even if you are unable to attend the event.
- Additionally, if you cannot attend and will send a representative instead, you will be asked to provide the name of the representative and their contact information in the event registration form (linked above) so that we can update our records and authorize the LOA.

I submitted my event registration form, but my availability has since changed. What steps do I need to take?

- If your RSVP status changes, you must complete the [event registration form](#) again to update your response.
- If you are no longer able to attend and will send a representative instead, please provide the name of the representative and their contact information in your updated event registration form (linked above) so that we can update our records and authorize the LOA.

EVENT LINE OF ACCOUNTING

What is the accounting line item for this event?

- The accounting line item LOA is 26 J7 HQ TVL.
- When signing the authorization and voucher, please choose the "BUSOPS V2" routing list.
- Note: this LOA does not cover rental cars. Travel advances are also not authorized.

Who is authorized to use the LOA for the event?

- Only CORE 15 Directors/SELs and DHN Directors/SELs/CMOs/COOs are expected to attend in person and will be authorized to use the J7 LOA. Note: this LOA does not cover rental cars. Travel advances are also not authorized.

How do I access the LOA for the event?

- The LOA can be accessed from the “Cross-Org LOA” drop-down in the “Accounting” section of your order. When signing the authorization and voucher, please choose the “BUSOPS V2” routing list.

What do I need to include in my authorization?

- To avoid your authorization from being returned, please make sure to add a trip description, estimated expenses, and upload the attached Symposium Cros Org email.

How do I add a document?

- To add a document, first open up the authorization you want to add a document to.
- Next, click on expenses on the left hand side of the screen.
- A box will popup click on the drop down, scroll down and select documents.
- When you click on document you will have some options to select you want to pick other.
- From there add the document you want to upload.

How do I add a Cross Org?

- To add a cross order, first open up the authorization.
- Next, click on accounting under the finances section.
- Then, click on Add LOA.
- You will see three choices: DD36TMADODMERB, Shared, and Cross Org. Select Cross Org.
- Finally, select 26 J7 HQ TVL.

When do I need to submit my vouchers?

- Please ensure you follow policy and submit your vouchers within 5 days of returning to the PDS.

Are there any other considerations I should keep in mind for the LOA?

- When a command X-org funds their Line of Accounting (LOA) to another command/organization, the funding organization's routing list must be selected for the AO of the funding organization to approve the traveler's document.

- This LOA is does not cover rental cars. Travel advanced are also not authorized.

DHHQ BUILDING ACCESS AND THE VMS

I do not have building access to the Defense Health Headquarters (DHHQ). Are there any additional steps I need to take in advance of the event?

- If you do not have building access to DHHQ, you will need to submit a [Visitor Management System \(VMS\) form](#) in addition to your event registration form. To facilitate a smooth visitor experience, this form will need to be submitted no later than 25 August 2026. You will also need to enter through the “Visitor” entrance the day of the event.

I am experiencing technical difficulties with the VMS. Who should I reach out to?

- Please call 1 (888) 623-7457 and someone from the VMS technical team will assist you.

I completed my VMS form to receive access to DHHQ. When can I expect to receive confirmation that my visit is approved?

- You will receive an email from the VMS team 24-48 hours before your visit to DHHQ confirming whether your visit has been approved.

CONTACT INFORMATION

Who should I reach out to if I have travel delays or experience other issues?

- Please contact dha.ncr.ed-training-j-7.mbx.dha-directors-event@health.mil.